

Application: Creo College Preparatory Charter School

Ben Samuels-Kalow - bsk@creoprep.org
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Jul 31 2021

[Instructions](#)

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2020-2021 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, 2021)** 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 320700861145

a1. Popular School Name

Creo College Prep

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

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

CSD # 7 - BRONX

d. DATE OF INITIAL CHARTER

6/2018

e. DATE FIRST OPENED FOR INSTRUCTION

8/2019

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

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.</p> <p>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.</p> <p>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.</p> <p>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 MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)

192

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)

161

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

Grades Served	5, 6
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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 2021-2022?

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	524 Courtlandt Ave Bronx NY 10451	347-216-9246	NYC CSD 7	5-7	Yes - All

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Ben Samuels-Kalow	347-216-9246		bsk@creoprep.org
Operational Leader	Joshua Canela	347-216-9246		jcanela@creoprep.org
Compliance Contact	Ben Samuels-Kalow	347-216-9246		bsk@creoprep.org
Complaint Contact	Ambar Hernandez	347-216-9246		ahernandez@creoprep.org
DASA Coordinator	Joshua Canela	347-216-9246		jcanela@creoprep.org
Phone Contact for After Hours Emergencies	Ben Samuels-Kalow	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.

Site 1 Certificate of Occupancy (COO)

[certificate of occupancy - 524 Courtlandt Ave..pdf](#)

Filename: certificate of occupancy - 524 Courtlandt Ave..pdf **Size:** 38.6 kB

Site 1 Fire Inspection Report

[524 Courtlandt ave X CW.pdf](#)

Filename: 524 Courtlandt ave X CW.pdf **Size:** 197.4 kB

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2020-2021 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 2020-2021 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Ben Samuels-Kalow
Position	Founder & 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:

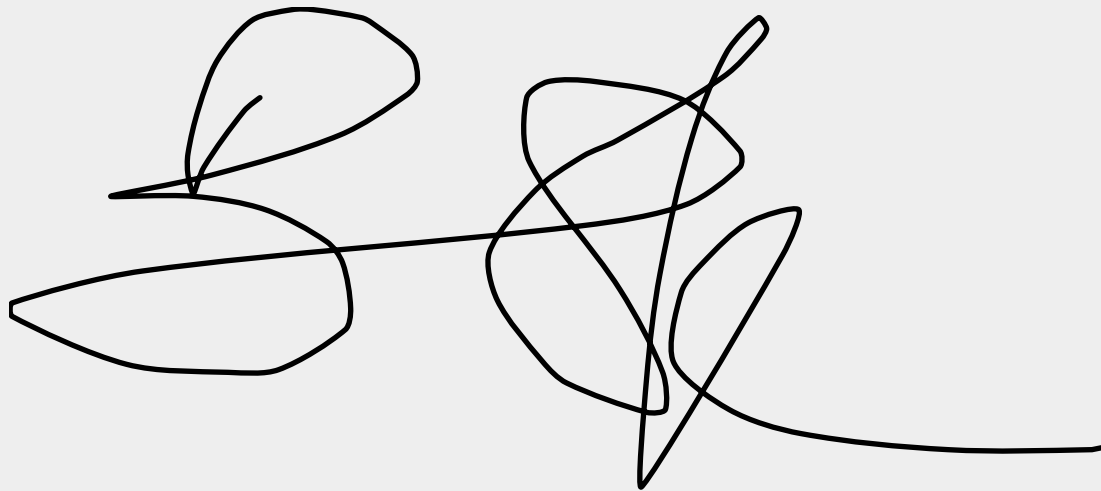
Yes

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 handwritten signature in black ink on a light gray background. The signature is highly stylized and abstract, consisting of several overlapping loops and a long horizontal tail extending to the right.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is stylized, starting with a large, rounded 'P' followed by several smaller, connected loops and a long vertical tail.

Date

Jul 31 2021

Thank you.



Entry 3 Progress Toward Goals

Completed Jul 31 2021

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”. **Deadline is November 1, 2021.**

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

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

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2021.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 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	Unable to Assess	N/A
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%.	NWEA MAP (NYS ELA forthcoming)	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 2020-2021 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”.

2020-2021 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	Met	

	financial audit.			
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 procedures, and in accordance with state law and generally accepted accounting practices.	Audit	Met	
	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			

<p>Org Goal 4</p>	<p>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 and policies. The Board will conduct a formal annual review of organizational strengths and weaknesses.</p>	<p>Board annual retreat and assessment</p>	<p>Met</p>	
<p>Org Goal 5</p>	<p>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,</p>	<p>Survey; retention of leadership; drafting and publication of Roles & Responsibilities</p>	<p>Met</p>	

	when necessary, removing ineffective staff members.			
Org Goal 6	<p>Creo College Prep will be fully enrolled, with high levels of attendance and student retention, with particular focus on retention of high-needs subgroups.</p> <p>Average daily attendance will be 95% or higher.</p> <p>90% of students completing the year will re-enroll the following year.</p> <p>90% of students receiving Special Education services and ELLs will re-enroll the following year.</p>	Enrollment data	Met	
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				

Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

(No response)

6. FINANCIAL GOALS

2020-2021 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

Thank you.

Entry 4 - Audited Financial Statements

Completed Nov 1 2021

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

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, 2021**. 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 protection are turned off.

PLEASE NOTE: 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 SC PpkLGjF.pdf Size: 545.4 kB

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

Completed Dec 20 2021

[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 website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

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 College Preparatory CS_BEDS-320700861145_2020-21](#)

Filename: Creo College Preparatory CS BEDS Y7R61Eq.xlsx Size: 75.8 kB

Entry 4c - Additional Financial Documents

Completed Nov 1 2021

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents in this section **by November 1, 2021**. 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.

[Creo - Escrow proof](#)

Filename: Creo Escrow proof.pdf Size: 51.1 kB

Entry 4d - Financial Services Contact Information

Completed Nov 1 2021

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021**.

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
	Ben Samuels-Kalow	[REDACTED]	[REDACTED]

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Michelle M. Cain	[REDACTED]	[REDACTED]	2

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
	Brad	Blosser	N/A	[REDACTED]	[REDACTED]	2

Entry 5 - Fiscal Year 2021-2022 Budget

Completed Nov 1 2021

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

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.

Instructions - SUNY authorized charter schools should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

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

[Creo - FY22 Budget to NYSED](#)

Filename: Creo FY22 Budget to NYSED.xlsx Size: 63.2 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Jul 31 2021

Required of ALL Charter Schools by August 2

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 2020-2021 school year must complete a signed:

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

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

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

[Jerelyn Copy of FinancialDisclosure2020](#)

Filename: Jerelyn Copy of FinancialDisclosure2020.pdf **Size:** 89.4 kB

[FinancialDisclosure2020 - Aditi Gupta](#)

Filename: FinancialDisclosure2020 Aditi Gupta.pdf **Size:** 92.1 kB

[Copy Jesus Diaz FinancialDisclosure2020](#)

Filename: Copy Jesus Diaz FinancialDisclosure2020.pdf **Size:** 102.9 kB

[Copy of FinancialDisclosure2020](#)

Filename: Copy of FinancialDisclosure2020.pdf **Size:** 94.2 kB

[FinancialDisclosure2020_EDF](#)

Filename: FinancialDisclosure2020 EDF.pdf **Size:** 86.4 kB

Entry 7 BOT Membership Table

Completed Jul 31 2021

Instructions

Required of All charter schools

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

Entry 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.

1. 2020-2021 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 2020-2021
1	Sydney Bagrou		Trustee/Member	Finance	Yes	1	9/3/2020	9/3/2023	11
2	Jesus Diaz		Secretary	Governance	Yes	2	6/12/2018	6/12/2023	12
3	Jerelyn Rodriguez		Chair	Governance	Yes	2	5/28/2023	5/28/2023	12
4	Nelly Ward-Merkel		Vice Chair	Governance	Yes	2	6/20/2019	6/20/2022	12
5	Erin Dun-Franklin		Treasurer	Finance	Yes	2	6/12/2018	6/12/2023	12
6	Laura Reyes		Trustee/Member	Academics	Yes	2	4/23/2020	4/23/2023	12
7	Aditi Gupta		Trustee/Member	Governance	Yes	2	8/15/2019	8/15/2022	12
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, 2021	7
b.Total Number of Members Added During 2020-2021	1
c. Total Number of Members who Departed during 2020-2021	3
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Jul 31 2021

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 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 2, 2021.

[Board Meeting Minutes - April 21, 2021](#)

Filename: Board Meeting Minutes April 21 2021.pdf **Size:** 215.4 kB

[Board Meeting Minutes - January 28, 2021](#)

Filename: Board Meeting Minutes January 28 2021.pdf **Size:** 211.0 kB

[Board Meeting Minutes - February 25, 2021](#)

Filename: Board Meeting Minutes February 25 2021.pdf **Size:** 212.5 kB

[Board Meeting Minutes - December 17, 2020](#)

Filename: Board Meeting Minutes December 17 2020.pdf **Size:** 209.8 kB

[Board Meeting Minutes - June 16, 2021](#)

Filename: Board Meeting Minutes June 16 2021.pdf **Size:** 213.0 kB

[Board Meeting Minutes - August 27, 2020](#)

Filename: Board Meeting Minutes August 27 2020.pdf **Size:** 210.2 kB

[Board Meeting Minutes - May 19, 2021](#)

Filename: Board Meeting Minutes May 19 2021.pdf **Size:** 211.3 kB

[Board Meeting Minutes - March 25, 2021](#)

Filename: Board Meeting Minutes March 25 2021.pdf **Size:** 211.6 kB

[Board Meeting Minutes - September 24, 2020](#)

Filename: Board Meeting Minutes September 24 2020.pdf **Size:** 209.7 kB

[Board Meeting Minutes - November 19, 2020](#)

Filename: Board Meeting Minutes November 19 2020.pdf **Size:** 210.7 kB

[Board Meeting Minutes - October 22, 2020](#)

Filename: Board Meeting Minutes October 22 2020.pdf **Size:** 208.9 kB

Entry 9 Enrollment & Retention

Completed Jul 31 2021

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

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 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 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

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

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
Economically Disadvantaged	This year we invested heavily in social media outreach in our zip code, as well as canvassing and tabling in the neighborhood. We worked with our Family Council to recruit families through networks like churches, mutual aid organizations, and other groups that serve the economically disadvantaged.	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.
English Language Learners	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.	We continued our bilingual outreach, and family participation through in-person canvassing, social media outreach, and a new referral program.
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 continue to involve our Student Supports Team in recruitment so families can make an informed decision.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
	During 2020-21, Creo provided all school supplies, including a laptop, for all students. Additionally, we covered internet cost for families without a connection, and conducted home visits to families to bring school supplies including desks and chairs to setup remote	

<p>Economically Disadvantaged</p>	<p>workspaces. As an SFA, we also provided meal delivery to high-needs families.</p> <p>Most prominently, we began Learning Pods that allowed any student to learn from the building 5 days a week in a safe, supervised environment. We piloted this program with our families experiencing homelessness, and quickly expanded it to serve all interested families. Creo retained all of our economically disadvantaged students who did not move out of state.</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>
<p>English Language Learners</p>	<p>We began a Reading Program that combined MLL supports in ELA class and a Reading Class focused on phonics and phonemic awareness to address students at varying levels of English proficiency. Creo retained all but two MLL students who did not move out of state, who will be attending a school closer to their home now that we are back in-person.</p>	<p>We are expanding our support for MLL with another Interventionist joining our team, and expanding the differentiated Reading program for language acquisition.</p>
<p>Students with Disabilities</p>	<p>We decreased our class sizes in Remote Learning, and ICT classes had between 10 and 18 students (depending on the grade) which allowed for a very high teacher:student ratio. This allowed for co-teaching and high-leverage small group, and we saw high growth in both ELA and Math for our students with disabilities. Creo retained all of our students with disabilities who did not move out of state.</p>	<p>We are continuing our ICT model and adding two additional intervention blocks throughout the day to provide additional support.</p>

Entry 10 - Teacher and Administrator Attrition

Completed Jul 31 2021

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 that 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 that 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.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/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

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously 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

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

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 31 2021

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, 2021)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category A: 5 or 30% whichever is less	3.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category B: not to exceed 5	1.0

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, 2021)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	4
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category C: not to exceed 5	4.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	8

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	5

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	13



Thank you.

Entry 12 Organization Chart

Completed Jul 31 2021

[Instructions](#)

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

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

[Creo College Prep 2020 Org Chart](#)

Filename: Creo College Prep 2020 Org Chart.pdf **Size:** 319.7 kB

Entry 13 School Calendar

Completed Jul 31 2021

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

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 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.

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

[2021-22 Academic Calendar \[Updated 8_1_21\] - 2021-22](#)

Filename: 2021 22 Academic Calendar Updated 8 4kAYGB2.pdf Size: 33.6 kB

Entry 14 Links to Critical Documents on School Website

Completed Jul 31 2021

Instructions

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

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

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 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 5: Authorizer-approved DASA 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. Most Recent Annual Report (i.e., 2019-20)	https://docs.google.com/document/d/1lhK_LOwd4ahEZjoe8YIBGS2gFU1wVehjJR4fnkIFGI8/edit
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://docs.google.com/document/d/1lhK_LOwd4ahEZjoe8YIBGS2gFU1wVehjJR4fnkIFGI8/edit
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://meet.google.com/aui-gjuz-qcv
3. Link to NYS School Report Card	https://data.nysed.gov/essa.php?year=2020&instid=800000090254
4. Lottery Notice announcing date of lottery	https://www.creoprep.org/events/2019/3/25/lottery-rjbl4
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://docs.google.com/document/d/1y8jUrvRru6TC36EMhdUfFIOOM4vqtxyuzbTwi8Mo2Y/edit#heading=h.25b2I0r
6. District-wide Safety Plan	https://docs.google.com/document/d/1LINldb5flu-uubs7soRVD9QVvUGCZMx9Q7RI9eKF--/edit#heading=h.u8xh5nuc1yy9
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://docs.google.com/document/d/1ydNqsEFnUHPEnYHM-fmPf_3ByMUi7QTap3GZ2iIWEAM/edit
7. Authorizer-Approved FOIL Policy	https://docs.google.com/document/d/1ecuAQ18wlbFt0OxAijhpQvpuN192j2WUrA6jmclIUSzM/edit
8. Subject matter list of FOIL records	https://docs.google.com/document/d/1ecuAQ18wlbFt0OxAijhpQvpuN192j2WUrA6jmclIUSzM/edit

Thank you.



CREO COLLEGE PREPARATORY CHARTER SCHOOL

BRONX, NEW YORK

AUDITED FINANCIAL STATEMENTS

OTHER FINANCIAL INFORMATION

**REPORT REQUIRED BY
GOVERNMENT AUDITING STANDARDS**

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2021
(With Comparative totals for 2020)

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Creo College Preparatory Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of Creo College Preparatory Charter School, which comprise the statement of financial position as of June 30, 2021, 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.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Creo College Preparatory Charter School as of June 30, 2021, 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.

Report on Summarized Comparative Information

We have previously audited Creo College Preparatory Charter School's June 30, 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 20, 2020. In our opinion, the summarized comparative information presented herein as of June 30, 2020 and for the period from June 12, 2018 (date of inception) to June 30, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Report Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 23, 2021 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
September 23, 2021

CREO COLLEGE PREPARATORY CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2021
(With Comparative Totals for 2020)

<u>ASSETS</u>	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 876,617	\$ 256,739
Grants and other receivables	196,039	313,122
Prepaid expenses and other current assets	<u>30,267</u>	<u>45,427</u>
TOTAL CURRENT ASSETS	1,102,923	615,288
<u>PROPERTY AND EQUIPMENT, net</u>	349,243	309,474
<u>OTHER ASSETS</u>		
Security deposits	39,831	39,831
Cash in escrow	<u>50,031</u>	<u>24,921</u>
	<u>89,862</u>	<u>64,752</u>
TOTAL ASSETS	<u>\$ 1,542,028</u>	<u>\$ 989,514</u>
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Current portion of long term debt	\$ -	\$ 60,677
Accounts payable and accrued expenses	77,442	65,049
Accrued payroll and benefits	<u>158,891</u>	<u>81,889</u>
TOTAL CURRENT LIABILITIES	236,333	207,615
<u>DEFERRED LEASE LIABILITY</u>	723,214	-
<u>LONG TERM DEBT</u>	<u>-</u>	<u>77,258</u>
TOTAL LIABILITIES	959,547	284,873
<u>NET ASSETS</u>		
Without donor restrictions	<u>582,481</u>	<u>704,641</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,542,028</u>	<u>\$ 989,514</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, 2021
(With Comparative Totals for 2020)

	Year ended June 30, 2021	Period from June 12, 2018 (date of inception) to June 30, 2020
Operating revenue and support:		
State and local per pupil operating revenue	\$ 3,270,545	\$ 1,729,725
Government grants	250,746	902,766
NYC DOE rental assistance	774,871	422,460
Contributions	147,353	351,987
In-kind contributions	86,400	-
Other income	2,472	22,173
Paycheck Protection Program loan forgiveness	137,935	-
TOTAL OPERATING REVENUE AND SUPPORT	<u>4,670,322</u>	<u>3,429,111</u>
Expenses:		
Program:		
Regular education	3,039,341	1,388,280
Special education	691,367	293,330
Management and general	1,061,774	1,042,860
TOTAL EXPENSES	<u>4,792,482</u>	<u>2,724,470</u>
CHANGE IN NET ASSETS	(122,160)	704,641
Net assets at beginning of year	704,641	-
NET ASSETS AT END OF YEAR	<u>\$ 582,481</u>	<u>\$ 704,641</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, 2021
(With Comparative Totals for 2020)

	Year ended June 30,						Period from
	2021						June 12,
							2018 (date of
	Program Services			Supporting Services		inception) to	
No. of	Regular	Special	Sub-total	Management	Total	Total	
Positions	Education	Education		and			
				General			
Personnel services costs:							
Administrative staff personnel	6	\$ -	\$ -	\$ -	\$ 487,737	\$ 487,737	\$ 551,997
Instructional personnel	18	1,335,491	122,204	1,457,695	-	1,457,695	706,926
Total salaries and wages	24	1,335,491	122,204	1,457,695	487,737	1,945,432	1,258,923
Fringe benefits and payroll taxes		284,127	25,999	310,126	103,767	413,893	223,310
Retirement		34,299	3,139	37,438	12,526	49,964	30,633
Legal services		-	-	-	8,596	8,596	47,881
Accounting/Audit services		-	-	-	24,600	24,600	28,400
Other Purchased/Professional/Consulting Services		17,365	6,925	24,290	218,608	242,898	180,704
Building rent		1,069,544	426,509	1,496,053	-	1,496,053	505,440
Repairs and maintenance		11,077	4,417	15,494	-	15,494	9,138
Insurance		28,774	11,475	40,249	7,103	47,352	46,400
Utilities		-	-	-	37,898	37,898	3,200
Supplies/Materials		15,936	6,355	22,291	-	22,291	12,306
Equipment/Furnishings		8,591	3,426	12,017	1,335	13,352	10,189
Staff development		36,624	2,154	38,778	12,927	51,705	13,276
Marketing/Recruitment		49,906	19,901	69,807	23,269	93,076	47,018
Technology		29,331	11,697	41,028	13,675	54,703	7,417
Food service		47,105	18,785	65,890	-	65,890	89,590
Student services		8,418	3,357	11,775	-	11,775	36,169
Office expense		6,641	2,648	9,289	27,867	37,156	66,112
Depreciation		56,112	22,376	78,488	50,182	128,670	85,388
Other		-	-	-	31,684	31,684	22,976
		<u>\$ 3,039,341</u>	<u>\$ 691,367</u>	<u>\$ 3,730,708</u>	<u>\$ 1,061,774</u>	<u>\$ 4,792,482</u>	<u>\$ 2,724,470</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, 2021
(With Comparative Totals for 2020)

	Year ended June 30, 2021	Period from June 12, 2018 (date of inception) to June 30, 2020
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ (122,160)	\$ 704,641
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation	128,670	85,388
Paycheck Protection Program loan forgiveness	(137,935)	-
In-kind contributions	(86,400)	-
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	117,083	(313,122)
Prepaid expenses and other current assets	15,160	(45,427)
Accounts payable and accrued expenses	12,393	65,049
Accrued payroll and benefits	77,002	81,889
Deferred lease liability	723,214	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	727,027	578,418
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(82,039)	(394,862)
Security deposits	-	(39,831)
NET CASH USED FOR INVESTING ACTIVITIES	(82,039)	(434,693)
<u>CASH FLOWS - FINANCING ACTIVITIES</u>		
Borrowings on long term debt	-	137,935
NET CASH PROVIDED FROM FINANCING ACTIVITIES	-	137,935
NET INCREASE IN CASH AND RESTRICTED CASH	644,988	281,660
Cash and restricted cash at beginning of year	281,660	-
CASH AND RESTRICTED CASH AT END OF YEAR	\$ 926,648	\$ 281,660

CREO COLLEGE PREPARATORY CHARTER SCHOOL

STATEMENT OF CASH FLOWS, Cont'd

YEAR ENDED JUNE 30, 2021
(With Comparative Totals for 2020)

	Year ended June 30, 2021	Period from June 12, 2018 (date of inception) to June 30, 2020
<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	\$ 876,617	\$ 256,739
Cash in escrow	<u>50,031</u>	<u>24,921</u>
	<u>\$ 926,648</u>	<u>\$ 281,660</u>
<u>NON-CASH OPERATING AND INVESTING ACTIVITY</u>		
In-kind contribution of property and equipment	<u>\$ 86,400</u>	<u>\$ -</u>

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

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2021

(With Comparative Totals for 2020)

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. The Charter School had no net assets with donor restrictions at June 30, 2021 or 2020.

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, 2021

(With Comparative Totals for 2020)

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:

	June 30,	
	2021	2020
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.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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

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.

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 \$50,031 at June 30, 2021. 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, 2021 or 2020.

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 five years.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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

Contributed goods and 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.

The Charter School received contributed property and equipment which was valued at \$86,400 for the year ended June 30, 2021. There were no in-kind contributions for the period ended June 30, 2020.

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 \$723,214 for the year ended June 30, 2021.

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, 2021 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 \$93,000 and \$47,000 for the year ended June 30, 2021 and the period June 12, 2018 (date of inception) to June 30, 2020, 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.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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

New accounting pronouncements:

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.

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-kind 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 will be applied on a retrospective basis. The Charter School is currently evaluating the provisions of this update to determine the impact it will have on the Charter School’s financial statements.

Comparatives for the period ended June 30, 2020

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, 2020, 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 September 23, 2021, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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, 2021 and 2020:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Cash	\$ 876,617	\$ 256,739
Grants and other receivables	<u>196,039</u>	<u>313,122</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 1,072,656</u>	<u>\$ 569,861</u>

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment at June 30, 2021 and 2020 consist of the following:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Furniture and fixtures	\$ 118,172	\$ 118,172
Computer equipment	<u>445,129</u>	<u>276,690</u>
	563,301	394,862
Less accumulated depreciation	<u>214,058</u>	<u>85,388</u>
	<u>\$ 349,243</u>	<u>\$ 309,474</u>

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE D: NET ASSETS

Net assets without donor restrictions consist of the following at June 30, 2021 and 2020:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Undesignated net assets	\$ 233,238	\$ 395,167
Invested property and equipment	<u>349,243</u>	<u>309,474</u>
	<u>\$ 582,481</u>	<u>\$ 704,641</u>

NOTE E: SCHOOL FACILITIES

Effective July 1, 2019, the Charter School entered into a license agreement with a third party for temporary space for six months and later extended the agreement for another six months at a monthly rate of \$40,000 through June 30, 2020. Rent expense incurred under this agreement for the period from June 12, 2018 (date of inception) to June 30, 2020 was \$480,000. In addition to the monthly license fee, a cleaning fee of \$2,000 per month was recorded in rent expense in the accompanying statement of functional expenses. The Charter School paid \$40,000 of security deposits relative to this agreement which is included in prepaid expenses and other current assets in the accompanying statement of financial position. The security deposit was refunded to the Charter School in October 2020.

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 \$79,000, plus real estate taxes. Annual payments escalate through June 2040. Rent expenses incurred under this agreement for the year ended June 30, 2021 was \$1,496,053. 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>
2022	\$ 1,213,000
2023	1,655,000
2024	1,757,000
2025	1,810,000
2026	1,864,000
Thereafter	<u>32,740,000</u>
	<u>\$ 41,039,000</u>

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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.

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 year ended June 30, 2021 and the period from June 12, 2018 (date of inception) to June 30, 2020 was \$3,270,545 and \$1,729,725, respectively. This is approximately 70% and 50% of total operating revenue and support for the year ended June 30, 2021 and the period from June 12, 2018 (date of inception) to June 30, 2020, 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. Approximately 23% of the Charter School's total operating revenue and support for the period from June 12, 2018 (date of inception) to ended June 30, 2020 related to a federal grant.

At June 30, 2021 and 2020, approximately 100% and 95%, 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 \$49,964 and \$30,633 to the Plan for the year ended June 30, 2021 and the period from June 12, 2018 (date of inception) through June 30, 2020, respectively.

NOTE I: OPERATING LEASE

The Charter School leases office equipment under non-cancelable lease agreements at a monthly cost of approximately \$770 expiring various dates through November 2022. The future minimum payments on these agreements are approximately as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2022	\$ 9,000
2023	<u>3,700</u>
	<u>\$ 12,700</u>

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE J: 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 K: 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 2022.

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 is 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 \$44,027 of revenue relative to ESSER grants during the year ended June 30, 2021.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

OTHER FINANCIAL INFORMATION

INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees
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, 2021 and have issued our report thereon dated September 23, 2021, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Activities hereinafter is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements for the year ended June 30, 2021.

We have audited the financial statements of Creo College Preparatory Charter School as of and for the period from June 12, 2018 (date of inception) to June 30, 2020, and have issued our report thereon dated October 20, 2020, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Activities hereinafter is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements for the period from June 12, 2018 (date of inception) to June 30, 2020.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
September 23, 2021

CREO COLLEGE PREPARATORY CHARTER SCHOOL

SCHEDULE OF ACTIVITIES

YEARS ENDED JUNE 30, 2021 AND 2020 AND THE PERIOD FROM
JUNE 12, 2018 (DATE OF INCEPTION) TO JUNE 30, 2019
AND THE PERIOD FROM JUNE 12, 2018 (DATE OF INCEPTION) TO JUNE 30, 2020

	<u>Year ended June 30,</u>		<u>Period from</u>	<u>Period from</u>
	<u>2021</u>	<u>2020</u>	<u>June 12, 2018</u>	<u>June 12, 2018</u>
			<u>(date of</u>	<u>(date of</u>
			<u>inception) to</u>	<u>inception) to</u>
			<u>June 30, 2019</u>	<u>June 30, 2020</u>
Operating revenue and support:				
State and local per pupil operating revenue	\$ 3,270,545	\$ 1,729,725	\$ -	\$ 1,729,725
Government grants	250,746	563,970	338,796	902,766
NYC DOE rental assistance	774,871	422,460	-	422,460
Contributions	147,353	25,613	326,374	351,987
In-kind contributions	86,400	-	-	-
Other income	2,472	22,173	-	22,173
Paycheck Protection Program loan forgiveness	137,935	-	-	-
TOTAL OPERATING REVENUE AND SUPPORT	4,670,322	2,763,941	665,170	3,429,111
Personnel services costs:				
Administrative staff personnel	\$ 487,737	\$ 376,376	\$ 175,621	\$ 551,997
Instructional personnel	1,457,695	706,926	-	706,926
Total salaries and wages	1,945,432	1,083,302	175,621	1,258,923
Fringe benefits and payroll taxes	413,893	203,598	19,712	223,310
Retirement	49,964	30,633	-	30,633
Legal services	8,596	15,371	32,510	47,881
Accounting/Audit services	24,600	28,400	-	28,400
Other Purchased/Professional/Consulting services	242,898	154,426	26,278	180,704
Building rent	1,496,053	496,160	9,280	505,440
Repairs and maintenance	15,494	-	9,138	9,138
Insurance	47,352	43,001	3,399	46,400
Utilities	37,898	3,200	-	3,200
Supplies/Materials	22,291	12,306	-	12,306
Equipment/Furnishings	13,352	10,189	-	10,189
Staff development	51,705	12,031	1,245	13,276
Marketing/Recruitment	93,076	30,955	16,063	47,018
Technology	54,703	4,567	2,850	7,417
Food service	65,890	89,590	-	89,590
Student services	11,775	25,550	10,619	36,169
Office expense	37,156	57,407	8,705	66,112
Depreciation	128,670	85,388	-	85,388
Other	31,684	11,667	11,309	22,976
TOTAL EXPENSES	4,792,482	2,397,741	326,729	2,724,470
CHANGE IN NET ASSETS	\$ (122,160)	\$ 366,200	\$ 338,441	\$ 704,641

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, 2021 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 September 23, 2021.

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 determination of financial statement amounts. 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
September 23, 2021



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

May 29, 2021 through June 30, 2021

Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 Service Center: **1-877-425-8100**
 Deaf and Hard of Hearing: 1-800-242-7383
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679

[REDACTED]
 HOLD - RETURN MAIL
 CREO COLLEGE PREPARATORY CHARTER SCHOOL
 524 COURTLANDT AVE
 BRONX NY 10451

SAVINGS SUMMARY

Chase Business Premier Savings

	INSTANCES	AMOUNT
Beginning Balance		\$50,029.27
Deposits and Additions	1	1.35
Ending Balance	1	\$50,030.62
Annual Percentage Yield Earned This Period		0.03%
Interest Paid This Period		\$1.35
Interest Paid Year-to-Date		\$7.42

Your monthly service fee was waived because you maintained an average savings balance of \$25,000 or more during the statement period.

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$50,029.27
06/30	Interest Payment	1.35	50,030.62
	Ending Balance		\$50,030.62

30 deposited items are provided with your account each month. There is a \$0.40 fee for each additional deposited item.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS: Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS: Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC



May 29, 2021 through June 30, 2021
Account Number: [REDACTED]

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<p style="text-align: center;">Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</p>
--

Name: Jerelyn Rodriguez

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Creo College Preparatory Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board Chair

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?

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

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

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

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

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

No

6. 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.

I was a board member of KIPP Public Schools from March 2018 to February 2021.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

Please write “None” if applicable. Do not leave this space blank.

None			
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8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “**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
None				

New

7/29/21

Signature

Date

Please note that 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. Personal contact information provided below will be redacted.



<p style="text-align: center;">Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</p>
--

Name:

Aditi Gupta

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Creo College Preparatory Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee and Member of Fundraising Committee

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?

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

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

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

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

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

No

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None <i>Please write "None" if applicable. Do not</i>	None	None <i>leave this space blank.</i>	None

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “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
None	None	None	None	None

Aditi Gupta

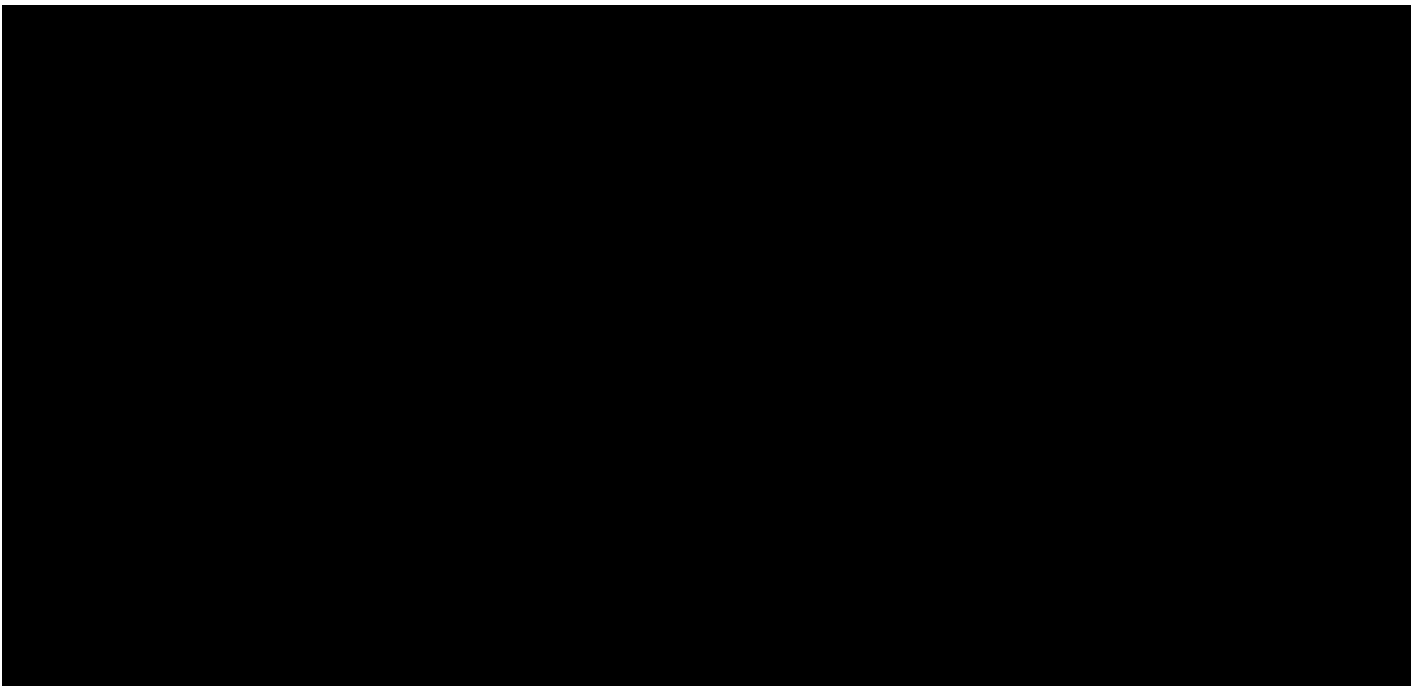
Signature

7/29/2021

Date

Please note that 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. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Jesus Diaz Jr

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Creo College Preparatory Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Secretary

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?

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

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

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

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

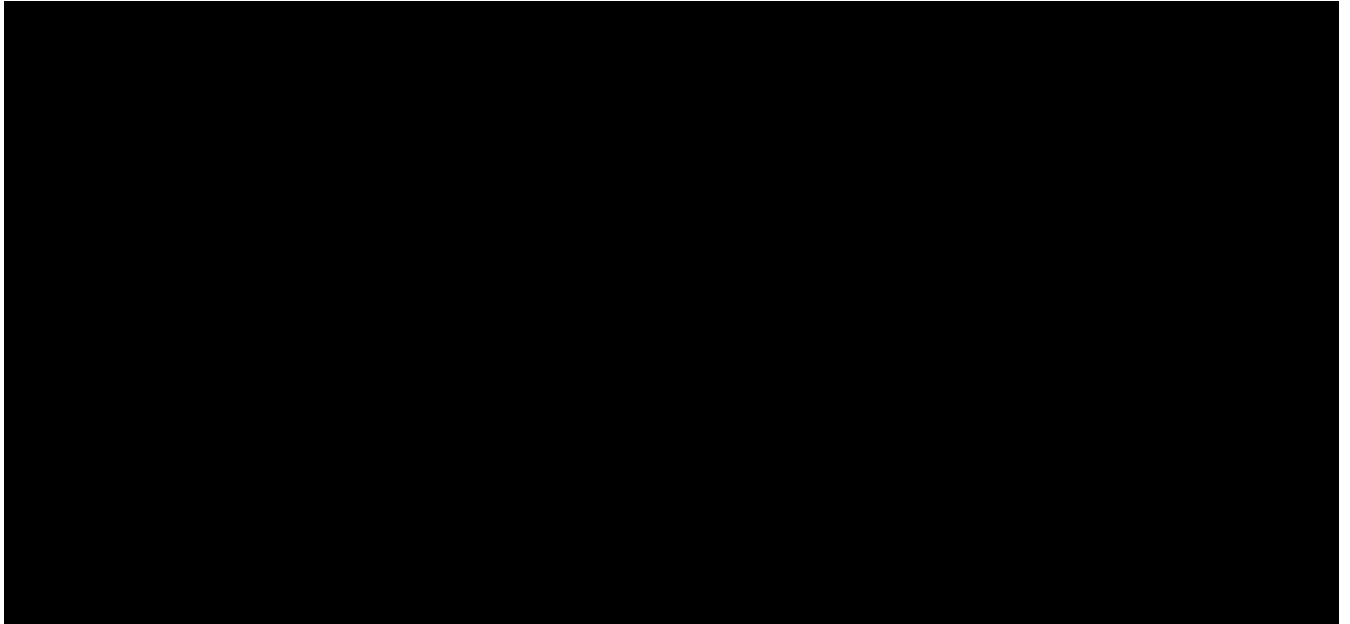
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<div style="font-size: 48px; color: lightblue; opacity: 0.5;">None</div>			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “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
None				

 Jesus Diaz
 _____ 7/29/2021 _____
 Signature Date

Please note that 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. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Ellison Merkel

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Creo College Preparatory Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?

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

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

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

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

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

No

6. 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.

No

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None <i>Please write "None" if applicable. Do not</i>		<i>leave this space blank.</i>	

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "**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
None				

/s/ Ellison Merkel

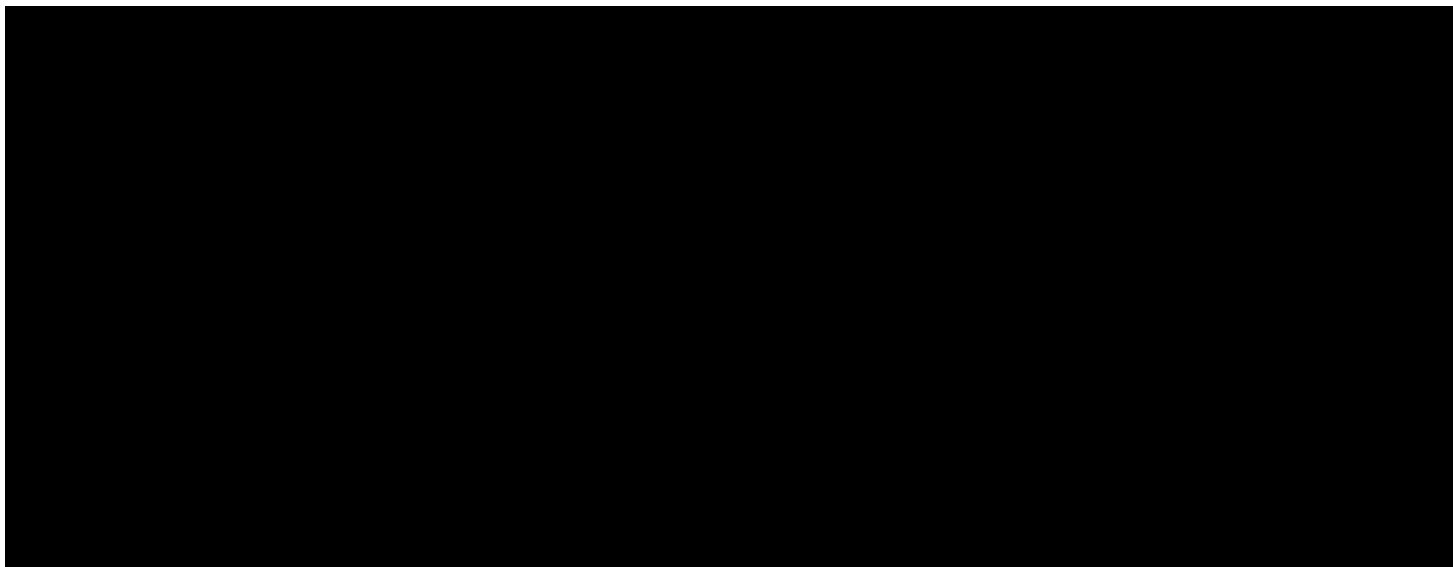
July 29, 2021

Signature

Date

Please note that 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. Personal contact information provided below will be redacted.





**Disclosure of Financial Interest by a Current or Proposed Board of Trustees
Member**

Name:

Erin Dunn-Franklin

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Creo College Preparatory Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Treasurer, Finance Committee Chair

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?

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

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

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

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

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

No

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
	None		

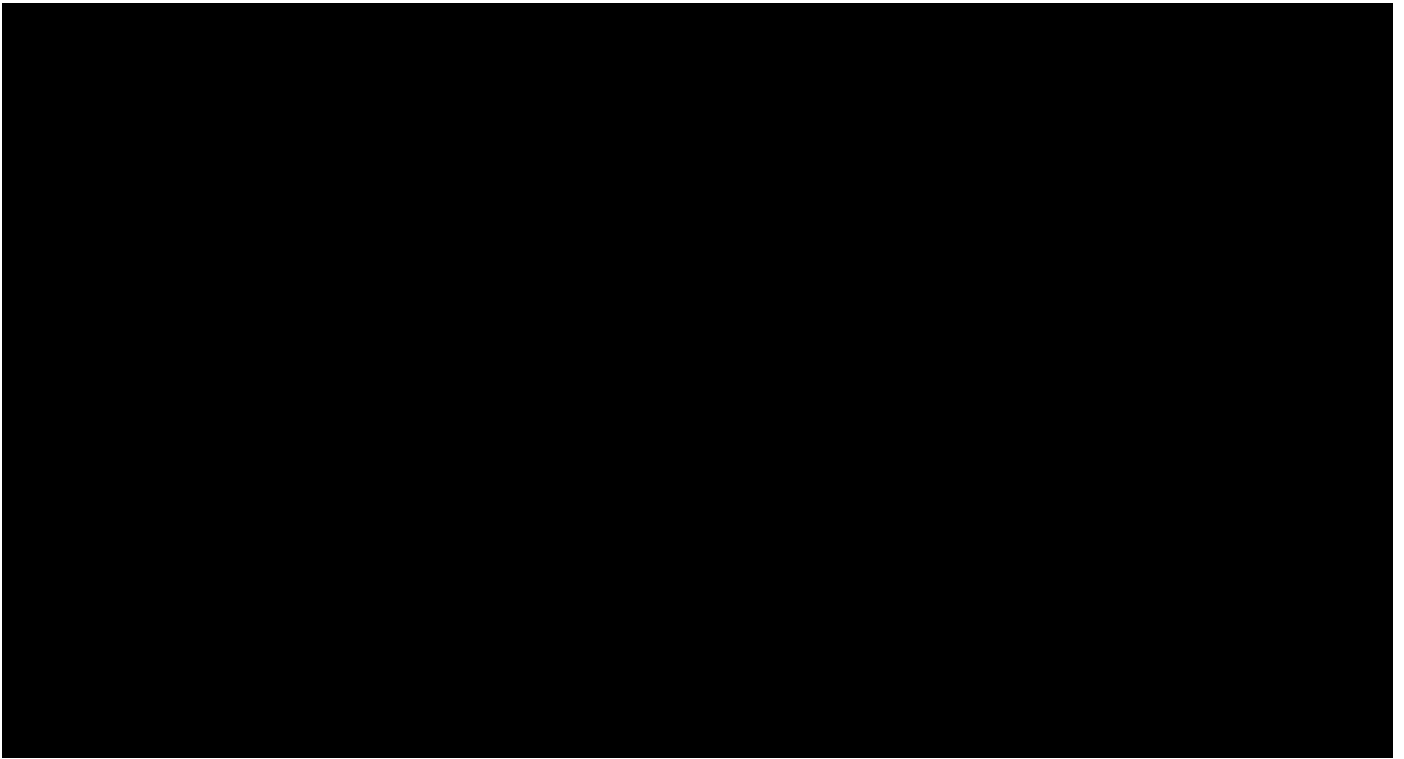
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “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
None				

Erin Dunn-Franklin _____ 7/30/2021 _____
 Signature Date

Please note that 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. Personal contact information provided below will be redacted.

Please write "None" if applicable. Do not leave this space blank.





Meeting of the Board of Trustees – April 21, 2021

Call to Order

The April meeting of the Board of Creo College Preparatory Charter School was held on Wednesday, April 21st, 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 **6:35 PM (EDT)**. [Meeting agenda](#)

Board Member Attendance

Present	Present by Videoconference		Absent
	Erin Dunn-Franklin Ross Dakin Jerelyn Rodriguez	Mike Stoll Ellison Ward Merkel Jesus Diaz, Jr. Aditi Gupta	Sydney Bagrou (excused) Laura Reyes (excused)

Non-Board Member Attendance

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

Quorum Quorum **was** met.

Public Comment None.

New Business None

Votes

Vote: Approve 990 with preliminary edits, then via e-mail for final approval by 5/7.

Jesus moved, Erin seconded. 990 was **approved** unanimously under the condition that all members will email their approval by May 7th.

Vote: Approval of March 2021 Minutes

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

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	- Included within Academic Committee report below

Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez	<ul style="list-style-type: none"> - Discussed updates to website - Board page - *** Sydney Bagrou and Aditi Gupta to supply Ben with bios + headshots for updating Board page on website. - Presented Board recruitment qualification document and fundraising network maps. *** Jerelyn Rodriguez to work with Governance team to calibrate best criteria/approach for Creo. - Breakouts held for building connections amongst Board. *** Ben to review and update for vote at April meeting
Finance	Erin Dunn-Franklin Ben Samuels-Kalow	<ul style="list-style-type: none"> - Reviewed March finances - Discussed and received 990 revisions - *** Erin Dunn-Franklin to gather revisions for 990 then recirculate to Board for final vote via e-mail - Discussed Friends of Creo update *** Nelly Ward Merkel to keep working on setup
Academic	Ben Samuels-Kalow	- Shared preliminary MAP testing data



Creo College Prep

	Mike Stoll	- Discussed lottery results, canvassing/recruitment strategy
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Meeting Adjournment

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



Meeting of the Board of Trustees – January 28, 2021

Call to Order

The November meeting of the Board of Creo College Preparatory Charter School was held on Thursday, January 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 **6:33 PM (EDT)**. [Meeting agenda](#)

Board Member Attendance

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

Non-Board Member Attendance

Present	Present by Videoconference
Ben Samuels-Kalow, Head of School Herline Honorat, Teacher Emma Wingreen, Teacher	EdTec: Brad Blosser

Quorum Quorum **was** met.

Public Comment None.

New Business None

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	- Two Creo teachers (Herline Honorat and Emma Wingreen) as guest speakers discussing their thoughts on and experience at Creo

Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez	- Updated on Board recruitment - Discussed Board retreat potential agenda
Finance	Erin Dunn-Franklin Ben Samuels-Kalow Ed Tec	- Updated on PPP Loan Forgiveness - Updated on enrollment impact on budget by Ed Tec - Updated on Friends of CREO initiative
Fundraising	Aditi Gupta	- Updated on grant application process
Academic	Laura Reyes, Ben Samuels-Kalow, Mike Stoll	- Updated on MAP data - Updated on PODS initiative - Updated on summer school process - Updated on COVID vaccinations for teachers

Votes

Vote: Approval of December 2020 Minutes

Jesus Diaz, Jr. moved, Laura Reyes seconded. Minutes were **approved** unanimously.

Meeting Adjournment

Mike Stoll moved to adjourn the meeting, and **Aditi Gupta** seconded. The motion to adjourn was approved unanimously at



Creo College Prep

7:54 PM.



Meeting of the Board of Trustees – February 25, 2021

Call to Order

The November meeting of the Board of Creo College Preparatory Charter School was held on Thursday, February 25th, 2021, at 6:30 PM (EDT) at 524 Courtlandt Ave, The Bronx, NY 10451. **Board Treasurer / Acting Chair Erin Dunn-Franklin** presiding. The meeting was called to order at **6:33 PM (EDT)**. [Meeting agenda](#)

Board Member Attendance

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

Non-Board Member Attendance

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

Quorum Quorum **was** met.

Public Comment None.

New Business None

Votes

Vote: Approval of renewed terms for Board Chair (Jerelyn) and Vice Chair (Ross Dakin)

Laura Reyes moved, Jesus Diaz, Jr. seconded. Slate was **approved** unanimously.

Vote: Approval of January 2021 Minutes

Ellison Ward Merkel moved, Laura Reyes seconded. Minutes were **approved** unanimously.

Vote: Approval of new HR vendor (Justworks)

Mike Stoll moved, Erin Dunn-Franklin seconded. Minutes were **approved** unanimously.

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	-

Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez	- Cecil Orji resignation from Board - Board recruitment: process discussion, pending equity statement - Retreat run-through
Finance	Erin Dunn-Franklin Ben Samuels-Kalow Ed Tech	- IDEA allocation slightly less than expected; HOS working through - Reviewed monthly finances - Possible increased per-pupil funding coming
Fundraising	Aditi Gupta	- To lean on outside help for grant writing, noting limited success - Schedule student brainstorm for fundable project ideas
Academic	Laura Reyes, Ben Samuels-Kalow, Mike Stoll	- Consistent attendance between pods/home - Slightly higher growth shown by pod students vs. home - Standardized testing upcoming (first time for Creo) - Enrollment numbers are promising



Meeting Adjournment

Ross Dakin moved to adjourn the meeting, and Jesus Diaz, Jr. seconded. The motion to adjourn was approved unanimously at 7:54 PM.



Meeting of the Board of Trustees – December 17, 2020

Call to Order

The December meeting of the Board of Creo College Preparatory Charter School was held on Thursday, December 17th, 2020, 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 **6:33 PM (EDT)**. [Meeting agenda](#)

Board Member Attendance

Present	Present by Videoconference		Absent
	Ross Dakin Jerelyn Rodriguez Laura Reyes Aditi Gupta	Mike Stoll Jesus Diaz, Jr. Sydney Bagrou Ellison Ward Merkel Cecil Orji	Erin Dunn-Franklin (on leave)

Non-Board Member Attendance

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

Quorum Quorum **was** met.

Public Comment None.

New Business None

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	<ul style="list-style-type: none"> - Update on Pod messaging to parents - Student reading assessment update

Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez	<ul style="list-style-type: none"> - Update on Board member recruitment
Finance	Ellison Ward Merkel	<ul style="list-style-type: none"> - PPP Forgiveness Application and 990 Questionnaire currently under review by finance team - Conversations continue with outside counsel on Friends of CREO
Fundraising	Jesus Diaz, Jr. Ben Samuels-Kalow	<ul style="list-style-type: none"> - Update on Thrive campaign - Update on EdTec support on grant submission process - Update on learning pods fundraising
Academic	Mike Stoll	<ul style="list-style-type: none"> - Update Teacher Leaders Fellowship program - Update on data analytics progress

Votes

Vote: Approval of November Minutes

Laura Reyes moved, Ellison Ward Merkel seconded. Minutes were **approved** unanimously.

Meeting Adjournment

Ross Dakin moved to adjourn the meeting, and Aditi Gupta seconded. The motion to adjourn was approved unanimously at 7:17 PM.



Meeting of the Board of Trustees – June 16, 2021

Call to Order

The May meeting of the Board of Creo College Preparatory Charter School was held on Wednesday, May 19th, 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)**. [Meeting agenda](#)

Board Member Attendance

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

Non-Board Member Attendance

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

Quorum Quorum **was** met.

Public Comment None.

New Business None

Votes

Vote: Move votes into Executive Session

Laura moved, Jesus seconded. Votes moved to executive discussion was approved unanimously.
Jesus moved. Erin seconded to return to open meeting.

Vote: Approval of 2021/2022 Budget

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

Vote: Renewal of Erin Dunn-Franklin and Jesus Diaz terms.

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

Vote: Approval of May 2021 Minutes

Laura moved, Sydney seconded. Minutes were **approved** unanimously.

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	- Combined with Academic Committee update

Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez	- Provided board nomination update. - Jerelyn Rodriguez to follow-up on 4 pending candidates with Board member making nomination. - Board member terms revision for bylaws was discussed.
Finance	Erin Dunn-Franklin Brad Blosser	- Reviewed final budget prior to vote. - Audits to be conducted in October.
Academic	Ben Samuels-Kalow	- Provided enrollment and recruitment update. - Provided 2021/2022 school update.



Creo College Prep

Meeting Adjournment

Nelly moved to adjourn the meeting, and Laura seconded. The motion to adjourn was approved unanimously at 7:57 PM.



Meeting of the Board of Trustees – September 3, 2020

Call to Order

The August meeting of the Board of Creo College Preparatory Charter School was held on Thursday, September 3rd, 2020, 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 6:32 PM (EDT). [Meeting agenda](#)

Board Member Attendance

Present	Present by Videoconference		Absent
	Erin Dunn-Franklin Aditi Gupta Ross Dakin Jerelyn Rodriguez	Mike Stoll Ellison Ward Merkel Jesus Diaz, Jr.	Laura Reyes (excused)

Non-Board Member Attendance

Present	Present by Videoconference
Ben Samuels-Kalow, Head of School	EdTec: Brad Blosser, Bryson Wilson, Derian De La Torre Sydney Bagrou, Board Candidate

Quorum Quorum **was** met.

Public Comment None.

New Business None

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	<ul style="list-style-type: none"> - Discussed first day of Fall school and fire safety certifications. - Discussed self-evaluation and feedback.

Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez Ross Dakin	<ul style="list-style-type: none"> - Board candidate Sydney shared details around his background and interests for joining the Board. - Provided overview and recap of Governance training sessions and Board Self Assessment survey synthesis.
Finance	Erin Dunn-Franklin	<ul style="list-style-type: none"> - EdTec provided detailed update on PPP, balance sheet and upcoming audits. - Erin to prep scenario worksheet.
Fundraising	Jesus Diaz, Jr.	<ul style="list-style-type: none"> - Team applied to 2 grants, will need 6 more by EOM. - Team confirmed EdTec support on future grants. - Update shared on next steps from Fundraising conversations & meetings; goal increased to 200K.
Academic	Mike Stoll	<ul style="list-style-type: none"> - Provided enrollment update/overview.

Votes

Vote: Approval of July Minutes

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

Vote: Approval of Sydney Bagrou to Creo Board of Trustees

Mike moved, Jesus seconded. Approved unanimously.

Meeting Adjournment

Nelly moved to adjourn the meeting, and Erin seconded. The motion to adjourn was approved unanimously at 8:26 PM.



Meeting of the Board of Trustees – May 19, 2021

Call to Order

The May meeting of the Board of Creo College Preparatory Charter School was held on Wednesday, May 19th, 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 **6:33 PM (EDT)**. [Meeting agenda](#)

Board Member Attendance

Present	Present by Videoconference		Absent
	Erin Dunn-Franklin Jerelyn Rodriguez Laura Reyes Sydney Bagrou	Mike Stoll Jesus Diaz, Jr. Aditi Gupta Ross Dakin	Ellison Ward Merkel (excused)

Non-Board Member Attendance

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

Quorum Quorum **was** met.

Public Comment None.

New Business None

Votes

Vote: New Vice Chair Nomination of Ellison Ward Merkel

Ross moved, Laura seconded. Nomination was **approved** unanimously.

Vote: Approval of April 2021 Minutes

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

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	-

Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez	<ul style="list-style-type: none"> - Ross Dakin and Mike Stoll transitioning from Creo Board. - Recruitment discussion and job description presented. - Jerelyn Rodriguez to finalize job description. - Equity statement discussion. - Ben SK to incorporate feedback to finalize equity statement.
Finance	Erin Dunn-Franklin Brad Blosser	<ul style="list-style-type: none"> - Reviewed April finances / 990 was filed - Budget approval will happen in June 2021 meeting - Friends of Creo and ESSER updates provided.
Academic	Ben Samuels-Kalow Mike Stoll	<ul style="list-style-type: none"> - Preliminary MAP Results presented. - Summer Academy, Creo calendar and details presented.

Meeting Adjournment

Mike moved to adjourn the meeting, and Ross seconded. The motion to adjourn was approved unanimously at 7:59 PM.



Meeting of the Board of Trustees – March 25, 2021

Call to Order

The March meeting of the Board of Creo College Preparatory Charter School was held on Thursday, March 25th, 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)**. [Meeting agenda](#)

Board Member Attendance

Present	Present by Videoconference		Absent
	Erin Dunn-Franklin Ross Dakin Jerelyn Rodriguez Laura Reyes	Mike Stoll Jesus Diaz, Jr. Sydney Bagrou Aditi Gupta	Ellison Ward Merkel (excused)

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: Add Jesus Diaz as Board Secretary to Governance Committee.

Erin moved, Ross seconded. Minutes were **approved** unanimously.

Vote: Approval of February 2021 Minutes

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

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	-

Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez	<ul style="list-style-type: none"> - Shared feedback from exit interviews. - Discussed onboarding, retreat feedback, equity statement ***Jerelyn to develop next steps with the Governance team. - Upcoming board transitions - recruitment will be critical. - Breakouts held for defining equity statements *** Ben to review and update for vote at April meeting
Finance	Erin Dunn-Franklin Ben Samuels-Kalow	<ul style="list-style-type: none"> - PPP loan forgiven, reviewing SPED numbers with NYS - Reviewed monthly finances - Budget process underway (HOS/EdTec)
Fundraising	Aditi Gupta	<ul style="list-style-type: none"> - Shared update on pending grants and yoga mats
Academic	Laura Reyes, Ben Samuels-Kalow, Mike Stoll	<ul style="list-style-type: none"> - Provided enrollment numbers + Lottery update - Discussed Summer Academy and COVID contingency plans

Meeting Adjournment

Ross moved to adjourn the meeting, and Laura seconded. The motion to adjourn was approved unanimously at 8:06 PM.



Meeting of the Board of Trustees – September 24, 2020

Call to Order

The September meeting of the Board of Creo College Preparatory Charter School was held on Thursday, September 24th, 2020, 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). [Meeting agenda](#)

Board Member Attendance

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

Non-Board Member Attendance

Present	Present by Videoconference
Ben Samuels-Kalow, Head of School	EdTec: Brad Blosser, Bryson Wilson Cecil Orji, Board Candidate

Quorum Quorum **was** met.

Public Comment None.

New Business None

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	- Shared state survey feedback with Board.

Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez Ross Dakin	- Board Candidate Cecil Orji introduced and shared details around his background and interests for joining the Board.
Finance	Erin Dunn-Franklin	- No budget cuts this year, but fundraise for eventuality. - July/August financials presented to Board.
Fundraising	Jesus Diaz, Jr.	- EOY Fundraising drive coming in October meeting. - EdTec to initiate research for grant writing.
Academic	Mike Stoll	- Guidance provided around pandemic contingency plans.

Motions: Move into Executive Session

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

Votes

Vote: Approval of August Minutes

Nelly moved, Mike seconded. Minutes were **approved** unanimously.

Vote: Approval of Cecil Orji to Creo Board of Trustees

Laura moved, Erin seconded. Approved unanimously.

Vote: Approval of Revised Budget

Ross moved, Erin seconded. Approved unanimously.

Meeting Adjournment

Ross moved to adjourn the meeting, and Jesus seconded. The motion to adjourn was approved unanimously at 8:07 PM.



Meeting of the Board of Trustees – November 19, 2020

Call to Order

The November meeting of the Board of Creo College Preparatory Charter School was held on Thursday, November 19th, 2020, 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 **6:35 PM (EDT)**. [Meeting agenda](#)

Board Member Attendance

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

Non-Board Member Attendance

Present	Present by Videoconference
Ben Samuels-Kalow, Head of School	EdTec: Brad Blosser, Derian De La Torre

Quorum Quorum **was** met.

Public Comment None.

New Business None

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	-

Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez	-
Finance	Erin Dunn-Franklin	- Revenue lower because of reduced enrollment - "Friends Of" CREO next steps discussions were held with the board
Fundraising	Jesus Diaz, Jr.	- Since October 2020 board meeting, 12 new grant applications were submitted - EdTec agreed to support grant process - Thrive Campaign template for social media/networks will be developed by the next board meeting
Academic	Laura Reyes, Ben Samuels-Kalow, Mike Stoll	- New math teacher recently hired - Pod grant process ongoing

Votes

Vote: Approval of October Minutes

Jesus Diaz, Jr. moved, Ellison Ward Merkel seconded. Minutes were **approved** unanimously.

Meeting Adjournment

Mike Stoll moved to adjourn the meeting, and Ross Dakin seconded. The motion to adjourn was approved unanimously at 7:32 PM.



Meeting of the Board of Trustees – October 22, 2020

Call to Order

The October meeting of the Board of Creo College Preparatory Charter School was held on Thursday, October 22nd, 2020, 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 6:33 PM (EDT). [Meeting agenda](#)

Board Member Attendance

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

Non-Board Member Attendance

Present	Present by Videoconference
Ben Samuels-Kalow, Head of School	EdTec: Brad Blosser Community: Lourdes and Davis Macias, Creo Parents

Quorum Quorum **was** met.

Public Comment Testimonials provided by Creo family. **New Business** None

Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	<ul style="list-style-type: none"> - Enrollment, attendance and canvassing updates provided. - Focus areas highlighted for 2020/2021 school year.

Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez	<ul style="list-style-type: none"> - Website updates needed on Board Member and Meeting pages. - New leadership slate for committees was presented.
Finance	Erin Dunn-Franklin	<ul style="list-style-type: none"> - Audit updates and timing were shared with team. - September financials presented to Board.
Fundraising	Jesus Diaz, Jr.	<ul style="list-style-type: none"> - THRIVE 2020 campaign page presented. Each board member to push out campaign through vendor networks. - EdTec to provide research for grant writing. - AmazonSmile and corporate matching details provided. - Board to discuss - 1-pager created by 10/31 for corporate outreach.
Academic	Mike Stoll	<ul style="list-style-type: none"> - CREO Learning Pods launched on Monday 10/26.

Votes

Vote: Approval of September Minutes

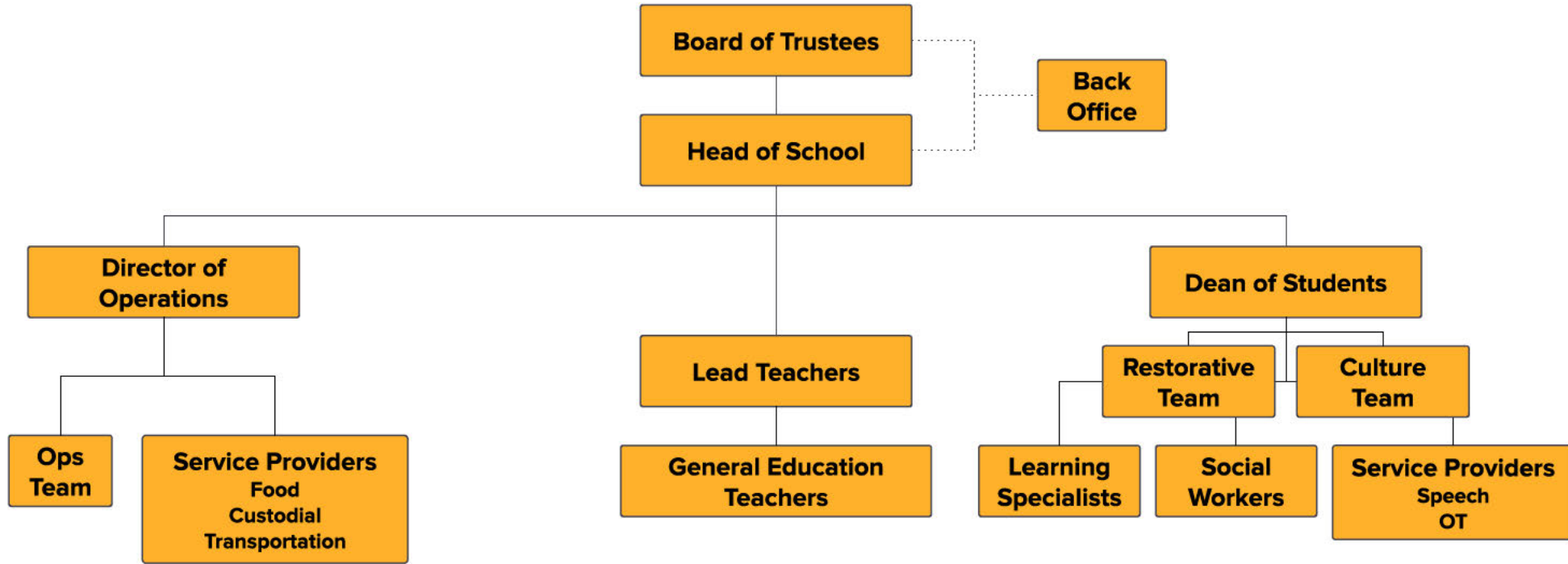
Erin moved, Nelly seconded. Minutes were **approved** unanimously.

Vote: Approval of Committee Slate Changes to Creo Board of Trustees

Jesus moved, Aditi seconded. Approved unanimously.

Vote: Motion to keep meeting open until e-mail approval on finance.

Ross moved, Jesus seconded. Approved unanimously.



August					September					October					Dates	Events
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	8/11-12, 8/16 - 8/27	Summer Academy
2	3	4	5	6			1	2	3					1	9/1	5th Grade Matriculation
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8	9/2	First Day of School for 6th & 7th
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15	9/1 - 9/3	Orientation
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22	9/6	Labor Day
30	31				27	28	29	30		25	26	27	28	29	9/15	Back to School Night
															10/20	Cafecito
															9/15 - 9/16	ELA MAP + Baseline
															9/29 - 9/30	Math MAP + Baseline
November					December					January						
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	10/1	PD - No Students
1	2	3	4	5			1	2	3	3	4	5	6	7	10/11	Indigenous Peoples' Day
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14	11/2	Election Day
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21	11/18	Creo Harvest
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28	11/19	Trimester 1 Ends
29	30				27	28	29	30	31	31					11/22 - 11/26	Thanksgiving
															11/29	PD - No Students
															12/8	ELA IA 2
															12/15	Math IA 2
February					March					April						
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	12/24 - 12/31	Winter Recess
	1	2	3	4		1	2	3	4					1	1/3	PD - No Students
7	8	9	10	11	7	8	9	10	11	4	5	6	7	8	1/13	Winter ELA MAP Administration
14	15	16	17	18	14	15	16	17	18	11	12	13	14	15	1/19	Winter Math MAP Administration
21	22	23	24	25	21	22	23	24	25	18	19	20	21	22	1/17	MLK Day - No School
28					28	29	30	31		25	26	27	28	29	2/11/21	100th day of school
															2/21 - 2/25	Midwinter Recess
															2/28	PD - No Students
															3/11	Trimester 2 Ends
May					June					July						
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	3/29 - 3/31	ELA State Exams
2	3	4	5	6			1	2	3					1	4/15 - 4/22	Spring Break
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8	4/26 - 4/28	Math State Exams
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15	5/2	Eid al-Fitr
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22	5/30	Memorial Day
30	31				27	28	29	30		25	26	27	28	29	6/2	Spring ELA MAP Administration
															6/9	Spring Math MAP Administration
															6/20	Juneteenth
															6/24	Last day of school
															Instructional Days	183



FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 10.13.2020.

PREMISES

Creo College Prep School
524 Courtlandt Avenue
Bronx NY 10451

Creo College Prep School
524 Courtlandt Avenue
Bronx NY 10451

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **09.09.2020**.

~~XXX~~ The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

Note: Violation order E633941 rescinded on 10.06.2020. FDNY Summons 11743204X cured on 10.13.2020.

_____ The inspection resulted in issuance of violations of the Fire Code or other laws, rules or regulations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

_____ As of XXXXXX documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

_____ The inspection, and a review of premises records, has disclosed that the premises may not be in compliance with the lawful occupancy established by the New York City Department of Buildings.

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies its finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

Tomasz Korbas

Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU

Certificate of Occupancy

CO Number: [REDACTED]

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

A.	Borough: Bronx	Block Number: 02327	Certificate Type: Temporary
	Address: 524 COURTLANDT AVENUE	Lot Number(s): 39	Effective Date: 12/14/2020
	Building Identification Number (BIN): [REDACTED]	Building Type: Altered	Expiration Date: 03/14/2021
This building is subject to this Building Code: 1968 Code			
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification: 3-A	(2014/2008 Code)	
	Building Occupancy Group classification: B	(2014/2008 Code)	
	Multiple Dwelling Law Classification: None		
	No. of stories: [REDACTED]	Height in feet: [REDACTED]	No. of dwelling units: 0
C.	Fire Protection Equipment: Standpipe system, Fire alarm system, Sprinkler system		
D.	Type and number of open spaces: None associated with this filing.		
E.	This Certificate is issued with the following legal limitations: None		
Outstanding requirements for obtaining Final Certificate of Occupancy:			
There are 13 outstanding requirements. Please refer to BISWeb for further detail.			
Borough Comments:			
OK TO RENEW TCO FOR 90 DAYS FOR ADULT BUSINESS SCHOOL ON THE CELLAR FLOOR			



Borough Commissioner



Commissioner

Certificate of Occupancy

CO Number: 220636729T002

Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 designations.

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



Borough Commissioner



Commissioner

END OF DOCUMENT