

# Application: Boys Preparatory Charter School

Kasimeir Smith - ksmith@publicprep.org  
2022-2023 Annual Report

## Summary

ID: 0000000212

Labels: SUNY Trustees

## Entry 1 School Info and Cover Page

Completed - Aug 1 2023

### Instructions

#### Required of ALL Charter Schools

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

## Entry 1 School Information and Cover Page

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

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

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

BOYS PREPARATORY CHARTER SCHOOL OF NEW YORK 800000071084

**a1. Popular School Name**

Boys Prep

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

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

SUNY BOARD OF TRUSTEES

**c. School Unionized**

Is your charter school unionized?

No

**d. DISTRICT / CSD OF LOCATION**

CSD # 7 - BRONX

**e. Date of Approved Initial Charter**

Aug 1 2013

**f. Date School First Opened for Instruction**

Aug 1 2014

**g. Approved School Mission and Key Design Elements**

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

We are authorized by SUNY.

**h. School Website Address**

<https://www.publicprep.org/our-schools/boysprep-elementary>

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

788

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

664

## k. Grades Served

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

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

### Responses Selected:

k
1
2
3
4
5
6
7
8

## I. Charter Management Organization

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

Yes

### I1. Charter Management Organization Name

Janelle Bradshaw

**I2. Charter Management Organization Email Address**

[jbradshaw@publicprep.org](mailto:jbradshaw@publicprep.org)

**I3. Charter Management Organization Email Phone Number**

201-298-3523

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## **FACILITIES INFORMATION**

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**m. FACILITIES**

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

	No, just one site.
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**School Site 1 (Primary)**

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**m1. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	192 E 151st Street	718-742-4321	NYC CSD 7	K-8	PK-8	No

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

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Steve Paul	Principal	718-742-4321		<a href="mailto:steve.paul@boysprep.org">steve.paul@boysprep.org</a>
Operational Leader	Jovonnie Garcia	Director of Operations	718-742-4321		<a href="mailto:jgarcia@boysprep.org">jgarcia@boysprep.org</a>
Compliance Contact	Jovonnie Garcia	Director of Operations	718-742-4321		<a href="mailto:jgarcia@boysprep.org">jgarcia@boysprep.org</a>
Complaint Contact	Jovonnie Garcia	Director of Operations	718-742-4321		<a href="mailto:jgarcia@boysprep.org">jgarcia@boysprep.org</a>
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, 2023.**

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

**Site 1 Certificate of Occupancy (COO)**

[BPBX Final Certificate of Occupancy.pdf](#)

**Filename:** BPBX Final Certificate of Occupancy.pdf **Size:** 77.4 kB

**Site 1 Fire Inspection Report**

*This is required, marked optional for administrative purposes.*

[BPBX Annual Report Fire Inspection Supplement.pdf](#)

**Filename:** BPBX Annual Report Fire Inspection Supplement.pdf **Size:** 38.5 kB

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

Separate by semi-colon (;)

NA

## CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

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

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

No

## ATTESTATIONS

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

Name	Julie Anne Garretson
Position	Network Director of Operations
Phone/Extension	212-346-6000
Email	<a href="mailto:jgarretson@publicprep.org">jgarretson@publicprep.org</a>

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

### Responses Selected:

Yes



As outlined in ENTRY 10:

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

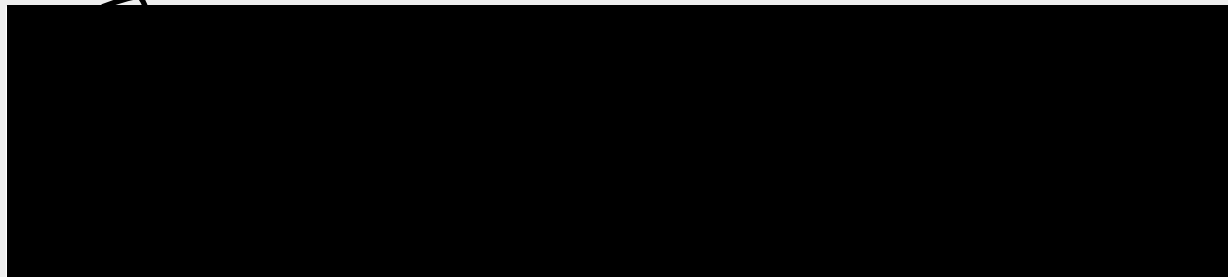
**Responses Selected:**

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



**Date**

Aug 1 2023



Thank you.

## Entry 2 Links to Critical Documents on School Website

Completed - Aug 1 2023

### Instructions

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

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

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

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

## Form for Entry 2 Links to Critical Documents on School Website

School Name: Boys Preparatory Charter School

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

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

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<a href="https://nysed-cso.smapply.io/tsk/29331946/frm/227255430/e/">https://nysed-cso.smapply.io/tsk/29331946/frm/227255430/e/</a>
2. Board meeting notices, agendas and documents	<a href="https://www.publicprep.org/about/publicnotices">https://www.publicprep.org/about/publicnotices</a>
3. New York State School Report Card	<a href="https://data.nysed.gov/essa.php?instid=800000071084&amp;year=2022&amp;createreport=1&amp;OverallStatus=1&amp;section_1003=1&amp;EMStatus=1&amp;EMIndicators=1&amp;EMCore=1&amp;EMWeighted=1&amp;EMchronic=1&amp;EMpart=1&amp;38ELA=1&amp;38MATH=1&amp;48SCI=1&amp;regents=1&amp;nyseslat=1&amp;naep=1&amp;expend=1&amp;staffqual=4&amp;feddata=1">https://data.nysed.gov/essa.php?instid=800000071084&amp;year=2022&amp;createreport=1&amp;OverallStatus=1&amp;section_1003=1&amp;EMStatus=1&amp;EMIndicators=1&amp;EMCore=1&amp;EMWeighted=1&amp;EMchronic=1&amp;EMpart=1&amp;38ELA=1&amp;38MATH=1&amp;48SCI=1&amp;regents=1&amp;nyseslat=1&amp;naep=1&amp;expend=1&amp;staffqual=4&amp;feddata=1</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://www.publicprep.org/news/keeping-schools-safe">https://www.publicprep.org/news/keeping-schools-safe</a>
6. Authorizer-approved FOIL Policy	<a href="https://opengovernment.ny.gov/">https://opengovernment.ny.gov/</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.publicprep.org/about/publicnotices">https://www.publicprep.org/about/publicnotices</a>

Thank you.



**Entry 3 Progress Toward Goals**

## Instructions

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

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

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

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

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

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

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#### 1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

**2022-2023 Progress Toward Attainment of Academic Goals**

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

**2. Do have more academic goals to add?**

(No response)

**2022-2023 Progress Toward Attainment of Academic Goals**

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

Academic Goal 42				
Academic Goal 43				
Academic Goal 44				
Academic Goal 45				
Academic Goal 46				
Academic Goal 47				
Academic Goal 48				
Academic Goal 49				
Academic Goal 50				
Academic Goal 51				
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Academic Goal 53				
Academic Goal 54				
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Academic Goal 56				
Academic Goal 57				
Academic Goal 58				
Academic Goal 59				
Academic Goal 60				
Academic Goal 61				
Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

**4. ORGANIZATION GOALS**

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

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**2022-2023 Progress Toward Attainment of Organization Goals**

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

**5. Do have more organizational goals to add?**

(No response)

**6. FINANCIAL GOALS**

**2022-2023 Progress Toward Attainment of Financial Goals**

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

**7. Do have more financial goals to add?**

(No response)

**2021-2022 Progress Toward Attainment of Financial Goals**

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

**Thank you.**

## Entry 3 Accountability Plan Progress Reports

Incomplete

### Instructions

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

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

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

## Entry 4 - Audited Financial Statements

Incomplete

#### Required of ALL Charter Schools

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

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

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

## Entry 4a – Audited Financial Report Template (SUNY)

Incomplete

#### Instructions - SUNY-Authorized Charter Schools ONLY

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

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

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

Incomplete - Hidden from applicant

#### Instructions - Regents-Authorized Charter Schools ONLY

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

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

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

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

## Entry 4c – Additional Financial Documents

Incomplete - Hidden from applicant

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

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

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

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

## Entry 4d - Financial Contact Information

Incomplete - Hidden from applicant

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

## Form for "Financial Contact Information"

### 1. School Based Fiscal Contact Information

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

### 2. Audit Firm Contact Information

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

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

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

Incomplete

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

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

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

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

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

Completed - Aug 1 2023

### Required of ALL Charter Schools

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

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

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

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

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

### [Boykin Curry 2022-23-ar-current-former-trustee-financial-disclosure-form](#)

Filename: Boykin\_Curry\_2022-23-ar-current-fo\_Cx24JOa.pdf Size: 435.2 kB

### [Juan Mejia 2022-23-ar-current-former-trustee-financial-disclosure-form \(2\)](#)

Filename: Juan\_Mejia\_2022-23-ar-current-form\_1Balxfc.pdf Size: 434.9 kB

### [Khairah Klein 2022-23-ar-current-former-trustee-financial-disclosure-form](#)

Filename: Khairah\_Klein\_2022-23-ar-current-f\_p9IA13Q.pdf Size: 435.4 kB

### [Paul Vermylen 2022-23-ar-current-former-trustee-financial-disclosure-form](#)

Filename: Paul\_Vermylen\_2022-23-ar-current-f\_9axod8e.pdf Size: 435.8 kB

### [Laura Weil 2022-23-ar-current-former-trustee-financial-disclosure-form \(2\)](#)

Filename: Laura\_Weil\_2022-23-ar-current-form\_Rt0Fzqz.pdf Size: 434.8 kB

[Nicole Greene 2022-23-ar-current-former-trustee-financial-disclosure-form \(2\)](#)

Filename: Nicole\_Greene\_2022-23-ar-current-f\_EnhMsCT.pdf Size: 434.3 kB

[Samuel Greene 2022-23-ar-current-former-trustee-financial-disclosure-form](#)

Filename: Samuel\_Greene\_2022-23-ar-current-f\_cag9IV9.pdf Size: 1.4 MB

[Tamara Zachery 2022-23-ar-current-former-trustee-financial-disclosure-form](#)

Filename: Tamara\_Zachery\_2022-23-ar-current-\_BMDnPCk.pdf Size: 436.1 kB

## Entry 7 BOT Membership Table

Completed - Aug 1 2023

## Instructions

### Required of ALL charter schools

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

### Entry 7 BOT Table

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

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#### Authorizer:

Who is the authorizer of your charter school?

SUNY

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Boykin Curry	[REDACTED]	Chair	Finance, Academic, Real Estate	Yes	5	07/01/2022	07/01/2025	6
2	Nicole Greene	[REDACTED]	Trustee/Member	Academic, Governance, Development	Yes	3	07/01/2021	07/01/2024	5 or less
3	Samuel Greene	[REDACTED]	Trustee/Member	Finance, Real Estate	Yes	5	07/01/2023	07/01/2026	5 or less
4	Khairah Klein	[REDACTED]	Trustee/Member	Academic	Yes	1	07/01/2021	07/01/2024	5 or less
5	Juan Mejia	[REDACTED]	Trustee/Member	Real Estate	Yes	1	07/01/2022	07/01/2025	5 or less
6	Paul Vermynen	[REDACTED]	Trustee/Member	Finance, Development	Yes	5	07/01/2022	07/01/2025	6
7	Laura Weil	[REDACTED]	Secretary	Governance, Real Estate	Yes	5	07/01/2022	07/01/2025	5 or less
8	Tamara Zachery	[REDACTED]	Trustee/Member	Development	Yes	1	07/01/2020	07/01/2026	5 or less
9									



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

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

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

a. Total Number of BOT Members on June 30, 2023	8
b.Total Number of Members Added During 2022-2023	1
c. Total Number of Members who Departed during 2022-2023	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	8

**3. Number of Board meetings held during 2022-2023**

6

**4. Number of Board meetings scheduled for 2023-2024**

6

**Total number of Voting Members on June 30, 2023:**

6

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

8

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

0

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

8

Thank you.

## Entry 8 Board Meeting Minutes

Incomplete - Hidden from applicant

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

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

## Entry 9 Enrollment & Retention

Completed - Aug 1 2023

### **Instructions for submitting Enrollment and Retention Efforts**

#### **Required of ALL Charter Schools**

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

#### **\*SUNY-authorized charter schools**

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

## Entry 9 Enrollment and Retention of Special Populations



**Good Faith Efforts to Meet Recruitment Targets (Attract)**

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>During the 2022-23 recruitment season, we recruited and served economically disadvantaged populations by continuing to market in New York City Housing Authority (NYCHA) developments and community centers, daycares, Head Start programs, free and low-cost healthcare facilities (e.g. urgent care offices), and local community-based organizations (e.g. houses of worship, after-school programs). We expanded our marketing tactics past door-to-door canvassing and mass flyer to include bus shelter ads, digital advertising on social media, and more. Our canvassing efforts targeted bus stops, trains, parks, corner stores, shelters, medical offices and libraries. Children who live in NYCHA developments continue to receive preference in the lottery.</p>	<p>During the 2023-24 recruitment season, we plan to recruit and serve economically disadvantaged populations by continuing to market in New York City Housing Authority (NYCHA) developments and community centers, daycares, Head Start programs, free and low-cost healthcare facilities (e.g. urgent care offices), and local community-based organizations (e.g. houses of worship, after-school programs). Additionally, reaching families who are in shelters, visiting food banks and reaching out to families who are new to the country. We are expanding our marketing tactics past door-to-door canvassing and mass flyer to include bus shelter ads, digital advertising on multiple social media platforms (e.g. instagram, facebook, youtube), and more. We will continue to expand and refine our canvassing efforts and targeted bus stops, trains, parks, corner stores, and libraries. Children who live in NYCHA developments continue to receive preference in the lottery. We are introducing bussing to families who qualify. Additionally, with a new building opening in CSD 10, we are developing a specific marketing plan for that district, which includes ongoing engagement with the community board.</p>
English Language Learners	<p>During the 2022-23 recruitment season, we recruited and served English language learners by continuing to produce enrollment</p>	<p>During the 2023-24 recruitment season, we plan to recruit and serve English language learners by continuing to produce enrollment</p>

	<p>and recruitment materials in both English and Spanish (including applications and presentations). All of our advertisements in English contain the note that team members speak Spanish. Our recruitment team has a native Spanish speaker and other team members who are conversational in Spanish. We collected Home Language Identification Surveys during the registration process to ensure schools are aware of families and students who needed to receive information in languages other than English. We encouraged non-English speaking parents to volunteer in student recruitment, enrollment efforts and refer other families.</p>	<p>and recruitment materials in both English and Spanish (including applications and presentations). All of our advertisements in English contain the note that team members speak Spanish. Our recruitment team has a native Spanish speaker and other team members who are conversational in Spanish. We plan to collect Home Language Identification Surveys during the registration process to ensure schools are aware of families and students who needed to receive information in languages other than English. We will continue to encourage non-English speaking parents to volunteer in student recruitment and enrollment efforts and ask them to refer families.</p>
<p>Students with Disabilities</p>	<p>During the 2022-23 recruitment season, we recruited and served students with disabilities by including accurate, up-to-date information about our menu of special education services (e.g. ICT classrooms, related services) in all presentations and information sessions. During the enrollment process, we asked about special education services and IEPs to ensure we had the most up-to-date information for schools in August. Schools were notified when a student with an IEP was entering mid year. Families also had the opportunity to meet with Assistant Directors of Student Support to discuss their scholar's IEPs when desired.</p>	<p>During the 2023-24 recruitment season, we plan to recruit and serve students with disabilities by including accurate, up-to-date information about our menu of special education services (e.g. ICT classrooms, related services) in all presentations and information sessions. During the enrollment process, we will ask about special education services and IEPs to ensure we have the most up-to-date information for schools in August. Schools were notified when a student with an IEP was entering mid year. Families will have the opportunity to meet with Assistant Directors of Student Support to discuss their scholar's IEPs when desired.</p>

**Good Faith Efforts To Meet Enrollment Retention Targets**

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>During the 2022-23 school year, we retained students from economically disadvantaged populations in several ways. We provided free breakfast, snack, and lunch to all families and ensure that most families completed and returned the Income Inquiry Form. We provided free school supplies and technology to all scholars. If families are in need, we gave out extra uniforms free of cost. Additionally, we shared information about community-based organizations with programs such as rental assistance and food banks.</p>	<p>During the 2023-24 school year, we plan to retain students from economically disadvantaged populations in several ways. We will provide free breakfast, snack, and lunch to all families and ensure that most families complete and return the Income Inquiry Form. We will provide free school supplies and technology to all scholars. If families are in need, we plan to give out extra uniforms free of cost. Additionally, we will continue to share information about community-based organizations with programs such as rental assistance and food banks. We are providing bussing services to our students who meet the OPT requirements.</p>
English Language Learners	<p>During the 2022-23 school year, we retained English language learners in several ways. We will continue to provide high-quality, intensive support to ELL students as they learn English. We provided professional development to staff who support ELLs and ensure teachers have access to the appropriate resources. Our family-facing communications and presentations were in both English and Spanish, or translation will be available. We created classrooms that are language-rich and enhance students' vocabularies and experiences with language.</p>	<p>During the 2023-24 school year, we plan to retain English language learners in several ways. We will continue to provide high-quality, intensive support to ELL students as they learn English. We will provide professional development to staff who support ELLs and ensure teachers have access to the appropriate resources. Our family-facing communications and presentations will be in both English and Spanish, or translation will be available. We will create classrooms that are language-rich and enhance students' vocabularies and experiences with language. Additionally, as we enter some communities with higher concentrations of non-English speakers, we are hiring bilingual</p>

		recruitment staff to canvass the communities.
Students with Disabilities	<p>During the 2022-23 school year, we retained students with disabilities by building a staff that monitors and supports services to students with IEPs. We provided professional development for all staff to increase their capacity for serving students with disabilities. We will have integrated co-teaching classrooms at every campus, and implemented students' IEPs with fidelity. We offered Tier 1 and 2 supports by including differentiated groupings for individualized, targeted support. Our network also participated in the NYC Charter School Special Education Collaborative.</p>	<p>During the 2023-24 school year, we will retain students with disabilities by building a staff that monitors and supports services to students with IEPs. We will provide professional development for all staff to increase their capacity for serving students with disabilities. We will have integrated co-teaching classrooms at every campus, and implement students' IEPs with fidelity. Classrooms rosters will be evaluated to ensure that classes are well balanced and we do not surpass our IEP threshold. We will offer Tier 1 and 2 supports by including differentiated groupings for individualized, targeted support. Our network will also participate in the NYC Charter School Special Education Collaborative. Additionally, we have elevated our Student Support roles to Director level roles to stamp the importance of these roles in our schools.</p>

## Entry 10 – Teacher and Administrator Attrition

Completed - Aug 1 2023

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

## A. TEACH System – Employee Clearance

### Required of ALL Charter Schools

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

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

#### 1. Emergency Conditional Clearances

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

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

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

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



## B. Emergency Conditional Clearances

### Emergency Conditional Clearances

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

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

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

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### Attestation

#### Responses Selected:

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

## Entry 11 Percent of Uncertified Teachers

**Incomplete** - Hidden from applicant

### Instructions

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

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

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

## Entry 11 Uncertified Teachers

School Name:

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# Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

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

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

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

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

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

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

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

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

	FTE Count
Total	

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

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

	FTE Count
Total Category D	

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	

**CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS**

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	

Thank you.



**Entry 12 Organization Chart**

Incomplete - Hidden from applicant

[Instructions](#)

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

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

## Entry 13 School Calendar

Completed - Aug 1 2023

[Instructions for submitting School Calendar](#)

### Required of ALL Charter Schools

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

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

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

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

### [SY23-24 Month by Month Calendar - Family Facing 23-24 Calendarv2 \(PPA\)\\_\(7\)](#)

Filename: SY23-24\_Month\_by\_Month\_Calendar\_-\_ZbvZ9ql.pdf Size: 106.7 kB

## Entry 14 Staff Roster

Incomplete - Hidden from applicant

### INSTRUCTIONS

#### Required of Regents and NYCDOE-authorized Charter Schools ONLY

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

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

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

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

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

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

## Optional Additional Documents to Upload (BOR)

Incomplete

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

**Trustee Name:**

R. Boykin Curry

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**Name of Charter School Education Corporation:**

Public Prep

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

Chair

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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



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

**None**

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

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

**None**

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

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

**Business Telephone:**

---

**Business Address:**

---

**E-mail Address:**

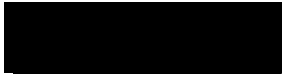
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**Home Telephone:**

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**Home Address:**

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3C6A1F00F6ED46C...

**Signature**

**Date**

Acceptable signature formats include:

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



August 1<sup>st</sup>, 2023

To whom it may concern,

We are currently still waiting for to receive the Fire Inspection documents for Boys Preparatory Network for the SY22-23 Annual Report. We anticipate receiving these documents no later than Friday, August 4<sup>th</sup>.

Given that August 1<sup>st</sup> is the deadline to submit the NYSED Annual Report, we wanted to share that we are working to retrieve these documents. We anticipate that we should receive this no later than Friday, August 4<sup>th</sup>.

Please let us know where we can send the Fire Inspection documents upon receipt.

Sincerely,

Julie Anne Garretson  
Network Director of Operations  
Public Preparatory Network



# Certificate of Occupancy

CO Number:2001065-0000005

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

<p>A. <b>Borough:</b> BRONX <b>Address:</b> 192 EAST 151ST STREET <b>Building Identification Number(BIN):</b> 2001065</p>	<p><b>Block Number:</b> 2348 <b>Lot Number(s):</b> 7501 <b>Additional Lot Number(s):</b> <b>Application Type:</b> A1 - ALTERATION TYPE 1</p>	<p><b>Full Building Certificate Type:</b> Final <b>Date Issued:</b> 03/06/2023</p>
<p><b>This building is subject to this Building Code:</b> 2014</p>		
<p><b>This Certificate of Occupancy is associated with job#</b> 220152652-01</p>		
<p>B. <b>Construction Classification:</b> II-A: 1 HOUR PROTECTED - NON-COMBUST <b>Building Occupancy Group classification:</b> E - EDUCATIONAL <b>Multiple Dwelling Law Classification:</b> Not Available</p>		
<p><b>No.of stories:</b> 5</p>	<p><b>Height in feet:</b> 75</p>	<p><b>No.of dwelling units:</b> Not Available</p>
<p>C <b>Fire Protection Equipment:</b> Fire Alarm System, Sprinkler System</p>		
<p>D <b>Parking Spaces and Loading Berths:</b> Open Parking Spaces: 0 Enclosed Parking Spaces: 0 Total Loading Berths: Not available</p>		
<p>E. <b>This Certificate is issued with the following legal limitations:</b> Restrictive Declaration: None      Zoning Exhibit: None BSA Calendar Number(s): None      CPC Calendar Number(s): None</p>		
<p><b>Borough Comments:</b></p>		

Borough Commissioner



Commissioner

Acting Commissioner of Buildings



## Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type
Cellar	F-2	3	OG	3		220152652	Final
Description of Use:	Mechanical and/or electrical equipment rooms MECHANICAL ROOM, ELECTRIC ROOM, GAS/WATER ROOM, UTILITY ROOM				Exceptions:		
Floor 1	E	234	120	3		220152652	Final
Description of Use:	Academies and schools CLASSROOMS (AGES 5-6 YEARS - 152 KIDS)				Exceptions:		
Floor 1	A-3	147	120	3		220152652	Final
Description of Use:	Community/Exhibition/Lecture Hall MULTI-PURPOSE ROOM (UNCONCENTRATED TABLES AND CHAIRS)				Exceptions:		
Floor 1	E	4	120	3		220152652	Final
Description of Use:	Academies and schools STAFF LOUNGE				Exceptions:		
Floor 1	E	203	120	3		220152652	Final
Description of Use:	Academies and schools KINDERGARTEN AND PRE-KINDERGARTEN (BATHROOMS IN CLASSROOMS) (AGES 4-5 YEARS - 54 KIDS)				Exceptions:		



### Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type
Floor 1	A-3	84	120	3		220152652	Final
Description of Use:	Cafeteria - school up to grade 12 EDU CAFETERIA				Exceptions:		
Floor 1	E	18	120	3		220152652	Final
Description of Use:	Academies and schools STAFF OFFICES, CONFERENCE ROOM				Exceptions:		
Floor 1	S-2	3	120	3		220152652	Final
Description of Use:	Storage of non combustibile materials STORAGE CLOSETS, GARBAGE ROOM, WALK-IN BOX, WALK-IN FREEZER, JANITOR'S CLOSET				Exceptions:		
Floor 1	S-2	1	120	3		220152652	Final
Description of Use:	Storage of non combustibile Materials BICYCLE STORAGE FOR 9 BIKES				Exceptions:		
Floor 1	E	3	120	3		220152652	Final
Description of Use:	Academies and schools KITCHEN				Exceptions:		



## Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type
Floor 2	E	565	100	3		220152652	Final
Description of Use:	Academies and schools CLASSROOMS _ 1ST, 2ND AND 3RD GRADE (AGES 5-9 YEARS - 302 KIDS)				Exceptions:		
Floor 2	E	17	100	3		220152652	Final
Description of Use:	Academies and schools LIBRARY				Exceptions:		
Floor 2	S-2	4	100	3		220152652	Final
Description of Use:	Storage of non combustible materials STORAGE CLOSET, JANITORS CLOSET, IT ROOM. MECHANICAL ROOM				Exceptions:		
Floor 2	A-3	245	100	3		220152652	Final
Description of Use:	Health Club/ Gym/ Fitness Center GYMNASIUM				Exceptions:		
Floor 3	S-2	1	100	3		220152652	Final
Description of Use:	Storage of non combustible materials STORAGE CLOSET, JANITOR'S CLOSET, MECHANICAL ROOM				Exceptions:		





## Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type
Floor 3	E	5	100	3		220152652	Final
Description of Use:	Academies and schools STAFF OFFICES & CONFERENCE ROOM				Exceptions:		
Floor 3	A-3	228	100	3		220152652	Final
Description of Use:	Community/Exhibition/Lecture Hall MULTI-PURPOSE ROOM				Exceptions:		
Floor 3	E	153	100	3		220152652	Final
Description of Use:	Academies and schools CLASSROOMS _ 4TH GRADE (AGES 8-10 YEARS - 98 KIDS)				Exceptions:		
Floor 4	S-2	1	100	3		220152652	Final
Description of Use:	Storage of non combustible Materials JANITOR'S CLOSET & MECHANICAL ROOM				Exceptions:		
Floor 4	E	15	100	3		220152652	Final
Description of Use:	Academies and schools LIBRARY				Exceptions:		



## Permissible Use and Occupancy

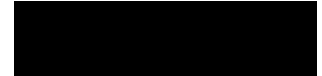
FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type
Floor 4	E	303	100	3		220152652	Final
Description of Use:	Academies and schools CLASSROOMS _ 6TH, 7TH AND 8TH GRADES (AGES 10 - 14 YEARS - 247 KIDS)				Exceptions:		
Floor 5	S-2	1	100	3		220152652	Final
Description of Use:	Storage of non combustible materials JANITOR'S CLOSET				Exceptions:		
Floor 5	E	261	100	3		220152652	Final
Description of Use:	Academies and schools CLASSROOMS _ 5TH GRADE (AGES 9 - 11 YEARS - 96 KIDS)				Exceptions:		
Floor 5	E	72	100	3		220152652	Final
Description of Use:	Academies and schools ACCESSORY TERRACE				Exceptions:		
Roof	S-1	0	100	3		220152652	Final
Description of Use:	Storage of Flammable or Combustible Materials ELEVATOR MACHINE ROOM AND MECHANICAL UNITS				Exceptions:		

### CofO Comments:

Borough Commissioner



Commissioner



Acting Commissioner of Buildings

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

**Trustee Name:**

Juan Mejia

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**Name of Charter School Education Corporation:**

Public Prep

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

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

**Yes**  **No**

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

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

**Yes**  **No**

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

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

**Yes**    **No**

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

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

**Yes**    **No**

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

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

**None**

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

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

**None**

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

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


**Business Telephone:**

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**Business Address:**

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**E-mail Address:**


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**Home Telephone:**

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**Home Address:**

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DocuSigned by:  


7/17/2023

**Signature**

**Date**

Acceptable signature formats include:

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

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

**Trustee Name:**

Khairah Klein

---

**Name of Charter School Education Corporation:**

Public Prep Academy

---

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

Board trustee

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

**Yes**  **No**

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

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

**Yes**  **No**

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



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

**Yes**    **No**

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

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

**Yes**    **No**

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

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

**None**

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

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

**None**

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

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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07/10/2023

**Signature**

**Date**

Acceptable signature formats include:

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

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

**Trustee Name:**

Laura A. Weil

---

**Name of Charter School Education Corporation:**

Public Prep Network

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

Board Member, Trustee

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

**Yes**  **No**

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

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

**Yes**  **No**

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

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

**Yes**    **No**

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

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

**Yes**    **No**

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

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

**None**

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

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

**None**

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



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**Business Telephone:**

[Redacted] \_\_\_\_\_

**Business Address:**

[Redacted] \_\_\_\_\_

**E-mail Address:**

[Redacted] \_\_\_\_\_

**Home Telephone:**

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**Home Address:**

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July 13, 2023

**Signature**

**Date**

Acceptable signature formats include:

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

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

**Trustee Name:**

Nicole Greene

---

**Name of Charter School Education Corporation:**

Public Prep Academies

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

Vice Chair

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

**None**

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


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**None**

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

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**E-mail Address:**

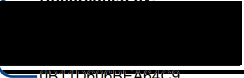
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**Home Telephone:**

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**Home Address:**

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07/17/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Samuel Greene

**Name of Charter School Education Corporation:**

Public Prep Academies

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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



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

**None**

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

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

**None**

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

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**


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**Home Telephone:**

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**Home Address:**

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7/1023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Paul Vermynen

---

**Name of Charter School Education Corporation:**

Public Prep Academies

---

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

Board

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

**Yes**  **No**

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

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

**Yes**  **No**

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

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

**Yes**    **No**

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

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

**Yes**    **No**

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

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

**None**

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

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

**None**

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

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

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7/3/23

**Signature**

**Date**

Acceptable signature formats include:

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



## 2023-2024 Public Preparatory Network Academic Year Calendar

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

0 Instructional Days

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

4 Instructional Days

**Aug 28:** School Opens for Scholars (1st week half days only)

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

20 Instructional Days

**Sep 1:** Half Day, 12:30 Dismissal  
**Sep 4:** Labor Day (School Closed)  
**Sep 27:** PPN Elementary Back to School Night  
**Sep 28:** PPN Middle + GPLES Back to School Night

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

20 Instructional Days

**Oct 9:** Indigenous Peoples' Day (School Closed)  
**Oct 24:** T1 Evening Progress Report Conferences  
**Oct 25:** T1 Day Conferences (School Closed)

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

17 Instructional Days

**Nov 10:** Veterans' Day (School Closed)  
**Nov 21:** Gratitude Day  
**Nov 22-24:** Thanksgiving Recess  
**Nov 27:** Professional Development Day (No School for Students)  
**Nov 29:** End of Trimester 1

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

14 Instructional Days

**Dec 6:** T1 Report Card Distribution  
**Dec 20:** MAP Family Letters Distributed  
**Dec 21-29:** Winter Recess (PPA closed)  
**Dec 25-29:** PPN on PAUSE

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

20 Instructional Days

**Jan 1:** New Year's Day (PPN Closed)  
**Jan 2:** Professional Development Day (No School for Students)  
**Jan 15:** Dr. Martin Luther King, Jr. Day (PPN Closed)  
**Jan 22-26:** PPN Family Appreciation Week

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

14 Instructional Days

**Feb 1:** T2 Evening Progress Report Conferences  
**Feb 2:** T2 Day Progress Report Conferences (School Closed)  
**Feb 19:** Presidents' Day (School Closed)  
**Feb 20-23:** February Break (School Closed)  
**Feb 26:** Professional Development Day (No School for Students)

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

20 Instructional Days

**March 1:** Mock Assessment Results Distribution  
**March 15:** End of Trimester 2  
**March 27:** T2 Report Card Distribution  
**March 29:** Good Friday Observance (School Closed)

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

16 Instructional Days

**Apr 10:** Eid-al-Adha (School Closed)  
**Apr 11-12:** NYS ELA Exam Grades 3-8  
**Apr 22-26:** Spring Break (School Closed)

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

22 Instructional Days


















**May 8-9:** NYS Math Exam Grades 3-7  
**May 15:** T3 Progress Report Distribution + AYOL Evening Conferences  
**May 20-24:** College and Career Week  
**May 27:** Memorial Day (School Closed)

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

12 Instructional Days

**June 6:** Professional Development Day (No School for Students)  
**June 10:** End of Trimester 3  
**June 17:** Eid-a-Fitr (School Closed)  
**June 19:** Juneteenth (School Closed)  
**June 21:** T3 Report Card Distribution  
**June 21:** 8th Grade Graduation/Last Day of School (12:30 Dismissal)

### Color Code Key:

	School Closed
	Public Prep Pause (PPN Closed)
	PPN Leaders Professional Development
	PPN New 12 Month Staff Onboarding
	PPN Staff Department Onboarding
	New Staff Orientation
	Professional Development Day
	First/Last Day of School
	Half Day of School
	MAP Testing
	STEP Assessment
	Interim Assessments
	NYS Testing Days
	End of Trimester
	Progress Reports/Report Card Conferences
	Report Card Distribution
	Campus Culture Events

### Key:

- **PPA: Public Prep Academy (Campus-Based Staff)**
- **PPN: Public Prep Network (All Public Prep Staff)**

### Trimester Windows + Phases

- Trimester 1: November 29 (60 Days)
- Trimester 2: March 15 (60 Days)
- Trimester 3: June 21 (59 Days)

### Progress Report and Report Card Distribution Dates:

#### Trimester 1

- **Progress Report Conferences: October 24-25**
- **Report Cards: December 6**
- **MAP Family letter: Decemember 20**

#### Trimester 2

- **Progress Reports: February 1-2**
- **Mock Assessment Letter: March 1**
- **Report Cards: March 27**

#### Trimester 3

- **Progress Reports: May 15**
- **Report Cards and MAP letter: June 21**

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

**Trustee Name:**

Tamara Spinner Zachery

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**Name of Charter School Education Corporation:**

Public Prep Network

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

Board Member

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

Yes  No

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

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

Yes  No

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

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

**Yes**    **No**

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

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

**Yes**    **No**

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

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

**None**

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

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

**None**

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

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

**Business Telephone:**

[Redacted] \_\_\_\_\_

**Business Address:**

[Redacted] \_\_\_\_\_

**E-mail Address:**

[Redacted]m \_\_\_\_\_

**Home Telephone:**

[Redacted] \_\_\_\_\_

**Home Address:**

111 West.111th Street, Apt A, New York, NY 10026  
\_\_\_\_\_

DocuSigned by:  
[Redacted]  
06303046107431...

06-30-2023

**Signature**

**Date**

Acceptable signature formats include:

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