Application: Destine Preparatory Charter School

Re'Shawn Rogers - rrogers@destineprepcharterschool.org
2022-2023 Annual Report

Summary

ID: 0000000361
Last submitted: Oct 19 2023 11:31 AM (EDT)
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)

DESTINE PREPARATORY CHARTER SCHOOL 800000092497

a1. Popular School Name

Destine 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

ALBANY CITY SD

e. Date of Approved Initial Charter

Oct 1 2021

f. Date School First Opened for Instruction

Aug 23 2022

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

Mission: Destine Preparatory Charter School develops scholars in K-5th grade to become future change makers through rigorous academics, social and emotional learning, and affirmation of their identities.

Core Values:
Academic Programming is Rigorous and Extends Student-thought
We will create a pathway towards regional careers and local leadership through choosing and developing curriculum used by excellent schools teaching similar demographics of students in communities similar to Schenectady. We will invest in exposing our students to STEM, building their foundational literacy skills, and intentionally teaching our students how to self regulate and engage with learning.
Our SEL approach will build scholars' sense of self, and confidence and most importantly reduce discipline infractions and keep students learning in the classroom. We will balance instructional approaches, including giving scholars the space to grapple with rigorous content independently, in order to develop scholars' critical thinking skills and invest scholars in continuously learning.

Equitable Systems and Structures Enable Learning, Growth, and Leadership
All mean all at Destine Prep. All learners will receive the supports they need to be successful, and we will staff our school with educators who have a background in social work and supporting students with disabilities. All learners will receive at minimum tier 1 social-emotional suppers and learning experiences, as a part of our daily programming, during Morning Meeting and Reflection Circle.
When considering hiring, grade placement, or roles we will consider staff strength, skills and mindsets, and we will intentionally develop skills in which they lack during intentionally planned meetings and structures, such as Data Days.

Family and Community Partnerships Matter and are Vital to School Success
Parent voice is intentionally elicited to ensure our school program will meet the needs of the community and to ensure our school operates with culture and heritage in mind. Parents receive learning and training opportunities to build skills for career readiness and parenting. We will leverage community resources to strengthen our program and provide assistance to our families, such as after school care and activities. Community leaders will have opportunities to motivate our scholars through facilitating enrichments with our scholars and partnering with the school on community events.

h. School Website Address

https://destineprepcharterschool.org/

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

120

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

91

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

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	530 Franklin Street Schenectady, NY 12305	5183941643	Albany	k-1	k-2	no

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Re'Shawn Rogers	Head of School	518-394-1643		
Operational Leader	Mashoma Brydie	Director of Operations	518-394-1643		
Compliance Contact	Re'Shawn Rogers	Executive Director	518-394-1643		
Complaint Contact	Mashoma Brydie	Director of Operations	518-394-1643		
DASA Coordinator	Mashoma Brydie	Director of Operations	518-394-1643		
Phone Contact for After Hours Emergencies	Re'shawn Rogers	Executive Director	646-573-8255		

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)

co 3rd flr 530 franklin st 8-15-22.pdf

Filename: co 3rd flr 530 franklin st 8-15-22.pdf **Size:** 165.9 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

08.23 fire-safety inspection report (1).pdf

Filename: 08.23 fire-safety inspection report (1).pdf **Size:** 912.7 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	Re'Shawn Re'Shawn
Position	Executive Director
Phone/Extension	518-394-1643
Email	rrogers@destineprepcharterschool.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

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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., Repost when financials have been submitted in November.)

Form for Entry 2 Links to Critical Documents on School Website

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

Thank you.

Entry 3 Progress Toward Goals

In Progress - Last edited: Aug 1 2023 - Hidden from applicant

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	GOAL I: ENGLISH LANGUAGE ARTS Goal: Students will be proficient in English Language Arts.	Administered the STEP assessment four times in the school year (October, January, April, June)	Not Met	Reading achievement is our #2 priority for the school year. WE invested a lot of Professional Development time towards unpacking reading skills and unpacking reading data. Our teachers got significantly better throughout the year at instructing reading and planning instruction that was tailored to the data. This year, we will start the year where we finished - solid/strong reading instruction across the board. We are investing in consulting services that will enable our teachers to understand the science of reading even more deeply. We will integrate interventions much earlier this year to ensure all students

				are getting what they need from day 1. The HOS will be the primary coach on reading instruction.
Academic Goal 2	GOAL II: MATHEMATICS Goal: Students will demonstrate competency in the understanding and application of mathematical computation and problem-solving.	Administered the NWEA MAP Assessment three times in the school year(fall, winter, and spring).	Not Met	We expanded school administration and leadership to add a SPED Coordinator. A major focus of the role is to review data daily for our Tier 3 learners. We intend to integrate academic interventions much earlier this school year. We added 2 additional Special Education teachers to our staff who will lead resource room and interventions. Also, we are placing a greater emphasis on teacher development. We have aligned our Professional Development schedule more closely with our performance rubric to ensure teachers get better faster. All of our teachers who are currently uncertified will have to enroll in a program prior to the end of the year. The HOS will be the primary coach on math instruction.

Academic Goal 3	SCIENCE Goal: Students will be proficient in science.	Unit Assessments for FOSS Science curriculum	Met	
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				
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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”.

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

Completed - Oct 30 2023

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.

DPCS APPR 2022-23 final

Filename: DPCS_APPR_2022-23_final.docx **Size:** 555.5 kB

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the 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[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

Entry 4d - Financial 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

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 30 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.

2023-2024 Annual Budget(SC75A)(DestinPreparCharteSchool)

Filename: 2023-2024_Annual_BudgetSC75ADesti_U4tYIW1.xlsx **Size:** 527.1 kB

Destine 202324 Budget Narrative Questionnaire

Filename: Destine_202324_Budget_Narrative_Qu_qAEorPo.pdf **Size:** 31.5 kB

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.

annual-report-current-and-former-trustee-financial-disclosure-form (1)

Filename: annual-report-current-and-former-t_zGKiW4z.pdf **Size:** 464.6 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.

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	Rayshee a Turner	[redacted]	Chair	Governance	Yes	1	4/1/2022	4/1/2024	6
2	MArk Muscatiello	[redacted]	Vice Chair	Governance	Yes	1	4/1/2022	4/1/2024	6
3	Raul Castillo	[redacted]	Treasurer	Finance	Yes	1	4/1/2022	4/1/2024	6
4	Chrishee na Hill	[redacted]	Trustee/ Member	Academic	Yes	1	4/1/2022	4/1/2024	6
5	Georgina Parsons	[redacted]	Treasurer	Governance	Yes	1	4/1/2022	4/1/2024	6
6	Cherly Almonte Lare	[redacted]	Trustee/ Member	Finance	Yes	1	4/1/2022	4/1/2024	6
7	Ashley Whitesid e	[redacted]m	Trustee/ Member	Academic	Yes	1	4/1/2022	4/1/2024	6
8									
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	7
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

3. Number of Board meetings held during 2022-2023

8

4. Number of Board meetings scheduled for 2023-2024

7

Total number of Voting Members on June 30, 2023:

7

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:

1

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

10

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 1 2023 - 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**.

Binder2Board Meeting minutes

Filename: Binder2Board_Meeting_minutes.pdf **Size:** 1.1 MB

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	The following list describes what Destine Prep has done to recruit this group: Host Parking Lot Events at Schenectady Municipalities - Table Outside SiCM Food Pantry - Distribute Flyers at Social Services office - Door to Door Info Sessions - Leave flyers in mailboxes - Host a virtual focus group with another community organization -Post lawn signs in target neighborhoods -Implement new building signage including enrollment banner	Recruitment plans will not change.
English Language Learners	The following list describes what Destine Prep has done to recruit this group: - Table Outside Schenectady Library Branches - Programming Translated to Spanish - Door to Door Info Sessions - Post videos to social media (Facebook and Instagram) translated into Spanish	Recruitment plans will not change.
Students with Disabilities	The following list describes what Destine Prep has done to recruit this group: - Door to Door Info Session - Use relationships at Families Together to find opportunities to speak to families - Inquire about posting information	Recruitment plans will not change.

	to the Families Together website	

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	The following list describes what Destine Prep has done to retain students in this group: -Share support strategies for keeping students engaged during the summer -Followup with families on Summer Homework -Hosting end of year graduation ceremony for all students, all students get to walk and participate -Strategically using staff members with strong family ties to reach out to parents and stay connected during the Summer -Operations staff has been following up about registration documents and reminding families about the first day of school -Hosting events in July and August to stay engaged	The Head of School and Director of Operations will analyze enrollment data about a week into the school year to see which students have returned to school and who has not. Based on that data, we will plan around how to communicate with those families and next steps for getting students in seats as soon as possible. Based on our results for returners this year, we will determine what we will need to do differently for next school year.
English Language Learners	The following list describes what Destine Prep has done to retain students in this group: -Share support strategies for keeping students engaged during the summer -Followup with families on Summer Homework -Hosting end of year graduation ceremony for all students, all students get to walk and participate -Strategically using staff members with strong family ties to reach out to parents and stay connected during the Summer -Operations staff has been following up about registration documents and reminding families about the first day of school	The Head of School and Director of Operations will analyze enrollment data about a week into the school year to see which students have returned to school and who has not. Based on that data, we will plan around how to communicate with those families and next steps for getting students in seats as soon as possible. Based on our results for returners this year, we will determine what we will need to do differently for next school year.

	-Hosting events in July and August to stay engaged	
Students with Disabilities	The following list describes what Destine Prep has done to retain students in this group: -Share support strategies for keeping students engaged during the summer -Followup with families on Summer Homework -Hosting end of year graduation ceremony for all students, all students get to walk and participate -Strategically using staff members with strong family ties to reach out to parents and stay connected during the Summer -Operations staff has been following up about registration documents and reminding families about the first day of school -Hosting events in July and August to stay engaged	The Head of School and Director of Operations will analyze enrollment data about a week into the school year to see which students have returned to school and who has not. Based on that data, we will plan around how to communicate with those families and next steps for getting students in seats as soon as possible. Based on our results for returners this year, we will determine what we will need to do differently for next school year.

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[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 - Aug 1 2023 - Hidden from applicant

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools 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)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
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	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	0.0

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)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category C: not to exceed 5	0.0

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	5

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	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	5

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	10

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.

2022-23 Org Chart (1)

Filename: 2022-23_Org_Chart_1.pdf **Size:** 42.7 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 **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

Optional Additional Documents to Upload (BOR)

Incomplete

SUNY Charter Schools Institute
Budget Narrative

Education Corporation Name: Destine Preparatory Charter

Date: 6/30/2023

FY2023-24

Fiscal Contact:
Name: Adnan Vandyck
Email: avandyck@edtec.com

1. What steps has the education corporation taken to ensure it has enacted a conservative budget?

We have added a healthy cushion to each of our variable budget lines for FY23. We ran enrollment sensitivities to get an idea of what we can expect to earn and spend at different levels of enrollment. This will allow us to make real-time forecast changes if we were to see a drop in our enrollment. Finally, we have set aside 3% of our total revenue as a contingency for any unforeseen expenses in FY24.

2. How much of the education corporation's tier two of the ESSER funds would be spent by September 30, 2023? How much of the tier three ESSER funds does the education corporation plan to spend by September 30, 2024?

No ESSER funds as this will be our second year of operation.

3. How does the education corporation ensure the sustainability of programs enacted through the use of ESSER funding once ESSER funding period ends?

No ESSER funds as this will be our second year of operation.

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

_____

Name of Charter School Education Corporation:

_____

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**

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:

_____

Home Telephone:

_____

Home Address:

_____

Signature **Date**

Acceptable signature formats include:

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

last revised 04/2022

Destine Preparatory Charter School Board Meeting Minutes
Date: Sunday, July 17, 2022
Time: 12-1:30 PM
Location:
Virtual due to plumbing issues.

Virtual Meeting link:
Microsoft Teams:
Or join by entering a meeting ID
Meeting ID: 258 941 498 756
Passcode: dSYNad

Board Meeting Start Time: 12: 14 PM

Present Board Member:
R. Turner, A. Whiteside, A. Leighton, G. Parsons, C. Hill, R. Castillo, C. Almonte Lare

Absent Board Member:
M. Muscatiello
Guest:
R. Rogers-School Leader, Sajan Philips

I. Open Meeting, Roll Call, Welcome

- R. Turner called a meeting of the board of directors of Destine Preparatory Charter School to order on Sunday,July 17, 2022 at 12:14 PM at 1473 Erie Blvd 3rd Floor, Suite 3, Schenectady, NY 12305 and virtually zoom.

- **Meeting Overview & Agenda**
  - G. Parsons moved to approve the board meeting minutes from June 17, 2022. A. Leighton second that motion and the board **VOTED** to approved the minutes unanimously
- **Public Comment**
  - No public comment

II. Items to be Voted on for Approval

A. Approval on Lease Resolution

A. Whiteside Moved to approve Destine Prep's Lease Resolution. R. Castillo seconded that motion and the board **VOTED** unanimously to approve the policy.

B. Approval for Plumbing work in the school kitchenette

- R. Rogers stated that this will not hold up any other construction work to get the kitchenette up to code.
- R. Rogers suggested that he can get another proposal for the kitchenette construction.

A.Whiteside motions to approve the kitchenette proposal. R. Castillo seconded that motion and the board VOTED unanimously to approve the proposal,

III. Open Issues

A. Paint Proposals

- We received a proposals from painting of the building
- Rae Frasier quote for painting is 18k
- Mapco quote for painting is 28K- will work on weekends.
- The third group's quote for painting for 43K
- R. Turner suggested moving ahead with Rae Fraiser's proposal. R. Turner suggested that R. Rogers to meet with R. Fraser to get the paperwork on what she needs to get started and the deposit.

A. Lieghton motioned to approve the proposal from Rae Fraiser to paint the school. A. Whiteside second that motion. and the board VOTED unanimously to approve the policy.

B. Security Proposals

- Landlord is getting a fob system for the building. Looking to get hallway, security and intercom to communicate with people coming in the building.
- Destine Prep received a proposal from CTS for 40k.
  R. Rogers believes that this proposal is comparable to what other local schools use for security.
- R. Castillo suggested moving forward with this proposal. .

G. Parsons motions to approve the proposal for the security system. A. Whiteside seconded that motion and the board VOTED unanimously to approve the policy.

IV. Committee Updates:

A. Academic Committee Update

R. Rogers gave Enrollment Updates, Recruitment Plan, Hiring updates.

<u>Enrollment Updates</u>

We currently have 121 students enrolled. . 90% of the students are from Schenectady

<u>Recruitment Plan</u>

Mashoma is working with Colonie, Monhansen and Troy for enrollment. A waitlist will start after we enroll 130

Staffing

Staff is set to start at the end of the month. Professional development will start July 25, from M-F the landlord offered space for the staff development.
There are still openings for 4 for teachers.

Transportation:

Waiting for a bus contract, bus route for the students that are enrolled.

Food vendors:

Waiting to see if we can get the kitchenette up to code and running. The food vendors will depend on the state of the kitchen.
Mashoma is working with the health department to get the food program

B. Facilities Committee Update

Sajan Philips gave an update on the building progress.

- R. Rogers stated that we were granted conditional approval from the planning board. The one concern was pick up and drop off because of the emergency lane that the city uses. The City provided ideas for the school to use for pickup and drop off. Destine Prep will have to go back in front of the planning board next year for another review process for pick up and drop off. Metroplex offered to help with parking needs.
- City inspection and Fire inspection will happen early to mid august
- Goal is to have everything done by the end of the month. Second week of august. Aiming to get a city CO by August 15
- Hotspots will be in the building.
- City inspection and Fire inspection will happen early to mid august.

C. Finance Committee Update

- We got funding for La Raza and will be starting- restricted on spending for capital improvement 750,000
- Also received M&T Funds. It is a line of credit 500,000 which will close the gap in funding for the school.
- We are waiting on the district billing per pupil. R. Rogers followed up with the school and waited for information. He will follow up again with the School District on the billing.
    - (District billing- is the money Destine Prep will get from the school district who is enrolled. About 60 students are enrolled and we are waiting for the check from Schenectady School District.)

D. Development Committee Update

- A. Leighton will meet with Mashoma to decide if the school will fund the school uniforms or M&T.
- R. Rogers stated that we were rewarded 70K from the Schenectady foundation. R. Rogers is in communication with them to get information on when Destine Prep will receive the money.
- School Supplies will be given out on June 23rd and R. Turner received a list from Mashoma on the needs for the students for the school supply give away.
- This will be the Third uniform day on June 23 will be held at the Electric City Barn in Schenectady, NY. 1-4 PM

V. Closing

A.Lieghton made a motion to close the meeting at 1:13 PM and A. Whiteside seconded that motion to close the meeting.

Destine Preparatory Charter School Board Meeting Minutes
Date: Sunday, August 21, 2022
Time: 12-1:30 PM
Location: Virtual

Virtual Meeting link:
https://zoom.us/j/3283743168?pwd=SEw4UUorOU0vaGJqTWlxc0hDUjR5QT09
Meeting ID: 328 374 3168

Board Meeting Start Time: 12:19 PM **End Time:** 12:43 PM

Present Board Member:
A. Leighton, M. Muscatiello,R. Castillo, A. Whiteside, A. Leighton, G. Parsons,
Absent Board Member:
R. Turner, C. Hill, C. Almonte Lare
Guest:
R. Rogers-School Leader,

I. Open Meeting, Roll Call, Welcome

- M. Muscatiello called a meeting of the board of directors of Destine Preparatory Charter School to order on Sunday, August 21, 2022 at 12:19 PM virtually zoom.

- **Meeting Overview & Agenda**
  - A. Whiteside moved to approve the board meeting minutes from July 17, 2022. R. Castillo second that motion and the board **VOTED** to approved the minutes unanimously
- **Public Comment**
  - No public comment

II. Items to be Voted on for Approval

A. Approval of Documents

1. **Emergency Conditional Clearance-** This is needed just in case the school is not able to verify someone's employment. This will hold for 45 days to give the school time to do background checks. It is made clear that if something comes up on the background check the employee will be terminated.
   a. G. Parsons moved to approve the Emergency conditional agreement. A. Leighton seconded that motion and the board **VOTED** unanimously to approve the policy.

2. **NERIC -** A data service consultant as well as the platform that is necessary for us to upload data for the state education department. This consultancy group highly recommends it and works with many schools across the state and sure they are meeting SED reporting standards and compliance. Includes coordination with the school and the data warehouse that will be submitted to SED.
   R. Rogers is waiting for a second proposal.
   The cost is around **2600** for the data warehouse component. The consultant fee is **17,642**.
   a. The board will vote on the data service once R. Rogers receives a second proposal.
3. **Districtwide Emergency Plan -** This has to be available for the public for 30 days before it can be officially adopted by the board. This plan details specific roles for members of the school staff in the case of an emergency. This will be posted on Destine Prep's website.
   a. The board will vote on this next meeting.

III. Open Issues

No update

IV. Committee Updates:

A. Academic Committee Update

Orientation went well. 75% of the families showed up to the orientations. There are still two openings for teachers.

There is staggered arrival and dismals.

First day of school for Kindergarten is August 29th. 1st grade will be August 30th.

B. Facilities Committee Update

No update

C. Finance Committee Update

No update

D. Development Committee Update

No update

V. Closing

A. Whiteside made a motion to close the meeting at 12:43 PM and A. Lieghton seconded the motion to close the meeting.

Destine Preparatory Charter School Board Meeting Minutes
Date: Sunday, September 18, 2022
Time: 12-1:30 PM
Location: Virtual

Virtual Meeting link:
https://zoom.us/j/3283743168?pwd=SEw4UUorOU0vaGJqTWlxc0hDUjR5QT09

Meeting ID: 328 374 3168

Board Meeting Start Time: 12:22 PM **End Time:** 12:44 PM

Present Board Member:
A. Leighton, A. Whiteside, G. Parsons, R. Turner,
Absent Board Member:
C. Hill, C. Almonte Lare, M. Muscatiello, R. Castillo,
Guest:
R. Rogers-School Leader,

I. Open Meeting, Roll Call, Welcome

- R. Turner called a meeting of the board of directors of Destine Preparatory Charter School to order on Sunday, September 18, 2022 at 12:22 PM virtually zoom.

- **Meeting Overview & Agenda**
  Committee updates, general school updates
- **Public Comment**
  - No public comment

III. Open Issues

A. School Updates:

R. Rogers gave an update on the school opening, Destine Prep received first billing from the Schenectady School District.
The school is 15 students under enrollment.
105 students have attended school. 130 have enrolled but have not turned in all the registration paperwork or shown up to school.
The plan is to do advertisements to hit the target of 120.
Board ask: To have a board member reach out to CDTA for bus advertisements
A. Whitside will look into the CDTA funding.

The Afterschool program has started. MW- Hamilton Hill Art Center runs the art program and TR "Amazing Athletes" runs the afterschool program

IV. Committee Updates:

A. Academic Committee Update

No updates

B. Facilities Committee Update

No update

C. Finance Committee Update

No update

D. Development Committee Update

Received another 50 thousand from BES. We are still waiting on the CSP Funding.

Future plan: R. Rogers will start talking to the landlord about the next floor for next year.

R. Rogers asked the board to look out for local grants that the school can apply for.

V. Closing

G. Parsons made a motion to close the meeting at 12:44 PM and A. Whitside seconded the motion to close the meeting.

Destine Preparatory Charter School Board Meeting Minutes
Date: Sunday, November 20, 2002
Time: 12-1:30 PM
Location: Virtual and at Destine Prep. School

Virtual Meeting link:
https://zoom.us/j/3283743168?pwd=SEw4UUorOU0vaGJqTWlxc0hDUjR5QT09
Meeting ID: 328 374 3168

Board Meeting Start Time: End Time: 12:17 PM

Present Board Member:
A. Whiteside, G. Parsons, R. Turner, R. Castillo, M. Muscatiello, R. Castillo,
Absent Board Member:
C. Hill, C. Almonte Lare,
Guest:
R. Rogers-School Leader, Mashoma Byrdie

Open Meeting, Roll Call, Welcome

- R. Turner called a meeting of the board of directors of Destine Preparatory Charter School to order on Sunday, November 20, 2022, at 12:17 PM both virtually via zoom and in person.

Meeting Overview & Agenda

G Parsons moved to approve the board meeting minutes from September R. Castillo seconded that motion. Committee updates, general school updates

Public Comment - Board Chair

- No public comment

General Update:

- R. Rogers and M. Byrdie gave a general school update. The chair of the city planning committee checked up on the status of the arrival and dismal of the school. The systems are good. The lead developer attended the city planning meeting and reported back that there is no concerns. The systems are positive.
- Destine Prep recently held a family game night, International day of the girl where moms, guardians, and aunts of girls had breakfast, and breakfast with dads where male figures showed up and had breakfast with their dads.

- The school also had its first walk to the library where students signed up for a library card and had storytime.
- The School holds PTA/ Townhall meetings every other Friday. There is a lot of engagement with the parents.

Enrollment:

- Enrollment is at 87 students below the goal of 120 students
- On paper the school is understaffed but it matches the student enrollment.
- Plans to increase enrollment:
    - Enrollment for next year will start soon.
    - Boosting of advertisements on Social media will continue, lawn signs,
    - M. Brydie is working on the CDTA advertisement.
- After School Tutoring will start next week.

Academics:

- Students took the STEP and MAP tests at the end of the first trimester of the school year.
    - We have seen Kindergarten students struggle with number sense
    - 1st-grade students struggled with Algerbic sentences.
    - Overall, First graders are in a different place, Kindergarten is behind
        - 1st grades- students that came to destine prep are struggling with letter sounds- on set rhyme
- After School tutoring will start next week as a response to the test result.
- Report Card Night to be held on Tuesday:
    - No family can get a report card unless they attend report card night or schedule a meeting with the teacher. This is being done in order to go over the areas that need to be improved and areas in that the scholars are succeeding.

Committee Updates:

A. Finance Committee Update

A: R. Castillo gave an update. The board will start to see where the school is at financially. A presentation will happen during the next board meeting.

V. Closing

R. Turner made a motion to close the meeting at 1:02 PM and G. Parsons seconded the motion to close the meeting. The Next board meeting is scheduled to meet on Sunday, Dec. 18, 2022.

Destine Preparatory Charter School Board Meeting Minutes
Date: Sunday, February 26, 2023
Time: 12-1:30 PM
Location: Virtual and at Destine Prep. School

Virtual Meeting link:
https://zoom.us/j/3283743168?pwd=SEw4UUorOU0vaGJqTWlxc0hDUjR5QT09
Meeting ID: 328 374 3168

Board Meeting Start Time: 12:05 PM

Present Board Member:
R. Turner, R. Castillo, M. Muscatiello, R. Castillo,
Absent Board Member:
C. Hill, C. Almonte Lare, A. Whiteside, and G. Parsons
Guest:
R. Rogers-School Leader

Open Meeting, Roll Call, Welcome

- R. Turner called a meeting of the board of directors of Destine Preparatory Charter School to order on Sunday, Feb. 26, 2026, at 12:05 PM both virtually via zoom and in person.

Meeting Overview & Agenda

R. Turner moved to approve the board meeting minutes from December R. Castillo seconded that motion. Committee updates, general school updates

Public Comment - Board Chair

- No public comment

General Update:

- R. Rogers gave a general school update on enrollment goals

Enrollment:

- Enrollment is at 89 students below the goal of 120 students
- Hire Enrollment Officer
- Social Media and Marketing ads

Academics:

- 80% of first Grade on track to reading proficiency
- 46% of K on track to reading proficiency. Plan is to move support and teacher talent to K for rest of the year

Votes

- Vote for Lease Renewal (All in favor)
- Vote on SEQRA Resolution (All in favor)

Committee Updates:

A. Finance Committee Update

A: R. Castillo gave an update on financial committee meetings and budget process for next year

V. Closing

R. Turner made a motion to close the meeting at 12:30 PM and R. Castillo seconded the motion to close the meeting.

Date: April 26, 2023
Meeting Location: 530 Franklin Schenectady, NY 10035
Meeting Time: 4:42-5:41

Meeting start at 4:42 pm EST

- Attendance
  - Raysheea, Raul, Ashley, Chrisheena, Re'Shawn, Mark, Cherly - Present
  - Georgina - not present

- SUNY Debrief
  - May 3rd at 5:30 pm
  - Prepare dashboard on school status
    - Attendance
    - Attrition
    - Open positions
    - Budget
    - Enrollment
    - Special population
    - Key priorities for the year
    - Areas of struggles
    - Intervention plans to close gaps
  - Who is doing visit from SUNY - Katie Clayton
- Last minutes approved
  - Motion by Mark
  - Second by Raul
  - All "Aye"
- School Update - Re'Shawn
  - Program to help students that are behind
  - Already in 3rd school grade cards
  - End of year push to close year
  - Enrollment - 95
    - 69 - kindergarten
    - 45 - 1st
    - Goal 174 (58 per grade)
    - Applications
      - 69 Kinder
      - 5 - 1st

        - 2 - 2nd grade
    - Need 16 2nd grades and 9 for 1st grade and 58 kinder
    - 40 kinder register for kinder
    - Enrollment office - New Hire
        - Hired over 1 month ago
        - Calling families and following up on documentation
        - Also helps with office (Secretarial work)
        - Need to finalize calendar of events
            - Schenectady Markets
            - Schenectady District administrative office moving across the
    - Marketing
        - Google pushing traffic to website
        - Radio ad
        - Video also in website
        - Families are doing out-reach
            - $5 per referral
        - Social Media - need to increase presence
            - Fiber person to set up dropbox account to shared photos
            - Idea - Paid a staff member a stipend to be social media manager (include calendar of events)
- School Changes / Updates
    - 90% of staff has signed contracts
        - 2 staff are pending - waiting for salary negotiation
        - Great feedback on work appreciation
    - Operations manager moving to director of operations
        - Amazing staff
    - 1st grade Special education teacher moving to SPED Leader
        - To do evaluations and ensure a good program
    - Julia Brisbay - experienced teacher joining the team as Kindergarten
        - Teaching and grade level leader
    - Teacher appreciation
        - Teacher appreciation week - May 8
        - Year end celebrations
            - Karaoke night
            - Gift cards
            - Teacher awards
            - Rooftop event or home
- Academics
    - Reading - 1st priority area
        - ~ 77% on track to meet year end reading goals
        - Kindergarten GAP: 40% on track

Destine Preparatory Charter School

- § Mostly due to staff loss
- § Julia added in February and a new hire in March
- § Also social emotional gaps & lack parent support in attendance
- § REMEDIATION:
  - support groups and tracker on progress
  - For Parents:
    - using PTO calls to link on resources and having phone support.
    - Report card nights include worksheets & books
    - Exit skill list - consider sharing expectation of skills on report night so parents can see where child is. Chrisheena to share template

- Attendance is key indicator
  - § Significant change (from 82% to 92% daily) meeting 90% goal since hiring attendance officer
  - § Next goal is 99%
  - § If student is chronically absent, then it becomes academic neglect and needs to be reported to CPS.
  - § Will have recommitment meetings with parents to set expectations
- Math
  - Math assessment indicated significant growth in students understanding (double digit)
  - Over 66% scored at proficient level for this time of year or higher.
  - Goal is 80% for next cycle (at least 50 percentile by June)
  - After school math group also available. As well in class pull-out
  - School is anticipating retention - already communicating with parents

- Building Update
  - Construction in progress for first floor
  - Schedule from construction received yesterday
  - Completion expected for 1st week of August
  - Drop off/Pick up plan will be the same as current year
    - Final enrollment will let us know if plan needs to change
  - Metroplex is paying for half of signage
    - Why not pay for the full price?
    - Create a "Friends of Destine Prep" wall in the school to recognize supporters
  - Legally we are in good standing
- Finance
  - Revenue
    - A bit behind but good on cash position
    - CSP application went out

- Working on Re'shawn contract renewal
  - Proposal to be completed by end of week
  - Evaluation criteria to be created - Chrisheena to share template
    - SUNY will ask how are we supporting his development
- Back office monthly report
  - Improvement but still challenges regarding CSP funding
  - Proposal: evaluate other providers (review preferred vendor list)
- Monthly Financial review meetings
  - Please let Raul know to join

- Next board meeting
  - Continue Doodle to set call
- Upcoming item:
  - SUNY Meeting May 3rd
    - Re'shawn confirm if virtual attendance is acceptable.
- Motion to adjourn
  - Motion by Mark. Second by Raul. "Aye" by all participants
  - Meeting closed at 5:41 pm EST

Destine Preparatory Charter School

- **Date: June 22, 2023**
- **Meeting Location: 530 Franklin Schenectady, NY 10035 and Google Meets**
- **Meeting Time: 5:30**
- Meeting start at 5:30
  - Attendance
  - Raysheea, Ashley, Re'Shawn, Mark, Cherly - Present
  - Georgina, Raul, Chrisheena - not present
- School Update - Re'Shawn
  - Enrollment For 23-24
    - currently at 41 for the registered new families
    - adjusted goal is 150
    - Applications that need to be transitioned into fully registered:
      - 72 Kinder
      - 8 - 1st
      - 3 - 2nd grade
    - Present at different events, including Juneteenth
    - Marketing
      - continuously running social media ads

      Using goggle business page

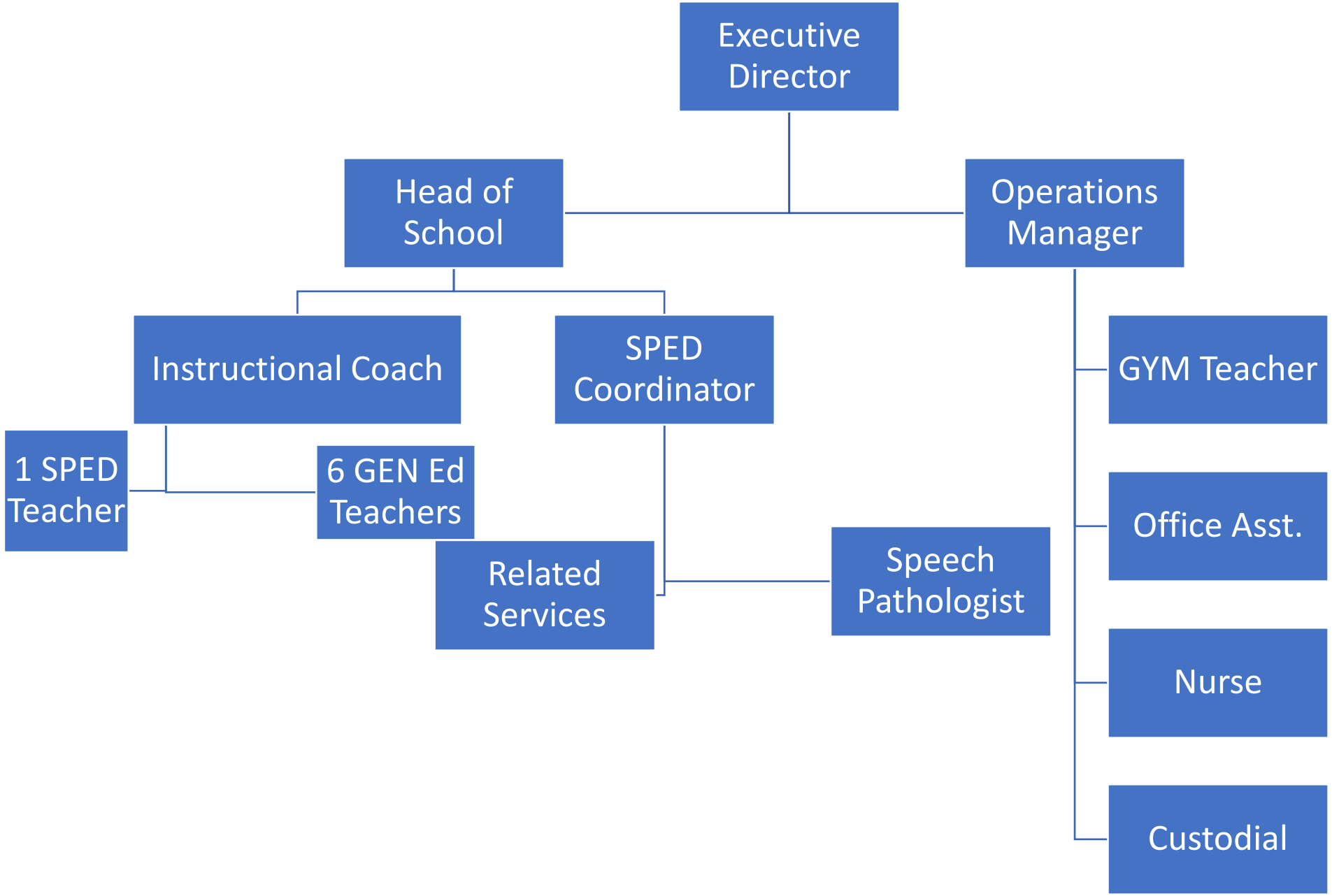
      Academic updates - see prior board meeting notes

- Facilities
  - Timeline for building completion - 8/1

- Finance
  - AD from Edtec presented budget

  And cash flow projections
  - Vote on 23-24 budget
    - Approved by parent voting members: Cheryl make motion to approve, Mark seconds, Raysheea motions, no members vote “nay”

- Motion to adjourn
  - Motion by Mark. Second by Cheely then all members present
  - Meeting closed at 6:30pm EST


Executive Director
Head of School
Operations Manager
Instructional Coach
SPED Coordinator
GYM Teacher
1 SPED Teacher
6 GEN Ed Teachers
Office Asst.
Related Services
Speech Pathologist
Nurse
Custodial

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of Facilities Planning - Room 1060 Education Building Annex
Albany, New York 12234

Updated DECEMBER 2020

PUBLIC SCHOOL FIRE AND BUILDING SAFETY REPORT

(THIS REPORT IS TO BE SUBMITTED ELECTRONICALLY – DO NOT MAIL THIS REPORT)

All buildings which are owned, operated, or leased by public school districts, Boards of Cooperative Educational Services (BOCES), and nonpublic schools must be inspected annually for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the 2020 Building Code of New York State, 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.

BEDS CODE #

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District/School Name

D	e	s	t	i	n	e		P	r	e	p	a	r	a	t	o	r	y		C	h	a	r	t	e

Facility/Building Name

D	e	s	t	i	n	e		P	r	e	p	a	r	a	t	o	r	y		C	h	a	r	t	e

Street Address (NO PO Box Numbers)

5	3	0		F	r	a	n	k	l	i	n		F	l	o	o	r		3						

City/Town/Village **Zip Code**

S	c	h	e	n	e	c	t	a	d	y										1	2	3	0	5	

INSTRUCTIONS

- Read the "*Manual for Public School Facility - Fire and Building Safety Inspections*" prior to inspecting the facility and complete a separate report for each facility.
- Part I: General Information. School officials must complete this section annually.
- Part II: This section to be completed by the inspector and non-conformances recorded on page 4, Fire Safety Non-Conformance Reporting Sheet.
- Part II-A Regulations of the Commissioner 155.7: This section must be completed for student occupied buildings only. (Questions 1-7, Nonconformance Reporting Sheet) Do not complete this section for school buildings located in the cities of Buffalo, Syracuse, Rochester, and Yonkers.
- Part II-B Regulations of the Commissioner 155.25: This part to be completed for all buildings with electrically operated partitions. (Question 8, Non-Conformance Reporting Sheet) 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State. This part to be completed for all buildings. (Questions 9-26, Non-Conformance Reporting Sheet).
- Part III Certifications. To be completed by persons as indicated.
- A copy of this form must be kept on file at the school for three years and must be available for public review.
- Posting of Certificate of Occupancy: Any temporary, qualified, or annual Certificate of Occupancy must be posted in public view in a prominent location within this facility.

Part I: General Information and Fire/Life Safety History

Inspection Date 8/23/22

Note : Please insert the date the actual inspection took place.
The Inspection Date cannot be earlier than 45 days before the Due Date.

1. Please indicate the primary use of this facility:

- [X] INSTRUCTIONAL
- [ ] ADMINISTRATIVE
- [ ] BUS MAINTENANCE
- [ ] BUS STORAGE ONLY
- [ ] LEASED FACILITY OFF SCHOOL GROUNDS
- [ ] MAINTENANCE
- [ ] OTHER

  Please Specify:

- [ ] PUBLIC LIBRARY
- [ ] STORAGE
- [ ] VACANT

2. Is there a fire sprinkler system in this facility? (X) **YES** ( ) **NO**

If 'yes', is the sprinkler alarm connected with the building alarm? (X) **YES** ( ) **NO**

3. Is there a fire hydrant system for facility protection? (X) **YES** ( ) **NO**

If 'yes', indicate ownership of system (select one):

- [X] Public owned
- [ ] School owned
- [ ] Other

  Please Specify:

4. Indicate the ownership of this facility

- (X) Leased
- ( ) Owned

a. If the building is not District Owned, provide the name and address of Landlord or Building Owner:

Name *

Chris Sparagen

Address *

155 Erie Blvd, Schenectady, NY

Telephone # *

518-281-3844

5. Does the District lease the building or spaces within the building to others? ( ) **YES** (X) **NO**

a. If yes, indicate the tenant(s):

Name *

Address *

Telephone # *

6. What is the current gross square footage of this facility?

nearest whole ten feet: 12,000

7. If this Facility is vacant, skip the remaining questions and go to Section #2 Non-Conformance and report any non-conformances for Items #25A-1 through #26A-3

8. FIRE AND EMERGENCY DRILLS

If this facility is used for instruction, complete (a) - (g); otherwise go to question 9.

a. Per Section 807, paragraph 2 of the State Education Law entitled Fire and Emergency Drills, a copy of Section 807 has been printed and distributed as guidance to teaching staff? ◉ **YES** ○ **NO**

b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1 and June 30 of the previous school year: ◉ **YES** ○ **NO**

FIRE & EMERGENCY DRILLS

NOTE Eight (8) are required between September 1, and December 31
Eight (8) drills are required to be evacuation drills Four (4) drills are required to be lockdown drills

	Date	Evacuation	Lockdown
1	9/9/22	X	
2	9/21/22	X	
3	9/27/22	X	
4	10/14/22		X
5	10/24/22	X	
6	11/17/22		X
7	10/7/22	X	
8	11/10/22	X	
9	1/12/23	X	
10	2/13/23	X	
11	4/24/23	X	
12	5/31/23	X	

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

8d. **Average time to evacuate facility was:** minutes seconds

8c. **Arson and fire prevention instruction was provided in accordance with section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety for each month school is in session.** ○ **YES** ○ **NO**

8f. **Employee fire prevention, evacuation, and fire safety training was provided, and records maintained, in accordance with Section F406 of the NYS Fire Code** ○ **YES** ○ **NO**

9. If the fire alarm system was activated, was the fire department immediately notified? ○ **YES** ○ **NO**

10. Have there been any fires in this facility since the last annual fire inspection report? ○ **YES** ○ **NO**

a. If 'yes', indicate: Number of fires | Number of injuries | Total cost of property damage

Part II: Public School Fire and Building Safety Non-Conformance Report Sheet

School District Destine Preparatory Charter School Building Name Destine Preparatory Charter School

Facility # _____

Part II-A (to be completed for public schools only – except "Big 4")				Part II-B				Part II-B				Part II-B			
Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected
01A-2				08A-2				13A-2				19E-1			
01B-1				08B-2				13B-2				19F-1			
01C-1				08C-2								19G-1			
01D-1				08D-2				14A-2				19H-2			
01E-1				08E-2				14B-2							
				09A-2				14C-2				20A-1			
02A-2				09B-2				14D-1				20B-1			
02B-1				09C-1				14E-1				20C-1			
02C-3				09D-1				15A-2				21A-3			
02D-1				09F-2				15B-1				22A-3			
02E-2				09G-2				15C-2				22B-3			
02F-3				10A-2				15D-2				22C-3			
02G-2				10B-2				15E-1				23A-1			
				10C-1				16A-2				23B-1			
03A-3				10D-1				16B-2				23C-1			
03B-1								16C-2				23D-2			
				11A-2				16D-2				24A-3			
04A-2				11B-1				17A-3				25A-1			
04B-2				11C-2				17B-2				25B-1			
04C-1				11D-2				17C-2				25C-1			
				11E-1				17D-2							
05A-3								17E-1				26A-3			
05B-2				12A-1				17F-3							
05C-2				12B-3				17G-1							
				12C-2				17H-2							
06A-1				12D-2				17I-2							
06B-1				12E-1				17J-1							
06C-1				12F-1				17K-1							
06D-2				12G-1				17L-1							
06E-3				12H-1				18A-2							
06F-1				12I-1				18B-2							
06G-1				12J-1				18C-2							
06H-2				12K-1				18D-2							
				12L-1				19A-3							
07A-3				12M-1				19B-2							
07B-2				12N-1				19C-1							
07C-2				12O-2				19D-1							

If any additional non-conformances are observed, check item 26A-3 and list the Code section below.

_____

_____

_____

Inspector

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes_____ **No**_____

All schools complete Section 8 only if the building has electrically-operated folding partitions.

Initial Inspection: CaL

Fire Safety Inspector: Name Christopher Lunn 10013/1

Date 8/21/22 Registry #_____ (26E-4)

Final Inspection (if required):

Fire Safety Inspector: Name_____

Date_____ Registry #_____ (26F-4)

Part III: Public School Certifications

Section III-A. Fire Inspector

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: Christopher Lunn

Telephone #: (518)410-8053

Title: Chef Building Insp

Certification # 0618-0181
(as designated by the NYS Department of State)

Email: clunn@sschenectady.ny.gov

Section III-B. Building Administrator or Designee

Please provide the name and contact information of the person responsible for monitoring this inspection (whomever accompanied the inspector; provided access to all spaces; and made available any records and/or required documentation requested by the inspector)

The individual identified below certifies that this building inspection was conducted on this date _____ and can confirm the specific locations of any non-conformances
(provide inspection date) identified within this report.

Name: _____

Telephone #: (____)_____

Title: _____

Email: _____

Signature _____.

Section III-C. School Superintendent

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which are not corrected immediately shall be corrected within a period of time approved by the Commissioner.

Name: Re'Shawn Rogers

Telephone #: (646) 573-8255

Title: Executive Director

Email: rrogers@destineprepcharterschool.org

Signature [redacted].

NFPA CODE REFERENCE	PASS	FAIL	N/A	COMMENTS
Assembly Occupancies				
1. All assembly occupancies meet the general requirements of Chapter 13 of the Life Safety Code. NFPA 101 Ch. 13.1.1	X			
2. Occupant loads for assembly spaces have been calculated and are posted by the authority having jurisdiction. NFPA 101 Ch. 13.7.9.3.1				TBD
3. Egress/relocation drills are conducted prior to all public events in assembly occupancies. NFPA 101 Ch. 13.7.7.3	X			
4. When the occupant load of an assembly area is 250 persons or more, there are trained crowd control managers available at all public events. NFPA 101 Ch. 13.7.6.1			X	
Means of Egress				
1. Pre-School, Kindergarten, and Grade 1 students are restricted to the level of exit discharge. NFPA 101 Ch. 15.2.1.2			X	
2. Grade 2 students are restricted from occupying any floor level more than one level above exit discharge. NFPA 101 Ch. 15.2.1.3			X	
3. All doors serving 100 or more persons are equipped with approved panic hardware or fire exit hardware. NFPA 101 Ch. 15.2.2.2.2	X			
4. There are not any exit doors which are locked from the inside or chained that prevent egress from the building. NFPA 101 Ch. 13.2.5.4.2	X			
5. Exit doors open in the direction of egress travel. NFPA 101 Ch. 7.2.1.4.2	X			
6. All exit access corridors are at least 6 feet wide. NFPA 101 Ch. 7.2.6.4.1	X			
7. There are not any non-compliant Dead-end corridors. NFPA 101 Ch. 7.5.1.5	X			
8. There are not any non-compliant Common Paths of Travel. NFPA 101 Ch. 7.5.1.1.4	X			
9. All rooms larger than 1000 square feet have at least two exits doors that lead to separate exits. NFPA 101 Ch. 15.2.5.4	X			

NFPA CODE REFERENCE	PASS	FAIL	N/A	COMMENTS
10. There are not any doors that swing into exit access corridors and interfere with travel. NFPA 101 Ch. 15.2.5.6	✓			
11. All doors which could be mistaken as exit doors are clearly marked as "NOT AN EXIT". NFPA 101 Ch. 7.10.8.3.1	✓			
12. All aisles are not less than 30 inches wide. NFPA 101 Ch. 15.2.5.7	✓			
13. No travel distances exceed 150 feet in a non-sprinklered building or 200 feet in a sprinklered building. NFPA 101 Ch. 15.2.6.2	✓			
14. All means of egress are properly marked and illuminated. NFPA 101 Ch. 7.10.1.2.1	✓			
15. Emergency lighting is properly installed, tested and functional. NFPA 101 Ch. 15.2.9.1	✓			
16. There is at least one acceptable rescue window in each classroom below fourth floor, (unless the building has a sprinkler system or room has direct exit to outside). NFPA 101 Ch. 15.2.11.1.1	✓			
17. Lockup or time-out rooms meet the requirements. NFPA 101 Ch. 15.2.11.2			✓	
18. There is not any storage under the stairwells. NFPA 101 Ch. 7.2.2.5.3			✓	
19. There are no less than two separate exits on every story that are accessible from every part of every story and mezzanine. NFPA 101 Ch. 15.2.4.2	✓			
Protection				
1. All vertical openings are enclosed or protected, unless they meet the criteria for exception. NFPA 101 Ch. 15.3.1.1	✓			
2. All storage, janitor, and mechanical rooms are properly separated from the rest of the building. NFPA 101 Ch. 15.3.2.1	✓			
3. All hazardous and flammable materials are stored properly. NFPA 101 Ch. 8.7.3.1	✓			
4. Commercial kitchen facilities have the required hood suppression system. NFPA 101 Ch. 15.3.2.2	✓		✓	—
5. The hood suppression system been cleaned and inspected within the last 6 months. NFPA 96 Ch. 11.2.1			✓	—

NFPA CODE REFERENCE	PASS	FAIL	N/A	COMMENTS
6. There is a vertical clearance of at least 18 inches between sprinkler heads and any objects below. NFPA 13 Ch. 8.5.6	Y			
7. The required manual fire alarm pull stations are unobstructed. NFPA 101 Ch. 9.6.2.7	Y			
8. Pull stations are installed in the natural exit access path near each required exit or within 5 feet of exit doorways. NFPA 101 Ch. 9.6.2.3	Y			
9. The fire alarm system provides audible signals in all occupied spaces. NFPA 101 Ch. 9.6.3.7	Y			
10. The fire alarm system provides visual signals in all occupied spaces. NFPA 101 Ch. 9.6.3.5	Y			
11. All student occupied areas below the exit level of discharge are properly protected by an approved automatic sprinkler system. NFPA 101 Ch. 15.3.5.3	Y			
12. There is proper fire rated separation between floors, corridors, and compartments to include fire caulking/collars in any penetrations. NFPA 101 Ch. 15.3.1.1 and NFPA 101 Ch. 8.5.6.2	X			
13. All fire doors operate properly and are free from obstructions. NFPA 101 Ch. 4.6.12.1	Y			
14. All fire extinguishers are properly charged, marked, and accessible. NFPA 1 Ch. 13.6.8.1.3.1	Y			
Building Services				
1. All panelboard and switchboards, pull boxes, junction boxes, switches, receptacles, and conduit bodies shall be provided with covers. NFPA 1 Ch. 11.1.10	Y			
Operating Features				
1. There an approved emergency plan available. NFPA 101 Ch. 15.7.1	Y			
2. Fire/emergency drills are being conducted and documented as required. NFPA 101 Ch. 15.7.2.1	Y			
3. Documentation is available that routes of egress and exits are inspected daily. NFPA 101 Ch. 15.7.3.1	Y			
4. There is not any clothing and/or personal effects stored in corridors. (Exception: Fire Sprinklers, Smoke Detection, or Metal Lockers) NFPA 101 Ch. 15.7.4.2	X			
5. The artwork and teaching materials on the walls does not exceed the requirements for a sprinklered building (>50%) or a non-sprinklered building (>20%). NFPA 101 Ch. 15.7.4.3	X			

NFPA CODE REFERENCE	PASS	FAIL	N/A	COMMENTS
Portable Classrooms				
1. Modular classrooms are labeled with the required certification. Saf-C 3300			X	
2. If the modular classroom has been moved from a different town/location it has been recertified to meet the requirements in the current town. Saf-C 3300			X	
Required Building Inspection Documentation				
1. Fire extinguisher monthly visual inspection and annual inspection.	X			
2. Emergency lighting testing monthly and annually	X			
3. Commercial kitchen hood cleaning and inspection within 6 months			X	
4. Daily egress check by school staff	X			
5. Annual fire alarm test report any with deficiencies noted.	X			
6. All deficiencies noted in the annual report have been addressed.	X			
Annual sprinkler test report with any deficiencies noted.	X			
8. All deficiencies noted in the annual report have been addressed.	X			
School Security and Emergency Planning				
This new section was developed as a result of the work completed by the Governor's School Safety Preparedness Taskforce and consists as a list of best practices.				
1. All classroom door locking devices are compliant with the provisions of the 2018 Life Safety Code, Educational Occupancies Chapter	X			
2. If provided, the positive alarm sequence for the fire alarm system complies with NFPA 72. *(Positive fire alarm sequence was included in the NFPA 72.* National Fire Alarm and Signaling Code, *in the 1980s. It provides an alarm delay of up to 180 seconds if trained personnel acknowledge the alarm at the control panel within 15 seconds. This action provides the responding personnel time to investigate an alarm before evacuating a building.)*	X			
3. The school conducts All-Hazard drills in compliance with the latest edition of the NH State Fire Code [NH Code of Administrative Rules Saf-C 6008.05(a)]	X			
4. The school has developed an emergency response plan as required by RSA 189:64, Emergency Response Plans	X			
END OF CHECKLIST				

Comments/Notations:

FOLLOW-UP:

1. Based upon the information collected on this form, a corrective action (check one) IS ☐ OR ☒ IS NOT required. If corrective action is required, when do you anticipate it will be completed? Date: _____

2. An approved plan of correction will ☐ OR ☒ will not be submitted to the local fire department.

3. A re-inspection of this facility (check one) IS ☐ OR ☒ IS NOT required. If a re-inspection is required, it will occur on or before? Date: _____

[redacted] 8/24/22

Signature of Inspector or Fire Chief **Date**

I acknowledge receipt of this report.

[redacted] 8/24/22

Signature of School Contact **Date**

BUREAU OF CODE ENFORCEMENT
CITY OF SCHENECTADY
NEW YORK

City Hall
105 Jay Street, Room 17
Schenectady, NY 12305-1938
Tele: (518) 382-5050
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CERTIFICATE OF OCCUPANCY

This is to certify that the building located at **530 FRANKLIN ST** has been inspected on August 15th 2022 and found to conform with New York State Uniform Fire Prevention and New York State Chapter 167 Building Code of the City of Schenectady.

The following occupancies are permitted:

CELLAR: Mechanical/ storage

FIRST FLOOR: Group B

SECOND FLOOR: Group B

THIRD FLOOR: Group E

No change in the character or use of this building inconsistent with the use authorized herein shall be made without the approval of the Bureau of Code Enforcement.

Christopher Lunn
Code Enforcement Officer