

Application: Middle Village Preparatory Charter School

Christian Quezada - Cquezada@middlevillageprep.org
2021-2022 Annual Report

Summary

ID: 0000000238

Last submitted: Oct 27 2022 10:13 AM (EDT)

Labels: SUNY Trustees

Entry 1 School Info and Cover Page

Completed Jul 28 2022

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

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

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

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

MIDDLE VILLAGE PREPARATORY CHARTER SCHOOL 800000076138

a1. Popular School Name

Middle Village Prep

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

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

SUNY BOARD OF TRUSTEES

d. DISTRICT / CSD OF LOCATION

CSD #24 - QUEENS

e. DATE OF INITIAL CHARTER

1/2001

f. DATE FIRST OPENED FOR INSTRUCTION

9/2003

c. School Unionized

Is your charter school unionized?

No

h. SCHOOL WEB ADDRESS (URL)

www.middlevillageprep.org

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

450

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

407

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

Check all that apply

Grades Served

6, 7, 8

I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

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

	No, just one site.
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MIDDLE VILLAGE PREPARATORY CHARTER SCHOOL 800000076138

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	6802 Metropolitan Ave. Middle Village, NY 11379	7188692933	NYC CSD 24	6-8	7-8

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Nancy Velez	Prinicipal	718-869-2933		nvelez@middlevillageprep.org
Operational Leader	Christian Quezada	Director of Operations	718-869-2933		cquezada@middlevillageprep.org
Compliance Contact	Christian Quezada	Director of Operations	718-869-2933		cquezada@middlevillageprep.org
Complaint Contact	Christian Quezada	Director of Operations	718-869-2933		cquezada@middlevillageprep.org
DASA Coordinator	Willie Crosland	Dean	718-869-2933		wcrosland@middlevillageprep.org
Phone Contact for After Hours Emergencies	Christian Quezada	Director of Operations	347-680-3289		cquezada@middlevillageprep.org

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

Private Space

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

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

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

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

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy.pdf](#)

Filename: Certificate of Occupancy.pdf **Size:** 35.2 kB

Site 1 Fire Inspection Report

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

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

No

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

Yes

ATTESTATIONS

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

Name	Christian Quezada
Position	Director of Operations
Phone/Extension	718-869-2933
Email	cquezada@middlevillageprep.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



Signature, President of the Board of Trustees



Date

Jul 29 2022

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 SUNY Epicenter system by **September 15, 2022**. SUNY CSI will forward to NYSED

CSO.

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

Entry 4 - Audited Financial Statements

Completed Oct 27 2022

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

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

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

Middle Village Preparatory Charter School - FS and ML 2022

Filename: Middle Village Preparatory Charter WODcNvk.pdf **Size:** 357.5 kB

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

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

Entry 4c - Additional Financial Documents

Incomplete Hidden from applicant

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

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report

4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

Entry 4d - Financial Services Contact Information

Completed Jul 28 2022 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, 2022**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Christian Quezada	cquezada@middlevillagereprep.org	718-869-2933

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Alexander K. Buchholz , CPA, MBA, CGMA	abuchholz@pkfod.com	646-965-7783	10

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2022-2023 Budget

Completed Jul 28 2022

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

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

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

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

[MVP 2022-23-Budget-and-Quarterly-Report-Template \(6](#)

Filename: MVP 2022 23 Budget and Quarterly Vro1rBs.xlsx **Size:** 592.0 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Sep 19 2022

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

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

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

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

Trustees serving on an education corporation that governs more than one school are not required to

complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[Lume disclosure form 2022](#)

Filename: Lume disclosure form 2022.pdf **Size:** 1.5 MB

[Degennaro disclosure form 2022](#)

Filename: Degennaro disclosure form 2022.pdf **Size:** 1.3 MB

[Mayer disclosure form 2022](#)

Filename: Mayer disclosure form 2022.pdf **Size:** 553.1 kB

[Maltese disclosure form 2022](#)

Filename: Maltese disclosure form 2022.pdf **Size:** 320.1 kB

[MK-Disclosure Form 2022](#)

Filename: MK Disclosure Form 2022.pdf **Size:** 678.7 kB

[Campbell Disclosure Form 2022](#)

Filename: Campbell Disclosure Form 2022.pdf **Size:** 762.0 kB

Entry 7 BOT Membership Table

Completed Jul 28 2022

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.

MIDDLE VILLAGE PREPARATORY CHARTER SCHOOL 800000076138

Authorizer:

Who is the authorizer of your charter school?

SUNY

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	Josephine Lume		Chair	Executive, Finance	Yes	3	07/01/2019	06/30/2023	10
2	Serphin R. Maltese		Vice Chair	Executive	Yes	3	07/01/2019	06/30/2023	11
3	Rosemary DeGennaro		Secretary	Education	Yes	3	09/01/2016	06/30/2024	9
4	Margaret V. Ognibene		Treasurer	Finance	Yes	3	09/01/2016	06/30/2024	9
5	Maureen Campbell		Trustee/Member	Education	Yes	3	09/1/2016	06/30/2024	5 or less

6	Monika Konopka		Trustee/Member	Education	Yes	2	07/1/2019	06/30/2022	8
7	Betty Mayer		Trustee/Member	Education	Yes	1	10/01/2019	06/30/2025	5 or less
8	Gail Giordano		Trustee/Member		Yes	1	10/28/2019	06/30/2024	9
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2022	8
b.Total Number of Members Added During 2021-2022	0
c. Total Number of Members who Departed during 2021-2022	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

3. Number of Board meetings held during 2021-2022

11

4. Number of Board meetings scheduled for 2022-2023

11

Total number of Voting Members on June 30, 2022:

8

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

0

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

1

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

9

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

Entry 9 Enrollment & Retention

Completed Jul 28 2022

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

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

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	In all advertisements, for our lottery and the school, we share with our community and surrounding neighborhoods and schools, that charter schools including MVP are free. We encourage students and parents who may not have the financial means to apply regardless. The advertisements for MVP are published in the local newspapers, in the predominant language that currently exists in our immediate area: English,	For the 2022-23 school year, MVP will use similar methods tried in previous years, as those have proven successful, namely: distribution and mailing of brochures, postcards, and via the Internet. This year, however, efforts will be intensified to include Open House opportunities prior to the "lottery" as well as, posting signs in nearby establishments to promote enrollment. In addition, we are planning to make public announcements via local radio stations. Finally, we will have our Guidance Counselors

	<p>Polish, and Spanish. In addition, we offer all our incoming students a set of uniform attire free of charge.</p>	<p>coordinate and arrange visits to schools within the community to speak to fifth grade students and parents about our school services and model. These processes will be closely monitored and modified, as needed.</p>
English Language Learners	<p>Middle Village Preparatory Charter School uses a "lottery" system to enroll new incoming sixth grade students. The "PR" approach to promote and invite the community at large to become members of our school includes creating brochures, handouts, and cards that are mailed to surrounding community schools. This outreach effort also includes the use of social media (internet). The information shared in these various communication describes our school admission process, as well as pertinent dates for the "lottery". The brochures and cards are written in several languages (for example, English, Spanish, Polish).</p>	<p>For the 2021-22 school year, MVP will be using similar methods tried in the previous year, namely the distribution and mailing of brochures, cards, and through/via the Internet. This year, however efforts will be intensified by posting signs in nearby establishments. Finally, we will have our Guidance Counselors coordinate and arrange visits to schools within the community to speak to fifth grade students and parents about our school services and model.</p>
Students with Disabilities	<p>All students are welcomed to MVP, regardless. As such SWD (students with disabilities) are highly encouraged to consider enrolling in MVP. We have been very successful in supporting our SDW population as evidence by, the high promotion rate and academic progress SWD achieved while at</p>	<p>As shared previously, we welcome ALL students to our MVP learning community, as such the strategies used to promote and "attract" students to MVP are the same as those used to promote our school to SWDs. We have added services/support scheduled meetings with parents to discuss</p>

	<p>MVP. In our information brochures, we describe the services provided especially at it relates to our teaching models(ICT), which is used in every grade level, to support and enhance the delivery of instruction and level of support to our SWDs</p>	<p>ways in which they can assist their children at home as well as share resources (in and outside of the school) that they may want to consider using</p>
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>We remain in contact with the parents of our FRPL students as we do with all parents to inform them of opportunities provide by the school to enhance their child's education. We also remind parents periodically that if their financial situation has changed to please provide an updated lunch application for their student.</p>	<p>Improving the educational outcomes of economically disadvantaged students at MVP will continue to be a priority this year. We will "scale up" individualized (one to one support) and will ensure that teachers will possess the necessary materials and tools to meet the needs of this student population. Resources such as appropriate reading materials , services by select will be secured through Title I funds. Teachers and parents will be equipped with the resources and support required to assist ED students. Best teaching practices and effective teaching approaches will be embedded in all classrooms, including differentiated instruction and individualized assistance. This "safety net" will be intensified within subject areas such as Math and ELA. These efforts will double this year given the achievement gap that has grown</p>

		due to the pandemic.
English Language Learners	<p>Our outreach to parents and families in the surrounding communities will be enforced and materials that are linguistically and culturally appropriate will be disseminated by school staff early on in the school year. We will continue to publicize the lottery for the school, explain the academic support that will be given to students as well as share the Xtra curricular activities tailored to support our ENL students. We secured an administrative assistant for next year who will service our Spanish speaking parents (60% of our student population of Hispanic descent). She will serve as the "goto"/contact person for translations, meetings with guidance staff members and teachers, and for any other communication. Also, we will target students who may demonstrate academic deficiencies or challenges with the curriculum to ensure they are provided with early intervention strategies, thus enabling them to successfully meet the promotion standards. This will serve as one of the primary reason for parents to keep them in our school. and offering families to take a tour of the school and sit with teachers and administration to discuss the best educational plan</p>	<p>The active participation of our Multilingual parent community is critical to the success of the ENLs/Multilingual students who enroll at MVP. For this reason, we make sure that our communication is constant and that school information, especially our program services are shared with our parents in multiple languages. It is equally important that the ENL/Multilingual student population attending MVP receive appropriate and sufficient support from all teachers. Additional support will be given through small group instruction and one to one assistance, through the provision of grade appropriate, linguistically and rigorous instruction "delivered" by an ESL teacher. Benchmarks will be developed for our entitled English Language Learners to assess to what extent language proficiency and academics improve and to ensure ENL students' needs are met. The Blueprint for English Language Learner /Multilingual Learner. Success is used as a primary resource to inform planning. This goes in line with the regulations set forth in CR Part 154 and the ESSA</p>

	that will be offered to their child.	
Students with Disabilities	<p>In the 2021-22 school year we will offered multiple intervention opportunities to our Special Education students by using well re known programs, such as Wilson and Orton Gillingham Programs. The Wilson program is designed to provide teachers with the skills and tools needed to help SDWs students become fluent, independent readers. It includes a multisensory, structured reading and spelling curricula while providing the tools to achieve our students' academic goals. The Wilson Reading program is language based, multisensory, structured, sequential, cumulative, cognitive, and flexible. All our Special Education teachers will be trained and certified in Mid August in the implementation of Intervention strategies using these programs and teaching methods with our students with disabilities. In order to ensure that all our Special Education students benefit from this practice, the school's programming has embedded this support within the teachers'schedules. Providing SWDs students with ample opportunities and expanding current services will reinforce the efforts to successfully meet the goals/objectives set forth for our students with disabilities. We will strive to ensure that this year our retention rate will reach 100%</p>	<p>We will offer multiple intervention opportunities to our Special Education students by using well re known programs, such as Wilson and Orton Gillingham Programs. The Wilson program is designed to provide teachers with the skills and tools needed to help SDWs students become fluent, independent readers. It includes a multisensory, structured reading and spelling curricula while providing the tools to achieve our students' academic goals. The Wilson Reading program is language based, multisensory, structured, sequential, cumulative, cognitive, and flexible. All our Special Education teachers will be trained and certified in Mid August in the implementation of Intervention strategies using these programs and teaching methods with our students with disabilities. In order to ensure that all our Special Education students benefit from this practice, the school's programming has embedded this support within the teachers'schedules. Providing SWDs students with ample opportunities and expanding current services will reinforce the efforts to successfully meet the goals/objectives set forth for our students with disabilities. We will strive to ensure that this year our retention rate will reach 100%</p>

Entry 10 - Teacher and Administrator Attrition

Completed Jul 28 2022

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

A. TEACH System - Employee Clearance

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

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

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

Incomplete Hidden from applicant

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category A: 5 or 30% whichever is less	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, 2022)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category C: not to exceed 5	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 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

Entry 13 School Calendar

Completed Jul 28 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

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

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

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

[school-calendar-2022-2023-landscape](#)

Filename: school calendar 2022 2023 landscape.pdf **Size:** 56.4 kB

Entry 14 Links to Critical Documents on School Website

Completed Jul 28 2022

Instructions

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

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

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

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

Form for Entry 14 Links to Critical Documents on School Website

School Name: Middle Village Preparatory Charter School

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

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

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	https://middlevillageprep.org/ourpages/auto/2022/1/4/53812284/2020-21%20APPR.pdf?rnd=1641326377261
2. Board meeting notices, agendas and documents	https://middlevillageprep.org/apps/pages/index.jsp?uREC_ID=471601&type=d&termREC_ID=&pREC_ID=980665
3. New York State School Report Card	https://data.nysed.gov/profile.php?instid=800000076138
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://middlevillageprep.org/ourpages/auto/2020/12/14/46986542/Safety%20Plan%20for%20Public%20Viewing%20SY%2021-22%20%283%29%20%283%29.pdf?rnd=1643834270905
6. Authorizer-approved FOIL Policy	https://middlevillageprep.org/ourpages/auto/2021/10/26/43921212/FOIL MVP%20.pdf?rnd=1635258773993
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://middlevillageprep.org/ourpages/auto/2021/10/26/43921212/FOIL MVP%20.pdf?rnd=1635258773993

Thank you.



Entry 15 Staff Roster

INSTRUCTIONS

Required of Regents and NYCDOE-authorized Charter Schools ONLY

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

Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders: Please use the notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Staff Roster Template will result in a resubmission of a fully corrected roster.

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

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

Dr. Maureen Campbell

Name of Charter School Education Corporation:

Middle Village Prep

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

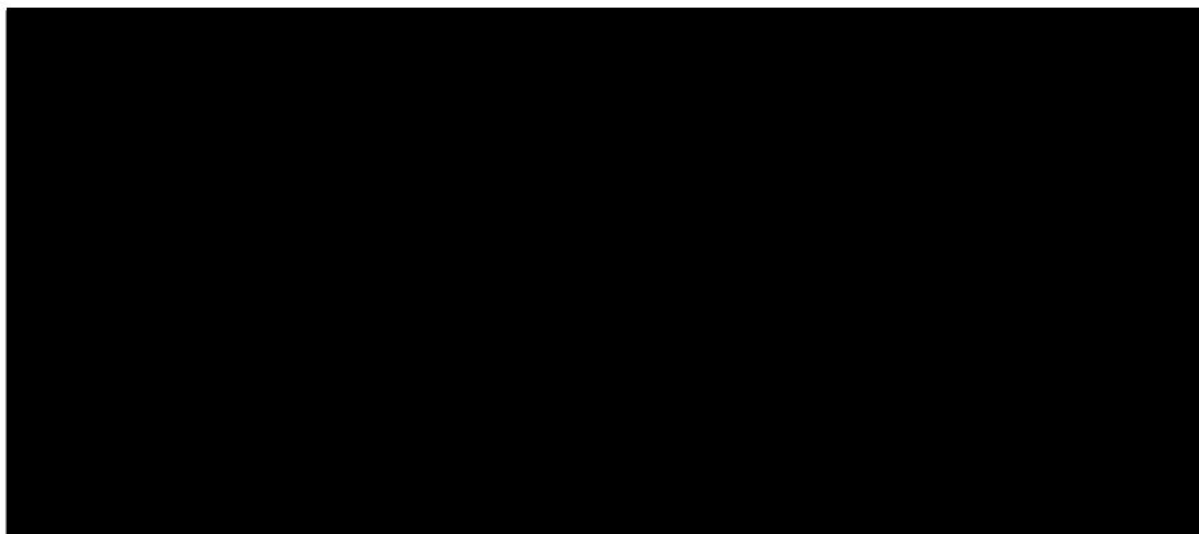
☒ **None**

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

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

Business Telephone:

Business Address:



 July 30, 2022

Signature **Date**

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Rosemary DeGennaro

Name of Charter School Education Corporation:

Middle Village Prep

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

Secretary

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

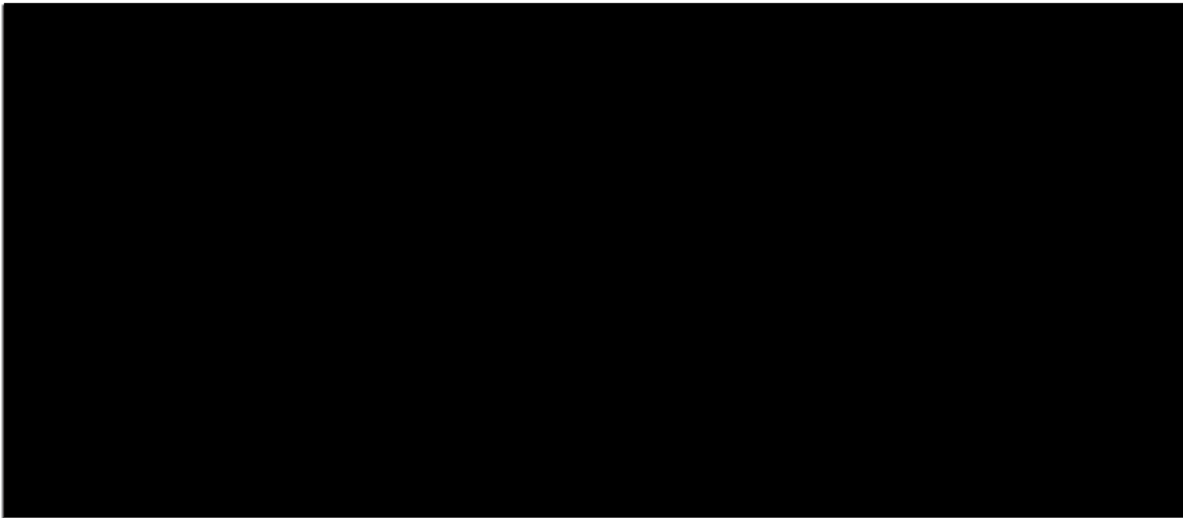
☒ **None**

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

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

Business Telephone:

Business Address:



07.26/2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

JOSEPHINE LUME

Name of Charter School Education Corporation:

MIDDLE VILLAGE PREPARATORY CHARTER SCHOOL

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

BOARD CHAIR

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

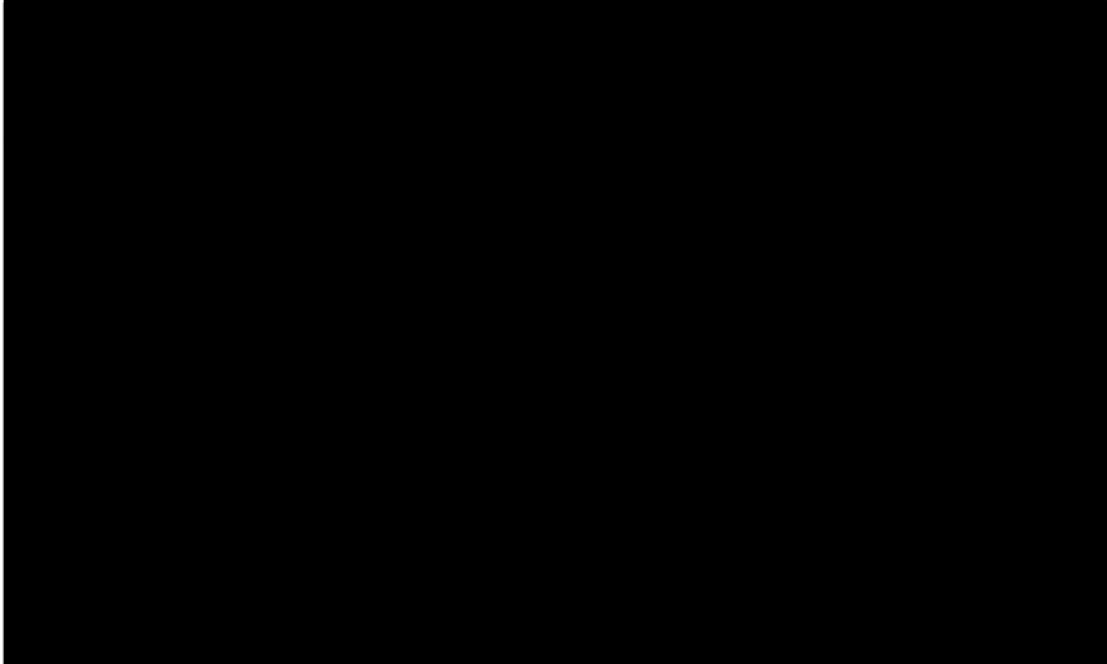
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

☒ **None**

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

-

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



Josephine Lume 7/26/22
Signature Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

SERPHIN R. MALTESE

Name of Charter School Education Corporation:

MIDDLE VILLAGE PREP

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

VICE-CHAIR BOARD

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

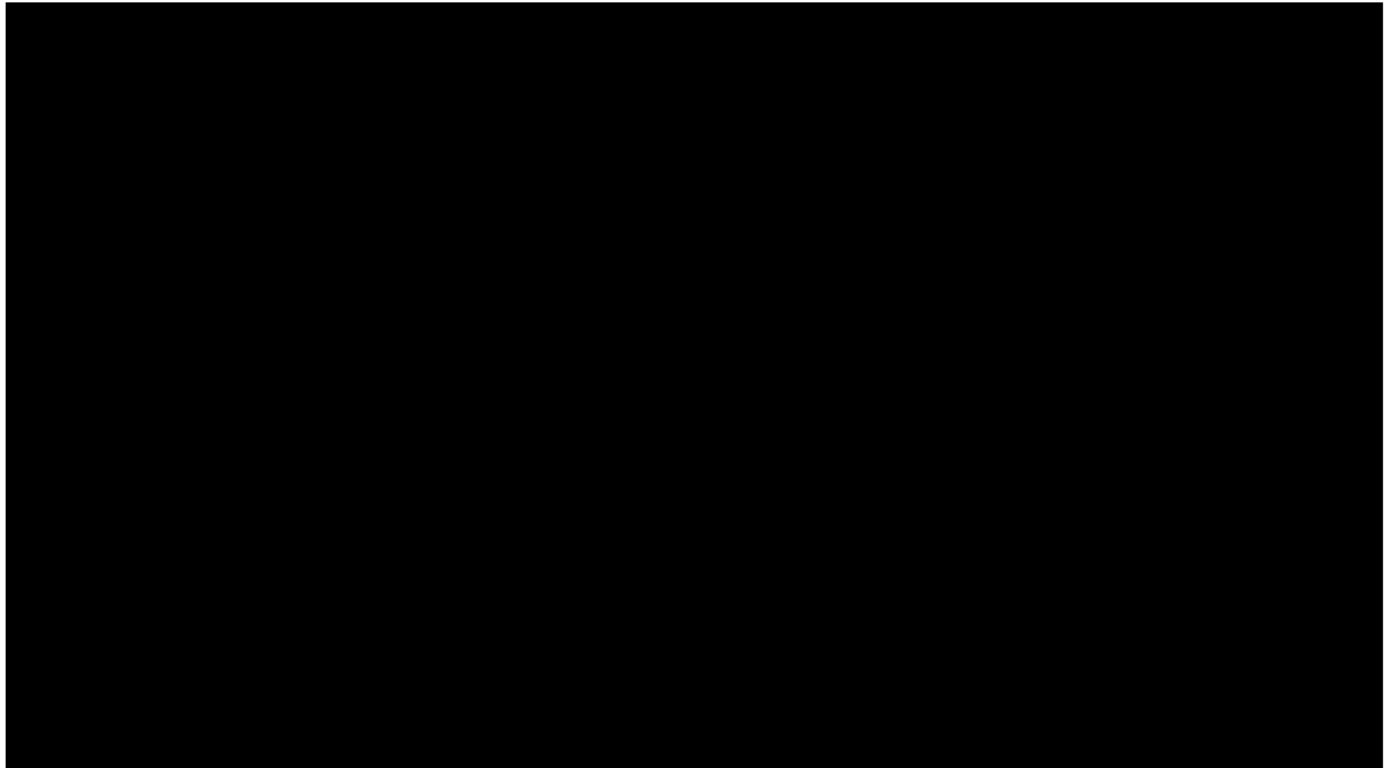
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

☒ **None**

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

-

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



Serphin R. Maltese Sept 9, 2022
Signature Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Betty Mayer

Name of Charter School Education Corporation:

Middle Village Prep

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

Trustee

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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



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

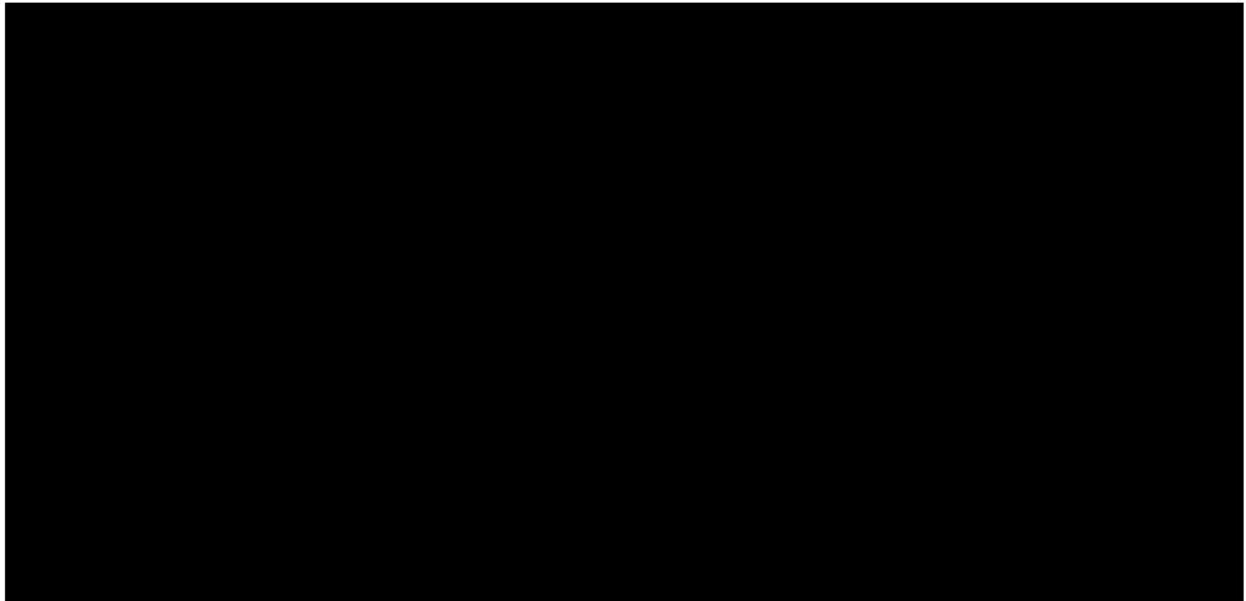
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

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

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

Business Telephone:

Business Address:



	7-25-22
Signature	Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Monica Konopka

Name of Charter School Education Corporation:

Middle Village preparatory School

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

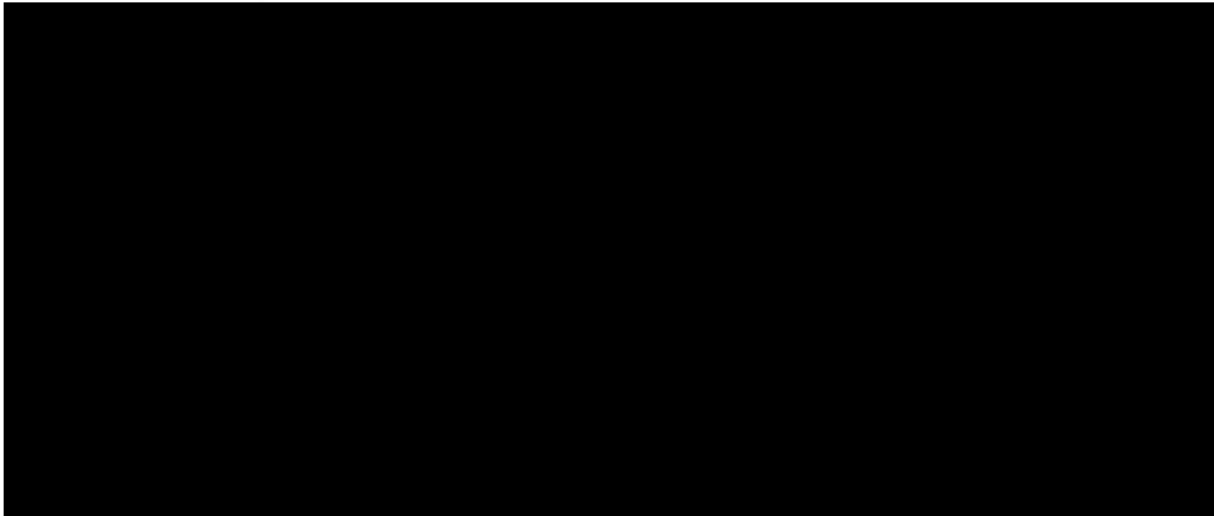
☒ None

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

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

Business Telephone:

Business Address:



Monica Konopka

7/27/2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

2022/23 School Calendar

2022					2023						
August	September	October	November	December	January	February	March	April	May	June	July
1 Mo	1 Th 9	1 Sa	1 Tu 50	1 Th 69	1 Su <small>New Year's Day</small>	1 We 105	1 We 120	1 Sa	1 Mo 157	1 Th 179	1 Sa
2 Tu	2 Fr 10	2 Su	2 We 51	2 Fr 70	2 Mo <small>New Year's Day (obs.)</small>	2 Th 106	2 Th 121	2 Su	2 Tu 158	2 Fr 180	2 Su
3 We	3 Sa	3 Mo 30	3 Th 52	3 Sa	3 Tu 85	3 Fr 107	3 Fr 122	3 Mo 143	3 We 159	3 Sa	3 Mo
4 Th	4 Su	4 Tu 31	4 Fr 53	4 Su	4 We 86	4 Sa	4 Sa	4 Tu 144	4 Th 160	4 Su	4 Tu <small>Independence Day</small>
5 Fr	5 Mo <small>Labor Day</small>	5 We 32	5 Sa	5 Mo 71	5 Th 87	5 Su	5 Su	5 We 145	5 Fr 161	5 Mo 181	5 We
6 Sa	6 Tu 11	6 Th 33	6 Su	6 Tu 72	6 Fr 88	6 Mo 108	6 Mo 123	6 Th 146	6 Sa	6 Tu 182	6 Th
7 Su	7 We 12	7 Fr 34	7 Mo 54	7 We 73	7 Sa	7 Tu 109	7 Tu 124	7 Fr 0	7 Su	7 We 183	7 Fr
8 Mo	8 Th 13	8 Sa	8 Tu 55	8 Th 74	8 Su	8 We 110	8 We 125	8 Sa	8 Mo 162	8 Th 184	8 Sa
9 Tu	9 Fr 14	9 Su	9 We 56	9 Fr 75	9 Mo 89	9 Th 111	9 Th 126	9 Su	9 Tu 163	9 Fr 185	9 Su
10 We	10 Sa	10 Mo <small>Columbus Day</small>	10 Th 57	10 Sa	10 Tu 90	10 Fr 112	10 Fr 127	10 Mo	10 We 164	10 Sa	10 Mo
11 Th	11 Su	11 Tu 35	11 Fr <small>Veterans Day</small>	11 Su	11 We 91	11 Sa	11 Sa	11 Tu	11 Th 165	11 Su	11 Tu
12 Fr	12 Mo 15	12 We 36	12 Sa	12 Mo 76	12 Th 92	12 Su	12 Su	12 We	12 Fr 166	12 Mo 186	12 We
13 Sa	13 Tu 16	13 Th 37	13 Su	13 Tu 77	13 Fr 93	13 Mo 113	13 Mo 128	13 Th	13 Sa	13 Tu 187	13 Th
14 Su	14 We 17	14 Fr 38	14 Mo 58	14 We 78	14 Sa	14 Tu 114	14 Tu 129	14 Fr	14 Su	14 We 188	14 Fr
15 Mo	15 Th 18	15 Sa	15 Tu 59	15 Th 79	15 Su	15 We 115	15 We 130	15 Sa	15 Mo 167	15 Th 189	15 Sa
16 Tu	16 Fr 19	16 Su	16 We 60	16 Fr 80	16 Mo <small>Martin L. King Day</small>	16 Th 116	16 Th 131	16 Su	16 Tu 168	16 Fr 190	16 Su
17 We	17 Sa	17 Mo 39	17 Th 61	17 Sa	17 Tu 94	17 Fr 117	17 Fr 132	17 Mo 147	17 We 169	17 Sa	17 Mo
18 Th	18 Su	18 Tu 40	18 Fr 62	18 Su	18 We 95	18 Sa	18 Sa	18 Tu 148	18 Th 170	18 Su	18 Tu
19 Fr	19 Mo 20	19 We 41	19 Sa	19 Mo 81	19 Th 96	19 Su	19 Su	19 We 149	19 Fr 171	19 Mo <small>Juneteenth</small>	19 We
20 Sa	20 Tu 21	20 Th 42	20 Su	20 Tu 82	20 Fr 97	20 Mo <small>Presidents' Day</small>	20 Mo 133	20 Th 150	20 Sa	20 Tu 191	20 Th
21 Su	21 We 22	21 Fr 43	21 Mo 63	21 We 83	21 Sa	21 Tu 0	21 Tu 134	21 Fr 151	21 Su	21 We 192	21 Fr
22 Mo 1	22 Th 23	22 Sa	22 Tu 64	22 Th 84	22 Su	22 We 0	22 We 135	22 Sa	22 Mo 172	22 Th 0	22 Sa
23 Tu 2	23 Fr 24	23 Su	23 We 65	23 Fr 0	23 Mo 98	23 Th 0	23 Th 136	23 Su	23 Tu 173	23 Fr 0	23 Su
24 We 3	24 Sa	24 Mo 44	24 Th <small>Thanksgiving Day</small>	24 Sa	24 Tu 99	24 Fr 0	24 Fr 137	24 Mo 152	24 We 174	24 Sa	24 Mo
25 Th 4	25 Su	25 Tu 45	25 Fr	25 Su <small>Christmas Day</small>	25 We 100	25 Sa	25 Sa	25 Tu 153	25 Th 175	25 Su	25 Tu
26 Fr 5	26 Mo 25	26 We 46	26 Sa	26 Mo <small>Christmas Day (obs.)</small>	26 Th 101	26 Su	26 Su	26 We 154	26 Fr 176	26 Mo	26 We
27 Sa	27 Tu 26	27 Th 47	27 Su	27 Tu 0	27 Fr 102	27 Mo 118	27 Mo 138	27 Th 155	27 Sa	27 Tu	27 Th
28 Su	28 We 27	28 Fr 48	28 Mo 66	28 We 0	28 Sa	28 Tu 119	28 Tu 139	28 Fr 156	28 Su	28 We	28 Fr
29 Mo 6	29 Th 28	29 Sa	29 Tu 67	29 Th 0	29 Su		29 We 140	29 Sa	29 Mo <small>Memorial Day</small>	29 Th	29 Sa
30 Tu 7	30 Fr 29	30 Su	30 We 68	30 Fr 0	30 Mo 103		30 Th 141	30 Su	30 Tu 177	30 Fr	30 Su
31 We 8		31 Mo 49		31 Sa	31 Tu 104		31 Fr 142		31 We 178		31 Mo