

Application: Intellectus Preparatory Charter School

Kenyah Miller - kmiller@intellectusprep.org
2022-2023 Annual Report

Summary

ID: 0000000359
Labels: SUNY Trustees

Entry 1 School Info and Cover Page

Completed - Aug 1 2023

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

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

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

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

INTELLECTUS PREPARATORY CHARTER SCHOOL - 800000092318

a1. Popular School Name

Intellectus Preparatory Charter School

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

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

SUNY BOARD OF TRUSTEES

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

MT VERNON SD

e. Date of Approved Initial Charter

Sep 27 2021

f. Date School First Opened for Instruction

Sep 7 2022

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

Mission:

h. School Website Address

www.intellectusprep.org.

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

112

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

57

k. Grades Served

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

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

Responses Selected:

7

I. Charter Management Organization

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

No

FACILITIES INFORMATION

m. FACILITIES

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

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	175-177 Graman Avenue, Mount Vernon, NY 10550	9142216929	Mount Vernon	6-7	6-8	NO

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Kenyah Miller	CEO and Executive Director	914-531-4704		kmiller@intellectusprep.org
Operational Leader	Griselda Borja-Matos	Director of Finance and Operations	914-221-6929		gmatos@intellectusprep.org
Compliance Contact	Kenyah Miller	CEO and Executive Director	914-531-4704		kmiller@intellectusprep.org
Complaint Contact	Beverly Dobere	Family and Partnership Coordinator	914-531-4706		bdobere@intellectusprep.org
DASA Coordinator	Nicole Ellington	Mental Health Counselor	914-221-6929		nellington@intellectusprep.org
Phone Contact for After Hours Emergencies	Charles Miller	Director of Safety	914-221-6929		cmiller@intellectusprep.org

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

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

Site 1 Certificate of Occupancy (COO)

[Certificate.pdf](#)

Filename: Certificate.pdf **Size:** 189.3 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[Intellectus Preparatory Charter School - 03242023 \(1\).pdf](#)

Filename: Intellectus Preparatory Charter School - 03242023 (1).pdf **Size:** 430.2 kB

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

Separate by semi-colon (;)

NA

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

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

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

No

ATTESTATIONS

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

Name	Kenyah Miller
Position	CEO and Executive Director
Phone/Extension	914-221-6929-110
Email	kmiller@intellectusprep.org

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

Responses Selected:

Yes

As outlined in ENTRY 10:

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

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 1 2023

Thank you.



Entry 2 Links to Critical Documents on School Website

Completed - Aug 1 2023

Instructions

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

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

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

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

Form for Entry 2 Links to Critical Documents on School Website

School Name: Intellectus Preparatory Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item

4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<u>https://www.intellectusprep.org/compliance</u>
2. Board meeting notices, agendas and documents	<u>https://www.intellectusprep.org/compliance</u>
3. New York State School Report Card	<u>https://data.nysed.gov/profile.php?instid=800000092318</u>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<u>https://www.intellectusprep.org/compliance</u>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<u>https://www.intellectusprep.org/compliance</u>
6. Authorizer-approved FOIL Policy	<u>https://www.intellectusprep.org/compliance</u>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<u>https://www.intellectusprep.org/compliance</u>

Thank you.



Entry 3 Progress Toward Goals

Incomplete - Hidden from applicant

Instructions

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

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

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

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

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

2022-2023 Progress Toward Attainment of Academic Goals

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

2. Do have more academic goals to add?

(No response)

2022-2023 Progress Toward Attainment of Academic Goals

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

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

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

4. ORGANIZATION GOALS

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

2022-2023 Progress Toward Attainment of Organization Goals

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

5. Do have more organizational goals to add?

(No response)

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

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

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

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

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete

Instructions

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

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

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

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

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

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

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

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete

Instructions - SUNY-Authorized Charter Schools ONLY

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

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

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

Incomplete - Hidden from applicant

Instructions - Regents-Authorized Charter Schools ONLY

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

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

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

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

Entry 4c – Additional Financial Documents

Incomplete - Hidden from applicant

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

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

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

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

Entry 4d - Financial Contact Information

Incomplete - Hidden from applicant

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

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

2. Audit Firm Contact Information

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

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
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Entry 5 – Fiscal Year 2023-2024 Budget

Incomplete

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

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

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

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

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2023

Required of ALL Charter Schools

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

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

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

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

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

[Trustee-Financial-Disclosure-Form-All Trustees](#)

Filename: Trustee-Financial-Disclosure-Form-_VHwW82D.pdf **Size:** 1.9 MB

Entry 7 BOT Membership Table

Completed - Aug 1 2023

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

Authorizer:

Who is the authorizer of your charter school?

SUNY

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022- 2023
1	Sheuvau n Vernon	[REDACTED]	Chair	Governance, Finance	Yes	1	07/01/2022	06/30/2025	11
2	Stacy Larson	[REDACTED]	Vice Chair	Governance, Academic	Yes	1	07/01/2022	06/30/2025	11
3	Nadia Lopez	[REDACTED]	Trustee/ Member	Academic	Yes	1	07/01/2022	06/30/2025	10
4	David Everett	[REDACTED]	Treasurer	Finance/ Development	Yes	1	07/01/2022	06/30/2025	5 or less
5	Edgar Hobbs, Jr.	[REDACTED]	Trustee/ Member	Academic	Yes	1	07/01/2022	06/30/2025	5 or less
6	Terrenc Turner	[REDACTED]	Secretary	Finance/ Development	Yes	1	07/01/2022	06/30/2025	11
7									
8									
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2023	7
b.Total Number of Members Added During 2022-2023	2
c. Total Number of Members who Departed during 2022-2023	3
d.Total Number of members, as set in Bylaws, Resolution or Minutes	11

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

7

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

2

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

3

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

11

Thank you.

Entry 8 Board Meeting Minutes

Incomplete - Hidden from applicant

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

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

Entry 9 Enrollment & Retention

Completed - Aug 1 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

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

***SUNY-authorized charter schools**

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

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>As the data of our target populations reflect that an average of approximately 75% of public education scholars are eligible for free- and reduced-price lunch, it is highly probable that our recruitment efforts will reach economically disadvantaged scholars by default. We will intentionally market Intellectus Prep as a free public charter school option for families, with an emphasis on their ability to choose. This is especially important as families in Mount Vernon are assigned to zone schools and may not be aware of the opportunity a new charter school presents. Our Board has built relationships with local community organizations such as Westchester Barber Academy, the Homegrown Foundation, Pamela's Big Heart Foundation, Mount Vernon Chamber of Commerce, and the Boys and Girls Club of Mount Vernon, as representatives of Intellectus Prep. We will distribute marketing materials and applications through local publications and local and social media.</p>	<p>As the data of our target populations reflect that an average of approximately 75% of public education scholars are eligible for free- and reduced-price lunch, it is highly probable that our recruitment efforts will reach economically disadvantaged scholars by default. We will intentionally market Intellectus Prep as a free public charter school option for families, with an emphasis on their ability to choose. This is especially important as families in Mount Vernon are assigned to zone schools and may not be aware of the opportunity a new charter school presents. Our Board has built relationships with local community organizations such as Westchester Barber Academy, the Homegrown Foundation, Pamela's Big Heart Foundation, Mount Vernon Chamber of Commerce, and the Boys and Girls Club of Mount Vernon, as representatives of Intellectus Prep. We will distribute marketing materials and applications through local publications and local and social media.</p>

English Language Learners

For families with language barriers, it is also important to make ensure that we make them feel welcomed, supported, respected and valued as a member of our school community. Regarding all communication from recruitment to enrollment, we will ensure that we communicate using the preferred communication languages. We will utilize the New York State translation services for immediate, unplanned occurrences. Should those services not be available, we will utilize all resources (i.e., online translators, staff members). We will recruit for staff members who are fluent in more than one language. Those staff members will utilize the “I Speak cards” during school-wide events, not limited to parent-teacher conferences and student assemblies. We will be sure to be intentional during our interactions with all families, remaining pleasurable, warm and welcome at all times. Additionally, we will show our love and support by being willing to offer social service references whenever necessary, the same as we would for any other family. Our outreach will take place at community events or alongside community organizations which cater to potential English language learners’ families, such as Westchester Hispanic Coalition, Yonkers Hispanic Cultural Foundation, and Yonkers Hispanic Chamber of Commerce

For families with language barriers, it is also important to make ensure that we make them feel welcomed, supported, respected and valued as a member of our school community. Regarding all communication from recruitment to enrollment, we will ensure that we communicate using the preferred communication languages. We will utilize the New York State translation services for immediate, unplanned occurrences. Should those services not be available, we will utilize all resources (i.e., online translators, staff members). We will recruit for staff members who are fluent in more than one language. Those staff members will utilize the “I Speak cards” during school-wide events, not limited to parent-teacher conferences and student assemblies. We will be sure to be intentional during our interactions with all families, remaining pleasurable, warm and welcome at all times. Additionally, we will show our love and support by being willing to offer social service references whenever necessary, the same as we would for any other family. Our outreach will take place at community events or alongside community organizations which cater to potential English language learners’ families, such as Westchester Hispanic Coalition, Yonkers Hispanic Cultural Foundation, and Yonkers Hispanic Chamber of Commerce

<p>Students with Disabilities</p>	<p>For families of scholars with disabilities, it is important to ensure that they feel welcomed, supported, respected and valued as a member of our school community. We have attended local support groups through two Yonkers' organizations—Transitional Route for the Autism Community (TRAC) and The Autism Project for The Love of Shaun (TAPFLOS)—to hear about the unmet needs of the scholars with disabilities populations. We will continue with our community engagement to connect with the target population to share updates about our progress, and cultivate these relationships. Once approved, we will design and release materials that reflect our strong interest in enrolling the population. These will reflect that we are open to all scholars, that we employ certified special education teachers, and outline our academic programming and behavioral support systems, including a Director of Social Emotional Learning, a Director of Specific Populations Education, and Counselors.</p>	<p>For families of scholars with disabilities, it is important to ensure that they feel welcomed, supported, respected and valued as a member of our school community. We have attended local support groups through two Yonkers' organizations—Transitional Route for the Autism Community (TRAC) and The Autism Project for The Love of Shaun (TAPFLOS)—to hear about the unmet needs of the scholars with disabilities populations. We will continue with our community engagement to connect with the target population to share updates about our progress, and cultivate these relationships. Once approved, we will design and release materials that reflect our strong interest in enrolling the population. These will reflect that we are open to all scholars, that we employ certified special education teachers, and outline our academic programming and behavioral support systems, including a Director of Social Emotional Learning, a Director of Specific Populations Education, and Counselors.</p>
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Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	In our alignment with Continuous Improvement, our retention efforts are grounded in data: collecting, analyzing, and adjusting. We will make a concerted effort to retain all of our scholars, although we recognize that we will experience some attrition. We will ensure that we track the progress and performance data for scholars in each subgroup we serve.	In our alignment with Continuous Improvement, our retention efforts are grounded in data: collecting, analyzing, and adjusting. We will make a concerted effort to retain all of our scholars, although we recognize that we will experience some attrition. We will ensure that we track the progress and performance data for scholars in each subgroup we serve. We will intentionally provide services or recommendations for services to meet any unmet social support needs of the families we serve.
English Language Learners	We did not have ELL in the 2022-2023 school year.	We will implement several specific strategies to ensure we retain our ELL populations. From a curricular standpoint we will provide “heterogeneity and collaboration; experiential learning; language and content integration; localized autonomy and responsibility; and one learning model for all.” ⁶ When considering data, we will disaggregate data for the ELL population and provide additional supports to ensure that scholars are receiving the instruction that will help them develop proficiency in English as well as their native language. Weekly communication with parents, bi-weekly communication by phone, and a direct invitation to attend parent-teacher conferences once a quarter. Scholar-led conferences will keep the scholar performance and

		<p>growth as the focal point of the conversation, and we will communicate the common interest for ensuring the scholar is achieving to the best of their ability. In addition to the practices we implement for all scholars, we will ensure that hire and retain ESL talent, send all communication in the family's home language, and personally invite ELL families to events. We view retention as a direct correlation to Continuous Improvement, therefore we will implement checkpoints to obtain feedback from ELL families to identify better ways we can meet their needs, as opposed to solely the end-of-year review. Our Director of SP will be responsible for dispersing and following up with ELL families for mid-year survey feedback.</p>
Students with Disabilities	<p>In our alignment with Continuous Improvement, our retention efforts are grounded in data: collecting, analyzing, and adjusting. We will make a concerted effort to retain all of our scholars, although we recognize that we will experience some attrition. We will ensure that we track the progress and performance data for scholars in each subgroup we serve, namely economically disadvantaged scholars, scholars with disabilities and English language learners. Scholar performance will be tracked continuously throughout the year. Data will be explored at the granular level by</p>	<p>In our alignment with Continuous Improvement, our retention efforts are grounded in data: collecting, analyzing, and adjusting. We will make a concerted effort to retain all of our scholars, although we recognize that we will experience some attrition. We will ensure that we track the progress and performance data for scholars in each subgroup we serve, namely economically disadvantaged scholars, scholars with disabilities and English language learners. Scholar performance will be tracked continuously throughout the year. Data will be explored at the granular level by</p>

tracking performance levels and projected performance on New York State standardized testing at all levels between 1 through 4. By reviewing data from these perspectives, we will be able to proactively address achievement disparities. Examples of how we would proactively address disparities include providing targeted supports such as implementing another section of a class focused on a specific skill (e.g., letter recognition), or a fluency class for scholars who struggle with mathematics multiplication facts. We will utilize counselors and the Director of Specific Populations to ensure that additional resources (i.e., curriculum workshops in their native language, referrals to outside agencies, academic reports on a more frequent basis, etc.) are provided to families whenever they are in need. We will identify these needs through quarterly check-ins at parent-teacher conferences or via another means of communication. As we are fully committed to providing access to high-quality education through inclusion for scholars with disabilities, collaboration with families is a requirement. The Education for All Handicapped Children Act (EAHCA, 1975), the Education of the Handicapped Act Amendments (EHAA, 1986), Individuals with Disabilities Education Act Amendments (IDEA, 1997), and most recently the Every Student Succeeds Act (ESSA,

tracking performance levels and projected performance on New York State standardized testing at all levels between 1 through 4. By reviewing data from these perspectives, we will be able to proactively address achievement disparities. Examples of how we would proactively address disparities include providing targeted supports such as implementing another section of a class focused on a specific skill (e.g., letter recognition), or a fluency class for scholars who struggle with mathematics multiplication facts. We will utilize counselors and the Director of Specific Populations to ensure that additional resources (i.e., curriculum workshops in their native language, referrals to outside agencies, academic reports on a more frequent basis, etc.) are provided to families whenever they are in need. We will identify these needs through quarterly check-ins at parent-teacher conferences or via another means of communication. As we are fully committed to providing access to high-quality education through inclusion for scholars with disabilities, collaboration with families is a requirement. The Education for All Handicapped Children Act (EAHCA, 1975), the Education of the Handicapped Act Amendments (EHAA, 1986), Individuals with Disabilities Education Act Amendments (IDEA, 1997), and most recently the Every Student Succeeds Act (ESSA,

	<p>2015)</p> <p>recognize teacher-parent collaboration as an essential component in effective special educational practices.</p> <p>This collaboration will maximize the effect of teaching and learning by optimizing student monitoring, leading scholars with disabilities to reach their full potential and achievement within the school setting.⁵</p> <p>Collaboration will define: expectations of support for both the parent and the school, individualized education program (IEP) reporting and processes, and goals set for the student.</p>	<p>2015)</p> <p>recognize teacher-parent collaboration as an essential component in effective special educational practices.</p> <p>This collaboration will maximize the effect of teaching and learning by optimizing student monitoring, leading scholars with disabilities to reach their full potential and achievement within the school setting.⁵</p> <p>Collaboration will define: expectations of support for both the parent and the school, individualized education program (IEP) reporting and processes, and goals set for the student.</p>
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Entry 10 – Teacher and Administrator Attrition

Completed - Aug 1 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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

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

1. Emergency Conditional Clearances

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

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

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

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

In Progress - Last edited: Aug 1 2023 - Hidden from applicant

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
Total Category A: 5 or 30% whichever is less	0

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

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

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
Total Category C: not to exceed 5	0

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

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

	FTE Count
Total	

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	



Thank you.

Entry 12 Organization Chart

Incomplete - Hidden from applicant

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

Entry 13 School Calendar

Completed - Aug 1 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

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

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

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

[FY24 Yearly School Calendar - AR](#)

Filename: FY24_Yearly_School_Calendar_-_AR.pdf Size: 98.3 kB

Entry 14 Staff Roster

Completed - Aug 1 2023 - Hidden from applicant

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

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

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

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

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

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

[NA - AR](#)

Filename: NA_-_AR.xlsx Size: 8.9 kB

Optional Additional Documents to Upload (BOR)

Incomplete



Charter Schools Institute
The State University of New York

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FILED FOR INTR. YEAR:
DATE RECEIVED:

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


1. Name of education corporation: Intellectus Prep Charter School
2. Trustee's name (print): Nadia Lopez
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):
Academic Chair
4. Home address: [REDACTED]
5. Business Address: _____
6. Daytime phone: [REDACTED]
7. E-mail: nlopez@intellectusprep.org
8. Is Trustee an employee of the education corporation? ☐ Yes, ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

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

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

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

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


Signature

August 1, 2023
Date



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

1. Name of education corporation: Intellectus Prep Charter School
2. Trustee's name (print): David Everett
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Treasurer
4. Home address: [REDACTED]
5. Business Address: _____
6. Daytime phone: [REDACTED]
7. E-mail: [REDACTED]
8. Is Trustee an employee of the education corporation? ____Yes. ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

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

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

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

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


 Sig

8/1/23
 Date

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

1. Name of education corporation: Intellectus Preparatory Charter School
 2. Trustee's name (print): Stacy Larson
 3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Vice Chair
-
4. Home address: 33 Fieldstone Drive, Hartsdale, NY 10530
 5. Business Address: 26 South Broadway, Yonkers, NY 10701
 6. Daytime phone: 914-329-6808
 7. E-mail: slarson@intellectusprep.org
 8. Is Trustee an employee of the education corporation? ____Yes. ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.
-

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

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

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

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

V. P
 [Redacted Signature]
 Signature

8/1/23
 Date



Charter Schools Institute
The State University of New York

FOR INSTITUTE USE ONLY

FILING FOR SCHOOL YEAR: _____

DATE RECEIVED: _____

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

1. Name of education corporation: Intellectus Prep Charter School

2. Trustee's name (print): Edgar Hobbs Jr

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): _____

Board Member

4. Home address: _____

5. Business Address: _____

6. Daytime phone: _____

7. E-mail: _____

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

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

NONE

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

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation and in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to

such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

NONE

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

[Redacted Signature]

Signature

8/1/23

Date



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

1. Name of education corporation: Intellectus Preparatory Charter School
2. Trustee's name (print): Shemoun Vernon
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Chair

4. Home address: _____

5. Business Address: _____

6. Daytime phone: _____

7. E-mail: _____

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

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

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

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

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



Signature

08/01/2023

Date

2023-2024 Yearly School Calendar



INTELLECTUS
PREPARATORY CHARTER SCHOOL

August '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 school days

September '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20 school days

October '23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21 school days

November '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

19 school days

December '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16 school days

January '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 school days

Aug 25	New Scholar Orientation
Aug 28	First Day of School
Aug 28-Sep 1	Diagnostic Testing
Sep 04	Labor Day
Oct 09	Columbus Day
Nov 03	End of Q1
Nov 09	Family Conferences
Nov 10	Veteran's Day Observed
Nov 22	12pm Dismissal
Nov 23-24	Thanksgiving Observed
Dec 25-Jan 2	Winter Break
Jan 3-4	Mid-Year Diagnostic Testing
Jan 12	End of Q2
Jan 15	MLK Jr. Day
Jan 16-17	ELA Mock Testing Day
Jan 18	Family Conferences
Jan 22-23	Math Mock Testing Day
Jan 26	Professional Development Day
Feb 19-23	Mid-Winter Break
March 25-29	Spring Break
Apr 9-11	ELA State Test
Apr 12	End of Q3
Apr 18	Family Conferences
May 7-9	Math State Test
May 27	Memorial Day
Jun 4	Algebra I Regents - 8th Graders
Jun 6	Professional Development Day
Jun 18	US History & Government Regents - 8th Graders
Jun 19	Juneteenth Observed
Jun 20	Earth Science Regents - 8th Graders
Jun 21	End of Q4
Jun 24	8th Grade Graduation Ceremony
Jun 25	Last Day of School
Jun 26	Teachers Only
Jun 27	Administrators Only
Jul 1-26	Summer School

190.00

Key

School Closed
Staff Only; No School for Scholars
1pm Dismissal
Testing Day
End of Quarter or Special Event
Family Conferences (1-7pm); 12pm Dismissal for Scholars

February '24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

16 school days

March '24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

16 school days

April '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22 school days

May '24						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22 school days

June '24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

15 school days

July '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

175-177 GRAMATAN AVE, MT VERNON, NY 10550 | WWW.INTELLECTUSPREP.ORG | 914-221-6929

MRS. KENYAH MILLER, FOUNDER/CEO AND EXECUTIVE DIRECTOR

Non Scholae Sed Vitae



CITY OF MOUNT VERNON, N.Y.

FIRE DEPARTMENT

FIRE HEADQUARTERS

470 EAST LINCOLN AVENUE

MOUNT VERNON, NEW YORK 10552

914-665-2626 FAX 914-665-2630

Deborah M. Norman

Fire Commissioner

Theodore W. Beale, Jr.

Deputy Fire Commissioner

K. Robert Odindo

Chief of Operations

Shawyn Patterson -Howard

Mayor

Intellectus Preparatory Charter School

175-177 Gramatan Avenue

Mount Vernon, 10550

914-999-2899

March 24, 2023

Re: 175-177 Gramatan Avenue

Parcel: 165.54-1122-4

Dear Ms. Kenya Miller

A Fire / Life Safety inspection was conducted of the above address on Wednesday March 23, 2023
The following corrections need to be completed before a final inspection is performed.

- Fire Alarm system testing - Documents of repairs - **NFPA72**
- Sprinkler system needs to be monitor - Please provide the Alarm Company information
- No storage in mechanical room
- Building Occupancy sign to be posted
- All combustible material needs to be removed under the stairwell
- MSDA sheets need to be compiled and digital copies emailed
- Elevator inspection - DOB
- NYSED Section 807 - Fire and Emergency drills - first eight (8) drills

Ms. Kenyah Miller was present and accompanied the Fire Prevention personnel on their inspection.

Please contact our office of Fire Prevention, when the open items are corrected and ready for inspection.

Respectfully submitted:

Theodore W. Beale Jr

Deputy Fire Commissioner

NYS CEO # 0304-7184B



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

OFFICE OF FACILITIES PLANNING - FIRE SAFETY UNIT
FIRE SAFETY UNIT
ROOM 1060 EBA
ALBANY, NEW YORK 12234

May 3, 2023

TO:

INTELLECTUS PREPARATORY CS
KENYAH MILLER
175-177 GRAMATAN AVE
MT VERNON, NEW YORK 10552

FACILITY:

#8-001 CHARTER SCHOOL LEASED QUARTERS
(PREVIOUS WESTCHESTER COMM COLL BLDG)
MOUNT VERNON, NEW YORK 10550

FIRE SAFETY NONCONFORMANCE CORRECTION FORM

The superintendent of schools (or designee) must indicate corrections of nonconformances or omissions below by entering the date corrected next to individual codes. These corrections must be entered into the online Fire Safety system by April 24, 2023.

CODE	DATE CORRECTED	DATE REINSPECTED	CODE	DATE CORRECTED	DATE REINSPECTED
23D-2	__/__/__	__/__/__	16A-2	__/__/__	__/__/__

I hereby certify that any nonconformances or omissions noted as corrected on this form were corrected as of the date indicated.

Date: __/__/__

Superintendent of Schools: _____

*University of the
Education*  *State of New York
Department*

CERTIFICATE OF OCCUPANCY

******* TEMPORARY *******

VALID FOR FACILITY:

#8-001 CHARTER SCHOOL LEASED QUARTERS
(PREVIOUS WESTCHESTER COMM COLL BLDG)
MOUNT VERNON, NEW YORK 10550

Building ID: 660900878001

Violations Exist: 23D-2, 16A-2


DISTRICT:

INTELLECTUS PREPARATORY CS
KENYAH MILLER
175-177 GRAMATAN AVE
MT VERNON, NEW YORK 10552

Issuance Date: May 03, 2023

Effective Date: January 01, 2023

Expiration Date: April 24, 2023


Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED