

# Application: True North Rochester Preparatory Charter School - West Campus

Elizabeth AlFayad - ealfayad@rochesterprep.org  
2021-2022 Annual Report

## Summary

**ID:** 0000000220

**Labels:** SUNY Trustees

## Entry 1 School Info and Cover Page

**Completed** Sep 7 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

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**a. SCHOOL NAME**

(Select name from the drop down menu)

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL - WEST CAMPUS 800000070187

**a1. Popular School Name**

Rochester Prep West Campus

**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**

ROCHESTER CITY SD

**e. DATE OF INITIAL CHARTER**

12/2010

**f. DATE FIRST OPENED FOR INSTRUCTION**

8/2011

**c. School Unionized**

Is your charter school unionized?

No

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

[rochesterprep.uncommonschoools.org](http://rochesterprep.uncommonschoools.org)

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

807

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

772

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

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6, 7, 8

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

Yes

**I2. NAME OF CMO/EMO AND ADDRESS**

NAME OF CMO/EMO	Uncommon Schools Inc.
PHYSICAL STREET ADDRESS	55 Broad
CITY	New York
STATE	New YorkNY
ZIP CODE	10004
EMAIL ADDRESS	<a href="mailto:info@uncommonschoools.org">info@uncommonschoools.org</a>
CONTACT PERSON NAME	(No response)

**FACILITIES INFORMATION**

**m. FACILITIES**

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

	Yes, 2 sites
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**TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL - WEST CAMPUS 800000070187**

**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	432 Chili Ave, Rochester, NY 14611	585-368-5090	Rochester	5-8	no

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

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Kristopher Hirsch	Principal	585-368-5090		<a href="mailto:khirsch@rochesterprep.org">khirsch@rochesterprep.org</a>
Operational Leader	Maira Hill	Director of Operations	585-368-5090		<a href="mailto:moira.hill@rochesterprep.org">moira.hill@rochesterprep.org</a>
Compliance Contact	Noelle Van der Tuin	Manager, Finance	646-532-1435		<a href="mailto:noelle.vandertuin@uncommonschools.org">noelle.vandertuin@uncommonschools.org</a>
Complaint Contact	Kristopher Hirsch	Principal	585-368-5090		<a href="mailto:khirsch@rochesterprep.org">khirsch@rochesterprep.org</a>
DASA Coordinator	James Dill	Director, Special Education	585-368-5090		<a href="mailto:jdill@rochesterprep.org">jdill@rochesterprep.org</a>
Phone Contact for After Hours Emergencies					

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

Private Space

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**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)**

[COO 432Chili.pdf](#)

**Filename:** COO 432Chili.pdf **Size:** 1.8 MB

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**Site 1 Fire Inspection Report**

[FireInsp 432Chili 2021.pdf](#)

**Filename:** FireInsp 432Chili 2021.pdf **Size:** 1.4 MB

**Rochester Prep West Campus**

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**School Site 2**

## m2. SCHOOL SITES

Please provide information on Site 2 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 2	305 Andrews St, Rochester, NY 14604	585-386-5100	Rochester	K-4	no

**m2a. Please provide the contact information for Site 2.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Kimberly Schultz	Principal	585-386-5100		<a href="mailto:kimberly.schultz@rochesterprep.org">kimberly.schultz@rochesterprep.org</a>
Operational Leader	Samantha Blaszkow	Director of Operations	585-386-5100		<a href="mailto:samantha.blaszkow@rochesterprep.org">samantha.blaszkow@rochesterprep.org</a>
Compliance Contact	Noelle Van der Tuin	Manager, Finance	646-866-4394		<a href="mailto:noelle.vandertuin@uncommonschools.org">noelle.vandertuin@uncommonschools.org</a>
Complaint Contact	Kimberly Schultz	Principal	585-386-5100		<a href="mailto:kimberly.schultz@rochesterprep.org">kimberly.schultz@rochesterprep.org</a>
DASA Coordinator	James Dill	Director, Special Education	585-386-5100		<a href="mailto:kimberly.schultz@rochesterprep.org">kimberly.schultz@rochesterprep.org</a>
Phone Contact for After Hours Emergencies					

**m2b. Is site 2 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, 2022.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2022.**
- **If the fire inspection certificate expires 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. Please note in the portal that this is the case**

### Site 1 Certificate of Occupancy (COO)

[COO\\_305Andrews.pdf](#)

**Filename:** COO\_305Andrews.pdf **Size:** 725.1 kB

### Site 2 Fire Inspection Report

[FireInsp\\_305Andrews\\_Aug2021.pdf](#)

**Filename:** FireInsp\_305Andrews\_Aug2021.pdf **Size:** 195.5 kB

## CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

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

No

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

Yes

## ATTESTATIONS

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

Name	Elizabeth Alfayad
Position	Manager, Regional Data Reporting & Analysis
Phone/Extension	585-368-5090
Email	<a href="mailto:ealfayad@rochesterprep.org">ealfayad@rochesterprep.org</a>

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

## Responses Selected:

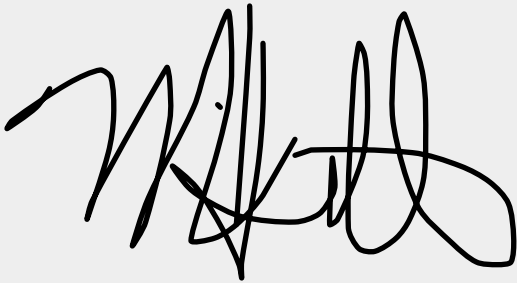
Yes

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

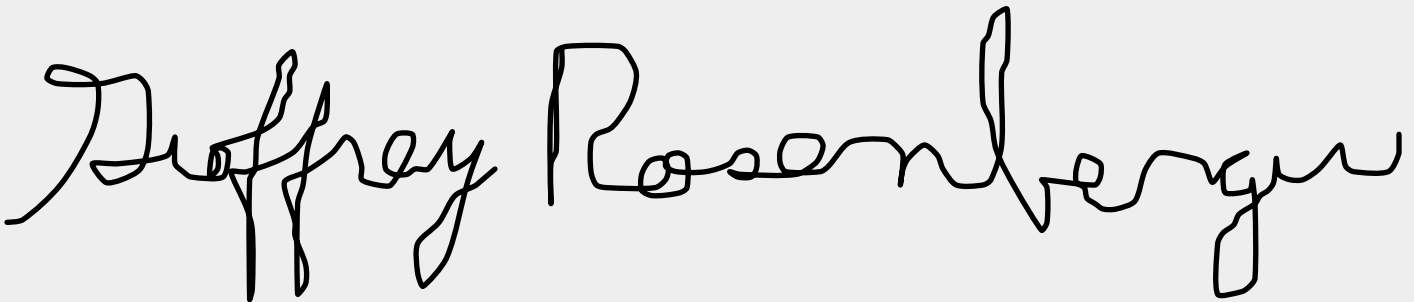
**Responses Selected:**

Yes

**Signature, Head of Charter School**

A stylized, handwritten signature in black ink on a light gray background. The signature is cursive and appears to be a first name followed by a last name, though the specific letters are not clearly legible due to the stylization.

**Signature, President of the Board of Trustees**

A handwritten signature in black ink on a light gray background. The signature is cursive and clearly legible, reading "Jeffrey Rosenberger".

**Date**

Sep 7 2022

Thank you.



## Entry 3 Accountability Plan Progress Reports

Completed Oct 28 2022

### 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.**

#### **21-22 APPR WC**

Filename: 21 22 APPR WC.pdf Size: 316.8 kB

## 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 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.**

## 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

**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<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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<sup>[1]</sup> 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

**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, 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

## 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

## Entry 5 - Fiscal Year 2022-2023 Budget

### Incomplete

**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.**

## Entry 6 - Board of Trustees Disclosure of Financial Interest Form

**Completed** Sep 7 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.

## [21-22 RP DFIs](#)

**Filename:** 21 22 RP DFIs v3IONcb.pdf **Size:** 4.6 MB

## Entry 7 BOT Membership Table

**Completed** Sep 7 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.

**TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL - WEST CAMPUS 800000070187**

### 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	Position on the	Commit tee	Voting Member	Number of Terms	Start Date of	End Date of	Board Meeting
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		Address	Board	Affiliations	Per By-Laws (Y/N)	Served	Current Term (MM/DD/YYYY)	Current Term (MM/DD/YYYY)	s Attended During 2021-2022
1	Geoffrey Rosenberger		Chair	Finance Development Academic Facilities	Yes	4	6/30/2022	6/30/2025	5 or less
2	Jim Ryan		Trustee/Member	Development (Chair) Finance Facilities	Yes	4	6/30/2021	6/30/2024	5 or less
3	Rebecca Sumner		Vice Chair	Academic (Chair) Finance Development	Yes	4	6/30/2022	6/30/2025	5 or less
4	Ron Zarrella		Treasurer	Finance (Chair) Development Facilities	Yes	3	6/30/2021	6/30/2024	5 or less
5	Josh Phillips		Trustee/Member	n/a	Yes	3	6/30/2021	6/30/2024	5 or less
6	Ebony Miller-Wesley		Trustee/Member	Academic Finance	Yes	1	6/30/2021	6/30/2024	5 or less
	Jim			Academic					



7	Costanza		Trustee/Member	Facilities Development	Yes	1	6/30/2021	6/30/2024	5 or less
8	Carlos Carballada		Trustee/Member	n/a	Yes	1	3/24/2021	6/30/2024	5 or less
9	Langston McFadden		Trustee/Member	Facilities	Yes	1	3/24/2021	6/30/2024	5 or less

**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	9
b.Total Number of Members Added During 2021-2022	0
c. Total Number of Members who Departed during 2021-2022	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

**3. Number of Board meetings held during 2021-2022**

5

**4. Number of Board meetings scheduled for 2022-2023**

5

**Total number of Voting Members on June 30, 2022:**

9

**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:**

0

**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** Sep 7 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
	<p>The city of Rochester has the third highest poverty rate of all metropolitan areas in the US (US Census Bureau, 2020). In the 21-22 school year, 92.1% of our students resided within the Rochester City School District and 87.1% of our students lived in poverty. All of Rochester Prep's campuses are located in zip codes with significant portions of the population experiencing poverty or extreme poverty. We consistently work to recruit students from the neighborhoods</p>	<p>In 2022-2023, we plan to continue to build upon the success we've had in recruiting students from the city of Rochester, which experiences a high level of poverty, particularly for children. We will continue to recruit students from the neighborhoods closest to our schools through targeted recruitment mailings to families in surrounding zip codes. We are looking forward to resuming in-person recruitment events as local and state mandates allow. This includes general Kindergarten recruitment events hosted within the City of</p>

Economically Disadvantaged	<p>closest to our schools through targeted recruitment mailings to families in surrounding zip codes. Overall, Rochester Prep has found that the best way to recruit new students is through word of mouth, particularly through the networks and connections of families with students already attending the school. The Rochester Prep application asks applicants “How did you hear about us?” and “Word of Mouth” is consistently the top response. This is true for recruitment of all students, including the target populations mentioned here. Therefore, Rochester Prep recognizes the importance of building relationships with the families of both current students and future students and places those efforts at the heart of all its recruitment and retention practices. Our Parent Ambassador and Family Champions program saw great success both through Zoom events and in-person once restrictions were lifted, creating positive connections between current families and prospective families.</p>	<p>Rochester, events curated by E3 (an organization in Rochester promoting all charter schools and school choice), and our own standalone events. Overall, Rochester Prep has found that the best way to recruit new students is through word of mouth, particularly through the networks and connections of families with students already attending the school. The Rochester Prep application asks applicants “How did you hear about us?” and “Word of Mouth” is consistently the top response. This is true for recruitment of all students, including the target populations mentioned here. Therefore, Rochester Prep recognizes the importance of building relationships with the families of both current students and future students and places those efforts at the heart of all its recruitment and retention practices. We will continue our Parent Ambassador program and continue to use Zoom to hold Q&amp;A sessions for prospective families where they can speak with Parent Ambassadors and school administrators to learn more about our school and the opportunities we provide.</p>
	<p>The Director of Special Education for Rochester Prep supports the recruitment and retention of English Language Learners. To spread the word about Rochester Prep among this particular populations, we have placed bilingual advertisements on both</p>	<p>In 2022-2023, our Director of Special Education will continue to lead efforts to recruit ELLs, leveraging our relationships with</p>

English Language Learners	<p>the radio and in print. Directed emails were sent to two the two largest refugee support agencies in Rochester, the Catholic Family Center and Rochester Refugee Resettlement Services notifying them of Rochester Prep's application process, lottery date, and availability of ELL supports. Our application was available in Spanish and families could request other languages if needed. We held 20% of our lottery spots specifically for students identified as ELLs. As stated above, our strongest recruitment practice is asking current families to speak with their family and friends about Rochester Prep. Many if not most of our ELL families learn about us by word of mouth and we work to build strong relationships with our ELL families and encourage them to share the Rochester Prep opportunity within their communities. Our in-person recruitment efforts this year were tempered by the public health crisis and we were not able to attend or hold any of the in-person events that we normally would. However, we have not seen a significant difference in the percentage of ELLs enrolling in our schools due to the power of word of mouth from our current families.</p>	<p>current families to reach new students. We will maintain our existing relationship with the Catholic Family Center and Rochester Refugee Resettlement Services to inform recently arrived families about their school choice and the opportunities Rochester Prep provides. We will mail application postcards in multiple languages for the 22-23 school lottery. An Americorps Summer Associate that worked with us this summer collected a list of local religious community groups that often support immigrant and refugee populations - we will share information about our schools and application process with them directly. We are eager to resume in-person recruitment events if possible, but must wait for local and state guidance for all group gatherings. We will have Spanish-speaking staff at any in-person or remote recruitment events to immediately assist any prospective Spanish-speaking families. As we did last year, we will hold 20% of our lottery spots for ELL-identified students.</p>
	<p>The Director of Special Education for Rochester Prep supports the recruitment and retention of students with disabilities. All of</p>	<p>In 22-23, our Director of Special Education will continue to lead efforts to recruit these populations, leveraging our relationships with current</p>

Students with Disabilities	<p>our recruiting materials include the fact that we support IEPs and 504 plans, indicating that students with disabilities are welcome and supported in our schools. The Director of Special Education presented at a New York Charter Association Parent Council meeting to discuss the supports Rochester Prep and Uncommon Schools (our CMO) provides to students across New York State. The Special Education team at each school meets directly with prospective families with IEPs/504s and provides individualized tours to address any enrollment concerns. Rochester Prep highlighted Special Education and Students with Disabilities on our social media channels, on our website, and on all of our recruitment materials.</p>	<p>families to reach new students. The deeply personal family connections that we make with prospective families will continue, and we are looking forward to resuming more in-person recruitment events when local and state mandates allow. We plan to have a Special Education Coordinator or Social Worker at all live recruitment events so that we can directly answer any questions related to the services we provide for students with disabilities. We will continue our Parent Ambassador program and continue to use Zoom to hold Q&amp;A sessions for prospective families where they can speak with Parent Ambassadors and school administrators to learn more about our school and the opportunities we provide.</p>
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## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
	<p>Building strong, communicative relationships is of key importance in retaining students from all backgrounds. If a student wishes to leave our school, we ask that the parent or guardian come into the school to meet with our Principal and/or Director of Operations. This is to understand the root cause of the family's desire to leave our community and attempt to address the cause, as well as to explain the</p>	

## Economically Disadvantaged

difficulty of re-admittance later on should the student wish to return to Rochester Prep. In this way, we attempt to understand the concerns of our families and help make the best decision for the child. Throughout the COVID-19 shutdown and transition to remote learning, we provided every student with their own Chromebook to use and a wifi hotspot to families who do not have internet connectivity. We ensured that every student had access to our remote learning platforms from day 1 of school, and made sure that those platforms were device agnostic - meaning that they could be accessed and navigated equally well from a laptop, Chromebook, tablet, or cell phone. We did this to ensure that a student's financial background had no affect on their ability to fully participate in remote schooling. We reopened our doors for in-person learning as soon as we were safely able to do so, inviting students back 2 days per week for several months, then ultimately 4 days per week through the end of the school year. Teachers held frequent Zoom conferences with parents, and continued weekly advisory calls to make sure that families were supported holistically through COVID, as a safe, stable home life is vital for a student to succeed in remote learning. Our office teams helped to facilitate several dozen McKinney-Vento applications, including some students who relocated out of

Building strong, communicative relationships is of key importance in retaining students from all backgrounds. If a student wishes to leave our school, we ask that the parent or guardian come into the school to meet with our Principal and/or Director of Operations. This is to understand the root cause of the family's desire to leave our community and attempt to address the cause, as well as to explain the difficulty of re-admittance later on should the student wish to return to Rochester Prep. In this way, we attempt to understand the concerns of our families and help make the best decision for the child. Most of these policies and practices are not new, and since we already have a strong enrollment and retention process for low income populations, we have focused most of our recent initiatives on students with disabilities and English Language Learners.

	<p>state due to the COVID crisis to ensure that students would not face any interruption in their education.</p>	
	<p>In the 21-22 school year we worked diligently to make sure that all of our families felt supported and confident throughout the public health crisis and transition to remote learning. We offered full translation of school emails and Zoom sessions in all languages, we provided every student with a Chromebook for remote learning and offered free wifi hotspots if families did not have internet connectivity. ELL students were offered the maximum 4 days per week in person when our school buildings reopened, compared to the 2 days per week for the general student population. We offered small group and individual sessions of language services in addition to supplement remote learning activities. Rochester Prep purchased additional features within our remote learning technology platforms to build in text reading features and tutoring functions to ensure that ELL students were able to access their school materials even in a remote environment. Rochester Prep expanded the ELL-focused professional development sessions and online training available to staff. ELL students who were not actively engaging in their online schoolwork received home visits from SPED</p>	<p>Rochester Prep will continue many of the interventions created last year to help retain ELL students, and will revise them as needed depending on whether students are attending classes in person or remotely. We will provide individualized supports for each ELL student, and monitor early in the year for</p>



## English Language Learners

teachers and social workers to identify struggles, serve as a resource, and ensure that students were not falling behind during the COVID-related closures. Our retention and grading policies were revised based on language barriers encountered during the COVID shutdown to help reduce the number of academic retentions within the ELL population. Building strong, communicative relationships is of key importance in retaining students from all backgrounds. If a student wishes to leave our school, we ask that the parent or guardian come into the school to meet with our Principal and/or Director of Operations. In the case of ELL students, we will also include the Director for Special Education and/or a teacher who has a particularly strong relationship with the family. We also ensure that if the family is uncomfortable communicating in English that a translator is available so that there is no possible miscommunication. We seek to understand the root cause of the family's desire to leave our community and attempt to address the cause, as well as to explain the difficulty of re-admittance later on should the student wish to return to Rochester Prep. In this way, we attempt to understand the concerns of our families and help make the best decision for the child.

COVID-related learning loss. We will continue provision of in person and virtual family connections, including interpretation & translation in the home language, and multilingual captioning of all video media. We are seeking to continue and expand our cross-regional ELL resources and PD sessions to that all of our staff build competent skills to serve our ELL families.

Rochester Prep worked diligently

## Students with Disabilities

through the 21-22 school year to ensure that students with disabilities felt fully supported in the new remote learning environment. We provided Chromebooks to every student so they could access our online learning platforms and wifi hotspots to families who did not have internet connectivity. Students with disabilities were offered small group or individual Zoom sessions to help ensure that they were receiving learning materials in a way best suited for their particular needs. We purchased additional features within our remote learning technology platforms to build in text reading features and tutoring functions to provide an additional means of support. When our schools initially re-opened for in-person learning, students attended 2 days per week. However, we prioritized students with disabilities to receive 4 days per week of in-person instruction. We performed home visits for students with disabilities who were not actively engaged with online learning to ensure that we could help overcome any obstacles facing the family, provide support, and demonstrate our commitment to the student's success despite the challenges of the remote environment. We also revised retention and grading policies related to disability types during COVID to reduce the number of academic retentions of students with disabilities. Building strong, communicative relationships is of

In the 22-23 school year, we will continue to provide individualized support and monitor our students with disabilities for COVID-related learning losses. We are implementing guided reading at the middle school level and SPED teachers will directly support this new initiative. We will continue to build upon our cross-regional resources and best practices for supporting students with disabilities and implement more targeted professional development sessions for staff members. In the weeks leading up to the school year, social workers and special education coordinators will be performing home visits with the families of SWD who were not actively engaged at the end of the prior school year to establish relationships, set expectations,

	<p>key importance in retaining students from all backgrounds. If a student wishes to leave our school, we ask that the parent or guardian come into the school to meet with our Principal and/or Director of Operations. In the case of students with disabilities, we will also include the Director for Special Education and/or a teacher who has a particularly strong relationship with the family. We seek to understand the root cause of the family's desire to leave our community and attempt to address the cause, as well as to explain the difficulty of re-admittance later on should the student wish to return to Rochester Prep. In this way, we attempt to understand the concerns of our families and help make the best decision for the child.</p>	<p>and identify any areas of need to ensure the family is fully supported in the coming year.</p>
--	---	---

**Entry 10 - Teacher and Administrator Attrition**

Completed Sep 7 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<sup>[1]</sup> 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.

<sup>[1]</sup> 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\\_fingerprintoct19.pdf](http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee_fingerprintoct19.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.

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## **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](#).

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### **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 Sep 7 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.**

### **[Rochester Prep 2022-2023 Calendar - Family Facing Overview](#)**

Filename: Rochester Prep 2022 2023 Calendar t5ATYiO.pdf Size: 60.0 kB

## Entry 14 Links to Critical Documents on School Website

Completed Sep 7 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: True North Rochester Preparatory Charter School - West Campus**

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**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)	<a href="https://uncommonschoools.ams3.digitaloceanspaces.com/wp-content/uploads/sites/8/2022/07/22133104/20-21-APPR-TNRP-WC.pdf">https://uncommonschoools.ams3.digitaloceanspaces.com/wp-content/uploads/sites/8/2022/07/22133104/20-21-APPR-TNRP-WC.pdf</a>
2. Board meeting notices, agendas and documents	<a href="https://rochesterprep.uncommonschoools.org/board-of-trustees/">https://rochesterprep.uncommonschoools.org/board-of-trustees/</a>
3. New York State School Report Card	<a href="https://data.nysed.gov/profile.php?instid=800000070187">https://data.nysed.gov/profile.php?instid=800000070187</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="http://www.rochesterprep.org">http://www.rochesterprep.org</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://uncommonschoools.ams3.digitaloceanspaces.com/wp-content/uploads/sites/8/2020/11/15163052/RP- -District-Safety-Plan_21-22.pdf">https://uncommonschoools.ams3.digitaloceanspaces.com/wp-content/uploads/sites/8/2020/11/15163052/RP- -District-Safety-Plan_21-22.pdf</a>
6. Authorizer-approved FOIL Policy	<a href="https://uncommonschoools.ams3.digitaloceanspaces.com/wp-content/uploads/sites/8/2020/10/07213509/FOIL-Policy.pdf">https://uncommonschoools.ams3.digitaloceanspaces.com/wp-content/uploads/sites/8/2020/10/07213509/FOIL-Policy.pdf</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://uncommonschoools.ams3.digitaloceanspaces.com/wp-content/uploads/sites/8/2021/08/30163800/FOIL-Subject-Matter-List-9.1.21.pdf">https://uncommonschoools.ams3.digitaloceanspaces.com/wp-content/uploads/sites/8/2021/08/30163800/FOIL-Subject-Matter-List-9.1.21.pdf</a>

**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.

**TRUE NORTH ROCHESTER PREPARATORY  
CHARTER SCHOOL**

**ROCHESTER, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

**OTHER FINANCIAL INFORMATION**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2022**

**(With Comparative Totals for 2021)**

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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
True North Rochester Preparatory Charter School

### **Opinion**

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

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

### **Basis for Opinion**

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

### **Responsibilities of Management for the Financial Statements**

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

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

### **Auditor's Responsibilities for the Audit of the Financial Statements**

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

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of True North Rochester Preparatory Charter School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about True North Rochester Preparatory Charter School's ability to continue as a going concern for a reasonable period of time.

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

### **Report on Summarized Comparative Information**

We have previously audited True North Rochester Preparatory Charter School's June 30, 2021 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated October 20, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021 is consistent, in all material respects, with the financial statements from which it has been derived.

### **Other Report Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 27, 2022 on our consideration of True North Rochester Preparatory Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 27, 2022



TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2022  
(With Comparative Totals for 2021)

<u>ASSETS</u>	June 30,	
	<u>2022</u>	<u>2021</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 4,725,082	\$ 2,006,393
Money market funds	10,231,948	8,700,128
Grants and contracts receivable	5,948,568	3,306,457
Accounts receivable	642,155	914,198
Prepaid expenses and other current assets	<u>799,583</u>	<u>958,029</u>
TOTAL CURRENT ASSETS	22,347,336	15,885,205
<u>PROPERTY AND EQUIPMENT</u> , net of accumulated depreciation of \$11,360,011 and \$9,491,898, respectively		
	6,860,468	6,353,143
<u>MONEY MARKET FUNDS - DESIGNATED FOR CAPITAL PROJECTS</u>		
	7,500,000	9,000,000
<u>OTHER ASSETS</u>		
Security Deposit	9,407	-
Escrow Account	<u>240,361</u>	<u>240,105</u>
	<u>249,768</u>	<u>240,105</u>
TOTAL ASSETS	<u>\$ 36,957,572</u>	<u>\$ 31,478,453</u>
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 2,222,918	\$ 1,908,226
Deferred revenue	<u>691,506</u>	<u>-</u>
TOTAL LIABILITIES	2,914,424	1,908,226
<u>NET ASSETS</u>		
Without donor restrictions:		
Undesignated	26,543,148	20,570,227
Designated for capital projects	<u>7,500,000</u>	<u>9,000,000</u>
TOTAL NET ASSETS	<u>34,043,148</u>	<u>29,570,227</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 36,957,572</u>	<u>\$ 31,478,453</u>

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

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

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

	<u>Year ended June 30,</u>	
	<u>2022</u>	<u>2021</u>
Revenue, gains and other support:		
Public school district		
Resident student enrollment	\$ 35,384,143	\$ 35,334,434
Students with disabilities	1,416,095	1,231,654
Grants and contracts:		
Federal - Title and IDEA	1,996,182	2,119,318
Federal - Other	729,000	266,256
Federal - ESSER	4,753,245	1,237,631
Food service/child nutrition program	3,027,426	650,657
TOTAL REVENUE, GAINS AND OTHER SUPPORT	<u>47,306,091</u>	<u>40,839,950</u>
Expenses:		
Program services:		
Regular education	37,887,520	29,439,755
Special education	1,403,082	1,078,460
TOTAL PROGRAM SERVICES	<u>39,290,602</u>	<u>30,518,215</u>
Management and general	4,582,054	4,293,609
TOTAL OPERATING EXPENSES	<u>43,872,656</u>	<u>34,811,824</u>
SURPLUS FROM SCHOOL OPERATIONS	3,433,435	6,028,126
Support and other revenue:		
Contributions:		
Foundations	969,440	755,192
Miscellaneous income	70,046	23,896
TOTAL SUPPORT AND OTHER REVENUE	<u>1,039,486</u>	<u>779,088</u>
CHANGE IN NET ASSETS	4,472,921	6,807,214
Net assets without donor restrictions at beginning of year	29,570,227	22,763,013
NET ASSETS AT END OF YEAR	<u>\$ 34,043,148</u>	<u>\$ 29,570,227</u>

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

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

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

		June 30,					
		2022					2021
	No. of Positions	Program Services			Support Services		
		Regular education	Special education	Total	Management and General	Total	Total
Personnel services costs:							
Administrative staff personnel	62	\$ 3,051,141	\$ 116,175	\$ 3,167,316	\$ 1,800,458	\$ 4,967,774	\$ 5,151,609
Instructional personnel	231	12,875,400	466,605	13,342,005	-	13,342,005	11,387,863
Non-instructional personnel	2	89,264	2,992	92,256		92,256	127,033
Total salaries and staff	295	16,015,805	585,772	16,601,577	1,800,458	18,402,035	16,666,505
Fringe benefits and payroll taxes		3,080,354	112,622	3,192,976	310,010	3,502,986	3,231,871
Retirement		342,083	12,728	354,811	34,156	388,967	358,553
Management fees		4,233,162	150,807	4,383,969	773,641	5,157,610	4,946,736
Legal service		-	-	-	58,953	58,953	76,261
Accounting and audit services		-	-	-	39,900	39,900	62,652
Other professional and consulting services		436,231	20,880	457,111	522	457,633	658,561
Building and land rent		1,615,866	72,822	1,688,688	-	1,688,688	595,450
Repairs and maintenance		2,051,273	72,524	2,123,797	-	2,123,797	1,185,993
Insurance		-	-	-	358,897	358,897	390,114
Utilities		329,400	12,046	341,446	318,470	659,916	494,094
Supplies and materials		531,286	18,573	549,859	120,582	670,441	370,500
Equipment/Furnishings		237,247	8,191	245,438	59,111	304,549	53,314
Professional development		341,724	11,727	353,451	-	353,451	594,306
Marketing and recruitment		288,156	9,889	298,045	-	298,045	34,517
Technology		2,035,467	71,064	2,106,531	196,223	2,302,754	643,811
Food service		2,035,789	72,616	2,108,405	-	2,108,405	799,588
Student services		1,783,417	69,516	1,852,933	-	1,852,933	358,977
Office expense		624,348	24,504	648,852	379,413	1,028,265	961,743
Depreciation and amortization		1,774,873	72,252	1,847,125	20,988	1,868,113	2,233,553
Other		131,039	4,549	135,588	110,730	246,318	94,725
		\$ 37,887,520	\$ 1,403,082	\$ 39,290,602	\$ 4,582,054	\$ 43,872,656	\$ 34,811,824

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

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

STATEMENT OF CASH FLOWS

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

	June 30,	
	<u>2022</u>	<u>2021</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 4,472,921	\$ 6,807,214
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation and amortization	1,868,113	2,233,553
Bad debt expense	8,358	26,770
Changes in certain assets and liabilities affecting operations:		
Accounts receivable	263,685	(300,336)
Grants and other receivables	(2,642,111)	(2,030,190)
Prepaid expenses and other current assets	158,446	(554,120)
Security deposits	(9,407)	-
Accounts payable and accrued expenses	314,692	811,345
Deferred revenue	<u>691,506</u>	<u>(236,983)</u>
NET CASH PROVIDED FROM OPERATING ACTIVITIES	5,126,203	6,757,253
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(2,375,438)	(2,281,789)
Purchases of money market funds	<u>(31,820)</u>	<u>(8,005,292)</u>
NET CASH USED FOR INVESTING ACTIVITIES	<u>(2,407,258)</u>	<u>(10,287,081)</u>
NET INCREASE (DECREASE) IN CASH AND ESCROW ACCOUNT	2,718,945	(3,529,828)
Cash and escrow account at beginning of year	<u>2,246,498</u>	<u>5,776,326</u>
CASH AND ESCROW ACCOUNT AT END OF YEAR	<u>\$ 4,965,443</u>	<u>\$ 2,246,498</u>
Reconciliation of cash and cash in escrow account reported within the statement of financial position that sum to the total amounts shown in the statement of cash flows:		
Cash	\$ 4,725,082	\$ 2,006,393
Escrow account	<u>240,361</u>	<u>240,105</u>
Total cash and escrow account shown in the statement of cash flows	<u>\$ 4,965,443</u>	<u>\$ 2,246,498</u>

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

# TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2022

(With Comparative Totals for 2021)

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

#### The Charter School

True North Rochester Preparatory Charter School (the “Charter School”), is an educational corporation operating as a charter school in Rochester, New York. On June 27, 2006, the Board of Regents of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years and renewable upon expiration. On February 18, 2014, the Charter School entered into an amended and restated renewal charter agreement which included the addition of Rochester Prep Charter School 3 through July 31, 2019. On January 26, 2016 the Charter School was granted a five year renewal for all schools through July 31, 2021. On October 6, 2020 the Charter School was granted a five year renewal for all schools through July 21, 2026.

The Charter School’s mission is to prepare all students to enter and succeed in college through effort, achievement and the content of their character.

#### Financial Statement presentation

The financial statements of the Charter School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). The Charter School reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

These classes of net assets are defined as follows:

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

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

#### Revenue recognition

Revenue from Exchange Transactions: The Charter School recognizes revenue in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2014-09, Revenue from Contracts with Customers, as amended. ASU 2014-09 applies to exchange transactions with customers that are bound by contracts or similar arrangements and establishes a performance obligation approach to revenue recognition. The Charter School’s public school district resident student enrollment and student with disabilities revenue qualifies as exchange transactions and the revenues are recognized over time.

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

Public school district revenue

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

The following table summarizes accounts receivable from educational programming at their respective statement of financial position dates:

	June 30,		
	<u>2022</u>	<u>2021</u>	<u>2020</u>
Accounts receivable	\$ 207,426	\$ 914,198	\$ 458,815

Contributions

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

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

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

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

Grant revenue

Some of the Charter School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Charter School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying statement of financial position. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue in the accompanying statement of financial position. There was \$691,506 related to deferred revenue at June 30, 2022. There were no amounts related to deferred revenue at June 30, 2021. The Charter School typically fully expends their grants within the fiscal year with only minor amounts carrying forward to future periods.

Cash

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

Cash management

The cash management program is maintained in accordance with the Charter School's Cash Management and Investment Policy. The goals of this policy are the preservation of principal, the maintenance of liquidity, and to obtain a competitive return on investment subject to prevailing market conditions and safe and sound investment practices. The policy was adopted by the Board in March 2019, as of June 30, 2022 and 2021, all funds are held in money market funds. As the policy is put into place, the funds will be separated into the following three portfolios:

- The operating portfolio will be invested in short-term instruments to fund the daily operating needs of the Charter School and fund any capital outlays anticipated in the next 2 months. This portfolio will consist of no less than two months' worth of operating expenses and shall be continuously invested in readily available funds such as money market funds or bank deposits.
- The reserve portfolio, if sufficient funds are available, will be invested in short-term instruments to fund daily operating needs and capital outlays within the next twelve months. Assets within this portfolio will be permitted to have investments maturing in one year or less.
- The strategic portfolio, if sufficient funds are available, will be invested to fund operating needs anticipated over the next three years. This portfolio allows for investments with stated maturities of up to three years from the purchase date. Maturities are to be ladderred to ensure flexibility of and access to funds in this portfolio.

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

Grants, contracts and accounts receivables

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

Property and equipment

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

Major renewals and betterments are capitalized, while repairs and maintenance are charged to operations as incurred. Upon sale or retirement, the related cost and allowances for depreciation are removed from the accounts and the related gain or loss is reflected in operations.

Construction in progress is stated at cost. No provision for depreciation is made on construction in progress until such time as the relevant assets are completed and put into use.

Escrow account

The Charter School maintains cash in an escrow account in accordance with the terms of their charter agreement. The escrow is restricted to fund legal and other costs in the event of dissolution of the Charter School.

Tax exempt status

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

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

Contributed services

The Charter School receives contributed services from volunteers to develop its academic program and to serve on the Board of Trustees. These services are not valued in the financial statements because they do not require "specialized skills" and would typically not be purchased if they were not contributed. In addition, the Charter School received donated transportation services from certain local school districts as part of their responsibilities to the students residing in their districts.

Use of estimates in the preparation of financial statements

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



TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

Comparatives for year ended June 30, 2021

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

Student services

Student services include various expenses including transportation, student/parent food, assignment services, student uniforms and other student related expenses.

Functional allocation of expenses

The costs of programs and supporting services activities have been summarized on a functional basis in the statement of activities. The statements of functional expenses present the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Adoption of new accounting standard - gifts-in-kind

In September 2020, the FASB issued a new accounting update to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind. The update requires not-for-profit entities to present contributed nonfinancial assets separately on the statement of activities, apart from contributions of cash and other financial assets. In addition, the update requires not-for-profit entities to disclose in the notes to the financial statements a breakout of the different types of gifts-in-kinds recognized, any donor restrictions associated with the gift, the valuation technique(s) used to arrive at the fair value measure, whether or not the gift-in-kind was monetized, and any policies on monetization. The update is effective for fiscal years beginning after June 15, 2021 and is being applied on a retrospective basis. The Charter School adopted this standard during the year ended June 30, 2022 with no impact on their financial statements.

New accounting pronouncements - leases

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

Reclassifications

Certain prior year amounts have been reclassified to conform with present year presentation.

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 27, 2022, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NOTE B: RELATED PARTY TRANSACTIONS

Uncommon Schools, Inc. ("USI"), a not-for-profit organization dedicated to helping start and run charter schools, provides management and other administrative support services to the Charter School. In the most recently amended agreement dated July 1, 2019, the Charter School agreed to a five-year term which is renewable yearly following the initial term. Under the agreement, the Charter School pays USI a service fee of 13.5% of all recurring public revenue less facilities expenses for all schools. Recurring public revenue is defined as annual public entitlement aid including core and tuition which includes general, SPED and State special funding, and all ESSA funding which includes Title I, Title IIA, IID, III, IV, V and IDEA funding. Facilities expense includes building expenses (leases, taxes), utilities, maintenance and furniture and fixtures, and excludes building related expenditures which are capitalized and amortized/depreciated. Under a separate board resolution, the Charter School will pay USI its 12.28% proportionate share of the total incremental costs incurred by USI to address the learning loss as a result of the pandemic. The additional expense due to learning loss will be charged through June 30, 2024.

The fees incurred for the years ended June 30, 2022 and 2021 was \$5,157,610 and \$4,946,736, respectively. At June 30, 2022 and 2021, approximately \$121,300 and \$86,300, respectively, was included in accounts receivable relating to USI, primarily from grants passed through USI. At June 30, 2022 and 2021, approximately \$976,000 and \$927,000, respectively, was included in accounts payable related to this fee and other expenses incurred by USI on behalf of the Charter School, due to USI.

The Charter School leases its Rochester Prep Middle School facilities from True North Rochester Real Estate LLC, a wholly owned subsidiary of Rochester Prep Foundation which is an entity controlled by USI (Brooks Avenue location). The lease agreement expired in July 2011 and was renewable in four successive periods of five years. Rent for this lease was calculated based on a formula of certain expenses of the landlord. The Charter School is currently leasing the property on a month to month basis.

Effective July 1, 2020, the Charter School entered into new lease agreements with True North Jacobs Street, LLC, True North Rochester Real Estate Ames Street, LLC, True North Rochester Mark Street, LLC, Rochester Chili Avenue, LLC, and True North Andrews Street, LLC. The new lease agreements replace the existing agreements, have a start date of July 1, 2020 and have a forty-year term, expiring on June 30, 2060. Two five-year extensions are available upon expiration of the initial term. As part of a bond financing arrangement, True North Jacobs Street, LLC, True North Rochester Real Estate Ames Street, LLC, True North Rochester Mark Street, LLC, Rochester Chili Avenue, LLC, and True North Andrews Street, LLC assigned the leases and the related cash flows to Monroe County Industrial Development Corporation who also holds a mortgage on the properties. Further, the lease agreements contain both financial and non-financial covenants which must be met by the Charter School. Bond proceeds of approximately \$30,000,000 were utilized for the acquisition of a new facility to house the high school as well as for renovations to this property and existing properties as well as refinancing existing mortgages..

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE B: RELATED PARTY TRANSACTIONS, Cont'd

The Charter School was granted a purchase option in the new lease agreements which is calculated as 87.25% of all remaining rental payments discounted to the present value using a rate of 2.93%. The intent of the calculation, as acknowledged by all parties, is to have the price of the purchase option approximate the outstanding principal of the bond. All related expenditures of the bond settlement and other expenses related to the properties would also be added to the purchase price.

Effective July 1, 2020, the Charter School amended its lease with True North Andrews Street, LLC to include an additional commitment to advance \$550,000, to the site. This commitment was used to fund continued construction and renovations at the site. This commitment was satisfied in 2021.

Required monthly payments are summarized below:

	July 2021 through May 2022	June 2022 through June 2060
True North Jacobs Street, LLC	\$ 6,241	\$ 7,565
True North Rochester Real Estate Ames Street, LLC	11,914	14,442
True North Rochester Mark Street, LLC	100,103 *	121,551
Rochester Chili Avenue, LLC	9,220	11,175
True North Andrews Street, LLC	14,184	17,193
Total required monthly payment	<u>\$ 141,662</u>	<u>\$ 171,926</u>

\* - no payments were required until August 2021

The future minimum lease payments for the Charter School to related parties are approximately as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 2,063,100
2024	2,063,100
2025	2,063,100
2026	2,063,100
2027	2,063,100
Thereafter	68,082,300
	<u>\$ 78,397,800</u>

At June 30, 2022 and 2021, the Charter School was in compliance with its financial covenants referred to above. Including certain expenses, rent expense incurred for the years ended June 30, 2022 and 2021 relating to the above leases was approximately \$1,632,407, and \$722,979, respectively.

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE C: LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Cash	\$ 4,725,082	\$ 2,006,393
Money market funds	10,231,948	8,700,128
Grants and contracts receivable	5,948,568	3,306,457
Accounts receivable	<u>642,155</u>	<u>914,198</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 21,547,753</u>	<u>\$ 14,927,176</u>

The Charter School regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Charter School's main source of liquidity is its cash accounts. For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Charter School considers all expenditures related to its ongoing activities of teaching, and public service, as well as the conduct of services undertaken to support those activities, to be general expenditures. In addition to financial assets available to meet general expenditures over the next 12 months, the Charter School operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Charter School's cash and shows positive cash generated by operations for fiscal years 2022 and 2021.

NOTE D: SCHOOL OFFICE FACILITY

Effective June 12, 2019, the Charter School signed an agreement for a new location at 400 Andrews Street in Rochester, NY. The term of this lease ended on June 12, 2021 and became month to month. Effective June 1, 2022, the Charter School entered into a new lease agreement for 400 Andrews Street in Rochester, NY. The term of this lease will end on May 31, 2025. Rent expense was approximately \$26,000 during the year ended June 20, 2022.

The future minimum lease payments for the Charter School related to the 400 Andrews Street location are:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 34,100
2024	40,100
2025	<u>41,800</u>
	<u>\$ 116,000</u>

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE E: FAIR VALUE MEASUREMENTS

Accounting principles establishes a frame work for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 Measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described below:

Level 1- Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets.

Level 2 - Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2022 or 2021.

*Mutual Funds:* Valued at the daily closing price as reported by the fund. Mutual funds held by the Charter School are actively traded open-end mutual funds that are registered with the U.S. Securities and Exchange Commission. These funds are required to report their daily net asset value and to transact at that price.

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE E: FAIR VALUE MEASUREMENTS, Cont'd

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Plan believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following table sets forth by level, within the fair value hierarchy, the Charter School's assets at fair value as of June 30, 2022 and 2021:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
<u>June 30, 2022</u>				
Mutual funds:				
Money market funds	\$ 10,231,948	\$ -	\$ -	\$ 10,231,948
Money market funds designated for capital projects	<u>7,500,000</u>	<u>-</u>	<u>-</u>	<u>7,500,000</u>
Total assets at fair value	<u>\$ 17,731,948</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,731,948</u>
<u>June 30, 2021</u>				
Mutual funds:				
Money market funds	\$ 8,700,128	\$ -	\$ -	\$ 8,700,128
Money market funds designated for capital projects	<u>9,000,000</u>	<u>-</u>	<u>-</u>	<u>9,000,000</u>
Total assets at fair value	<u>\$ 17,700,128</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,700,128</u>

NOTE F: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	<u>Year Ended June 30,</u>	
	<u>2022</u>	<u>2021</u>
Furniture and fixtures	\$ 1,154,930	\$ 730,183
Computer equipment and software	5,821,814	5,351,296
Leasehold improvements	11,243,735	9,665,022
Construction in process	<u>-</u>	<u>98,540</u>
	18,220,479	15,845,041
Less accumulated depreciation and amortization	<u>11,360,011</u>	<u>9,491,898</u>
	<u>\$ 6,860,468</u>	<u>\$ 6,353,143</u>

Construction in progress at June 30, 2021 consists of costs related to multiple small improvement projects. No depreciation will be taken until these assets are placed in service. There was no construction in progress at June 30, 2022.

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE G: COMMITMENTS

The Charter School leases office equipment under non-cancelable lease agreements expiring at various dates through February 2027. The approximate future minimum payments on these agreements are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 604,000
2024	546,000
2025	352,000
2026	153,000
2027	71,000
	<u>\$ 1,726,000</u>

NOTE H: RETIREMENT PLAN

The Charter School participates in a defined contribution 403(b) plan covering most employees through a USI plan. For employees who have less than 2 years of service, the Charter School matches employees' contributions up to the lesser of 3% of gross payroll or \$3,500. For employees who have 2 to 3 years of service, the Charter School will match up to the lesser of 4% of gross payroll or \$4,000. For employees who have 4 years of service or more, the Charter School will match up to the lesser of 5% of gross payroll or \$5,000. The Charter School's total contribution to the Plan for the years ended June 30, 2022 and 2021 approximated \$389,000 and \$359,000, respectively.

NOTE I: CONTINGENCY

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

NOTE J: CONCENTRATIONS

At June 30, 2022 and 2021, approximately 90% and 75%, respectively, of grants and contracts receivable are due from federal programs. In addition at June 30, 2022, 29% of accounts receivables are due from one school district.

During the years ended June 30, 2022 and 2021, 78% and 90%, respectively, of total revenue, gains and other support came from per-pupil funding provided by New York State through the school districts in which the students reside. The per-pupil rate is set annually by the state based on the school district in which the Charter School's students are located.

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE K: NET ASSETS

Net assets are as follows:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Undesignated	\$ 19,682,680	\$ 14,217,084
Designated for capital projects	7,500,000	9,000,000
Invested in property and equipment	6,860,468	6,353,143
	<u>\$ 34,043,148</u>	<u>\$ 29,570,227</u>

NOTE L: FUNCTIONAL EXPENSES

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

NOTE M: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

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

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The Charter School has recognized \$4,753,245 and \$1,237,631 of revenue relative to ESSER grants during the years ended June 30, 2022 and 2021, respectively. The Charter School has \$8,994,694 of ESSER grants still available through September 30, 2024 as of June 30, 2022.

NOTE N: ROCHESTER PREP MIDDLE SCHOOL

In August 2021, Rochester Prep Middle School (MS3) opened serving grade 5. By August 2024 the school will expand to serve grades 5-8.



**TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL**

**OTHER FINANCIAL INFORMATION**

## INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees  
True North Rochester Preparatory Charter School

We have audited the financial statements of True North Rochester Preparatory Charter School as of and for the year ended June 30, 2022, and we have issued our report thereon dated October 27, 2022, which expressed an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the 2022 financial statements as a whole. The 2022 financial information hereinafter is presented for purposes of additional analysis and is not a required part of the 2022 financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the 2022 financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the 2022 financial statements or to the 2022 financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements for the year ended June 30, 2022, as a whole.

We have also audited the financial statements of True North Rochester Preparatory Charter School as of and for the year ended June 30, 2021, and our report thereon dated October 20, 2021, expressed an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the 2021 financial statements as a whole. The 2021 financial information hereinafter is presented for purposes of additional analysis and is not a required part of the 2021 financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the 2021 financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the 2021 financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements for the year ended June 30, 2021, as a whole.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 27, 2022

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

SCHEDULE OF ROCHESTER PREP, WEST CAMPUS AND ROCHESTER PREP SCHOOL 3 ACTIVITIES

YEAR ENDED JUNE 30, 2022

	<u>Rochester Prep</u>	<u>West Campus</u>	<u>Rochester Prep School 3</u>	<u>Total</u>
Revenue, gains and other support:				
Public school district				
Resident student enrollment	\$ 17,537,004	\$ 10,744,079	\$ 7,103,060	\$ 35,384,143
Students with disabilities	953,802	256,120	206,173	1,416,095
Grants and contracts				
Federal - Title and IDEA	932,955	612,280	450,947	1,996,182
Federal - Other	267,101	71,432	390,467	729,000
Federal - ESSER	2,306,547	1,515,220	931,478	4,753,245
Food service/child nutrition program	1,297,468	864,979	864,979	3,027,426
TOTAL REVENUE, GAINS, AND OTHER SUPPORT	23,294,877	14,064,110	9,947,104	47,306,091
Personnel services costs:				
Administrative staff personnel	2,541,887	1,263,526	1,162,361	4,967,774
Instructional personnel	6,658,827	4,192,050	2,491,128	13,342,005
Non-instructional personnel	38,235	54,021	-	92,256
TOTAL STAFF AND SALARIES	9,238,949	5,509,597	3,653,489	18,402,035
Fringe benefits and payroll taxes	1,776,572	1,068,395	658,019	3,502,986
Retirement	204,794	118,450	65,723	388,967
Management fees	2,475,607	1,583,449	1,098,554	5,157,610
Legal service	19,549	26,564	12,840	58,953
Accounting and audit services	12,957	8,634	18,309	39,900
Other professional and consulting services	391,468	43,603	22,562	457,633
Building and land rent	1,301,605	302,837	84,246	1,688,688
Repairs and maintenance	1,001,588	561,480	560,729	2,123,797
Insurance	153,813	102,542	102,542	358,897
Utilities	332,909	196,221	130,786	659,916
Supplies and materials	306,795	188,889	174,757	670,441
Equipment/Furnishings	121,045	91,012	92,492	304,549
Professional development	155,264	115,526	82,661	353,451
Marketing and recruitment	130,914	78,992	88,139	298,045
Technology	1,058,481	709,100	535,173	2,302,754
Food service	1,014,911	666,441	427,053	2,108,405
Student services	1,081,916	433,872	337,145	1,852,933
Office expense	575,874	276,017	176,374	1,028,265
Depreciation and amortization	1,189,310	389,120	289,683	1,868,113
Other	105,875	105,709	34,734	246,318
TOTAL EXPENSES	22,650,196	12,576,450	8,646,010	43,872,656
SURPLUS FROM SCHOOL OPERATIONS	644,681	1,487,660	1,301,094	3,433,435
Support and other revenue:				
Contributions:				
Foundations	968,469	486	485	969,440
Miscellaneous income	45,464	15,850	8,732	70,046
TOTAL SUPPORT AND OTHER REVENUE	1,013,933	16,336	9,217	1,039,486
CHANGE IN NET ASSETS	\$ 1,658,614	\$ 1,503,996	\$ 1,310,311	\$ 4,472,921

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

SCHEDULE OF ELEMENTARY SCHOOL, MIDDLE SCHOOL, AND HIGH SCHOOL ACTIVITIES BY CHARTER

YEAR ENDED JUNE 30, 2022

	West Campus			Rochester Prep				Rochester Prep School 3			
	Middle School	Elementary School	Total	High School	Middle School	Elementary School	Total	Middle School	Elementary School	Total	Total
Revenue, gains and other support											
Public school district											
Resident student enrollment	\$ 4,805,100	\$ 5,938,979	\$ 10,744,079	\$ 6,598,680	\$ 4,659,881	\$ 6,278,443	\$ 17,537,004	\$ 1,196,023	\$ 5,907,037	\$ 7,103,060	\$ 35,384,143
Students with disabilities	165,560	90,560	256,120	360,093	401,119	192,590	953,802	15,000	191,173	206,173	1,416,095
Grants and contracts											
Federal - Title and IDEA	169,041	443,239	612,280	324,374	197,481	411,100	932,955	49,929	401,018	450,947	1,996,182
Federal - Other	35,716	35,716	71,432	188,928	35,716	42,457	267,101	176,616	213,851	390,467	729,000
Federal - ESSER	721,421	793,799	1,515,220	891,847	624,833	789,867	2,306,547	204,174	727,304	931,478	4,753,245
Food service/child nutrition program	432,490	432,489	864,979	432,490	432,489	432,489	1,297,468	432,490	432,489	864,979	3,027,426
TOTAL REVENUE, GAINS AND OTHER SUPPORT	6,329,328	7,734,782	14,064,110	8,796,412	6,351,519	8,146,946	23,294,877	2,074,232	7,872,872	9,947,104	47,306,091
Personnel services costs:											
Administrative staff personnel	648,703	614,823	1,263,526	1,169,719	632,160	740,008	2,541,887	493,235	669,126	1,162,361	4,967,774
Instructional personnel	1,806,058	2,385,992	4,192,050	2,526,240	1,549,031	2,583,556	6,658,827	298,282	2,192,846	2,491,128	13,342,005
Non-instructional personnel	-	54,021	54,021		38,235		38,235				92,256
TOTAL STAFF AND SALARIES	2,454,761	3,054,836	5,509,597	3,695,959	2,219,426	3,323,564	9,238,949	791,517	2,861,972	3,653,489	18,402,035
Fringe benefits and payroll taxes	487,226	581,169	1,068,395	653,758	445,682	677,132	1,776,572	157,319	500,700	658,019	3,502,986
Retirement	58,164	60,286	118,450	87,917	44,076	72,801	204,794	14,803	50,920	65,723	388,967
Management fees	714,241	869,208	1,583,449	791,912	714,901	968,794	2,475,607	201,870	896,684	1,098,554	5,157,610
Legal service	20,144	6,420	26,564	6,420	6,709	6,420	19,549	6,420	6,420	12,840	58,953
Accounting and audit services	4,317	4,317	8,634	4,323	4,317	4,317	12,957	13,986	4,323	18,309	39,900
Other professional and consulting services	17,489	26,114	43,603	371,885	8,348	11,235	391,468	11,574	10,988	22,562	457,633
Building and land rent	116,608	186,229	302,837	1,144,599	4,014	152,992	1,301,605	42,123	42,123	84,246	1,688,688
Repairs and maintenance	251,380	310,100	561,480	379,263	294,524	327,801	1,001,588	246,598	314,131	560,729	2,123,797
Insurance	51,271	51,271	102,542	51,271	51,271	51,271	153,813	51,271	51,271	102,542	358,897
Utilities	105,210	91,011	196,221	193,789	66,383	72,737	332,909	39,130	91,656	130,786	659,916
Supplies and materials	58,099	130,790	188,889	173,395	63,597	69,803	306,795	70,751	104,006	174,757	670,441
Equipment/Furnishings	7,834	83,178	91,012	71,742	34,207	15,096	121,045	42,918	49,574	92,492	304,549
Professional development	47,205	68,321	115,526	65,024	44,214	46,026	155,264	38,730	43,931	82,661	353,451
Marketing and recruitment	38,120	40,872	78,992	52,495	42,949	35,470	130,914	35,901	52,238	88,139	298,045
Technology	310,833	398,267	709,100	364,271	315,632	378,578	1,058,481	160,598	374,575	535,173	2,302,754
Food service	356,265	310,176	666,441	222,923	330,715	461,273	1,014,911	32,098	394,955	427,053	2,108,405
Student services	203,641	230,231	433,872	699,432	135,891	246,593	1,081,916	211,657	125,488	337,145	1,852,933
Office expense	108,016	168,001	276,017	235,475	129,887	210,512	575,874	64,130	112,244	176,374	1,028,265
Depreciation and amortization	209,185	179,935	389,120	726,420	175,755	287,135	1,189,310	41,960	247,723	289,683	1,868,113
Other	20,020	85,689	105,709	61,517	22,281	22,077	105,875	16,042	18,692	34,734	246,318
TOTAL EXPENSES	5,640,029	6,936,421	12,576,450	10,053,790	5,154,779	7,441,627	22,650,196	2,291,396	6,354,614	8,646,010	43,872,656
SURPLUS (DEFICIT) FROM SCHOOL OPERATIONS	689,299	798,361	1,487,660	(1,257,378)	1,196,740	705,319	644,681	(217,164)	1,518,258	1,301,094	3,433,435
Support and other revenue:											
Contributions:											
Foundations	243	243	486	967,983	243	243	968,469	243	242	485	969,440
Miscellaneous income	9,329	6,521	15,850	2,509	18,271	24,684	45,464	849	7,883	8,732	70,046
TOTAL SUPPORT AND OTHER REVENUE	9,572	6,764	16,336	970,492	18,514	24,927	1,013,933	1,092	8,125	9,217	1,039,486
CHANGE IN NET ASSETS	\$ 698,871	\$ 805,125	\$ 1,503,996	\$ (286,886)	\$ 1,215,254	\$ 730,246	\$ 1,658,614	\$ (216,072)	\$ 1,526,383	\$ 1,310,311	\$ 4,472,921

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES – WEST CAMPUS

		June 30,					
		2022					2021
	No. of Positions	Program Services			Support Services		Total
		Regular education	Special education	Total	Management and General	Total	
Personnel services costs:							
Administrative staff personnel	16	\$ 704,621	\$ 14,380	\$ 719,001	\$ 544,525	\$ 1,263,526	\$ 1,583,622
Instructional personnel	70	4,108,209	83,841	4,192,050	-	4,192,050	3,717,007
Non-instructional personnel	1	52,941	1,080	54,021		54,021	39,827
Total salaries and staff	87	4,865,771	99,301	4,965,072	544,525	5,509,597	5,340,456
Fringe benefits and payroll taxes		943,432	19,254	962,686	105,709	1,068,395	1,135,413
Retirement		104,553	2,134	106,687	11,763	118,450	115,661
Management fees		1,319,013	26,919	1,345,932	237,517	1,583,449	1,598,975
Legal service		-	-	-	26,564	26,564	35,091
Accounting and audit services		-	-	-	8,634	8,634	20,886
Other professional and consulting services		42,477	867	43,344	259	43,603	213,950
Building and land rent		296,780	6,057	302,837	-	302,837	195,887
Repairs and maintenance		550,250	11,230	561,480	-	561,480	330,653
Insurance		-	-	-	102,542	102,542	124,975
Utilities		99,277	2,026	101,303	94,918	196,221	153,994
Supplies and materials		148,120	3,023	151,143	37,746	188,889	130,912
Equipment/Furnishings		65,646	1,340	66,986	24,026	91,012	19,024
Professional development		113,215	2,311	115,526	-	115,526	183,158
Marketing and recruitment		77,412	1,580	78,992	-	78,992	11,508
Technology		633,647	12,932	646,579	62,521	709,100	207,722
Food service		653,112	13,329	666,441	-	666,441	236,770
Student services		425,195	8,677	433,872	-	433,872	116,315
Office expense		173,174	3,534	176,708	99,309	276,017	262,128
Depreciation and amortization		378,844	7,731	386,575	2,545	389,120	661,191
Other		47,641	972	48,613	57,096	105,709	24,222
		<u>\$ 10,937,559</u>	<u>\$ 223,217</u>	<u>\$ 11,160,776</u>	<u>\$ 1,415,674</u>	<u>\$ 12,576,450</u>	<u>\$ 11,118,891</u>

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES – ROCHESTER PREP

		June 30,					
		2022					2021
		Program Services			Support Services		
	No. of Positions	Regular education	Special education	Total	Management and General	Total	Total
Personnel services costs:							
Administrative staff personnel	31	\$ 1,672,891	\$ 88,047	\$ 1,760,938	\$ 780,949	\$ 2,541,887	\$ 2,809,458
Instructional personnel	115	6,325,886	332,941	6,658,827	-	6,658,827	5,629,925
Non-instructional personnel	1	36,323	1,912	38,235		38,235	87,206
Total salaries and staff	147	8,035,100	422,900	8,458,000	780,949	9,238,949	8,526,589
Fringe benefits and payroll taxes		1,544,158	81,271	1,625,429	151,143	1,776,572	1,630,527
Retirement		178,325	9,386	187,711	17,083	204,794	194,973
Management fees		1,999,053	105,213	2,104,266	371,341	2,475,607	2,484,912
Legal service		-	-	-	19,549	19,549	22,790
Accounting and audit services		-	-	-	12,957	12,957	31,326
Other professional and consulting services		371,669	19,562	391,231	237	391,468	348,692
Building and land rent		1,236,525	65,080	1,301,605	-	1,301,605	297,904
Repairs and maintenance		951,509	50,079	1,001,588	-	1,001,588	651,910
Insurance		-	-	-	153,813	153,813	195,057
Utilities		165,233	8,696	173,929	158,980	332,909	274,324
Supplies and materials		239,918	12,627	252,545	54,250	306,795	163,839
Equipment/Furnishings		103,923	5,470	109,393	11,652	121,045	14,742
Professional development		147,501	7,763	155,264	-	155,264	308,657
Marketing and recruitment		124,368	6,546	130,914	-	130,914	17,259
Technology		916,208	48,222	964,430	94,051	1,058,481	282,384
Food service		964,165	50,746	1,014,911	-	1,014,911	403,978
Student services		1,027,820	54,096	1,081,916	-	1,081,916	223,921
Office expense		365,020	19,212	384,232	191,642	575,874	596,909
Depreciation and amortization		1,118,125	58,849	1,176,974	12,336	1,189,310	1,063,072
Other		58,190	3,063	61,253	44,622	105,875	51,430
		\$ 19,546,810	\$ 1,028,781	\$ 20,575,591	\$ 2,074,605	\$ 22,650,196	\$ 17,785,195

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES – ROCHESTER PREP SCHOOL 3

		June 30,					
		2022					2021
	No. of Positions	Program Services			Support Services		Total
		Regular education	Special education	Total	Management and General	Total	
Personnel services costs:							
Administrative staff personnel	15	\$ 673,629	\$ 13,748	\$ 687,377	\$ 474,984	\$ 1,162,361	\$ 758,529
Instructional personnel	46	2,441,305	49,823	2,491,128	-	2,491,128	2,040,931
Non-instructional personnel	-						
Total salaries and staff	61	3,114,934	63,571	3,178,505	474,984	3,653,489	2,799,460
Fringe benefits and payroll taxes		592,764	12,097	604,861	53,158	658,019	465,931
Retirement		59,205	1,208	60,413	5,310	65,723	47,919
Management fees		915,096	18,675	933,771	164,783	1,098,554	862,849
Legal service	-	-	-	-	12,840	12,840	18,380
Accounting and audit services		-	-	-	18,309	18,309	10,440
Other professional and consulting services		22,085	451	22,536	26	22,562	95,919
Building and land rent		82,561	1,685	84,246	-	84,246	101,659
Repairs and maintenance		549,514	11,215	560,729	-	560,729	203,430
Insurance		-	-	-	102,542	102,542	70,082
Utilities		64,890	1,324	66,214	64,572	130,786	65,776
Supplies and materials		143,248	2,923	146,171	28,586	174,757	75,749
Equipment/Furnishings		67,678	1,381	69,059	23,433	92,492	19,548
Professional development		81,008	1,653	82,661	-	82,661	102,491
Marketing and recruitment		86,376	1,763	88,139	-	88,139	5,750
Technology		485,612	9,910	495,522	39,651	535,173	153,705
Food service		418,512	8,541	427,053	-	427,053	158,840
Student services		330,402	6,743	337,145	-	337,145	18,741
Office expense		86,154	1,758	87,912	88,462	176,374	102,706
Depreciation and amortization		277,904	5,672	283,576	6,107	289,683	509,290
Other		25,208	514	25,722	9,012	34,734	19,073
		<u>\$ 7,403,151</u>	<u>\$ 151,084</u>	<u>\$ 7,554,235</u>	<u>\$ 1,091,775</u>	<u>\$ 8,646,010</u>	<u>\$ 5,907,738</u>



**ROCHESTER PREP**

**True North Rochester Preparatory  
Charter School – West Campus**

**2021-22 ACCOUNTABILITY PLAN  
PROGRESS REPORT**

Submitted to the SUNY Charter Schools Institute on:

October 15, 2022

By Samantha Blaszkow, Director of Operations (ES) and  
Moira Hill, Director of Operations (MS)

305 Andrews Street, Rochester, NY 14605 (ES)

432 Chili Avenue, Rochester, NY 14611 (MS)

585-359-5111 (ES)

585-368-5090 (MS)



## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

The Directors of Operations prepared this 2021-22 Accountability Progress Report on behalf of the charter school's board of trustees:

Trustee's Name	Board Position	
	Office (e.g. chair, treasurer, secretary)	Committees (e.g. finance, executive)
Geoffrey Rosenberger	Chair	Finance, Development, Academic, Facilities
Rebecca Sumner	Vice Chair	Academic, Finance, Development
Ronald Zarella	Treasurer	Finance, Development, Facilities
James Ryan	Trustee	Development, Finance, Facilities
Joshua Phillips	Trustee	n/a
Ebony Miller-Wesley	Trustee	Academic, Finance
Carlos Caballada	Trustee	n/a
Langston McFadden	Trustee	n/a

**Kimberly Schultz** has served as the Principal of the Elementary School since 2022.

**Kris Hirsch** has served as the Principal of the Middle School since 2019.

## SCHOOL OVERVIEW

True North Rochester Preparatory Charter School – West Campus (“Rochester Prep”) first opened as a middle school in 2011. In 2013, the elementary school opened with grade K and 1. Rochester Prep now serves over 800 students in grades kindergarten through 8. Rochester Prep’s students matriculate to Rochester Prep High School after 8<sup>th</sup> grade. The high school opened in 2014 now serves grades 9-12 and gives all RP students a continuous path from kindergarten to college. Rochester Prep operates under the Uncommon Schools Charter Management Organization, which operates two other charters in Rochester, Rochester Preparatory Charter School 3 – West Campus and True North Rochester Prep Charter School.

The mission of Rochester Prep is to prepare all students to enter and succeed in college through effort, achievement, and the content of their character. All Rochester Prep students will demonstrate excellence in reading, writing, math, science, and history, while consistently exemplifying the virtues of diligence, integrity, responsibility, compassion, perseverance, and respect.

Rochester Prep ensures that students develop the skills, knowledge, and character necessary to grant them full access to opportunity and prosperity, including enrollment and success in college. The school features a rigorous academic program that guides students to meet the highest standards and at the same time develops young men and women of character and integrity. Rochester Prep’s school design includes seven core components:

**1. Focus on Literacy.** Many of our students begin their school career reading substantially below grade level. We address this central issue immediately to ensure students will have all the advantages of an excellent education. The ultimate academic success of Rochester Prep students, therefore, is tied to mastering this fundamental skill. In 2021-22, Rochester Prep provided explicit instruction in literacy skills and differentiated support to promote mastery of skills and content according to the grade span.

### **Grades K-4**

- Scholars have nearly three hours of daily reading instruction, which includes a systematic decoding program in K-2 (Reading Mastery), an Uncommon Schools designed reading comprehension curriculum which balances narrative and informational texts, daily read-alouds, and the use of the STEP Assessment to evaluate progress and adjust instruction.
- All classrooms are staffed with two teachers to ensure that the student-to-teacher ratio never exceeds 15:1.
- Students are expected to read for at least 15-20 minutes at home each night in Kindergarten and 1st grade, and for at least 30 minutes each night starting in 2nd grade.
- Students write in every class and use the Uncommon Schools writing curriculum to cultivate creativity and voice.

### **Grades 5-8**

- Scholars have two hours of daily reading instruction which balances reading rigorous texts and writing in response to evidence-based prompts.
- Scholars are required to read grade level-appropriate books during the summer.

## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

- There is required, graded, written work in every class and daily homework in all subjects.
- Scholars are required to carry an independent reading book, checked out from our library, to make better use of transition time in the hallways and other periods of downtime throughout the school day.
- In 5<sup>th</sup> and 6<sup>th</sup> grades, student are assessed using mClass three times during the year to monitor progress and ensure that students are growing at the right pace according to their level.

**2. Target Curriculum Focused on Basic Skills.** Rochester Prep does not use an off-the-shelf curriculum. Rather, we use curricula developed by our Uncommon Schools Curriculum Assessment Team (CAT) and Lead Lesson Planners (LLP). Our CAT and LLP develop curriculum directly from the New York State Learning Standards that ensures students master a core set of academic skills and concepts before they go on to master higher-level, abstract material.

Our Curriculum Assessment Team (CAT) and Lead Lesson Planners (LLP) pay particularly close attention to the topics, sequence, and performance standards outlined in the New York State standards. This ensures that students are mastering the same material as their peers throughout New York State.

At the same time, both teams adapt the subject topics and performance standards according to their professional expertise and from achievement data garnered from STEP, mClass and our internal benchmark assessments. CAT and our LLP create a comprehensive curriculum for their subject, saved on our network's shared drive, with a year-long scope and sequence, individual unit plans, daily lesson plans, and daily assessment materials. Rochester Prep teachers use these curriculum resources as a tool to lead their students to high level mastery. Teachers and leaders engage in lesson preparation by determining what exemplary of a standard looks like and how to teach and lead practice around the most productive tasks, prompts, and problems. These high-level processes built around high rigor resources ensure that every student receives aligned rigorous instruction and develops mastery and allows us to share best practices quickly across schools and grades.

**3. Check for Understanding and Mastery Early and Often to Drive Master and Learning Growth.**

The most effective schools use assessment to diagnose student needs, measure instructional impact, and build a culture of continuous reflection and improvement. Each year, prior to the administration of New York State exams, Rochester Prep administers two internally aligned Interim Assessments (3 in ELA, 4 in Math). In grades 5 through 8, students take four interim assessments in all core subjects. These tests assess ongoing student mastery of Math, ELA, Science and History skills and standards throughout the year and provided immediate data on individual student and class growth. These assessments were administered during the COVID-19 closure, virtually. Rochester Prep teachers, with the support of the Principal, use this data to identify standards mastered and standards in need of re-teaching so that lesson plans could be continuously adjusted. Rochester Prep also utilized the information to target content- and skills-driven tutoring and small-group instruction. To continue to support greater data responsiveness and learning growth, the schools began the use of weekly data collection through weekly quizzes in both ELA and math. The data from these assessments is used by teachers, leaders, CAT and LLPs to address gaps in mastery and share best practices from positive outliers.

## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

**4. Every Minute Matters.** To provide students with a comprehensive, college preparatory education, Rochester Prep has an extended school day and school year. The regular school day begins at 7:30 AM (ES)/8:45 AM (MS). and ends at 3 PM (ES)/4:30 PM (MS). Additionally, the Rochester Prep school year starts approximately 2 weeks earlier than other school districts in the area. In the 2021-22 school year, we began instruction on 8/23/21 and ended on 6/10/2022. Rochester Prep students extend their learning beyond the school day completing homework every night. Each student, beginning in kindergarten, takes home at least 20 minutes of homework, every evening – including weekends and holidays. Parents/guardians review and sign each evening's assignment upon completion. Families and scholars are expected to read together for 20 minutes each night as well.

**5. Emphasis on College.** For too many students residing in low-income communities, college only exists in the abstract. For Rochester Prep students, freshman year of college is a natural extension of their educational experience at Rochester Prep. Rochester Prep students begin talking about college on the first day of kindergarten as their homerooms are named after the alma maters of their teachers and Historically Black Colleges and Universities (HBCUs). Through informal conversations and field trips starting in elementary school, college becomes a normal and tangible reality as demonstrated by the majority of our graduates who are enrolled or matriculating at four-year institutions.

**6. Structure and Order.** Students need a safe and orderly environment to be productive. In 2021-22, Rochester Prep creates a calm, composed, and disciplined environment to maximize the amount of time on-task. Strategies included:

- Implement school dress code that helps all students to be ready for school and to feel safe, no matter their circumstances.
- Social emotional approach to teaching students the behaviors and cognitive skills to be successful and demonstrate resilience in the face of challenges.
- Behavior management system that provides quick and immediate reinforcement of positive and prosocial behaviors.
- Rubric system that builds the culture of collective success providing immediate feedback to classes at the end of each class.

**7. Family Partnership and Engagement.** Rochester Prep's educational program is structured to partner with families and work together at a high level to support their child's academic success. In 2021-2022, our families:

- Picked up their child's report card in person;
- Met with teachers and staff on multiple occasions to formally and informally discuss their child's academic and behavioral performance;
- Maintained an open line of communication with their child's teachers through in-person meetings, weekly dashboards, semi-monthly progress reports, advisory calls and emails;
- Were notified at home or at work each day of daily successes or struggles;
- Were asked to offer input on the school on a year-end surveys, grading the school;
- Were offered the opportunity to participate in a potluck and watch their children perform during school performances and ceremonies during the course of the year;

## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

- Were invited to multiple social events with scholars, teachers and families focused on strengthening the involvement of parents in the school community.

### ENROLLMENT SUMMARY

School Enrollment by Grade Level and School Year														
School Year	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2017-18	91	93	92	92	89	81	88	81	82					762
2018-19	94	91	93	93	90	96	93	88	85					823
2019-20	93	93	93	95	94	93	92	91	88					832
2020-21	90	92	104	93	92	91	97	97	92					849
2021-22	85	85	83	96	84	86	91	90	89					789

### GOAL 1: ENGLISH LANGUAGE ARTS

#### Goal 1: English Language Arts

To achieve proficiency levels at or beyond pre-pandemic levels.

#### BACKGROUND

The 21-22 school year allowed Rochester Prep ELA teachers to once again implement the high leverage instruction practices that have brought scholars success for the past 16 years. As part of Uncommon Schools, all ELA teachers engage in pre-service and ongoing content-specific professional development where they plan and practice delivery of instruction. Teachers develop and hone skills for data-driven instruction, analyze the ways in which students will demonstrate mastery and align their instruction to promote flexible high-level mastery across a broad range of texts. Teachers analyze student work daily, weekly and after each interim assessment, create response to data plans that outline the key strengths, areas of growth, and reteach lessons or mini-lessons to ensure growth. In response to the larger number of lower readers, we launched Guided Reading and mClass literacy assessment in grades 5 and 6 which provide a helpful augmentation for our lower readers. Instructional leaders and principals observed teachers and supported by giving feedback on instruction and response to data implementation.

### ELEMENTARY AND MIDDLE ENGLISH LANGUAGE ARTS

#### Goal 1: Absolute Measure

Each year, 75 percent of all tested students enrolled in at least their second year will perform at or above proficiency on the New York State English language arts examination for grades 3-8.

## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

### METHOD

The school administered the New York State Testing Program English language arts (“ELA”) assessment to students in 3rd through 5th grades in spring 2022. Each student’s raw score has been converted to a grade-specific scaled score and a performance level.

The table below summarizes participation information for this year’s test administration. The table indicates total enrollment and total number of students tested. It also provides a detailed breakdown of those students excluded from the exam. Note that this table includes all students according to grade level, even if they have not enrolled in at least their second year (defined as enrolled by BEDS day of the previous school year).

2021-22 State English Language Arts Exam  
Number of Students Tested and Not Tested

Grade	Total Tested	Not Tested <sup>1</sup>				Total Enrolled
		IEP	ELL	Absent	Other reason	
3	92	0	0	1	2	95
4	82	0	0	0	2	84
5	80	0	0	5	0	85
6	83	0	0	2	0	85
7	81	0	0	4	1	86
8	84	0	0	3	0	87
All	502	0	0	15	5	522

### RESULTS AND EVALUATION

While the Rochester Prep team implemented a best-in-class approach to literacy instruction, we experienced multiple challenges that impacted the overall level of proficiency as outlined in the table below. Students overall started the year at lower levels than ever encountered. Families and students attended school at the lowest level in Rochester Prep history largely due to COVID related absences. Additionally, staffing attendance was a challenge with open positions and many staff absences due to COVID related leaves. Disaggregating the results below, there are 35%+ of students who scored at least a level two which tells us that students made growth and that with continued support, we can grow our proficiency significantly in the coming months and years.

Performance on 2021-22 State English Language Arts Exam  
By All Students and Students Enrolled in At Least Their Second Year

Grades	All Students		Enrolled in at least their Second Year	
	Percent Proficient	Number Tested	Percent Proficient	Number Tested
3	40.22%	92	40.22%	92

<sup>1</sup> Students exempted from this exam according to their Individualized Education Program (IEP), because of English Language Learners (ELL) status, or absence for at least some part of the exam.



## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

4	28.05%	82	29.87%	77
5	25.00%	80	25.00%	68
6	55.42%	83	55.71%	70
7	51.85%	81	54.93%	71
8	63.10%	84	62.96%	81
All	44.02%	502	44.88%	459

### ADDITIONAL EVIDENCE

We look forward to the opportunity to understand our performance compared to local districts and the state.

#### Goal 1: Absolute Measure

Each year, the school's aggregate Performance Index ("PI") on the State English language arts exam will meet that year's state Measure of Interim Progress ("MIP") set forth in the state's ESSA accountability system.

The Institute does not require charters to report on this measure for 2021-22.

#### Goal 1: Comparative Measure

Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state English language arts exam will be greater than that of all students in the same tested grades in the school district of comparison.

### METHOD

A school compares tested students enrolled in at least their second year to all tested students in the public school district of comparison. Comparisons are between the results for each grade in which the school had tested students in at least their second year at the school and the total result for all students at the corresponding grades in the school district.<sup>2</sup>

### RESULTS AND EVALUATION

Comparative results are not available at this time. National data indicate that all students experienced similar decreases in student mastery with low income students experiencing the largest drop.

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<sup>2</sup> Schools can acquire these data when the New York State Education Department releases its database containing grade level ELA and math test results for all schools and districts statewide. The NYSED announces the release of the data on its [News Release webpage](#).

## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

### 2021-22 State English Language Arts Exam Charter School and District Performance by Grade Level

Grade	Percent of Students at or Above Proficiency			
	Charter School Students In At Least 2 <sup>nd</sup> Year		All District Students	
	Percent Proficient	Number Tested	Percent Proficient	Number Tested
3	40.22%	92	SY21-22 Data Unavailable	
4	29.87%	77		
5	25.00%	68		
6	55.71%	70		
7	54.93%	71		
8	62.96%	81		
All	44.88%	459		

### ADDITIONAL EVIDENCE

We look forward to the opportunity to understand our performance compared to local districts and the state upon the release of state-wide results.

#### Goal 1: Comparative Measure

Each year, the school will exceed its predicted level of performance on the state English language arts exam by an effect size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State.

The Institute conducts a comparative performance analysis which compares the school's performance to that of demographically similar public schools statewide. Given the timing of the state's release of data necessary to produce this analysis, the 2021-22 results are not yet available.

As such, The Institute does not require charters to report on this measure for 2021-22.

#### Goal 1: Growth Measure

Each year, under the state's Growth Model, the school's mean unadjusted growth percentile in English language arts for all tested students in grades 4-8 will be above the target of 50.

The Institute does not require charters to report on this measure for 2021-22.

### INTERNAL EXAM RESULTS

We continued to see strong growth for the students we serve. Our internal assessments allow us to benchmark growth and to provide intervention based on current student performance.

During 2021-22, in addition to the New York State 3<sup>rd</sup>- 8<sup>th</sup> grade exams, the school(s) primarily used the following assessment to measure student growth and achievement in ELA: Internally developed



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2021-22 Uncommon Schools Interval Assessments:  
ELA Performance by Grade Level

	3	4	5	6	7	8
ELA IA #1 Average Score	31%	36%	68%	60%	59%	66%
ELA IA #2 Average Score	33%	40%	71%	55%	70%	77%
Δ from IA #1 to #2	+2%	+4%	+3%	-5%	+11%	+11%

### ADDITIONAL CONTEXT AND EVIDENCE

As stated above, COVID related challenges impacted the 21-22 school year. This led to challenges implementing our data-driven approach with 100% of our students 100% of the time. We continue to see attendance (both student and teacher) increase and are optimistic that we will be able to fully support the growth necessary to meet our ELA goals. To ensure growth and mastery, we continue to increase the differentiation of texts during ELA instruction. The goal is students are reading at their zone of proximal development. We continue to lead frontline meetings sharing expert analysis of daily and weekly assessment data with teachers and leaders so they can continue to focus on teaching and supporting scholar growth with rigorous materials.

### SUMMARY OF THE ENGLISH LANGUAGE ARTS GOAL

Rochester Prep did not meet the goal related to ELA proficiency.

Type	Measure	Outcome
Absolute	Each year, 75 percent of all tested students who are enrolled in at least their second year will perform at proficiency on the New York State English language arts exam for grades 3-8.	Not Met
Absolute	Each year, the school's aggregate PI on the state's English language arts exam will meet that year's state MIP as set forth in the state's ESSA accountability system.	N/A
Comparative	Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state English language arts exam will be greater than that of students in the same tested grades in the school district of comparison.	N/A
Comparative	Each year, the school will exceed its predicted level of performance on the state English language arts exam by an effect size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State.	N/A
Growth	Each year, under the state's Growth Model the school's mean unadjusted growth percentile in English language arts for all tested students in grades 4-8 will be above the target of 50.	N/A

### ACTION PLAN

We continue to hone our approach to data responsive literacy instruction. Using the data from our best-in-class assessments (STEP, mClass, Uncommon benchmark assessments) combined with strong curriculum and highly effective teaching practices, students will continue to grow to realize

## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

mastery. This year we have introduced increase content specific teacher professional development and also trained our instructional leaders regarding phonics and fluency and guided reading.

### GOAL 2: MATHEMATICS

#### Goal 2: Mathematics

To achieve at or above pre-pandemic levels.

#### BACKGROUND

Rochester Prep leverages best practices to create rigorous standards aligned math curriculum and instructional practices. Each lesson is a combination of fluency development, building of conceptual mastery, and applying these skills and understandings to real world problems. Students practice both showing their work and writing about math using content specific vocabulary. Students also engage in discourse regarding math concepts. All these activities promote growth and flexible mastery at a high level so our students are able to succeed in calculus before heading to college.

To ensure all math teachers are proficient in facilitating learning, math teachers engage in pre-service and ongoing content-specific professional development where they plan and practice delivery of instruction. Teachers develop and hone skills for data-driven instruction, analyze the ways in which students will demonstrate mastery and align their instruction to promote flexible high-level mastery across content strands. Teachers analyze student work daily, weekly and after each interim assessment, create response to data plans that outline the key strengths, areas of growth, and reteach lessons or mini-lessons to ensure growth. In response to the larger number of gaps in foundational concepts and fact fluency, Uncommon simplified and narrowed the focus of the math curriculum. Instructional leaders and principals observe teachers and support by giving feedback on instruction and response to data implementation.

### ELEMENTARY AND MIDDLE MATHEMATICS

#### Goal 2: Absolute Measure

Each year, 75 percent of all tested students enrolled in at least their second year will perform at or above proficiency on the New York State Mathematics examination for grades 3-8.

#### METHOD

The school administered the New York State Testing Program Mathematics assessment to students in 3rd through 7th grades in spring 2022. Each student's raw score has been converted to a grade-specific scaled score and a performance level.

The table below summarizes participation information for this year's test administration. The table indicates total enrollment and total number of students tested. It also provides a detailed breakdown of those students excluded from the exam. Note that this table includes all students according to grade level, even if they have not enrolled in at least their second year (defined as enrolled by BEDS day of the previous school year).

## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

2021-22 State Mathematics Exam  
Number of Students Tested and Not Tested

Grade	Total Tested	Not Tested <sup>3</sup>				Total Enrolled
		IEP	ELL	Absent	Other reason	
3	94	0	0	0	1	95
4	81	0	0	0	3	84
5	74	0	0	9	1	84
6	80	0	0	5	0	85
7	80	0	0	5	1	86
All	409	0	0	19	6	434

### RESULTS AND EVALUATION

Our Rochester Prep team worked hard to teach math through a hybrid approach during the pandemic, however, this approach left many gaps in the mastery of prerequisite standards. This led to the need to accelerate student learning by teaching pre-requisite standards in addition to grade level content. Students showed growth in their mathematics development, however, a large percentage did not earn proficiency. We expect these students to continue to grow. 30+% of students earned a level 2 in grades 3 – 5. We believe that this result indicates growth and that these students will continue to grow to proficient in the coming 22-23 school year.

Performance on 2021-22 State Mathematics Exam  
By All Students and Students Enrolled in At Least Their Second Year

Grades	All Students		Enrolled in at least their Second Year	
	Percent Proficient	Number Tested	Percent Proficient	Number Tested
3	44.68%	94	44.68%	94
4	24.69%	81	24.68%	77
5	14.86%	74	14.06%	64
6	35.00%	80	32.84%	67
7	27.5%	80	30.56%	72
All	30.07%	409	30.48%	374

### ADDITIONAL EVIDENCE

Our internal benchmark assessments indicate students are demonstrating growth. These assessments also allow our teachers and leaders to identify gaps in mastery and growth. Once identified, the team develops response-to-data plans to address the misconceptions and build skill. The final step in each plan is a reassessment, the data from which provides the opportunity to continue to engage in the response-to-data cycle.

<sup>3</sup> Students exempted from this exam according to their Individualized Education Program (IEP), because of English Language Learners (ELL) status, or absence for at least some part of the exam.

## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

### Goal 2: Absolute Measure

Each year, the school's aggregate Performance Index ("PI") on the state mathematics exam will meet that year's state Measure of Interim Progress ("MIP") set forth in the state's ESSA accountability system.

The Institute does not require charters to report on this measure for 2021-22.

### Goal 2: Comparative Measure

Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state mathematics exam will be greater than that of all students in the same tested grades in the school district of comparison.

## METHOD

A school compares tested students enrolled in at least their second year to all tested students in the public school district of comparison. Comparisons are between the results for each grade in which the school had tested students in at least their second year at the school and the total result for all students at the corresponding grades in the school district.<sup>4</sup>

## RESULTS AND EVALUATION

The data has not yet been released to make this comparison possible.

2021-22 State Mathematics Exam  
Charter School and District Performance by Grade Level

Grade	Percent of Students at or Above Proficiency			
	Charter School Students In At Least 2 <sup>nd</sup> Year		All District Students	
	Percent Proficient	Number Tested	Percent Proficient	Number Tested
3	44.68%	94	SY21-22 Data Unavailable	
4	24.68%	77		
5	14.06%	64		
6	32.84%	67		
7	30.56%	72		
All	30.48%	374		

## ADDITIONAL EVIDENCE

We look forward to being able to compare our progress when the data are available.

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<sup>4</sup> Schools can acquire these data when the New York State Education Department releases its database containing grade level ELA and math test results for all schools and districts statewide. The NYSED announces the release of the data on its [News Release webpage](#).

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### Goal 2: Comparative Measure

Each year, the school will exceed its predicted level of performance on the state mathematics exam by an effect size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State.

The Institute conducts a comparative performance analysis which compares the school's performance to that of demographically similar public schools statewide. Given the timing of the state's release of data necessary to produce this analysis, the 2021-22 results are not yet available.

As such, The Institute does not require charters to report on this measure for 2021-22.

### Goal 2: Growth Measure

Each year, under the state's Growth Model, the school's mean unadjusted growth percentile in mathematics for all tested students in grades 4-8 will be above the target of 50.

The Institute does not require charters to report on this measure for 2021-22.

## INTERNAL EXAM RESULTS

As outlined above, Rochester Prep implements daily exit tickets, weekly quizzes, and interim assessments every 6-8 weeks to ensure mastery is achieved. With each of these assessments, there is an aligned response-to-data process to ensure gaps in achievement are remedied swiftly.

During 2021-22, in addition to the New York State 3<sup>rd</sup>-8<sup>th</sup> grade exams, the school(s) primarily used the following assessment to measure student growth and achievement in mathematics: Choose an item.

2021-22 Uncommon Schools Interval Assessments: Math Performance by Grade Level									
	Kinder	1	2	3	4	5	6	7	8
Math IA #1 Average Score	81%	82%	80%	68%	38%	33%	52%	38%	60%
Math IA #2 Average Score	87%	88%	80%	76%	56%	34%	58%	39%	58%
Math IA #3 Average Score	85%	84%	78%	48%	37%	37%	52%	48%	52%
Δ from IA #1 to #3	+4%	+2%	-2%	-20%	-1%	+5%	±0%	+10%	-8%

## ADDITIONAL CONTEXT AND EVIDENCE

As shown in the table above, most grades demonstrated growth in absolute performance. In the case of 3<sup>rd</sup>, 4<sup>th</sup>, and 8<sup>th</sup> grade, the rigor and breadth of the assessment increases significantly by IA3. We are working to adjust our instruction during the third assessment cycle to improve performance to average of 75-80%.

## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

### SUMMARY OF THE ELEMENTARY/MIDDLE MATHEMATICS GOAL

Rochester Prep has not met the goal related to math proficiency.

Type	Measure	Outcome
Absolute	Each year, 75 percent of all tested students who are enrolled in at least their second year will perform at proficiency on the New York State Mathematics exam for grades 3-8.	Not Met
Absolute	Each year, the school's aggregate PI on the state's mathematics exam will meet that year's state MIP as set forth in the state's ESSA accountability system.	N/A
Comparative	Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state mathematics exam will be greater than that of students in the same tested grades in the school district of comparison.	N/A
Comparative	Each year, the school will exceed its predicted level of performance on the state mathematics exam by an effect size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State.	N/A
Growth	Each year, under the state's Growth Model the school's mean unadjusted growth percentile in mathematics for all tested students in grades 4-8 will be above the target of 50.	N/A

### ACTION PLAN

The school continues to implement the high-leverage best-in-class approaches outlined above. In addition, schools are engaging in "Frontline" meetings ensure that leaders and teachers are working with Uncommon Schools curriculum experts to identify gaps and prepare to close them. Additional analyses support this work by projecting students' proficiency and planning intervention (small group or individual) depending on the need and learning style. Combined with frequent (re)assessment, teachers and leaders are constantly making adjustments to support better learning.

## GOAL 3: SCIENCE

### Goal 3: Science

All students demonstrate proficiency on the NYS science assessment.

### BACKGROUND

All Rochester Prep students receive science instruction starting in kindergarten and continuing through to middle school and high school. The frequency increases from 2-4 days per week in ES (K-4) to daily in MS (5-8) and HS (9-12). The Uncommon science curriculum has been overhauled based on the new NYS science standards and to increase the amount of hands-on inquiry style lessons. Science teachers participate in pre-service and ongoing content specific PD which supports high ratio science teaching and discourse and scientific thinking skills. Each subject within science

## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

engages in vertical alignment exercises looking at AP, SAT, and Regents examinations in their subject and aligning their grade level curriculum.

### ELEMENTARY AND MIDDLE SCIENCE

#### Goal 3: Absolute Measure

Each year, 75 percent of all tested students enrolled in at least their second year will perform at or above proficiency on the New York State science examination.

#### METHOD

The school administered the New York State Testing Program science assessment to students in 4<sup>th</sup> grade in spring 2022. The school converted each student's raw score to a performance level and a grade-specific scaled score. The criterion for success on this measure requires students enrolled in at least their second year to score at proficiency.

#### RESULTS AND EVALUATION

As a result of COVID, our 21-22 4<sup>th</sup> graders missed a significant portion of their 3<sup>rd</sup> grade science instruction. To address this, we increase preparation and practice this assessment, however, we noted that for ~33% of students the barrier continues to be content specific literacy and content knowledge.

Charter School Performance on 2021-22 State Science Exam  
By All Students and Students Enrolled in At Least Their Second Year

Grade	Percent of Students at Proficiency of Students in At Least 2 <sup>nd</sup> Year	
	Percent Proficient	Number Tested
4	66.22%	74
All	66.22%	74

#### Goal 3: Comparative Measure

Each year, the percent of all tested students enrolled in at least their second year and performing at proficiency on the state science exam will be greater than that of all students in the same tested grades in the school district of comparison.

The Institute does not require charters to report on this measure for 2021-22.

#### ADDITIONAL CONTEXT AND EVIDENCE

We will continue to support this cohort with rigorous science instruction in 5<sup>th</sup> grade to resolve the gaps in understanding. We have augmented the curriculum to close gaps in their scientific thinking skills and mastery.

#### SUMMARY OF THE ELEMENTARY/MIDDLE SCIENCE GOAL

We are just shy of our goal but will not stop until 90+% of our scholars pass this important course.

## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

### ACTION PLAN

In response to the revised NYS science standards, we have increased the lab-based activities in our classes and additional at-bats connecting these at-bats with charts, data tables, and prose descriptions of context, so students are prepared to analyze similar situations.

### GOAL 4: ESSA

#### Goal 4: Absolute Measure

Under the state's ESSA accountability system, the school is in good standing: the state has not identified the school for comprehensive or targeted improvement.

### METHOD

Because *all* students are expected to meet the state's performance standards, the federal statute stipulates that various sub-populations and demographic categories of students among all tested students must meet the state standard in and of themselves aside from the overall school results. As New York State, like all states, is required to establish a specific system for making these determinations for its public schools, charter schools do not have latitude in establishing their own performance levels or criteria of success for meeting the ESSA accountability requirements. Each year, the state issues School Report Cards that indicate a school's status under the state accountability system.

### RESULTS AND EVALUATION

True North Rochester Preparatory Charter School – West Campus has been deemed in Good Standing in school year 2021-22.

### ADDITIONAL EVIDENCE

True North Rochester Preparatory Charter School – West Campus has been deemed to be in Good Standing every year since this LEA opened.

Accountability Status by Year

Year	Status
2019-20	Good Standing
2020-21	Good Standing
2021-22	Good Standing





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**CITY OF ROCHESTER**

**CERTIFICATE NO.:** 89386  
**DATE ISSUED:** AUGUST 15, 2019  
**EXPIRATION:** NOT APPLICABLE  
**LEGAL USE:** COLLEGE PREP SCHOOL

**CASE NO.:** 624549  
**PERMIT:** 1166320  
**SBL NO:** 10680000010010010000

---

**CERTIFICATE OF OCCUPANCY**

---

**PROPERTY LOCATION:** 0305 ANDREWS ST

**This is to certify that the above property may be legally occupied in the following manner:**

**MASONRY, 6 STORIES**  
**CERTIFICATE FOR COLLEGE PREP SCHOOL**  
**{42,757 SQUARE FEET}**

**This Certificate is issued and based on the application made by:**

**TRUE NORTH ANDREWS STREET, LLC, {OWNER}, ON DECEMBER 19, 2018**

**The Certificate of Occupancy remains in effect from the date of issuance until the expiration date noted above, unless terminated by the occurrence of any of the events enumerated in Section 90-16A(2) of the City Code, or the Non-Conforming Use limitations in Section 120-199 of the Zoning Code. This Certificate must be renewed, if applicable, no later than the expiration date.**

**This is to certify that the above property conforms to issued building permits and substantially conforms with the requirements of the following codes of the City of Rochester: Zoning Ordinance, Building Code, Property Code, and, where applicable, the N.Y.S Multiple Residency Law.**

**THIS BUILDING CONTAINS A REQUIRED SPRINKLER SYSTEM.**

**SENIOR CODE ENFORCEMENT OFFICER** \_\_\_\_\_

**NOTICE AND DISCLAIMER**

PROPERTY INSPECTIONS ARE VISUAL AND NON-DESTRUCTIVE ONLY AND ARE NOT INTENDED TO PROVIDE INFORMATION CONCERNING POSSIBLE HIDDEN DEFECTS WITHIN OR BEHIND WALLS, CEILINGS, PARTITIONS OR FLOORS. IN ADDITION, THE CITY MAKES NO REPRESENTATION, CERTIFICATION OR GUARANTEE TO ANY PERSON OR ENTITY, AND ASSUMES NO LIABILITY FOR REAL OR CLAIMED FAILURE TO OBSERVE OR CITE ANY DEFECTS, WHETHER HIDDEN OR OBVIOUS, IN CONJUNCTION WITH ANY INSPECTION REQUISITE FOR ISSUANCE OF A CERTIFICATE OF OCCUPANCY. PROPERTY INSPECTIONS MAY RESULT IN CERTAIN DEFICIENCIES BEING NOTED BUT NOT CITED AS VIOLATIONS BASED ON THEIR CATEGORIZATION AS MINOR IN NATURE. CITY INSPECTIONS ARE DONE TO PROMOTE THE HEALTH, SAFETY AND WELFARE OF THE PUBLIC AS A WHOLE, BY ENHANCING THE CITY'S HOUSING STOCK AND RESIDENTIAL NEIGHBORHOODS.

**LENDERS AND PURCHASERS ARE STRONGLY ENCOURAGED TO CONSULT INDEPENDENT INSPECTORS.**

**EEO Employer/Handicapped**





CITY OF ROCHESTER

CERTIFICATE NO.: 52597  
DATE ISSUED: JULY 14, 2016  
EXPIRATION: NOT APPLICABLE  
LEGAL USE: CHARTER SCHOOL

CASE NO.: 587993  
PERMIT: 1145297  
SBL NO: 12056000010200020000

## CERTIFICATE OF OCCUPANCY

**PROPERTY LOCATION:** 0432 CHILI AV

This is to certify that the above property may be legally occupied in the following manner:

**MASONRY 4 STORIES**

**BASEMENT - CAFETERIA**

**{MAXIMUM OCCUPANCY NOT TO EXCEED 261 PERSONS}**

**FIRST, SECOND, THIRD AND FOURTH FLOOR - CHARTER SCHOOL**

**{GRADES FIFTH THRU EIGHTH} {MAXIMUM OCCUPANCY NOT TO EXCEED 335 STUDENTS}**

This Certificate is issued and based on the application made by:  
**THE NICHOLS TEAM, {OWNER'S AGENT}, ON AUGUST 25, 2015**

The Certificate of Occupancy remains in effect from the date of issuance until the expiration date noted above, unless terminated by the occurrence of any of the events enumerated in Section 90-16A(2) of the City Code, or the Non-Conforming Use limitations in Section 120-199 of the Zoning Code. This Certificate must be renewed, if applicable, no later than the expiration date.

This is to certify that the above property conforms to issued building permits and substantially conforms with the requirements of the following codes of the City of Rochester: Zoning Ordinance, Building Code, Property Code, and, where applicable, the N.Y.S Multiple Residency Law.

**THIS BUILDING CONTAINS A REQUIRED SPRINKLER SYSTEM.**

**CODE COMPLIANCE COORDINATOR**

### NOTICE AND DISCLAIMER

PROPERTY INSPECTIONS ARE VISUAL AND NON-DESTRUCTIVE ONLY AND ARE NOT INTENDED TO PROVIDE INFORMATION CONCERNING POSSIBLE HIDDEN DEFECTS WITHIN OR BEHIND WALLS, CEILINGS, PARTITIONS OR FLOORS. IN ADDITION, THE CITY MAKES NO REPRESENTATION, CERTIFICATION OR WARRANTY TO ANY PERSON OR ENTITY, AND ASSUMES NO LIABILITY FOR REAL OR CLAIMED FAILURE TO OBSERVE OR CITE ANY DEFECTS. INSPECTIONS MAY RESULT IN CERTAIN DEFICIENCIES BEING NOTED BUT NOT CITED AS VIOLATIONS BASED ON THEIR CATEGORIZATION AS MINOR IN NATURE. CITY INSPECTIONS ARE DONE TO PROMOTE THE HEALTH, SAFETY AND WELFARE OF THE PUBLIC AS A WHOLE. BY ENHANCING THE CITY'S HOUSING STOCK AND RESIDENTIAL NEIGHBORHOODS.

**ENDERS AND PURCHASERS ARE STRONGLY ENCOURAGED TO CONSULT INDEPENDENT INSPECTORS.**

EO Employer/Handicapped





**CITY OF ROCHESTER**

**CERTIFICATE NO.: 86941**  
**DATE ISSUED: AUGUST 16, 2016**  
**EXPIRATION: NOT APPLICABLE**  
**LEGAL USE: SCHOOL**

**CASE NO.: 606567**  
**PERMIT:**  
**SBL NO: 12056000010200020000**

**CERTIFICATE OF OCCUPANCY**  
**{PARTIAL}**

**PROPERTY LOCATION: 0432 CHILI AV**

**This is to certify that the above property may be legally occupied in the following manner:**

**MASONRY 1 STORY**  
**CERTIFICATE FOR GYMNASIUM**  
**{GRADES: FIFTH THRU EIGHTH}**  
**{MAXIMUM OCCUPANCY NOT TO EXCEED 290 PERSONS}**

**This Certificate is issued and based on the application made by:**

**THE NICHOLS TEAM, {OWNER'S AGENT}, ON JUNE 27, 2016**

**The Certificate of Occupancy remains in effect from the date of issuance until the expiration date noted above, unless terminated by the occurrence of any of the events enumerated in Section 90-16A(2) of the City Code, or the Non-Conforming Use limitations in Section 120-199 of the Zoning Code. This Certificate must be renewed, if applicable, no later than the expiration date.**

**This is to certify that the above property conforms to issued building permits and substantially conforms with the requirements of the following codes of the City of Rochester: Zoning Ordinance, Building Code, Property Code, and, where applicable, the N.Y.S Multiple Residency Law.**

**CODE COMPLIANCE COORDINATOR**

**NOTICE AND DISCLAIMER**

**PROPERTY INSPECTIONS ARE VISUAL AND NON-DESTRUCTIVE ONLY AND ARE NOT INTENDED TO PROVIDE INFORMATION CONCERNING POSSIBLE OPEN DEFECTS WITHIN OR BEHIND WALLS, CEILINGS, PARTITIONS OR FLOORS. IN ADDITION, THE CITY MAKES NO REPRESENTATION/CERTIFICATION GUARANTEE TO ANY PERSON OR ENTITY, AND ASSUMES NO LIABILITY FOR REAL OR CLAIMED FAILURE TO OBSERVE OR CITE ANY DEFECTS, WHETHER HIDDEN OR OBVIOUS, IN CONJUNCTION WITH ANY INSPECTION REQUISITE FOR ISSUANCE OF A CERTIFICATE OF OCCUPANCY. PROPERTY INSPECTIONS MAY RESULT IN CERTAIN DEFICIENCIES BEING NOTED BUT NOT CITED AS VIOLATIONS BASED ON THEIR CATEGORIZATION AS MINOR IN NATURE. CITY INSPECTIONS ARE DONE TO PROMOTE THE HEALTH, SAFETY AND WELFARE OF THE PUBLIC AS A WHOLE, BY ENHANCING THE CITY'S HOUSING STOCK AND RESIDENTIAL NEIGHBORHOODS.**

**LENDERS AND PURCHASERS ARE STRONGLY ENCOURAGED TO CONSULT INDEPENDENT INSPECTORS.**

**EEO Employer/Handicapped**





UPSTATE COMMUNICATION & SECURITY  
Address: 402 W. Commercial St.  
E Rochester NY 14445

Technician:  
Telephone: 585 444 0880

Monitoring svc: Johnson Control  
Monitoring Acct #:

PROPERTY NAME

Name: Rochester Prep  
Address: 305 Andrews St Rochester  
14604  
Contact: Ann Wall  
Telephone:

Transmission Type

	McCulloch
	Multiplex
	Digital
X	Reverse Polarity
	RF
	Other( specify):

Frequency of Test

	Weekly
	Monthly
	Quarterly
	Semiannually
X	Annually
	Other(specify)

FACP Manufacturer: Potter  
Circuit Styles: B

Model No: AFC 1000

ALARM INITIATING DEVICES AND CIRCUIT INFORMATION

Quantity	Tested	Type
20	20	Manual Fire Alarm Boxes
96	96	Photo Detectors
		Duct Detectors
8	8	Heat Detectors
		Waterflow switches
		Supervisory Switches
2	2	CO Detectors

ALARM NOTIFICATION APPLIANCES AND CIRCUIT INFORMATION

Quantity	Tested	Type	Qty	Tested	Type
1	1	Horn/Strobes			EM Lights
42	42	Strobes			Exit Signs
		Bells			
		Speaker			
27	27	Speaker/Strobes			
1	1	Amber Strobes			
		Sounder Base			

SYSTEM POWER SUPPLIES

(a) Primary (main): GA Section 1  
Location: 1st FI Hallway  
Voltage: 120  
Breaker #: 9  
(b) Secondary: Batteries  
Date: Jul 19

NOTIFICATIONS ARE MADE

Monitoring Entity  
Building Occupants  
Building Management  
Other (specify)  
AHJ Notified of any impairments

YES	NO
X	
X	
X	

SYSTEM TEST AND INSPECTIONS

TYPE	VISUAL	FUNCTIONAL
Control Unit	X	
Interface Equipment	X	
Lamps/LED's	X	
Fuses	X	
Primary Power Supply	X	
Trouble Signals	X	
Disconnect Switches	X	
Ground Fault Monitoring	X	

SECONDARY POWER

TYPE	VISUAL	FUNCTIONAL	COMMENTS
Battery Condition	X		2 12v 18ah, 2 12v 7ah
Load Voltage	X		
Discharge Test	X		
Charger Test	X		
REMOTE ANNUNCIATORS	X		

SUPERVISING STATION MONITORING

	YES	NO	TIME	COMMENTS
Alarm Signal	X			
Alarm Restoration	X			
Trouble Signal	X			
Supervisory Signal				
Supervisory Restoration				

NOTIFICATIONS THAT TESTING IS COMPLETE

	YES	NO	TIME	COMMENTS
Building Management	X			
Monitoring Agency	X			
Building Occupants	X			
Other (Specify)				

The following did not operate correctly:

System Restored to normal operation

Date: 8/3/2021

THE TESTING WAS PERFORMED IN ACCORDANCE WITH APPLICABLE STANDARDS.

Inspector: Andy Esten

Signature:



# Fire Alarm Inspection and Testing Report

Date: 06-04-21

Time: \_\_\_\_\_

Inspection Job #: 87678574

## SERVICE ORGANIZATION

Name: Johnson Controls Security Solutions LLC  
Address: 90 GOODWAY  
Representative: RICHARD M HERDZIK  
License No: 12000327404  
Telephone: \_\_\_\_\_

## PROPERTY NAME (USER)

Name: ROCHESTER CH.I. AVE  
Address: 432 CH.I. AVE  
Owner Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_

## MONITORING ENTITY

Contact: JCI  
Telephone: 1800 289 2647  
Monitoring Account Ref No (CS#): 1H023243319

## APPROVING AGENCY

Contact: CITY OF ROCHESTER  
Telephone: \_\_\_\_\_

## TYPE TRANSMISSION

- ☐ McCulloh ☐ AlarmNet  
☐ Multiplex ☐ Telular  
☒ Digital ☐ AAGard  
☐ Reserve Priority  
☐ RF  
☐ Other (Specify): \_\_\_\_\_

## SERVICE

- ☐ Weekly  
☐ Monthly  
☐ Bimonthly  
☐ Quarterly  
☐ Semiannually  
☒ Annually  
☐ Other (Specify): \_\_\_\_\_

Control Unit Manufacturer: Firelite  
Circuit Styles: 4  
Number of Circuits: 2  
Software Rev.: 7.1  
Last Date System Had Any Service Performed: \_\_\_\_\_  
Last Date that Any Software or Configuration Was Revised: \_\_\_\_\_

Model No: Unimode 200

## ALARM-INITIATING DEVICES AND CIRCUIT INFORMATION

Quantity of Devices Installed	Circuit Style	Quantity of Devices Tested
<u>16</u>	<u>4</u>	<u>16</u>
<u>64</u>	<u>4</u>	<u>64</u>
<u>3</u>	<u>4</u>	<u>3v</u>
<u>1</u>	<u>4</u>	<u>1</u>
<u>3</u>	<u>4</u>	<u>3</u>

Manual Fire Alarm Boxes  
Ion Detectors  
Photo Detectors  
Duct Detectors  
Heat Detectors  
Waterflow Switches  
Supervisory Switches  
Other (Specify): \_\_\_\_\_

Alarm verification feature is: ☒ Disabled ☐ Enabled



8833UE00

# Fire Alarm Inspection and Testing Report

## ALARM NOTIFICATION APPLIANCES and CIRCUIT INFORMATION

Quantity of Appliances Installed	Circuit Style	Quantity of Appliances Tested	
15	Y	15	Bells
			Horns 1 STROBES
45	Y	45	Chimes
			Strobes
			Speakers
			Other (Specify):
No. of alarm notification appliance circuits: 11			3 Nac Panels
Are circuits monitored for integrity? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## SUPERVISORY SIGNAL-INITIATING DEVICES and CIRCUIT INFORMATION

Qty of Devices Installed	Circuit Style	Qty of Devices Tested		Qty of Devices Installed	Circuit Style	Qty of Devices Tested	
			Building Temp.				Fire Pump/Pump Controller Trbl
			Site Water Temp.				Fire Pump Low Fuel
			Site Water Level				Generator In Auto Position
			Fire Pump Power				Generator or Controller Trouble
			Fire Pump Running				Switch Transfer
			Fire Pump Auto Position				Generator Engine Running
			Other (Specify):				

## SIGNALING LINE CIRCUITS

Quantity and style of signaling line circuits connected to system:

Quantity: 1 Style(s): 4

See NFPA 72 section for Protected Premises Fire Alarm Systems, Performance of Signaling Line Circuits (SLC), table for Performance of Signaling Line Circuits for Class and Style

## SYSTEM POWER SUPPLIES

(a) Primary (Main): Nominal Voltage: 120 VAC Amps: 20

Overcurrent Protection: Type: CB Amps: 20

Location (of Primary Supply Panelboard): BASEMENT electrical ROOM

Disconnecting Means Locations: Panel 1 Breaker 2

(b) Secondary (Standby): 120 VAC Storage Battery: Amp-Hr. Rating: 7 Ah x 2

Calculated capacity in 8 Amp-Hrs to operate system for 8 hours

Engine-driven generator dedicated to fire alarm system:

Location of fuel storage:

## BATTERY TYPE

☐ Dry Cell ☐ Nickel-Cadmium ☒ Sealed Lead-Acid ☐ Lead-Acid ☐ Other (Specify):

(c) Emergency or standby system used as a backup to primary power supply, instead of using a secondary power supply:

☐ Emergency system described in NFPA 70, Article 700: ☐ Legally required standby described in NFPA 70, Article 701:

☐ Optional standby system described in NFPA 70, Article 702, which also meets the performance requirements of Article 700 or 701:





8833UE00

# Fire Alarm Inspection and Testing Report

## PRIOR TO ANY TESTING

### NOTIFICATIONS ARE MADE

	Yes	No	Who	Time
Monitoring Entity	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Building Occupants	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Building Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>		
AHJ Notified of Any Impairments	<input type="checkbox"/>	<input type="checkbox"/>		

## SYSTEM TESTS and INSPECTIONS

Type	Visual	Functional	Comments
Control Unit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Interface Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Lamps/LEDs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fuses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Primary Power Supply	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Trouble Signals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disconnect Switches	<input type="checkbox"/>	<input type="checkbox"/>	
Ground-Fault Monitoring	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

## SECONDARY POWER

Type	Visual	Functional	Comments
Battery Condition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Lead Voltage		<input type="checkbox"/>	
Discharge Test		<input type="checkbox"/>	
Charger Test		<input checked="" type="checkbox"/>	
Specific Gravity		<input type="checkbox"/>	

## TRANSIENT SUPPRESSORS

## REMOTE ANNUNCIATORS

## NOTIFICATION APPLIANCES

Type	Visual	Functional	Comments
Audible	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Visible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Speakers	<input type="checkbox"/>	<input type="checkbox"/>	
Voice Clarity		<input type="checkbox"/>	

## INITIATING and SUPERVISORY DEVICE TESTS and INSPECTIONS

Loc. & S/N	Device Type	Visual	Functional	Factory Setting	Measured Setting	Pass	Fail
Roach Prop.	PULLS	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Smokes	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Flow	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Sup	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
	heats	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:





8833UE00

# Fire Alarm Inspection and Testing Report

## EMERGENCY COMMUNICATIONS EQUIPMENT

	Visual	Functional	Comments
Phone Set	<input type="checkbox"/>	<input type="checkbox"/>	
Phone Jacks	<input type="checkbox"/>	<input type="checkbox"/>	
Off-Hook Indicator	<input type="checkbox"/>	<input type="checkbox"/>	
Amplifier(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Tone Generator(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Call-In Signal	<input type="checkbox"/>	<input type="checkbox"/>	
System Performance	<input type="checkbox"/>	<input type="checkbox"/>	

## COMBINATION SYSTEMS

	Visual	Device Operation	Simulated Operation
Fire Extinguisher Monitoring Device/System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carbon Monoxide Detector/System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## INTERFACE EQUIPMENT

	Visual	Device Operation	Simulated Operation	SPECIAL HAZARD SYSTEMS	Visual	Device Operation	Simulated Operation
(Specify) <u>Door Holders</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Special Procedure: \_\_\_\_\_

Comments: \_\_\_\_\_

## SUPERVISING STATION MONITORING

	Yes	No	Time	Comments
Alarm Signal	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Alarm Restoration	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Trouble Signal	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Supervisory Signal	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Supervisory Restoration	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

## NOTIFICATIONS THAT TESTING IS COMPLETE

	Yes	No	Time	Who
Building Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Monitoring Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Building Occupants	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other (Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>		

The following did not operate correctly (See Service Job):

CUSTOMER TO REPLACE BATTERIES (8) PART 477967 12Vdc 7Ah

Service Job#: \_\_\_\_\_

System restored to normal operation: Date: \_\_\_\_\_

Time: \_\_\_\_\_

On monitored alarm systems, I tested, and if necessary, connected the telephone line seizure feature to ensure it is working correctly.

☒ Yes ☐ No

THIS TESTING WAS PERFORMED IN ACCORDANCE WITH APPLICABLE NFPA STANDARDS.

Name of Inspector: RICHARD M HODZIK

Date: 06-04-21

Time: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Owner or Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Signature: Ann Wall

2022-2023 Family Calendar V1

Updated 05.20 22

July '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August '22						
S	M	T	W	Th	F	S
	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 K, 5th, 9th Orientation Day One
- 23 K, 5th, 9th Day Two, First Day 10-12
- 24 First Day ALL Students, K-12

6 School Days

Labor Day (School Closed) 5

September '22						
S	M	T	W	Th	F	S
				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	

21 School Days

October '22						
S	M	T	W	Th	F	S
						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					

20 School Days

- 10 Indigenous Ppls Day (School Closed)
- 24-28 RPHS Q1 Exams (Half Day)
- 28 End of Quarter One

- Q1 Report Card Conferences - Half Day 10
- Veteran's Day (School Closed) 11
- Thanksgiving Recess (School Closed) 23-25

November '22						
S	M	T	W	Th	F	S
		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			

18 School Days

December '22						
S	M	T	W	Th	F	S
				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

12/23-1/6 Winter Recess

- Winter Recess 12/26-1/6
- MLK Day (School Closed) 16
- RPHS Q2 Exams (Half Day HS only) 17-20

January '23						
S	M	T	W	Th	F	S
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

February '23						
S	M	T	W	Th	F	S
			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				

15 School Days

- 2 Q2 Report Card Conferences - Half Day
- 20-24 February Recess

RPHS Q3 Exams (Half Day HS only) 27-31

March '23						
S	M	T	W	Th	F	S
			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	

23 School Days

April '23						
S	M	T	W	Th	F	S
						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

- 3-7 Spring Recess
- 19-21 NYS ELA Exam (3-8)
- 20 RPHS Q3 Report Card Conferences - Half Day
- 27 ES & MS Q3 Report Card Conferences - Half Day

- NYS Math Exams (3-7) 2-4
- Memorial Day (School Closed) 29

May '23						
S	M	T	W	Th	F	S
	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 '23						
S	M	T	W	Th	F	S
				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	

12 School Days

- 8-14 RPHS Q4 Exams (Half Day HS only)
- 16 Last Day of School K-12
- 14-22 NYS Regents Exams
- 19 Juneteenth (School Closed)

Note Concerning Differences with RCSD:

The following are days which Rochester Prep Schools will differ with Rochester Central School District (RCSD). As always, Rochester Prep will offer transportation on the days when RCSD is off, but Rochester Prep is in session. Rochester Prep Schools are in session, but Rochester City Schools are off: September 6th, November 4th (Full Day), November 8th, December 9th (Full Day), March 3rd (Full Day), May 1, May 15th (Full Day), May 16th