

Application: True North Rochester Preparatory Charter School

Brian Marciano - [REDACTED]
Annual Reports

Summary

ID: 0000000229

Status: Annual Report Submission

Entry 1 School Info and Cover Page

Completed Aug 3 2020

[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 2019-20 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, 2020)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL 261600860906

a1. Popular School Name

Rochester Prep

b. CHARTER AUTHORIZER (As of June 30th, 2020)

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

c. DISTRICT / CSD OF LOCATION

ROCHESTER CITY SD

d. DATE OF INITIAL CHARTER

6/2006

e. DATE FIRST OPENED FOR INSTRUCTION

8/2006

h. SCHOOL WEB ADDRESS (URL)

rochesterprep.uncommonschoools.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

1483

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

1183

k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)

Check all that apply

Grades Served

1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

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

Yes

12. NAME OF CMO/EMO AND ADDRESS

NAME OF CMO/EMO	Uncommon Schools Inc.
PHYSICAL STREET ADDRESS	826 Broadway
CITY	New York
STATE	NY
ZIP CODE	10003
EMAIL ADDRESS	[REDACTED]
CONTACT PERSON NAME	(No response)

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2020-2021?

	Yes, 3 sites
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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	630 Brooks Avenue, Rochester, NY 14619	[REDACTED]	Rochester	5-8	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Patrick Pastore	[REDACTED]		[REDACTED]
Operational Leader	Tocarra Hughes	[REDACTED]		[REDACTED]
Compliance Contact	Tocarra Hughes	[REDACTED]		[REDACTED]
Complaint Contact	Patrick Pastore	[REDACTED]		[REDACTED]
DASA Coordinator				
Phone Contact for After Hours Emergencies				

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.

Site 1 Certificate of Occupancy (COO)

[COO_630Brooks.pdf](#)

Filename: COO_630Brooks.pdf **Size:** 712.2 kB

Site 1 Fire Inspection Report

[FireInsp_630Brooks.pdf](#)

Filename: FireInsp_630Brooks.pdf **Size:** 3.1 MB

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	899 Jay St, Rochester, NY 14610	[REDACTED]	Rochester	K-4	No

m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Danielle Hinman	[REDACTED]		[REDACTED]
Operational Leader	Brian Marciano	[REDACTED]		[REDACTED]
Compliance Contact	Brian Marciano	[REDACTED]		[REDACTED]
Complaint Contact	Danielle Hinman	[REDACTED]		[REDACTED]
DASA Coordinator				
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

m2d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 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, 2020.

Site 2 Certificate of Occupancy (COO)

[COO 899Jay.jpg](#)

Filename: COO 899Jay.jpg **Size:** 291.7 kB

Site 2 Fire Inspection Report

[FireInsp 899Jay.pdf](#)

Filename: FireInsp 899Jay.pdf **Size:** 2.6 MB

School Site 3

m3. SCHOOL SITES

Please provide information on site 3 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 3	305 Andrews St, Rochester, NY 14604	[REDACTED]	Rochester	9-12	No

m3a. Please provide the contact information for Site 3.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Edward Eckert	[REDACTED]		[REDACTED]
Operational Leader	Jeffrey Allen	[REDACTED]		[REDACTED]
Compliance Contact	Jeffrey Allen	[REDACTED]		[REDACTED]
Complaint Contact	Edward Eckert	[REDACTED]		[REDACTED]
DASA Coordinator				
Phone Contact for After Hours Emergencies				

m3b. Is site 3 in public (co-located) space or in private space?

Private Space

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

m3d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 3 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, 2020.

Site 3 Certificate of Occupancy (COO)

[COO_305Andrews.pdf](#)

Filename: COO_305Andrews.pdf **Size:** 725.1 kB

Site 3 Fire Inspection Report

[FireInsp_305Andrews.pdf](#)

Filename: FireInsp_305Andrews.pdf **Size:** 135.6 kB

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).

No

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Elizabeth Alfayad
Position	Associate Director for Data Reporting and Analysis
Phone/Extension	[REDACTED]
Email	[REDACTED]

p. 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. Check **YES if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

No Responses Selected

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "D. Rosenberg".

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is cursive and reads "Geoffrey Rosenberger".

Date

Jul 29 2020

Thank you.



Entry 2 NYS School Report Card

Completed Aug 3 2020

[Instructions](#)

SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

Entry 2 NYS School Report Card Link

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL 261600860906

NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

<https://data.nysed.gov/profile.php?instid=800000059516>

Entry 3 Progress Toward Goals

Incomplete Hidden from applicant

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

2019-20 Progress Toward Attainment of Academic Goals

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

2. Do have more academic goals to add?

(No response)

2019-2020 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add?

(No response)

2019-2020 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess

				goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				

4. ORGANIZATION GOALS

For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2019-2020 Progress Toward Attainment of Organization Goals

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

Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

(No response)

6. FINANCIAL GOALS

2019-2020 Progress Toward Attainment of Financial Goals

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

7. Do have more financial goals to add?

(No response)

2019-2020 Progress Toward Attainment of Financial Goals

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

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

Entry 7 Disclosure of Financial Interest Form

Completed Aug 3 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

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 2019-2020 school year must complete a signed:

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

- **SUNY- Authorized Charter Schools:** [Trustee Financial Disclosure Form](#)

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

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

[Rochester Prep Board DFI 2020](#)

Filename: Rochester Prep Board DFI 2020.pdf **Size:** 5.8 MB

Entry 8 BOT Membership Table

Completed Aug 3 2020

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 8 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 261600860906

1. 2019-2020 Board Member Information (Enter info for each BOT member)

Trustee Name	Position on the	Committee	Voting Member	Number of Terms	Start Date of	End Date of	Board Meetings

	and Email Address	Board	Affiliation s	Per By- Laws (Y/N)	Served	Current Term (MM/DD/ YYYY)	Current Term (MM/DD/ YYYY)	Attended During 2019- 2020
1	Geoffrey Rosenber ger, [REDACTED]	Chair	Finance, Develop ment, Academic , Facilities	Yes	5	06/30/20 19	6/30/202 2	5 or less
2	Jean Howard, [REDACTED]	Trustee/M ember	Academic , Develop ment	Yes	5	06/30/20 18	06/30/20 21	5 or less
3	Jim Ryan, [REDACTED]	Trustee/M ember	Develop ment, Finance, Facilities	Yes	5	06/30/20 19	06/30/20 22	5 or less
4	Rebecca Sumner, [REDACTED]	Vice Chair	Academic , Finance, Develop ment	Yes	4	6/30/201 8	06/30/20 21	5 or less
5	ron Zarella, [REDACTED]	Treasurer	Finance, Develop ment, Facilities	Yes	3	06/30/20 18	06/30/20 21	5 or less
6	Josh Phillips, [REDACTED]	Trustee/M ember		Yes	2	06/30/20 18	06/30/20 21	5 or less
	ebony							

7	Miller-Wesley, [REDACTED]	Trustee/Member	Academic, Finance	Yes	1	01/10/2018	06/30/2021	5 or less
8	Jim Costanza, [REDACTED]	Trustee/Member	Academic, Facilities, Development	Yes	1	01/10/2018	06/30/2021	
9	William Clark, [REDACTED]	Trustee/Member	Finance, Facilities	Yes	1	1/20/2019	06/30/2022	

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, 2020	9
b. Total Number of Members Added During 2019-2020	1
c. Total Number of Members who Departed during 2019-2020	0
d. Total Number of members, as set in Bylaws, Resolution or Minutes	9

3. Number of Board meetings held during 2019-2020

5

4. Number of Board meetings scheduled for 2020-2021

5

Thank you.

Entry 9 Board Meeting Minutes

Completed Aug 3 2020 Hidden from applicant

Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 3, 2020.

[19-20 Board Minutes Compiled](#)

Filename: 19 20 Board Minutes Compiled.pdf **Size:** 189.5 kB

Entry 10 Enrollment & Retention

Completed Aug 3 2020

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

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

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

Describe the efforts the charter school has made in 2019-2020 toward

meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL 261600860906

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	<p>In the city of Rochester, 51.9% of children live in poverty (US Census Bureau, 2018). The vast majority of our students (92%) reside within the boundaries of the city of Rochester. 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 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</p>	<p>In 2020-2021, we plan to continue to build upon the success we’ve had in recruiting students residing within the boundaries of 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. 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</p>

	<p>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. This year, we have implemented a new Parent Ambassador program. Given that our in-person recruitment events have been cancelled due to public health concerns, we've held Zoom 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>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&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>English Language Learners/Multilingual Learners</p>	<p>The Director of Special Education for Rochester Prep supports the recruitment and retention of students with disabilities and English Language Learners. To spread the word about Rochester Prep among these particular populations, we have placed bilingual advertisements on both the radio and in print. As stated above, our strongest recruitment practice is asking current families to speak with their family and friends about Rochester Prep. We've reached out to families in our schools with ELLs and/or Special Education students and worked with them to talk about the opportunities our schools provide with their social circles. Particularly in the case of ELLs, many immigrant communities in Rochester are tight knit and</p>	<p>In 2020-2021, we plan to continue building upon the success we've had in recruiting students residing within the boundaries of the city of Rochester, especially those who have special educational needs and students who are designated as English Language Learners. Our Director of Special Education will continue to lead efforts to recruit these populations, leveraging our relationships with current</p>

	<p>extended families tend to be large. By creating positive relationships with current families, parents and students act as ambassadors within their communities. Many if not most of our ELL families learn about us by word of mouth. Our targeted recruitment efforts this year were tempered by the public health crisis and we were not able to attend many 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>families to reach new students. We will continue our Parent Ambassador program and continue to use Zoom to hold Q&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>Students with Disabilities</p>	<p>The Director of Special Education for Rochester Prep supports the recruitment and retention of students with disabilities and English Language Learners. All of our recruiting materials include the fact that we support IEPs and 504 plans, indicating that students with disabilities are welcome in our schools. We've reached out to families in our schools with ELLs and/or Special Education students and worked with them to talk about the opportunities our schools provide with their social circles. This year, we have implemented a new Parent Ambassador program. Given that our in-person recruitment events have been cancelled due to public health concerns, we've held Zoom sessions for prospective families where they can speak with Parent Ambassadors and</p>	<p>In 2020-2021, we plan to continue building upon the success we've had in recruiting students residing within the boundaries of the city of Rochester, especially those who have special educational needs and students who are designated as English Language Learners. Our Director of Special Education will continue to lead efforts to recruit these populations, leveraging our relationships with current families to reach new students. We will continue our Parent Ambassador program and continue to use Zoom to hold Q&A sessions for prospective families where they can speak with Parent Ambassadors and school administrators to learn more about our school and the</p>

	school administrators to learn more about our school and the opportunities we provide.	opportunities we provide.
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	<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 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>	<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 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>
	<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</p>	<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</p>

<p>English Language Learners/Multilingual Learners</p>	<p>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.</p>	<p>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.</p>
<p>Students with Disabilities</p>	<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. 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</p>	<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. 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</p>

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.

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.

Entry 12 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.

Entry 12 Uncertified Teachers

School Name: TRUE NORTH ROCHESTER PREPARATORY CHARTER SCHOOL 261600860906

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, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
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. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
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, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category C: not to exceed 5	0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	

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 13 Organization Chart

Incomplete Hidden from applicant

[Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

Entry 14 School Calendar

Completed Aug 3 2020

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

TENTATIVE 20-21 Rochester Prep Calendar

Filename: TENTATIVE 20 21 Rochester Prep Calendar.pdf **Size:** 552.4 kB

Entry 15 Links to Critical Documents on School Website

Incomplete Hidden from applicant

Instructions

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

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

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 15 Links to Critical Documents on School Website

School Name: True North Rochester Preparatory Charter School

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	
2a. Webcast of Board Meetings (per Governor's Executive Order)	
3. Link to NYS School Report Card	
4. Most Recent Lottery Notice Announcing Lottery	
5. Authorizer-Approved DASA Policy	
6. District-wide Safety Plan	
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	
7. Authorizer-Approved FOIL Policy	
8. Subject matter list of FOIL records	
9. Link to School Reopening Plan	

Thank you.



Entry 16 COVID 19 Related Information

Completed Aug 3 2020

Instructions

Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are

encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Entry 16 COVID 19 Related Information

School Name: True North Rochester Preparatory Charter School

TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	1183	1183	1183

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participants

															ting Stud ents
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	

		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
Tota l															0

Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Incomplete Hidden from applicant

[INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS](#)

Please provide the full name of **ANY and ALL** instructional and non-instructional employees and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).



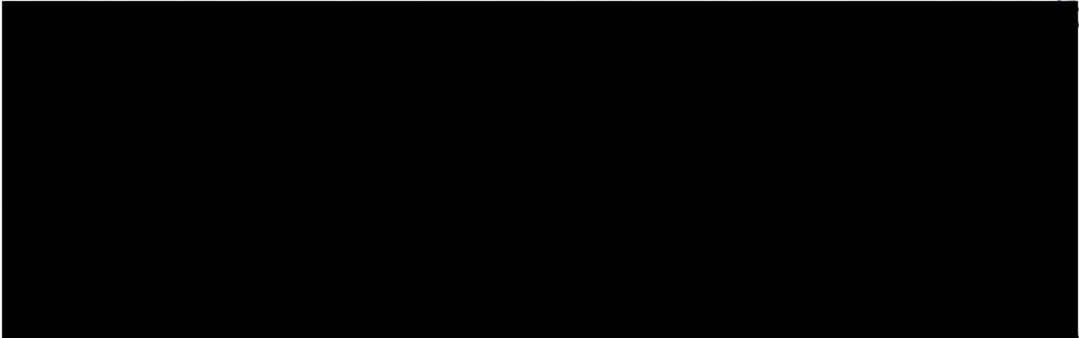
FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR: _____
DATE RECEIVED: _____

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

1. Name of education corporation: **True North Rochester Preparatory Charter School, True North Rochester Preparatory Charter School – West Campus, Rochester Prep Charter School 3**

2. Trustee's name (print): **William G. Clark**

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc): **Member of Finance Facilities Committee**



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

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

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

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the

education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

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

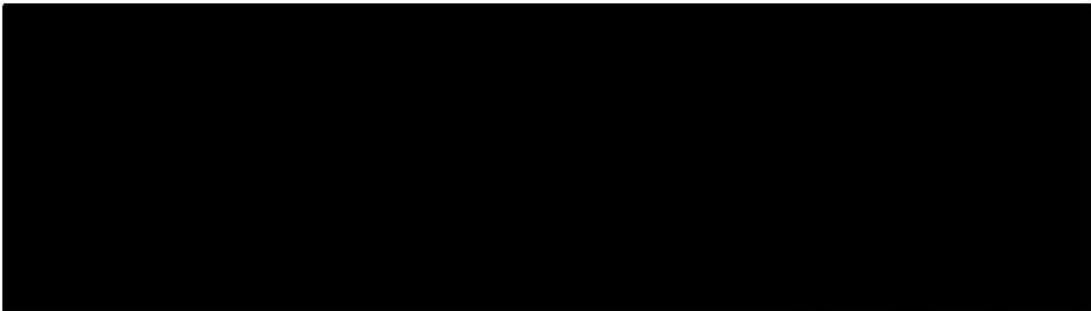
X William S. Clark 08/03/2020

Board Member Signature & Date



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

1. Name of education corporation: **True North Rochester Preparatory Charter School, True North Rochester Preparatory Charter School – West Campus, Rochester Prep Charter School 3**
2. Trustee’s name (print): James Costanza
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc): board member



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

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

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the

education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

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

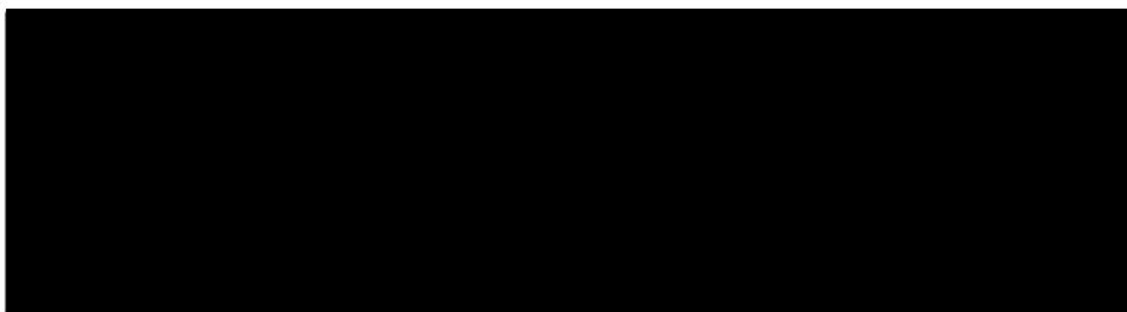


 Board Member Signature & Date



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

- 1. Name of education corporation: **True North Rochester Preparatory Charter School, True North Rochester Preparatory Charter School – West Campus, Rochester Prep Charter School 3**
- 2. Trustee’s name (print): **G. Jean Howard-Cherubim**
- 3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc): **Trustee**



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

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
8/1/2020	None	None	None
None.	None	None	None

- 10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the

education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write “None.”

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

X *M. Jean Howard - Cherubim*

8/1/2020

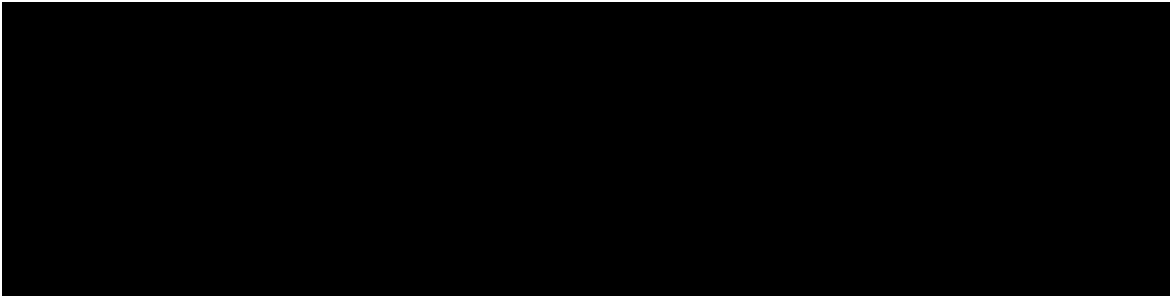
Board Member Signature & Date



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

1. Name of education corporation: **True North Rochester Preparatory Charter School, True North Rochester Preparatory Charter School – West Campus, Rochester Prep Charter School 3**
2. Trustee’s name (print): **Ebony T. Miller-Wesley**
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc): **Board Member**



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

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

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the

education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

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



X  August 3, 2020

Board Member Signature & Date



FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR: _____
DATE RECEIVED: _____

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

1. Name of education corporation: **True North Rochester Preparatory Charter School, True North Rochester Preparatory Charter School – West Campus, Rochester Prep Charter School 3**
2. Trustee's name (print): **Joshua Phillips**
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): **Trustee**



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

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

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the

education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

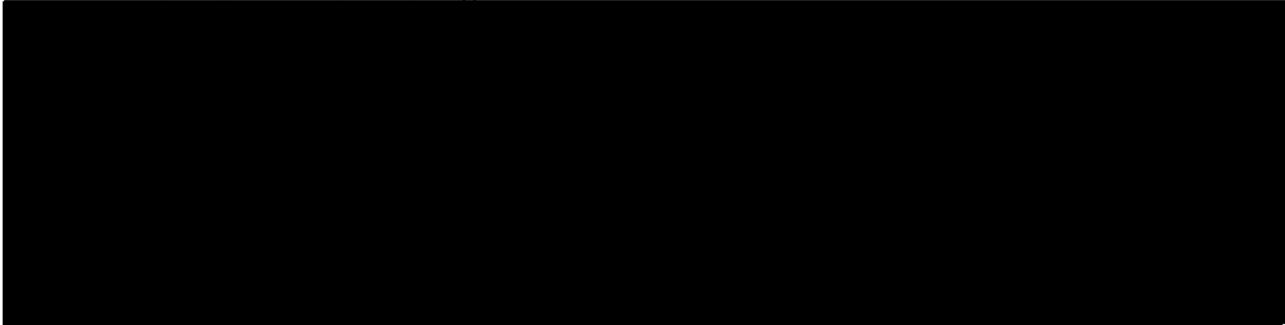
Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
Change Summer, Inc.	Change Summer runs Camp Uncommon. Rochester Prep sends students to Camp Uncommon	~75 Rochester Prep students attend Camp Uncommon each summer	Joshua Phillips, CEO of Change Summer	I recuse myself from anything related to Change Summer and Camp Uncommon

X  7/28/20
 Board Member Signature & Date



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

- 1. Name of education corporation: **True North Rochester Preparatory Charter School, True North Rochester Preparatory Charter School – West Campus, Rochester Prep Charter School 3**
- 2. Trustee’s name (print): **Geoffrey Rosenberger**
- 3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc): **Board Chair and Ex Officio member of all standing committees**



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

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

- 10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust,

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

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

X Geoffrey Rosenberger 2/22/20

Board Member Signature & Date



FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR: _____
DATE RECEIVED: _____

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

1. Name of education corporation: True North Rochester Preparatory Charter School, True North Rochester Preparatory Charter School – West Campus, Rochester Prep Charter School 3

2. Trustee's name (print): *JAMES D RYAN, JR*

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



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


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

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

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the

education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

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

 July 27, 2020
 Board Member Signature & Date



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

- 1. Name of education corporation: **True North Rochester Preparatory Charter School, True North Rochester Preparatory Charter School – West Campus, Rochester Prep Charter School 3**
- 2. Trustee’s name (print): **Ronald Louis Zarrella**
- 3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc): **Chair, Finance Committee; Chair, Facilities Committee**



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

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

- 10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust,

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

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

X Ronald L. Zavelle 8/3/2020

Board Member Signature & Date

True North Rochester Prep Charter School
Board of Trustees Meeting Minutes
September 23, 2019

The meeting was called to order by Mr. Rosenberger at 12:03 pm.

Roll Call

The roll call was taken and a quorum was found present.

Trustees Present: Geoffrey Rosenberger
James Ryan
Rebecca Sumner
James Costanza
Jean Howard
Ron Zarrella
Josh Phillips

Trustees Absent: Ebony Miller-Wesley

Also Present:

Tara Marlovits	Chief Advisor, Uncommon Schools
Paul Powell	Assistant Superintendent, Uncommon Schools Rochester
John Claypool	Associate Chief Operating Officer, Uncommon Schools Rochester
Shanai Lee	Regional Senior Director, Uncommon Schools Rochester
Eric O'Connor	Regional Director of Special Projects, Uncommon Schools Rochester
Ahkilah Johnson (v/r)	Senior Director of Real Estate and Facilities, Uncommon Schools
Peter Hayward (v/r)	Senior Director of Finance, Uncommon Schools
Laura McGinley (v/r)	Senior Director of Development, Uncommon Schools
Emily Volpe	Principal, Rochester Prep West Campus Elementary School
Christopher Shaffer	Principal, Rochester Prep Elementary School 3
Chassity Wells	Director of Operations, Rochester Prep West Campus Elementary School
Alli James	Director of Operations, Rochester Prep Elementary School 3

Approval of June 2019 Minutes

The following motion was made to approve the minutes from the June 5, 2019 meeting.

Motion: Jean Howard

Second: Jim Ryan

Vote: Approved unanimously

Public Comment

No public comments were made.

Campus Update

Christopher Shaffer, Emily Volpe, Alli James, and Chassity Wells jointly shared an update with the Board on the status of both schools at the St. Jacob Street campus. Their theme for the year is “It takes a village” to emphasize the importance of all the elementary schools working together. Alli James provided specifics regarding enrollment for ES 3 and Christopher Shaffer discussed the incredible strength of their new school year launch. Mr. Shaffer went on to explain the academic initiatives for the year which include maintaining a high bar of academic achievement, the addition of art, and the addition of 3rd grade with focus on the New York State test preparation. Ms. James shared staff facing strategic initiatives of a focus on strong staff culture and retention as well as the development of a secondary leadership team. Student and family facing strategic initiatives include a focus on cultural education, the incorporation of “Joy”, and the commitment to serving the whole family.

Chassity Wells provided an enrollment and staffing snapshot for West Elementary School, emphasizing their success in getting the school fully enrolled and sharing more details about their strong school launch as well. Emily Volpe shared some incredible highlights from their state test results last year and some academic initiatives for the current year. These include maintaining strengths in core academic areas and emphasizing teacher development for new and returning teachers. Ms. Wells shared staff facing strategic initiatives of having strong leader alignment as well as staff culture and retention efforts. Student and family facing strategic initiatives highlighted by Ms. Wells were the Middle School Transition planning, character education, community service projects, the 3rd Annual Cultural Development Initiative, and the 7th Annual Empowerment Series.

Assistant Superintendent Update

Paul Powell provided the Board with an update on Rochester Prep student performance and achievement. He noted that a brief analysis of the Grade 3-8 state exams for the 18-19 school will be given today but additional data will be shared in the two coming board meetings as more information is available.

Mr. Powell shared some data around college admittance and expressed his excitement that Adrienne Sopinski, the former Principal of West Middle School, is the new Director of College Access and Success. The Class of 2020 has already surpassed the 12th grade college readiness benchmark last year, as juniors and have shown stronger growth from 9th grade PSAT to 11th grade SAT than either of

the previous 2 cohorts. Mr. Powell also broke down AP test results and is encouraged about Rochester Prep's growth trajectory with the AP programming and achievement.

Paul Powell then shared the brief analysis of the Grade 3-8 exams from last year. Almost all elementary schools continue to close the economic achievement gap, which is the highest measure of success, and the middle schools continue to be the area of focus. Rochester Prep continues to be a leader in the city of Rochester, closing the gap with the state in ELA and surpassing the state in Math. Mr. Powell noted a decline in proficiency year over year in some grades, particularly in middle school, an issue that has been known for some time. The Board then discussed why there is an achievement drop off in middle school after strong elementary school results.

Mr. Powell shared some action steps and improved environments in the schools that will help these performances in the future. Key actions will build upon Uncommon initiatives. Rochester Prep is more sophisticated than ever in the resources provided for leaders and teachers while ensuring a higher level of differentiation. With a fresh start and new team in a new building, Rochester Prep High School is off to the strongest launch yet. This is the foundation for greater success across grades 9-12.

High School Facility Update

Tara Marlovits kicked off a conversation regarding a high school facility update. Ahkilah Johnson then led the Board through the project phasing. Currently in Phase 1, this phase is expected to be completed in Fall 2021 and includes building a new addition and acquiring new properties. Ms. Johnson then shared some design elements with initial floor plans. Peter Hayward then led the Board through a financial update on the high school facility project.

Laura McGinley continued the conversation on the high school facility by providing an update on the capital campaign. She is proposing a three-year capital campaign of \$7M, with \$3.5M needed to open the high school in Fall 2021 and \$3.5M needed to ultimately complete the building and add athletic fields. Ms. McGinley discussed the ask strategy and structure of the campaign.

Proposed Construction Oversight Committee

Geoff Rosenberger shared with a Board a proposed Rochester Prep Charter School Facilities Committee Charter and the Board discussed how it should be involved in the high school construction project. Jim Ryan shared his thoughts regarding school facilities, local construction, and other elements that impact Rochester Prep and its goals for the high school and future facilities work.

There was a motion to create the Facilities Committee under the Rochester Prep School Facilities Committee Charter document, as written, with the exception for minor typographical edits that will not materially change the substance of the document.

Motion: Geoffrey Rosenberger

Second: Rebecca Sumner

Vote: Approved unanimously

Geoff Rosenberger then began a discussion about populating the newly formed Committee. There must be a minimum of three members. He proposed that Ron Zarrella chair the Committee and Mr. Zarrella agreed. Jim Costanza and Jim Ryan volunteered as well.

There was a motion to have Ron Zarrella, Jim Costanza, and Jim Ryan populate the Facilities Committee.

Motion: Geoffrey Rosenberger
Second: Rebecca Sumner
Vote: Approved unanimously

St. Jacob Street Campus Traffic Concerns

Shanai Lee led the Board on a discussion regarding traffic concerns during dismissal at the St. Jacob Street Campus. Action steps have been named to address these concerns. There are defined designated areas and specific loading and unloading instructions for student arrival and dismissal via school buses and private vehicles. Dr. Lee met with City representatives to explore speed bumps and advocate for a crossing guard. The schools have deployed school-based staff to support student arrival and dismissal. There has also been signage developed to describe new traffic patterns and directions. Mr. Rosenberger expressed how impressed he is with the efforts of the staff at the school and expressed his thanks to those who took steps to improve the processes.

Executive Session

There was a motion to enter Executive Session for the purpose of discussing appointment of a Trustee and pending litigation.

Motion: Geoffrey Rosenberger
Second: Jim Ryan
Vote: Approved unanimously

Time: 2:20 pm

There was a motion to exit Executive Session and return to Open Session.

Motion: Jim Ryan
Second: Rebecca Sumner
Vote: Approved unanimously

Time: 2:34 pm

Meeting adjourned

There was a motion to adjourn the meeting.

Motion: Jim Ryan
Second: Rebecca Sumner
Vote: Approved unanimously

Time: 2:35 pm

True North Rochester Prep Charter School
Board of Trustees Meeting Minutes
November 20, 2019

The meeting was called to order by Mr. Rosenberger at 12:10 pm.

Roll Call

The roll call was taken and a quorum was found present.

Trustees Present: Geoffrey Rosenberger
James Ryan
Rebecca Sumner
James Costanza
Jean Howard
Ron Zarrella
Josh Phillips
Ebony Miller-Wesley

Trustees Absent:

Also Present:

Tara Marlovits (v/r)	Chief Advisor, Uncommon Schools
Paul Powell	Assistant Superintendent, Uncommon Schools Rochester
John Claypool (v/r)	Associate Chief Operating Officer, Uncommon Schools Rochester
Shanai Lee	Regional Senior Director, Uncommon Schools Rochester
Christie Raymo	Director of Campaigns, Uncommon Schools Rochester
Eric O'Connor	Regional Director of Special Projects, Uncommon Schools Rochester
Ahkilah Johnson (v/r)	Senior Director of Real Estate and Facilities, Uncommon Schools
John Powell (v/r)	Director of Financial Management, Uncommon Schools
Laura McGinley (v/r)	Senior Director of Development, Uncommon Schools
Heather Evans (v/r)	Director of IT, Uncommon Schools
Danielle Hinman	Principal, Rochester Prep Elementary School
Brian Marciano	Director of Operations, Rochester Prep Elementary School
William Clark	Prospective Trustee

Approval of September 2019 Minutes

The following motion was made to approve the minutes from the September 23, 2019 meeting.

Motion: Rebecca Sumner
Second: Jean Howard
Vote: Approved unanimously

Public Comment

No public comments were made.

Trustee Selection

Geoffrey Rosenberger made a motion to approve William Clark as a new Member of the Rochester Prep Board of Trustees

Motion: Geoffrey Rosenberger
Second: Jim Ryan
Vote: Approved unanimously

Campus Update

Brian Marciano and Danielle Hinman shared an update to the Board on the state of Rochester Prep Elementary School. Danielle highlighted two priorities for the year: staff culture and student culture. Efforts to boost staff culture include building changes such as Brian and Danielle sharing an office space, changing the mascot, altering teaching responsibilities and establishing a “Good to Great Committee” run by teachers to boost relationship building amongst staff, students, and parents. Regarding student culture, efforts include changing lunch to the classroom from the gym, establishing Daily Dean walkthroughs, eliminating choice time at the end of the day and building in “recess” for a mid-day break, and a Safety Patrol for 4th graders to run at the school.

Brian shared some special accolades the school and Danielle received during the school’s Instructional Inspection. Danielle then addressed the two instructional “big rocks” that will most improve the school. First, is Strategic school-wide differentiation. The school is building a plan for differentiation to ensure scholars are getting targeted instruction at the appropriate level to drive students to goals. Second is to narrow the focus for instruction. There is a need to strategically create weekly foci in each content area that will drive student mastery and deepen teachers’ content knowledge.

Brian shared a staffing update to the Board as well. There were 10 new hires this year, 2 midyear hires, and there are 4 open positions: 2 SPED Teachers and 2 Apprentice Teachers. Staff Survey data was then shared, and there was solid growth in staff morale across instruction, operations, and overall. Danielle continued to share results from Math Interval Assessment #1. Kindergarten and 4th grade saw RPES as number 1 across all Uncommon schools. Grades 1, 2, and 3 are on the lower end of results but interventions have already been made.

Assistant Superintendent and Academic Committee Update

Paul Powell and Rebecca Sumner shared an update on the Academic Committee. Paul Powell took the Board through these academic highlights. A higher percentage of seniors were accepted to college than the first senior class. 64% of seniors planned to attend a 4 year college and Rochester Prep exceeded the AP participation pass rates for students in NYC public schools, which was the only comparative available. Students who have been with Rochester Prep for 4 or more years pass the state exams at rates more than 20% points higher than their peers who joined more recently. The 8th grade classes closed the economic achievement gap on a high school-level exam. Rochester Prep also outperforms the state in 4th grade science

Mr. Powell then shared focus areas to improve on the schools' gaps including initiatives focused on content planning, achievement deep dives and frontline meetings.

Discussion of IT Corrective Action Plan

Dr. Shanai Lee shared a copy of the letter serving as the Corrective Action Plan prepared for the New York State Office of the State Comptroller's Audit of Information Technology issued in October 2019. Geoffrey Rosenberger added additional clarification. Dr. Lee brought the plan before the Board for consideration and acceptance. Heather Evans, Senior Director of Data and IT at Uncommon Schools, stated that this letter is providing high level summaries of corrective actions for each recommendation in the report.

The following motion was made to approve Rochester Prep's Corrective Action Plan.

Motion: Rebecca Sumner
Second: Jean Howard
Vote: Approved unanimously

Development Committee Meeting Update

Christie Raymo introduced herself officially to the Board as Director of the High School Campaign. She provided a high-level overview of the Campaign. Over the last month, a Development Committee was assembled to serve as Rochester Prep ambassadors and give and connect prospects to the Capital Campaign. The Development Committee has created a prospect list and is reviewing it and planning next steps, tours are taking place, and Christie has started taking 1:1 meetings to discuss prospects, tier development, and to strategize next steps.

Facilities Committee Meeting Update

Ron Zarrella shared an update on the Facilities Committee. He detailed the purpose, frequency and agenda of the Committee. The purpose is to provide governance level oversight of Rochester Prep real estate portfolio, including financial review of all major real estate related expenses and capital outlays. The Committee will meet prior to each Board Meeting to review construction progress, review planned and actual expenditures, and discuss challenges and resolutions. Mr. Zarrella

shared a project team chart with organizations and members involved as well as highlighting their extensive project experience. Mr. Zarrella concluded with a roadmap for the Committee over the next several months.

Finance Committee Meeting Update

Ron Zarrella then shared a Finance Committee Meeting update. There are two options to secure the necessary additional financing for the high school project: a local or national issuer. Mr. Zarrella detailed these two options and shared that the Finance Committee concluded, with Uncommon's recommendation, that the national issuer should be used.

Mr. Zarrella then moved on to a quick budget update – noting that there is a strong surplus and everything looks solid even though almost all staffing positions are currently filled.

Uncommon Schools Strategic Plan 2025

Dr. Shanai Lee briefly shared an update on Uncommon Schools 5 year Strategic Plan.

Executive Session

There was a motion to enter Executive Session for the purpose of discussing pending litigation.

Motion: Rebecca Sumner
Second: Jim Ryan
Vote: Approved unanimously

Time: 1:25 pm

There was a motion to exit Executive Session and return to Open Session.

Motion: Rebecca Sumner
Second: Josh Phillips
Vote: Approved unanimously

Time: 1:30 pm

Meeting adjourned

There was a motion to adjourn the meeting.

Motion: Jim Ryan
Second: Rebecca Sumner
Vote: Approved unanimously

Time: 1:30 pm

True North Rochester Prep Charter School
Board of Trustees Meeting - Minutes
January 22, 2020

The meeting was called to order by Mr. Rosenberger at 12:07 pm.

Roll Call

The roll call was taken and a quorum was found present.

Trustees Present: Geoffrey Rosenberger
James Ryan
Rebecca Sumner
James Costanza (via phone)
Ron Zarrella
Josh Phillips (v/r)
Ebony Miller-Wesley
William Clark

Trustees Absent: Jean Howard

Also Present:

Tara Marlovits (v/r)	Chief Advisor, Uncommon Schools
John Claypool	Associate Chief Operating Officer, Uncommon Schools Rochester
Shanai Lee	Regional Senior Director, Uncommon Schools Rochester
Christie Raymo	Director of Campaigns, Uncommon Schools Rochester
Eric O'Connor	Regional Director of Special Projects, Uncommon Schools Rochester
Laura McGinley (v/r)	Senior Director of Development, Uncommon Schools
Ted Eckert	Principal, Rochester Prep High School
Jeffrey Allen	Director of Operations, Rochester Prep High School

Approval of November 2019 Minutes

The following motion was made to approve the minutes from the November 20, 2019 meeting.

Motion: Rebecca Sumner
Second: Jim Ryan
Vote: Approved unanimously

Public Comment

No public comments were made.

Campus Update

Director of Operations, Jeffrey Allen, and Principal, Ted Eckert, presented an update to the Board on the state of Rochester Prep High School. Mr. Eckert was excited to share details around the first alumni event where recent graduates came back to campus and spoke to the current students. Mr. Allen shared the current enrollment numbers with the Board and the anticipated growth in the coming years. There was discussion regarding matriculation of 8th graders into 9th grade and John Claypool shared goals of 90% of eligible students matriculating up and 85% overall, both of which were met last year. The High School currently has 4 staff openings and the school leaders discussed how they are covering those openings until the positions are filled.

Mr. Eckert continued the conversation by discussing the investment that leadership has made into strengthening staff culture and creating "Team Tiger." 4 key internal priorities for this school year are: 1) Continuation of robust staff and student culture shift; 2) Redefine work of the College Access and Success Department; 3) Development of second tier building leadership; and 4) Onboarding and skill building of new instructional staff. He then concluded by sharing some early college acceptance successes and details on the strengthening of the RIT – RPHS partnership.

Update on Progress of IT Corrective Action Plan

John Claypool provided a brief update on the response to the NY OSC IT audit. Uncommon Schools, Inc. has recently issued a Request for Proposal (RFP) to enter into a professional service contract with an IT service provider to address inventory management to safeguard assets and facilitate compliance with organizational policies and protocols. Mr. Claypool also noted that Uncommon Schools is working to administer IT security awareness training.

Discussion of the Draft OSC Financial Oversight Audit

John Claypool continued discussing the audit by noting Rochester Prep's responses and disagreement with some of the findings in the audit. Geoff Rosenberger added that while the Board acknowledges that several of the recommendations and cautions of the Office of the State Comptroller presented in the report are sound, the Board strongly disagrees with the characterization of many of the findings referenced in the report. In discussing the recommendations, Mr. Rosenberger noted that the use of corporate credit cards will allow for better management of expenses (i.e. spending limitations per transaction and/or category) and facilitate the use of the School's sales tax exemption. He requested that Uncommon Schools actively pursue the

implementation of corporate credit cards for use by School leaders. Mr. Rosenberger suggested that the Board expand its oversight by creating the equivalent of an internal audit function, most likely via the retention of an independent third-party accounting firm, to more actively oversee both the design of, and compliance with, internal controls. There was consensus amongst the Board about a desire to engage an independent third-party accounting firm. Mr. Rosenberger agreed to contact Mengel Metzger Barr, who conducts Rochester Prep's audit, for further insight.

Jim Costanza suggested the Board assess how the relationship between Rochester Prep and Uncommon Schools, Inc. is papered versus how the relationship functions. He expressed concern about the finding which noted the Master Services Agreement (MSA) with Uncommon was not specific enough. Mr. Rosenberger stated that the Board will review the executed MSA between Rochester Prep and the Uncommon to, where feasible, more adequately detail the relationship, scope and deliverables between part.

The Board agreed that a draft response will be written and shared with everyone.

Development Committee Meeting Update

Jim Ryan shared a development and capital campaign update, noting that the campaign has raised just shy of \$4 million dollars. Christie Raymo noted that additional funds are coming in and Mr. Ryan specified that a key group, the original investors in the ROC Achieve Charter School, has donated and assisted in soliciting other investors for the campaign. Ms. Raymo noted that collateral has been generated, as well as the case statement and capital campaign deck to help persuade potential donors. Upcoming events for prospect engagement include the RPHS/RIT Capstone Event, RPHS Senior Signing Day, and RPHS graduation.

Facilities Committee Meeting Update

Ron Zarrella shared an update on the Facilities Committee. Mr. Zarrella stated that construction documents will be available by the end of January and construction is slated to begin in April. Terms of a current loan to Uncommon Schools, Inc. were discussed.

There was a motion to extend the loan to Uncommon by three months.

Motion: Jim Ryan

Second: Rebecca Sumner

Vote: Approved unanimously;

The Board suspended the Board meeting to convene the Facilities Committee to make

Ron Zarrella called the Facilities Committee to order to designate individual to negotiate the new lease with Uncommon Schools. He recommended Mr. Rosenberger assume this role. Mr. Rosenberger explained that the Board is refinancing the loans on the current buildings to help fund the HS project, he also discussed the Board's fiduciary responsibility in refinancing the loans as a part of the financing terms for the new high school building development project.

There was a motion to authorize Mr. Rosenberger to renegotiate the leases on behalf of the Board of Trustees.

Motion: Jim Ryan

Second: Ron Zarrella

Vote: Approved unanimously

Resolved, that Geoffrey Rosenberger be, and hereby is, authorized to enter into negotiations for the purchase and acquisition of property on behalf of the Board of Trustees of True North Rochester Preparatory Charter School.

There was a motion to adjourn Facilities Committee meeting.

Motion: Jim Ryan

Second: Ron Zarrella

Vote: Approved unanimously

The full Board meeting was reconvened.

Board Member Approval

Mr. Rosenberger noted that SUNY's approval of Bill Clark is contingent on the Board voting to increase the set number of voting members from 8 to 9 trustees. He then requested a motion to increase the fixed number of voting members from eight (8) to nine (9) trustees.

Motion: Ron Zarrella

Second: Jim Ryan

Vote: Approved unanimously

Whereas, the SUNY Charter Schools Institute has approved the appointment of William Gregory Clark to the Board of Trustees of True North Rochester Preparatory Charter School ("Board") pending a board vote and approval to increase the fixed number of voting members from eight (8) to nine (9) trustees; therefore be it

Resolved, that the set number of voting members on the Board be increased from eight (8) to nine (9) trustees.

There was a motion to add Bill Clark as a Trustee.

Motion: Ron Zarrella

Second: Jim Ryan

Vote: Approved unanimously

High School Facility Tour

Jeffrey Allen and Ted Eckert offered to provide the Board with a tour of the High School after the meeting adjourned.

Meeting adjourned

There was a motion to adjourn the meeting.

Motion: Jim Ryan
Second: Rebecca Sumner
Vote: Approved unanimously

Time: 1:20 pm

True North Rochester Prep Charter School
Board of Trustees Meeting Minutes
March 11, 2020

The meeting was called to order by Mr. Rosenberger at 12:00 pm.

Roll Call

The roll call was taken, and a quorum was found present.

Trustees Present: Geoffrey Rosenberger
James Ryan
Rebecca Sumner
James Costanza
Ron Zarrella
Ebony Miller-Wesley
William Clark

Trustees Absent: Jean Howard
Josh Phillips

Also Present:

Brett Peiser (v/r)	Chief Executive Officer, Uncommon Schools
John Claypool	Associate Chief Operating Officer, Uncommon Schools Rochester
Shanai Lee	Regional Senior Director, Uncommon Schools Rochester
Christie Raymo	Director of Campaigns, Uncommon Schools Rochester
Eric O'Connor	Regional Director of Special Projects, Uncommon Schools Rochester
Lisa Krempa	Director of Special Education, Uncommon Schools Rochester
Kris Hirsch	Principal, Rochester Prep Middle School – West Campus
Aaron Strong	Director of Operations, Rochester Prep Middle School – West Campus
Heather Evans	Director of IT, Uncommon Schools

Approval of January 2020 Minutes

The following motion was made to approve the minutes from the November 20, 2019 meeting.

Motion: Jim Costanza

Second: Rebecca Sumner

Vote: Approved unanimously

Public Comment

No public comments were made.

Campus Update

Director of Operations Aaron Strong and Principal Kris Hirsch presented an update to the Board on the state of Rochester Prep Middle School – West Campus. Mr. Hirsch shared two key priorities for the school during the 19-20 school year. The first priority is to increase academic outcomes and grow and middle school academy, ensuring our students achieve their highest level of success yet. The second priority is to reset staff culture, keeping survey results at 4.0 and above and having 80% teacher retention. He then noted the two big rocks that came out of the Uncommon Schools inspection: developing a 100% teacher toolkit for consistency across all classrooms and growing their secondary Instructional Leader pipeline.

Mr. Strong then presented to the Board on student culture and events, first highlighting black history month events. 70 students participated in the student performances, which is the highest in the history of the school. He continued to explain the New York State Exam theme for the year, which helps to encourage and bring some joy to students during the testing season.

Mr. Hirsch then detailed efforts to increase the rigor this year, including an emphasis on Small Group Instruction and an 8th grade ELA reading group. The school leaders concluded by noting that year over year the school has improved their student performance in every grade and content area on the three Uncommon IA cycles from 18-19 to 19-20.

Special Education Update

Director of Education Lisa Krempa provided an update to the Board on the status of Special Education at Rochester Prep. She shared numbers of students at each campus that are classified as having an IEP, a 504 plan, ENL, At-Risk, and SWD, as well as explaining these classifications and what goes into making the determinations. Ms. Krempa emphasized that the goal is not always to classify and to try to make gains with these students so that they can return to the standard education plan. She provided comparison numbers to the local school district and along with Paul Powell, explained the Rochester Prep approach to At-Risk students, which is a more substantial number than those that have been classified.

Ms. Krempa proceeded to share more details regarding Special Education at Rochester Prep. All the programs offered at Rochester Prep were noted, including related services, consultant teachers, resource rooms, and special class (15:1). She clarified how district-charter special education works, including the identification process and provision of services as well as the Rochester Prep Special Education leadership structure. The SPED leadership team is a very veteran team, all were teachers

before leaders and still teach, coach 1 to 4 team members, and utilize data analysis and action planning as a key component of succeeding in their role. Ms. Krempa mentioned the 15:1 classroom and Eye to Eye National as well before moving on to pain points within the program. Staff recruitment is difficult as a low number of candidates exist and competition is very high. The constant leader changes in the Rochester City School District require a re-work and re-establishment of relationships with the district, though the relationship generally is very strong. ENL student recruitment is also difficult. Despite a 20% hold on our lottery and recruitment efforts in the community, we have a small ENL population and are often questioned around that. Ms. Krempa concluded by asserting unequivocally that the team works hard to retain all children with disabilities, even if they were recommended for more restrictive programming. This is often the source of referrals from CSE chairs when their district parents and children struggle.

State of Uncommon

Brett Peiser, CEO of Uncommon Schools, Inc., presented to the Board on the State of Uncommon. This includes a reflection on the past 5 years, the present Home Office Survey results, and discussing the 5-year plan going forward. In 2015, Uncommon launched the Achieve, Expand, Impact plan. Under Achieve, across the six regions, Uncommon elementary and middle schools continue to significantly outperform their local districts. In these past five years, alumni have graduated or persisted at a higher rate than top-income quartile students. Under Expand, in the past five years Uncommon has grown in school numbers and size, operating under the mantra: “grow as fast as we can and as slow as we must.” Under Impact, Uncommon’s work has reached over 50,000 educators from across the country and around the world. Mr. Peiser asserted that he is proud of what has been accomplished the past five years but that there are still improvements to be made. He highlighted some of these improvements that remain.

Mr. Peiser reviewed the results of the Home Office Services Survey, which is an annual survey to determine how well the Home Office performs its 18 functions and completed by all Principals and DOOS in every Uncommon region. The survey is administered to better understand how the Home Office can better serve the regions and schools. Real Estate & Facilities, IT, and Recruitment are the three teams with the most focus for improvement for 2020 and feedback and plans for these teams were shared.

High School Construction Project Update

Ron Zarrella provided an update to the Board on the High School construction project and what various committees have done in support of the project. The Development Committee discussed fundraising progress and prospects; the Finance Committee discussed updates related to the project; and the Facilities Committee reviewed progress to date, reviewed project design, and discussed construction management firm bid process and approval. Questions remain around athletic facilities and may require the purchase of additional properties. The project is on track for construction to begin in April. The Board discussed some aspects of the project after Mr. Zarrella concluded.

There was a motion to approve the resolution attached to these minutes, as written.

Motion: Jim Ryan
Second: Bill Clark
Vote: Approved unanimously

IT Corrective Action Plan Update

Associate Chief Operating Officer John Claypool provided an update to the Board regarding the IT Corrective Action Plan from the Comptroller Audit. He noted that essentially everything is on track, including an acceptable use policy and disaster recovery details. The IT training for staff is still being built out as well as a full tracker of all hardware inventory.

There was a motion to approve the corrective action plan response letter.

Motion: Rebecca Sumner
Second: Jim Ryan
Vote: Approved unanimously

Geoff Rosenberger hired CGR, using his own funds, to conduct research into revenue concerning school districts and charter schools.

Ron Zarrella updated the Board that he has received a proposal from Mengel Metzger Barr & Co. to review Rochester Prep's control processes this year and on an annual basis. Mr. Rosenberger and Mr. Zarrella believe MMB should go one step further and determine if we are following an appropriate process. Mr. Zarrella recommends the Board retain MMB to conduct the work outlined in their proposal.

There was a motion to approve the proposal of Mengel Metzger Barr & Co.

Motion: Geoff Rosenberger
Second: Ron Zarrella
Vote: Approved unanimously

Meeting adjourned

There was a motion to adjourn the meeting.

Motion: Jim Ryan
Second: Jim Costanza
Vote: Approved unanimously

Time: 1:20 pm

****NOTE: THESE MINUTES WILL BE REVIEWED AND APPROVED DURING THE FIRST MEETING OF FALL 2020, CURRENTLY PLANNED TO TAKE PLACE ON 9/23/2020****

**True North Rochester Prep Charter School
Board of Trustees Meeting - Minutes
June 16, 2020**

The meeting was called to order by Mr. Rosenberger at 12:02 pm.

Roll Call

The roll call was taken and a quorum was found present.

Trustees Present: Geoffrey Rosenberger
James Ryan
Rebecca Sumner
James Costanza
Ron Zarrella
Jean Howard
Josh Phillips
William Clark
Ebony Miller-Wesley
James

Trustees Absent:

Also Present:

Tal	Chief Adviser, Uncommon Schools Inc.
Shana	Regional Senior Director, Uncommon Schools Rochester
Christie H	Director of Campaigns, Uncommon Schools Rochester
Laura McGin	Senior Director of Development, Uncommon Schools Inc.
Paul Powell	Assistant Superintendent, Uncommon Schools Rochester
Michael Blake	Managing Director of Operations, Uncommon Schools New York State
Chris Tomlin	
Peter Hayward	Senior Director of Financial Management, Uncommon Schools Inc.
Ahkilah Johnson	Senior Director of Real Estate/Facilities, Uncommon Schools Inc.
Adna Zejnilovic	External Affairs and Development Coordinator, Uncommon Schools Inc

Approval of January 2020 Minutes

The following motion was made to approve the minutes from the March 11, 2020 meeting.

Motion: Geoff Rosenberger
Second: James Ryan
Vote: Approved unanimously

Public Comment

No public comments were made.

Special Item: COVID-19 Response and Comeback Planning

Tara Marlovits, Chief Adviser of Uncommon Schools, presented to the Board the organizational priorities for 2020 – 2021 with regard to Covid-19. Of these were 1. Ensure the safety of staff and students, 2. Deliver high-quality instruction and core services, and 3. To emerge strategically on a reimagined future. She also outlined organizational “Comeback Planning” which initially consisted of reviewing guidance and resources, collecting content and advice from other districts and Charter Management Organizations, and reflecting on Uncommon Schools’ initial response to COVID from March.

Ms. Marlovits also introduced the creation of a new Comeback Project Team which will dedicate its work to planning for several scenarios over the next six months and beyond. To address this, the team is responsible for creating deliverables such as guidelines, checklists, and full plans to address all health and security concerns. Ms. Marlovits highlighted the attention to target groups and target grade spans or levels, all of which are the most disadvantaged during remote-learning, in addition to target times, which includes options of offering in-person education to maintain social distancing. She addressed the need for consideration for Reduced Capacity by proposing updated curricula to reflect a hybrid approach including in-person instruction for younger and special-need students, and planning around smaller classroom sizes.

Academic Committee

Paul Powell, Assistant Superintendent of Rochester Prep, shared a presentation on remote learning and college persistence data. In an update on college success, he noted that there was a drop in 4-year enrollment at Rochester Prep in 2019 which was driven by an increase in 2-year college attendance and hopes this will be remedied with more organized efforts of the College Success Team. Mr. Powell also outlines that students with GPAs above 3.0 (and especially above 3.5) remain more likely to persist in and graduate from college while alumni who attend more selective schools persist in and graduate from college at higher rates. He celebrated recent Rochester Prep graduates, 2 of which will be attending the St. John Fisher College as part of their HEOP program and 1 of who was accepted to Morehouse on early decision and awarded the Bonner Scholarship. He also shared that 69% of Uncommon Rochester seniors are attending a 4-year college, a rate significantly greater than that of seniors attending public non charter schools serving more affluent communities.

Additionally, Mr. Powell shared the pillars established for the K-8 remote learning program; namely: independent reading, instructional videos and supporting resources, student tasks/deliverables, teacher office hours and teacher-to-parent check ins. He subsequently presented on the key pillars

of the 9-12 remote learning program which include continual curriculum, online classroom with supporting resources, student tasks/deliverables, teacher office hours, and advisory. Finally, he gave an update on Uncommon's summer enrichment programming, which is expected to flourish and consist of Summer Teaching Fellows, Summer Academy for grades 9-12, Camp Uncommon, Professional Development for leaders and teachers, and Summer Internships for Alumni.

Development Committee Meeting Update

Jim Ryan presented on recent development efforts and activity, noting that the RPHS capital campaign has raised just shy of \$5 million dollars in total cash and commitments. Christie Raymo noted that two new donors have been added, namely the ESL Charitable Foundation and the Florence M. Muller Foundation, and two proposals to the Rochester Area Community Foundation and the Cornell Weinstein Foundation for COVID-19 related support funding. Donor and prospective donor engagement will continue with highlighting quality plans for back-to-school while also monitoring opportunities for COVID-19 funding.

Facilities Committee Meeting Update

Ron Zarrella shared an update on the Facilities Committee. He stated that an egress evaluation was conducted and a code review completed for 25 Jacob St. Construction enhancements while engineers have been engaged to scope and design construction space. Mr. Zarrella also stated that a traffic engineer will be engaged to conduct a study in fall of 2020 and provide recommendations to alleviate traffic concerns. Street construction and traffic patterns will ensue in the meantime. Mr. Zarrella also notes that the Zoning Board of Appeals hearing will be on 6/18 for the 14 Mark Street School and expects to mobilize to site in early July. Finally, he shared an update on the athletic center, which will have been evaluated by a feasibility study addressing conceptual site plans, community budget analysis, and development schedule analysis.

Finance Committee Update

Ron Zarrella provided a update on the FY21 Budget Overview in which Rochester's operating surplus is significantly impacted with the addition of the COVID-19 contingency line, but still well above 1.05x bond covenant. The overall budgeting is to break-even in total surplus. Peter Hayward mentioned that the budget reflects a -5% in core aid in addition to a \$2.2 million contingency for COVID-response learning efforts such as mailing instructional packets, expediting technology, internet connectivity for families, and chromebooks. Mr. Zarrella continued, adding that Uncommon Rochester has applied for CARES funding, but has not yet received preliminary allocation.

There was a motion to approve the proposed 2020-2021 fiscal year budget for Rochester Prep.

Motion: Geoff Rosenberger

Second: Jim Ryan

Vote: Approved unanimously

Special Item: Employee Handbook and Student and Family Handbooks

Shanai Lee presented on the Employee Handbook Revisions will include changes to the Welcome Message, Lactation Policy, Anti-Discrimination Statement, and Drug Policy.

There was a motion to approve the Employee Handbook and Student and Family Handbooks.

Motion: Rebecca Sumner
Second: William Clark
Vote: Approved unanimously

Special Item: Board Officer Elections

There was a motion to reelect Rebecca Sumner as the Board Vice-Chair.

Motion: Geoff Rosenberger
Second: William Clark
Vote: Approved unanimously

There was a motion to reelect Ron Zarrella as the Board Finance Chair.

Motion: Geoff Rosenberger
Second: Rebecca Sumner
Vote: Approved unanimously

There was a motion to reelect Geoff Rosenberger as the Board Chair.

Motion: Rebecca Sumner
Second: William Clark
Vote: Approved, with Geoff Rosenberger abstaining, that the following year will be his last year as Board Chair.

Special Item: Committee Participation for 2021

There was a motion to approve the Prep Committees of the Board as seen with Bill Clark joining the **Facilities and Finance** Committee.

Motion: Jim Ryan
Second: Rebecca Sumner
Vote: Unanimously approved

Executive Session

Geoff Rosenberger closed his time and, with no discussion requests, the session was closed.

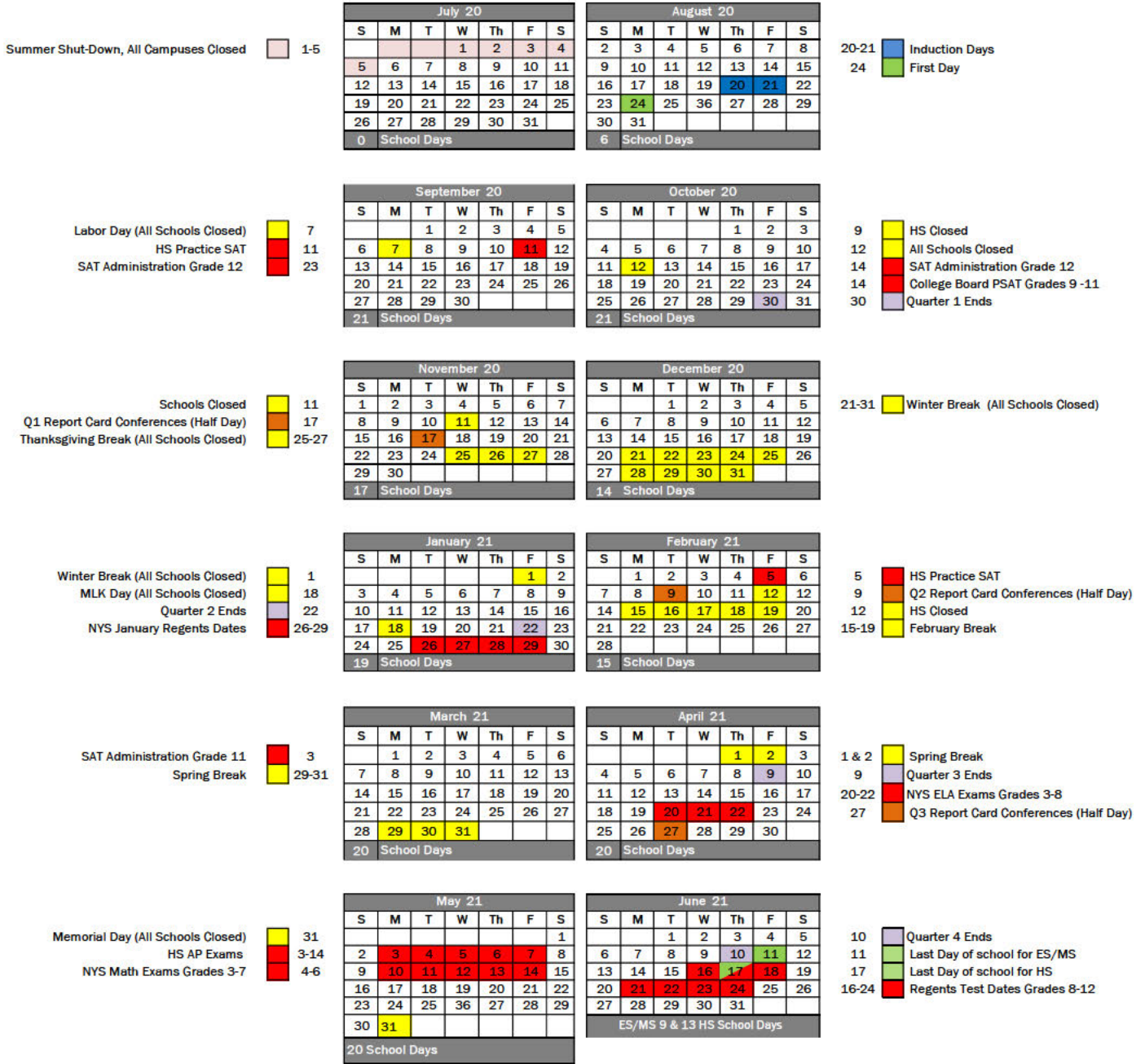
Meeting adjourned

There was a motion to adjourn the meeting.

Motion: Geoff Rosenberger
Second: Rebecca Sumner
Vote: Approved unanimously

Time: 1:46 pm

2020 - 2021 Regional Calendar



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: August 24th - September 8th, October 9th, November 3rd, April 30th.

Rochester Prep
 Elementary School
 Jay Campus
 899 Jay Street
 Rochester, NY 14611
 T: 585 235 0008
 F: 585 235 0014

Rochester Prep
 Elementary School 3
 85 St. Jacob Street
 Rochester, NY 14621
 T: 585 368 5110
 F: 585 467 4155

Rochester Prep
 Elementary School
 West Campus
 85 St. Jacob Street
 Rochester, NY 14621
 T: 585 368 5100
 F: 585 467 4155

Rochester Prep
 Middle School
 Brooks Campus
 630 Brooks Avenue
 Rochester, NY 14619
 T: 585 436 8629
 F: 585 436 5985

Rochester Prep
 Middle School
 West Campus
 432 Chili Avenue
 Rochester, NY 14611
 T: 585 368 5090
 F: 585 368 5091

Rochester Prep
 High School
 305 Andrews Street
 Rochester, NY 14604
 P: 585 368 5111
 F: 585 423 9625



SERVICE REQUEST

FORWARD TO YOUR ACCOUNTS PAYABLE DEPARTMENT

BOOK # No 701284

Licensed by the NYS Department of State

TASK/CALL #

TR # 2251

TASK/CALL # 74263715

PROJECT # SR# 47751612

New Fire Panel
 90 Goodway Drive
 Rochester NY 14623
 P 585-475-1710 F 585-475-1898
 NYS License 12000327945
 7/15/20

PERMIT #

NAME Rochester Prep

ADDRESS (OR ATTENTION OF)

ADDRESS 889 JAY Street

CITY Rochester, STATE NY ZIP 14611

TR ARRIVAL DATE	BILL.	NON-BILL.	SERV. COMPL.	ACE CODE	NAT. ACCT.
07/11/20	X		NO		

CUSTOMER PURCHASE ORDER					
LABOR - REG.	LABOR - OT	LABOR - DT			
TRAVEL - REG.	TRAVEL - OT	TRAVEL - DT			
MIN.	INSP. MONTH				
PHONE			MILES		

"PUT CUSTOMER STAMP ON ALL 3 PAGES"

NAME (BILL TO)

ADDRESS

CITY STATE ZIP

WE STRONGLY RECOMMEND IMMEDIATE CORRECTION OF ANY DEFICIENCIES/IMPAIRMENTS IDENTIFIED. WE URGE YOU TO NOTIFY THE LOCAL AUTHORITY HAVING JURISDICTION AND YOUR INSURANCE CARRIER WITHOUT DELAY.

Johnson Controls, proposes to furnish the work, and/or materials hereinafter described, subject to the terms and conditions outlined below.

I authorize Johnson Controls to proceed with the work as agreed to and outlined below:

Customer signature

Date

PAYMENT TERMS

Time and Material Price Not to Exceed \$ _____

DEPOSIT \$ _____ BALANCE DUE \$ _____

IMMEDIATE COD NET 10

Fixed Price of \$ _____

BILLABLE NON-BILLABLE

SCOPE OF WORK / PROBLEM CODE Per Quote - Install 400TES, Annunciator, 1 PSD, Tie in old existing peripherals, remove old dialer and tie in phone lines to new DACT.

WORK PERFORMED / RESOLUTION CODE Installed / wired new annunciator. Ran conduit for annunciator. Installed / Ran conduit for PSD above Panel. Built and programmed FACP. Labeled all zone wires. Panel is back online.

GRP	PRODUCT I.D.	SERIAL # / DESCRIPTION	QTY.	COST	NO.	USG.	UNIT PRICE
SYSTEM TYPE/LOCATION				CONTACT NAME		TOTALS	

IMPORTANT NOTICE TO CUSTOMER

Customer acknowledges and agrees to the terms and conditions on the reverse side of this Service Request, agrees that the services have been completed to Customer's satisfaction and that the system is in good working order and repair, unless services performed were of a temporary nature, in which case Customer acknowledges that part of customer's system may have been bypassed or is otherwise inoperable until service can be completed. CUSTOMER'S ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE REVERSE SIDE.

CUSTOMER ACCEPTANCE

Ann Wall
 (Customer Acceptance)
 Ann Wall
 (Print Name)

JOHNSON CONTROLS FIRE PROTECTION LP

Douglas Suterati
 (Johnson Controls Representative)
 Douglas Suterati
 (Print Name)

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 Service Request Form



SERVICE REQUEST

FORWARD TO YOUR ACCOUNTS PAYABLE DEPARTMENT

BOOK #

№ 701285

Licensed by the NYS Department of State

TASK/CALL #

PROJECT #

TR # **22,51**

7,43,148,32

SR# 47751612

90 Goodway Drive
Rochester NY 14623
P 585-475-1710 F 585-475-1898
NYS License 12000327945

PERMIT #

NAME **Rochester Prep**

ADDRESS (OR ATTENTION OF)

ADDRESS **899 JAY Street**

CITY **Rochester** STATE **NY** ZIP **14611**

TR ARRIVAL DATE **07/15/20** BILL NON-BILL SERV. COMPL. ACE CODE NAT. ACCT.

NAME (BILL TO)

ADDRESS

CITY STATE ZIP

CUSTOMER PURCHASE ORDER		
LABOR - REG. 15	LABOR - OT	LABOR - DT
TRAVEL - REG. 2	TRAVEL - OT	TRAVEL - DT
MIN.	INSP MONTH	
PHONE		MILES

"PUT CUSTOMER STAMP ON ALL 3 PAGES"

WE STRONGLY RECOMMEND IMMEDIATE CORRECTION OF ANY DEFICIENCIES/IMPAIRMENTS IDENTIFIED. WE URGE YOU TO NOTIFY THE LOCAL AUTHORITY HAVING JURISDICTION AND YOUR INSURANCE CARRIER WITHOUT DELAY.
Johnson Controls, proposes to furnish the work, and/or materials hereinafter described, subject to the terms and conditions outlined below.

I authorize Johnson Controls to proceed with the work as agreed to and outlined below:

Customer signature *Ann Wall* Date **7/15/20**

PAYMENT TERMS

Time and Material Price Not to Exceed \$ _____

DEPOSIT \$ _____ BALANCE DUE \$ _____


IMMEDIATE COD NET 10

Fixed Price of \$ _____

BILLABLE NON-BILLABLE

SCOPE OF WORK / PROBLEM CODE **Per Quote - Install 4007ES, Annunciator 1 PSD, Tie in old existing peripherals, remove old dialer and tie phone lines to new Dact.**

WORK PERFORMED / RESOLUTION CODE
Removed old FACP. Mounted 4007 FACP + document box. Wired new Panel. Tested system and system bypasses. Confirmed signals were received with central station. Panel is normal and online. Install is complete. Found one failed horn/strobe located in hall near FACP. Replaced device. Trained customer on FACP.

GRP	PRODUCT I.D.	SERIAL # / DESCRIPTION	QTY.	COST	NO.	USG.	UNIT PRICE
	4906-7127	Horn Strobe	1				
SYSTEM TYPE/LOCATION			CONTACT NAME		TOTALS		

IMPORTANT NOTICE TO CUSTOMER
Customer acknowledges and agrees to the terms and conditions on the reverse side of this Service Request, agrees that the services have been completed to Customer's satisfaction and that the system is in good working order and repair, unless services performed were of a temporary nature, in which case Customer acknowledges that part of customer's system may have been bypassed or is otherwise inoperable until service can be completed. CUSTOMER'S ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE REVERSE SIDE.

CUSTOMER ACCEPTANCE
Ann Wall
(Customer Acceptance)
Ann Wall
(Print Name)

JOHNSON CONTROLS FIRE PROTECTION LP
Douglas Suteroill
(Johnson Controls Representative)
Douglas Suteroill
(Print Name)



SERVICE REQUEST

FORWARD TO YOUR ACCOUNTS PAYABLE DEPARTMENT

BOOK # N# 701411

Licensed by the NYS Department of State

TR # 2,3,5,5,81
TASK/CALL # 74314, 831
PROJECT # R47751612 / Project 609621001

90 Goodway Drive
Rochester NY 14623
P 585-475-1710 F 585-475-1898
NYS License 12000327945

CENSE #

NAME Rochester Prep

ADDRESS (OR ATTENTION OF)

ADDRESS 899 Jay St

CITY Rochester STATE NY ZIP 14611

TR ARRIVAL DATE	BILL	NON-BILL.	SERV. COMPL.	ACE CODE	NAT. ACCT.
07/15/20	✓		Yes		

CUSTOMER PURCHASE ORDER		
LABOR - REG	LABOR - OT	LABOR - DT
7.5		
TRAVEL - REG	TRAVEL - OT	TRAVEL - DT
3		
MIN.		INSP. MONTH
PHONE		MILES

"PUT CUSTOMER STAMP ON ALL 3 PAGES"

WE STRONGLY RECOMMEND IMMEDIATE CORRECTION OF ANY DEFICIENCIES/IMPAIRMENTS IDENTIFIED. WE URGE YOU TO NOTIFY THE LOCAL AUTHORITY HAVING JURISDICTION AND YOUR INSURANCE CARRIER WITHOUT DELAY.

Johnson Controls, proposes to furnish the work, and/or materials hereinafter described, subject to the terms and conditions outlined below.

I authorize Johnson Controls to proceed with the work as agreed to and outlined below:

Customer signature

Date

PAYMENT TERMS

Time and Material

Price Not to Exceed \$ _____

IMMEDIATE

COD

NET 10

DEPOSIT \$ _____

BALANCE DUE \$ _____

BILLABLE

NON-BILLABLE

SCOPE OF WORK / PROBLEM CODE

Install one 4007ES in place of the existing 4005. Replace the annunciator and add a smoke above the panel.

WORK PERFORMED / RESOLUTION CODE

Installed all parts as per quote. confirmed that the city box onsite is no longer in service. tested system after programming found one W/S that didn't function. replace that. tested system with customer as well as provided training. System is back to normal.

GRP	PRODUCT I.D.	SERIAL # / DESCRIPTION	QTY.	COST	NO.	USG.	UNIT PRICE
SYSTEM TYPE/LOCATION			CONTACT NAME		TOTALS		

IMPORTANT NOTICE TO CUSTOMER

Customer acknowledges and agrees to the terms and conditions on the reverse side of this Service Request, agrees that the services have been completed to Customer's satisfaction and that the system is in good working order and repair, unless services performed were of a temporary nature, in which case Customer acknowledges that part of customer's system may have been bypassed or is otherwise inoperable until service can be completed. CUSTOMER'S ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE REVERSE SIDE.

CUSTOMER ACCEPTANCE

(Customer Acceptance)

(Print Name)

JOHNSON CONTROLS FIRE PROTECTION LP

(Johnson Controls Representative)

(Print Name)

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All rights reserved
Service Request Form



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



SYSTEM RECORD OF INSPECTION AND TESTING

This form is to be completed by the system inspection and testing contractor at the time of a system test. It shall be permitted to modify this form as needed to provide a more complete and/or clear record. Insert N/A in all unused lines.

Attach additional sheets, data, or calculations as necessary to provide a complete record.

Inspection/Test Start Date/Time: 7/11/2019 7am Inspection/Test Completion Date/Time: 7/11/2019 9am
Type of testing: Annual Semi-Annual Install (Circle one)

1. PROPERTY INFORMATION

Name of property: Rochester Prep West Campus
Address: 305 Andrews St Rochester NY 14604
Description of property: _____
Name of property representative: _____
Address: _____
Phone: _____ Fax: _____ E-mail: _____

2. TESTING AND MONITORING INFORMATION

Testing organization: Upstate Communication + Security
Address: 395 Summit Point Dr Rochester NY 14467
Phone: 585-444-0880 Fax: _____ E-mail: _____
Monitoring organization: Johnson Control
Address: _____
Phone: _____ Fax: _____ E-mail: _____
Account number: HOZ-326-9438 Phone line 1: 877-837-3961 Phone line 2: 855-432-0883
Means of transmission: Potts Lines
Entity to which alarms are retransmitted: _____ Phone: _____

3. DOCUMENTATION

On-site location of the required record documents and site-specific software: _____

4. DESCRIPTION OF SYSTEM OR SERVICE

4.1 Control Unit
Manufacturer: Potter Model number: AFC-1000

4.2 Software and Firmware
Firmware revision number: V01.01

4.3 System Power
4.3.1 Primary (Main) Power
Nominal voltage: 120 Amps: 20 Location: GA Section 1 #9 1st Fl
Overcurrent protection type: _____ Amps: _____ Disconnecting means location: _____

SYSTEM RECORD OF INSPECTION AND TESTING (continued)

4. DESCRIPTION OF SYSTEM OR SERVICE (continued)

4.3.2 Secondary Power

Type: Batteries Location: In Panel

Battery type (if applicable): (2) 12v 18ah

Calculated capacity of batteries to drive the system:

In standby mode (hours): 24 In alarm mode (minutes): _____

5. NOTIFICATIONS MADE PRIOR TO TESTING

Monitoring organization	Contact: _____	Time: _____
Building management	Contact: _____	Time: _____
Building occupants	Contact: _____	Time: _____
Authority having jurisdiction	Contact: _____	Time: _____
Other, if required	Contact: _____	Time: _____

6. TESTING RESULTS

6.1 Control Unit and Related Equipment

Description	Visual Inspection	Functional Test	Comments
Control unit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Lamps/LEDs/LCDs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fuses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Trouble signals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disconnect switches	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ground-fault monitoring	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Supervision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Local annunciator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Remote annunciators	<input type="checkbox"/>	<input type="checkbox"/>	
Remote power panels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

6.2 Secondary Power

Description	Visual Inspection	Functional Test	Comments
Battery condition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Load voltage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Discharge test	<input type="checkbox"/>	<input type="checkbox"/>	
Charger test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Remote panel batteries	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>(2) 12v 7ah EVAX panel</u>

SYSTEM RECORD OF INSPECTION AND TESTING (continued)

6. TESTING RESULTS (continued)

6.3 Alarm and Supervisory Alarm Initiating Device

Attach supplementary device test sheets for all initiating devices.

6.4 Notification Appliances

Attach supplementary appliance test sheets for all notification appliances.

6.5 Interface Equipment

Attach supplementary interface component test sheets for all interface components.

Circuit Interface / Signaling Line Circuit Interface / Fire Alarm Control Interface

6.6 Supervising Station Monitoring

Description	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"/>		
Trouble restoration	<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"/>		

Equipment	# of Devices	# Tested	Comments
Control Panel	2	2	Potter AFC-1000; EVAX
Annunciators			
Heat Detectors	9	9	
Smoke Detectors	107	107	
Pull Stations	21	21	
Duct Detectors			
Beam Detectors			
Remote Test Stations			
CO Detectors	2	2	
Door Holders			
HVAC/Fan Shutdown	1	1	
Elevator Recall	3	3	
Roof Hatches			
Dampers			
Other Relays			
Supervisory Devices			
Tamper Switches	1	1	
Flow Switches	1	1	
Horns/Strobes	1	1	Outside A/V
Strobes	44	44	
Horns			
Speakers			
Speaker/Strobes	31	31	
Bell			

SYSTEM RECORD OF INSPECTION AND TESTING (continued)

7. NOTIFICATIONS THAT TESTING IS COMPLETE

Monitoring organization Contact: _____ Time: _____
Building management Contact: _____ Time: _____
Building occupants Contact: _____ Time: _____
Authority having jurisdiction Contact: _____ Time: _____
Other, if required Contact: _____ Time: _____

8. SYSTEM RESTORED TO NORMAL OPERATION

Date: 7/11/2019 Time: 9 AM

9. CERTIFICATION

This system as specified herein has been inspected and tested according to NFPA 72


Signed: [Signature] Printed name: Andrew Esten Date: 7/11/2019
Organization: UCS Title: Fire Technician Phone: _____

10. DEFECTS OR MALFUNCTIONS NOT CORRECTED AT CONCLUSION OF SYSTEM INSPECTION, TESTING, OR MAINTENANCE

-Tested all installed devices - OK

10.1 Acceptance by Owner or Owner's Representative:

The undersigned accepted the test report for the system as specified herein:

Signed: [Signature] Printed name: ADAM FAYKO Date: 07-26-19
Organization: NICHOLS/TEAM Title: SUPERINTENDENT Phone: 



Fire Alarm Inspection and Testing Report

Date: 07-10-20

Time: _____

Inspection Job #: 87014646

SERVICE ORGANIZATION

Name: Johnson Controls Security Solutions LLC
 Address: 90 Goodway
 Representative: RICHARD M HERZIK
 License No: [REDACTED]
 Telephone: _____

PROPERTY NAME (USER)

Name: TRUE NORTH - ROCK PREP.
 Address: 630 BROOKS AVE
 Owner Contact: _____
 Telephone: _____

MONITORING ENTITY

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

APPROVING AGENCY

Contact: CITY OF ROCHESTER
 Telephone: _____

TYPE TRANSMISSION

- McCulloh
- Multiplex
- Digital
- Reserve Priority
- RF
- Other (Specify): _____
- AlarmNet
- Telular
- AAGard

SERVICE

- Weekly
- Monthly
- Bimonthly
- Quarterly
- Semiannually
- Annually
- Other (Specify): _____

Control Unit Manufacturer: Ademco/ fire-1c
 Circuit Styles: B / 4
 Number of Circuits: 2 / 1 / 3
 Software Rev.: 2.5
 Last Date System Had Any Service Performed: _____
 Last Date that Any Software or Configuration Was Revised: _____

Model No: U1STA 128 / MS 9050

ALARM-INITIATING DEVICES AND CIRCUIT INFORMATION

Quantity of Devices Installed	Circuit Style	Quantity of Devices Tested	
<u>9</u>	<u>4</u>	<u>9</u>	Manual Fire Alarm Boxes
<u>4</u>	<u>4</u>	<u>4</u>	Ion Detectors
			Photo Detectors (<u>Beam Detectors</u>)
			Duct Detectors
			Heat Detectors
			Waterflow Switches
			Supervisory Switches
<u>1</u>	<u>B</u>	<u>1</u>	Other (Specify): <u>Sump pump</u>

Alarm verification feature is: Disabled Enabled



Fire Alarm Inspection and Testing Report

ALARM NOTIFICATION APPLIANCES and CIRCUIT INFORMATION

Quantity of Appliances Installed	Circuit Style	Quantity of Appliances Tested	
<u>3</u>	<u>4</u>	<u>3</u>	Bells
			Horns <u>1 Strobe</u>
			Chimes
			Strobes
			Speakers
			Other (Specify): _____

No. of alarm notification appliance circuits: 2

Are circuits monitored for integrity? Yes 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

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

Quantity and style of signaling line circuits connected to system:

Quantity: 3 Style(s): 4

SYSTEM POWER SUPPLIES

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

Overcurrent Protection: Type: CB Amps: 20

Location (of Primary Supply Panelboard): Server Room

Disconnecting Means Locations: Panel AC # 33

(b) Secondary (Standby): 120vac Storage Battery: Amp-Hr. Rating: _____

Calculated capacity in 7 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:



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 checked="" 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
TRE NORTH	PULLS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
↓	Beams	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Sump	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	TBL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments: _____



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): _____				
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 HERRICK Date: 07-10-20 Time: _____

Signature: _____

Name of Owner or Representative: JOEL PANASTIOWICZ Date: _____ Time: _____

Signature: _____



CITY OF ROCHESTER

CERTIFICATE NO.: 70716
DATE ISSUED: JUNE 8, 2006
EXPIRATION: NOT APPLICABLE
LEGAL USE: SCHOOL

CASE NO.: 376321

CERTIFICATE OF OCCUPANCY

PROPERTY LOCATION: 0630 BROOKS AV

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

**BRICK 3 STORIES
CERTIFICATE FOR SCHOOL**

This Certificate is issued and based on the application made by:
ERIC PATCHKE, (OWNER'S AGENT), ON JANUARY 10, 2006

The Certificate of Occupancy remains in effect for a period of five years from the date of issuance unless otherwise noted and must be renewed not later than the expiration date of this Certificate.

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.

NET CODE COORDINATOR

Gary Kirkmire

NOTICE AND DISCLAIMER

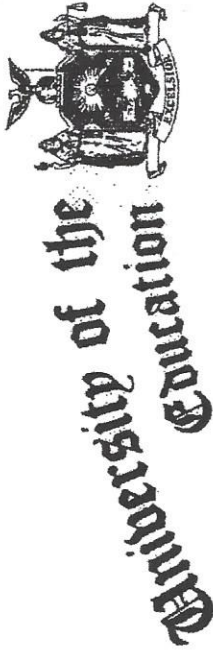
PROPERTY INSPECTIONS ARE VISUAL AND NON-DESTRUCTIVE ONLY AND ARE NOT INTENDED TO PROVIDE INFORMATION CONCERNING POSSIBLE HIDDEN DEFECTS WITHIN OR BEHIND WALLS, CEILINGS, PARTITIONS OR FLOORS. IN ADDITION, THE CITY MAKES NO REPRESENTATION, CERTIFICATION OR GUARANTEE TO ANY PERSON OR ENTITY, AND ASSUMES 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

Gary Kirkmire

NO Δ USE



State of New York
Department

CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY

261600010000-8071
#54 FLOWER CITY SCHOOL 3-4
630 BROOKS AVE
ROCHESTER
N Y 14619

DISTRICT

ROCHESTER CITY SD
SUPERINTENDENT
MANUEL J. RIVERA
131 W BROAD ST
ROCHESTER
N Y 146141187

DATE EXPIRES: 110106

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED