Application: Creo College Preparatory Charter School

Ben Samuels-Kalow - bsk@creoprep.org
2022-2023 Annual Report

Summary

ID: 0000000286
Last submitted: Nov 1 2023 11:14 AM (EDT)
Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Oct 31 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)

CREO COLLEGE PREPARATORY CHARTER SCHOOL 800000090254

a1. Popular School Name

Creo College 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.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD # 7 - BRONX

e. Date of Approved Initial Charter

Jun 12 2018

f. Date School First Opened for Instruction

Aug 28 2019

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

Building knowledge, skills, and character, Creo College Preparatory Charter School educates students to thrive in college and to assume responsibility for identifying and solving problems in our community and our world.

EVERY MINUTE MATTERS At Creo College Prep, we believe in the “fierce urgency of now.” More quality instructional minutes are essential for our students to succeed as they strive towards the goal of college access and college graduation.

RIGOROUS ACADEMICS Every student works hard, is challenged, and is supported to achieve at high levels. Every student is prepared to access AP classes and continue their academic journey to thrive in the college of their choice

HIGH QUALITY INSTRUCTION Strong schools ensure excellent teachers are in every classroom. We invest heavily in professional development and foster a culture of constant improvement.

OUR STUDENTS CREATE SOLUTIONS & SERVE OTHERS We believe the purpose of education is to create the future as we want it to be, and to better ourselves in the service of others. Over time, our community expands in definition from our neighborhood, to our city, state, region, country, continent, and globe.

DIGITAL LITERACY & COMPUTER SCIENCE FOR ALL Students living in a digital world must be digitally literate. Every student takes Computer Science as a core subject, every year. Students have the opportunity to practice computational and logical thinking skills in all classes to explore and create.

STRUCTURED COMMUNITY & INDIVIDUAL SUPPORTS Students experience success in structured, joyful communities with individualized supports. Students receive individual instruction at their skill level, benefit from daily small group instruction, and have regular daily access to tutoring sessions.

h. School Website Address

creoprep.org

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

384

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

319

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:

5

6

7

8

l. Charter Management Organization

Do you have a Charter Management Organization?

No

FACILITIES INFORMATION

m. FACILITIES

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

	No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	524 Courtlandt Ave Bronx NY 10451	347-216-9246	NYC CSD 7	5-8	5-8	5,6,7,8

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Ben Samuels-Kalow	Head of School	347-216-9246	[redacted]	bsk@creoprep.org
Operational Leader	Manny Santos	Director of Operations	347-216-9246	[redacted]	ialcantara@creoprep.org
Compliance Contact	Ben Samuels-Kalow	Head of School	347-216-9246	[redacted]	bsk@creoprep.org
Complaint Contact	Ben Samuels-Kalow	Head of School	347-216-9246	[redacted]	bsk@creoprep.org
DASA Coordinator	Colin Lieu	Chief of Staff	347-216-9246	[redacted]	clieu@creoprep.org
Phone Contact for After Hours Emergencies	Ben Samuels-Kalow	Head of School	347-216-9246	[redacted]	bsk@creoprep.org

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

Private Space

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

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

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

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

Site 1 Certificate of Occupancy (COO)

2023 - TCO Issued - 6-12-23.pdf

Filename: 2023 - TCO Issued - 6-12-23.pdf **Size:** 40.7 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

ShowReport.pdf

Filename: ShowReport.pdf **Size:** 80.2 kB

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

Separate by semi-colon (;)

N/A

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	Ben Samuels-Kalow
Position	Head of School
Phone/Extension	347-216-9246
Email	bsk@creoprep.org

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

Responses Selected:

Yes

As outlined in ENTRY 10:

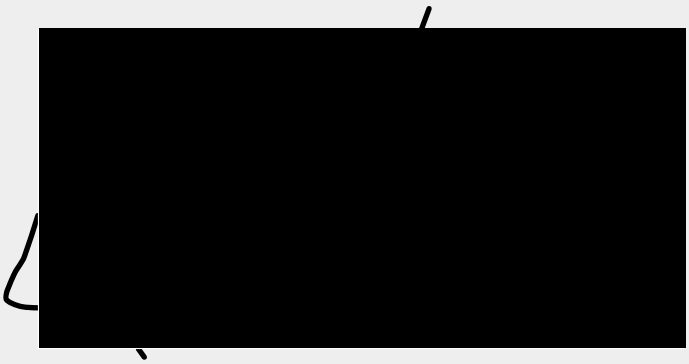
Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the NYSED CSO Fingerprint Clearance Oct 2019 Memo.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

Responses Selected:

Yes

Signature, Head of Charter School

Signature, President of the Board of Trustees



Date

Jul 27 2023

Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Oct 31 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., Repost when financials have been submitted in November.)

Form for Entry 2 Links to Critical Documents on School Website

School Name: Creo College 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)	https://www.creoprep.org/documents
2. Board meeting notices, agendas and documents	https://www.creoprep.org/board
3. New York State School Report Card	https://www.creoprep.org/documents
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.creoprep.org/documents
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.creoprep.org/documents
6. Authorizer-approved FOIL Policy	https://www.creoprep.org/documents
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.creoprep.org/documents

Thank you.

Entry 3 Progress Toward Goals

Completed - Oct 31 2023

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	Each year, 75% of tested students attending Creo College Prep for two or more years will be proficient on New York State English Language Arts Exam for grades 3-8.	NYS ELA Exam	Not Met	Our 8th graders achieved 70% proficiency, compared to 44% in our district of location, and our 7th graders achieved 51% compared to 32% in District 7. Our students with disabilities had more than 2× the proficiency of the district by the time we graduated our first class last spring. We continue to expand our dedicated reading remediation program and added an additional teacher as well as an additional intervention period specifically for English Language Learners.
Academic Goal 2	Students who are enrolled in at least their second year at Creo College Prep will outperform the district on ELA and	NYS Exam	Met	Our 7th and 8th graders outperformed the district by at least 18% across all subjects.

	Math proficiency by at least 10%.			
Academic Goal 3	Average annual cohort increases on NWEA MAP or other nationally normed-referenced test will average at least five percentiles of growth per year, until average percentile score exceeds 85%.	NWEA MAP	Met	Met
Academic Goal 4	75% of students in grade 8 who take the Common Core-aligned Algebra Regents exam will pass with a college ready score; this means a score of 70 or higher.	Algebra I regents	Met	
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				
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Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

4. ORGANIZATION GOALS

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

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Every year, Creo College Prep will meet or exceed GAAP standards as demonstrated through its annual audit.	Audit	Met	
Org Goal 2	Every year, Creo College Prep will operate on a balanced budget.	Audit	Met	
Org Goal 3	The school will operate in a fiscally sound manner with realistic budgets aligned to a long-range financial plan, appropriate internal audits, controls, and procedures, and in accordance with state law and generally accepted accounting practices.	Audit	Met	
Org Goal 4	The Board will recruit and select individuals with skills and expertise that serve the needs of the school. The Board will provide competent	Board annual retreat and self-assessment	Met	

	stewardship and oversight of the school while maintaining policies, establishing performance goals, and implementing systems to ensure academic success, organizational viability, board effectiveness, and faithfulness to the terms of its charter. The Board will conduct a formal annual review of the school leader. The Board will conduct an annual self-evaluation to assess its strengths and weaknesses. The Board will conduct a formal annual review of bylaws and policies. The Board will conduct a formal annual review of organizational strengths and weaknesses.			
Org Goal 5	Creo College Prep Leadership will demonstrate efficacy in defining the mission and unifying staff around key goals. Roles and responsibilities for leaders, staff, and governance will be defined, and all will adhere to their roles. The school will have	Survey; retention of leadership; drafting and publication of Roles & Responsibilities	Met	

	clear and effective policies for recruiting, hiring, and retaining staff and, when necessary, removing ineffective staff members.			
Org Goal 6	Creo College Prep will be fully enrolled, with high levels of attendance and student retention, with particular focus on retention of high-needs subgroups. Average daily attendance will be 95% or higher. 90% of students completing the year will re-enroll the following year. 90% of students receiving Special Education services and ELLs will reenroll the following year.	Enrollment data	Partially Met	We achieved our attendance goals. Our enrollment dipped to 83% but has recovered to 98% for 23-24.
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

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	Every year, Creo College Prep will meet or exceed GAAP standards as demonstrated through its annual financial audit.	Audit	Met	
Financial Goal 2	Every year, Creo College Prep will operate on a balanced budget.	Audit	Met	
Financial Goal 3	The school will operate in a fiscally sound manner with realistic budgets aligned to a long-range financial plan, appropriate internal audits, controls, and procedures, and in accordance with state law and generally accepted accounting practices.	Audit	Met	
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

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

In Progress - Last edited: Oct 31 2023

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.

CREO COLLEGE PREPARATORY CHARTER SCHOOL - 06

Filename: CREO_COLLEGE_PREPARATORY_CHARTER_S_r1Z11qb.pdf **Size:** 293.7 kB

CREO COLLEGE PREPARATORY CHARTER SCHOOL - 06

Filename: CREO_COLLEGE_PREPARATORY_CHARTER_S_IS78bne.pdf **Size:** 410.6 kB

CREO COLLEGE PREPARATORY CHARTER SCHOOL - 06

Filename: CREO_COLLEGE_PREPARATORY_CHARTER_S_yytRBob.pdf **Size:** 365.4 kB

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

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)

Completed - Nov 1 2023

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.

Creo - NYSED Audited Financial Report FY23

Filename: Creo_-_NYSED_Audited_Financial_Re_K5uxGla.xlsx **Size:** 75.1 kB

Entry 4c – Additional Financial Documents

In Progress - Last edited: Oct 31 2023

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

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

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

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

Creo Client Rep Letter

Filename: Creo_Client_Rep_Letter.pdf **Size:** 231.3 kB

Creo College Prep - Single Audit Exemption Form copy

Filename: Creo_College_Prep_-_Single_Audit_E_m6emnYt.pdf **Size:** 247.2 kB

CREO COLLEGE PREPARATORY CHARTER SCHOOL - 06

Filename: CREO_COLLEGE_PREPARATORY_CHARTER_S_tEGdTzc.pdf **Size:** 293.7 kB

CREO COLLEGE PREPARATORY CHARTER SCHOOL - 06

Filename: CREO_COLLEGE_PREPARATORY_CHARTER_S_Ut4pJJD.pdf **Size:** 365.4 kB

CREO COLLEGE PREPARATORY CHARTER SCHOOL - 06

Filename: CREO_COLLEGE_PREPARATORY_CHARTER_S_tfUuqO6.pdf **Size:** 410.6 kB

Creo Proof of Escrow

Filename: Creo_Proof_of_Escrow.pdf **Size:** 450.9 kB

Entry 4d - Financial Contact Information

Completed - Oct 31 2023

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
	Ben Samuels-Kalow	bsk@creoprep.org	347-628-2750

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Michelle Cain	mcain@mmb-co.com	585-423-1860	5

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
	Edtec	Leslie Rich	1266 66th Street #4 Emeryville CA 94608	LRich@edtec.com	917-997-4330	5

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Nov 1 2023

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.

Creo College Prep - FY2023-2024 Budget

Filename: Creo_College_Prep_-_FY2023-2024_Budget.pdf **Size:** 77.7 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Oct 31 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.

Creo Trustee Financial Disclosure - Cindy Lee

Filename: Creo_Trustee_Financial_Disclosure__KivDKu4.pdf **Size:** 452.6 kB

Creo Trustee Financial Disclosure - Josh Elder

Filename: Creo_Trustee_Financial_Disclosure__hnihlvj.pdf **Size:** 455.9 kB

Creo Trustee Financial Disclosure - Ellison Merkel

Filename: Creo_Trustee_Financial_Disclosure__a12pu7N.pdf **Size:** 543.6 kB

Creo Trustee Financial Disclosure - Jerelyn Rodriguez

Filename: Creo_Trustee_Financial_Disclosure__flvbXxv.pdf **Size:** 540.5 kB

Creo Trustee Financial Disclosure - Cieja Springer

Filename: Creo_Trustee_Financial_Disclosure__v8PEhev.pdf **Size:** 435.0 kB

Creo Trustee Financial Disclosure - Erin Dunn-Franklin

Filename: Creo_Trustee_Financial_Disclosure__pk3qhRY.pdf **Size:** 542.1 kB

Creo Trustee Financial Disclosure - Laura Reyes

Filename: Creo_Trustee_Financial_Disclosure__eQZU8uY.pdf **Size:** 536.1 kB

Creo Trustee Financial Disclosure - Silvestre Arcos

Filename: Creo_Trustee_Financial_Disclosure__ny4z1lK.pdf **Size:** 462.2 kB

Creo Trustee Financial Disclosure - Sydney Bagrou

Filename: Creo_Trustee_Financial_Disclosure__1tbo4Fc.pdf **Size:** 539.7 kB

Entry 7 BOT Membership Table

Completed - Oct 31 2023

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

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	Cieja Springer	[redacted]	Trustee/ Member	Fundraising	Yes	1	06/03/2023	06/03/2024	6
2	Cindy Lee	[redacted]	Vice Chair	Finance	Yes	1	06/03/2023	06/03/2024	6
3	Ellison Ward Merkel	[redacted]	Trustee/ Member	Governance	Yes	4	06/03/2023	06/03/2024	10
4	Erin Dunn-Franklin	[redacted]	Trustee/ Member	Finance	Yes	4	06/03/2023	06/03/2024	11
5	Jerelyn Rodriguez	[redacted]	Trustee/ Member	Governance	Yes	4	06/03/2023	06/03/2024	10
6	Josh Elder	[redacted]	Trustee/ Member	Academics	Yes	2	06/03/2023	06/03/2024	10
7	Laura Reyes	[redacted]	Chair	Academics, Governance	Yes	3	06/03/2023	06/03/2024	10

8	Silvestre Arcos	[redacted]	Trustee/ Member	Academics	Yes	2	06/03/2023	06/03/2024	12
9	Sydney Bagrou	[redacted]g	Trustee/ Member	Finance	Yes	3	06/03/2023	06/03/2024	12

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	9
b.Total Number of Members Added During 2022-2023	2
c. Total Number of Members who Departed during 2022-2023	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

9

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

2

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

0

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

15

Total number of Non-Voting Members on June 30, 2023:

0

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

0

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

0

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

N/A

Board members attending 8 or fewer meetings during 2022-2023

2

Thank you.

Entry 8 Board Meeting Minutes

Completed - Oct 31 2023

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**.

April 2023 Board Meeting Agenda & Minutes copy

Filename: April_2023_Board_Meeting_Agenda__M_Y36BvM8.pdf **Size:** 90.3 kB

August 2022 Board Meeting Agenda & Minutes copy

Filename: August_2022_Board_Meeting_Agenda___xu4sedO.pdf **Size:** 62.8 kB

June 2023 Board Meeting Agenda & Minutes copy

Filename: June_2023_Board_Meeting_Agenda__Mi_gxzdZfT.pdf **Size:** 83.1 kB

February 2023 Board Meeting Agenda & Minutes copy

Filename: February_2023_Board_Meeting_Agenda_bm69dQP.pdf **Size:** 74.8 kB

January 2023 Board Meeting Agenda & Minutes copy

Filename: January_2023_Board_Meeting_Agenda__gce3mkj.pdf **Size:** 68.7 kB

July 2022 Board Meeting Agenda & Minutes copy

Filename: July_2022_Board_Meeting_Agenda__Mi_74u3O98.pdf **Size:** 63.5 kB

March 2023 Board Meeting Agenda & Minutes copy

Filename: March_2023_Board_Meeting_Agenda__M_fIdhF6K.pdf **Size:** 74.0 kB

May 2023 Board Meeting Agenda & Minutes copy

Filename: May_2023_Board_Meeting_Agenda__Min_vrO2n3n.pdf **Size:** 91.0 kB

November 2022 Board Meeting Agenda & Minutes copy

Filename: November_2022_Board_Meeting_Agenda_ziBuu2S.pdf **Size:** 83.9 kB

October 2022 Board Meeting Agenda & Minutes copy

Filename: October_2022_Board_Meeting_Agenda__TEfoUPX.pdf **Size:** 63.9 kB

September 2022 Board Meeting Agenda & Minutes copy

Filename: September_2022_Board_Meeting_Agend_tPs0eKs.pdf **Size:** 85.8 kB

June 2023 Board Retreat Agenda & Minutes copy

Filename: June_2023_Board_Retreat_Agenda__Mi_hoo8Bel.pdf **Size:** 89.6 kB

Entry 9 Enrollment & Retention

Completed - Oct 31 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	We continue to canvas and table in our neighborhood and surrounding districts. We do extensive outreach in NYCHA buildings, partner with community organizations, churches, mutual aid groups, and others to find families who are economically disadvantaged. We continue to provide all required supplies, materials, and uniforms free of charge for all families. We worked with our Family Council to identify and recruit families, and secured resources to provide services including adult education, laundry for families, and frequent workshops and events to expand access.	We continue to canvas and table in our neighborhood, and work with local community organizations and churches to identify and meet families who are economically disadvantaged. We also expanded our canvassing and social media strategy, and our referral program now includes incoming families. We also expanded into radio and bus advertising.
English Language Learners	All of our outreach and marketing are bilingual. We worked with families of ELL's to recruit through kinship networks and affinity groups, and increased our ELL population for this school year. All of our canvassing teams have at least one multilingual teammate. We also expanded our Literacy program to provide more robust services to ELL students.	We continued our bilingual outreach, and family participation through in-person canvassing, social media outreach, and continued our successful referral program. We also expanded into Spanish-language radio and bus advertisements.
Students with Disabilities	Our Student Supports Team are available to answer all questions about IEP's from prospective families in both English and Spanish. We prepare all canvassers with information about our student supports	We continue to involve our Student Supports Team in recruitment so families can make an informed decision.

	program, and members of the team participate in outreach to prospective families to have informed conversations about how we can serve their child.	

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	We provide free meal to all students. We partnered with local services and vendors, including a laundromat, to provide additional supports for economically disadvantaged families. Our counseling team held monthly workshops to connect families for mutual support and external organizations. We also have local employers attend these events to connect our families with a variety of employment opportunities.	We continue to provide all school supplies, uniforms, and laptops for all students. We conduct home visits with all families to build trust and understand individual needs, so that we can support families in times of acute crisis. We will continue to have local employers attend our events to connect our families with a variety of employment opportunities.
English Language Learners	We expanded our successful Reading Program and MLL with additional dedicated teammates and differentiated classes that helped students make rapid growth. Families are regularly included in conversation and invited to observe instruction.	We have expanded our intervention time, and with our universal screening at the beginning of the school year, will provide more time for small group instruction every day.
Students with Disabilities	We continue our model of co-teaching within small classes, with the additional supports of our grade-level counselors. Daily intervention blocks across the school and frequent in-person meetings and opportunities for families to observe and collaborate with our team allowed for differentiated support and for students and families to experience measurable progress. Students with IEP's (like all students) receive weekly progress reports that are shared with families.	We are continuing our ICT model and adding additional Teaching Assistants to help increase small-group time for all students, especially Students with Disabilities. This year, we are expanding our ICT model to include 5th Grade Science and 8th Grade Living Environment, so that every tested subject will be co-taught.

	Our team also regularly reviews student IEP's through the platform Edmod that allows educators simple and efficient access to the components of an IEP that directly impact classroom instruction.	

Entry 10 – Teacher and Administrator Attrition

Completed - Oct 31 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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

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

1. Emergency Conditional Clearances

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

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

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

[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers**. See NYSED memorandum dated October 1, 2019 at http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.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.

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Oct 31 2023

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	5
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	5.0

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

	FTE Count
i. Mathematics	
ii. Science	2
iii. Computer Science	3
iv. Technology	
v. Career and Technical Education	0
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	1
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	4
Total Category C: not to exceed 5	5.0

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

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

	FTE Count
Total	15

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	18

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	27

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	45

Thank you.

Entry 12 Organization Chart

Completed - Oct 31 2023

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.

2022-23 Org Chart

Filename: 2022-23_Org_Chart.pdf **Size:** 73.2 kB

Entry 13 School Calendar

Completed - Oct 31 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.

2023-24 Creo Academic Calendar

Filename: 2023-24_Creo_Academic_Calendar.pdf **Size:** 70.9 kB

Entry 14 Staff Roster

Completed - Oct 31 2023

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 **NOTE: MUST BE DONE FIRST**	**Select** your school's authorizer from the **drop-down list first**, before completing the roster.
School Name and Institution ID	**Select** your school's name from the **drop-down list**.
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the **7 digit TEACH ID** for the Faculty/Staff person.
Role in School	**Select** the best choice of role of the Faculty/Staff person from the **drop-down list**.
CPR/AED Certification Status	**Select** the appropriate choice from the **drop-down list**.
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	**Select** the appropriate choice from the **drop-down list**.
Subject Taught	**Select** the appropriate choice from the **drop-down list**.
Notes	Optional

faculty-staff-roster-template-2023 (2)

Filename: faculty-staff-roster-template-2023_2.xlsx **Size:** 19.2 kB

Optional Additional Documents to Upload (BOR)

Incomplete