Application: Forte Preparatory Academy Charter School

Graham Browne - gbrowne@forteprep.org
2022-2023 Annual Report

Summary

ID: 0000000270
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)

FORTE PREPARATORY ACADEMY CHARTER SCHOOL 800000088152

a1. Popular School Name

Forte Prep Academy

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

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

SUNY BOARD OF TRUSTEES

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD #24 - QUEENS

e. Date of Approved Initial Charter

Jul 11 2016

f. Date School First Opened for Instruction

Aug 23 2017

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

Through a relentless pursuit of academic, community, and personal excellence, Forte Preparatory Academy Charter Schools equip all students to become the next generation of leaders in Queens and beyond.

h. School Website Address

www.forteprep.org

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

360

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

350

k. Grades Served

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

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

Responses Selected:

5
6
7
8

l. Charter Management Organization

Do you have a Charter Management Organization?

No

FACILITIES INFORMATION

m. FACILITIES

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

	Yes, 2 sites

School Site 1 (Primary)

m1. SCHOOL SITES

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

		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	51-35 Reeder STreet, Elmhurst, NY 11373	929-666-4430	NYC CSD 24	5-8	5-8	Yes 5-8

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Justin Smith	Principal	929-666-4442		jsmith@forteprep.org
Operational Leader	Manny Santos	Operations Director	929-666-4433		msantos@forteprep.org
Compliance Contact	Graham Browne	Executive Director	929-666-4432		gbrowne@forteprep.org
Complaint Contact	Graham Browne	Executive Director	929-666-4432		gbrowne@forteprep.org
DASA Coordinator	Graham Browne	Executive Director	929-666-4432		gbrowne@forteprep.org
Phone Contact for After Hours Emergencies	Graham Browne	Executive Director	929-666-4432	[redacted]	gbrowne@forteprep.org

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

Private Space

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

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

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

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

Site 1 Certificate of Occupancy (COO)

51-35 Reeder Street Certificate of Occupancy 07-29-2023.pdf

Filename: 51-35 Reeder Street Certificate of Occupancy 07-29-2023.pdf **Size:** 49.7 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

20230727_FDNY Inspection Report -- 51-35 Reeder Street.pdf

Filename: 20230727_FDNY Inspection Report -- 51-35 Reeder Street.pdf **Size:** 19.4 kB

School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for 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 2	69-26 Cooper Ave, Glendale NY 11385	929-506-1245	NYC CSD 24	n/a	9	yes, 9

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Damali Caine	Campus Director	929-506-1245		dcaine@fortepreп.org
Operational Leader	Trinee Adams	Operations Director	929-506-1245		tadams@fortepreп.org
Compliance Contact	Dawn Antoine-Forbes	Chief Operating Officer	929-666-4430		dforbes@fortepreп.org
Complaint Contact	Dawn Antoine-Forbes	Chief Operating Officer	929-666-4430		dforbes@fortepreп.org
DASA Coordinator	Dawn Antoine-Forbes	Chief Operating Officer	929-666-4430		dforbes@fortepreп.org
Phone Contact for After Hours Emergencies	Graham Browne	Chief Executive Officer	917-870-1941		gbrowne@fortepreп.org

m2b. Is site 2 in public (co-located) space or in private space?

Private Space

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

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 if located in private space in NYC or located outside of NYC .

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

certificate of occupancy Redeemer Lutheran School.pdf

Filename: certificate of occupancy Redeemer Lutheran School.pdf **Size:** 224.2 kB

Site 2 Fire Inspection Report

This is required, marked optional for administrative purposes.

51-35 Reeder Street - Commercial - Log Book 2023 - Full.pdf

Filename: 51-35 Reeder Street - Commercial - Log Book 2023 - Full.pdf **Size:** 1.2 MB

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.

Yes

o2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in Grade Level Configuration	Added grades 9-12	07/15/2022	12/15/2022
2				
3				
4				
5				

More revisions to add?

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	Graham Browne
Position	CEO
Phone/Extension	(No response)
Email	(No response)

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

Responses Selected:

Yes

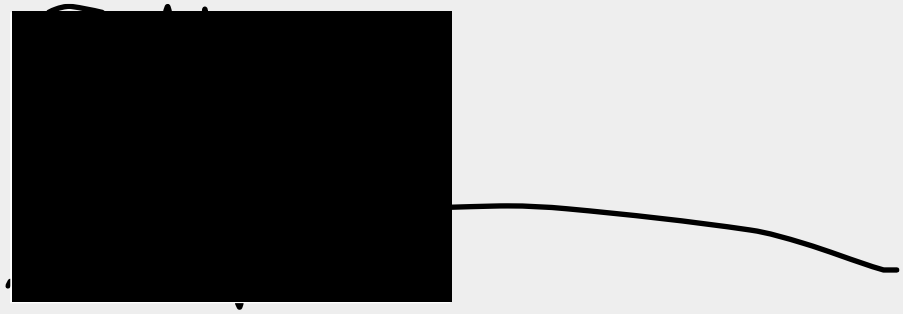
As outlined in ENTRY 10:

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

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees

Date

Aug 1 2023

Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Aug 1 2023

Instructions

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

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[1]
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;

4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo;
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)

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

Form for Entry 2 Links to Critical Documents on School Website

School Name: Forte Preparatory Academy Charter School

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

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

New York State Report Card

Emergency Response Plan Memo

NYSED Subject Matter List

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://www.forteprep.org/
2. Board meeting notices, agendas and documents	https://www.forteprep.org/our-board-1
3. New York State School Report Card	https://www.forteprep.org/
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	https://www.forteprep.org/who-we-are
6. Authorizer-approved FOIL Policy	https://www.forteprep.org/general-info-parents
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.forteprep.org/general-info-parents

Thank you.

Entry 3 Progress Toward Goals

Incomplete - 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				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

(No response)

2022-2023 Progress Toward Attainment of Academic Goals

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

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Academic Goal 60				
Academic Goal 61				
Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

4. ORGANIZATION GOALS

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

2022-2023 Progress Toward Attainment of Organization Goals

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

5. Do have more organizational goals to add?

(No response)

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

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

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

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

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete

Instructions

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

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

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

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

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

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

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

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete

Instructions - SUNY-Authorized Charter Schools ONLY

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

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

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

Incomplete - Hidden from applicant

Instructions - Regents-Authorized Charter Schools ONLY

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

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

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

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

Entry 4c – Additional Financial Documents

Incomplete - Hidden from applicant

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

1. Advisory and/or Management letter
2. Federal Single Audit
3. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school[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

Incomplete

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

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

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

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

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2023

Required of ALL Charter Schools

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

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

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

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

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

Financial Disclosures 2023-24 Forte Prep completed

Filename: Financial_Disclosures_2023-24_Fort_LHvruXO.pdf **Size:** 3.9 MB

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	Fiona Lin	[redacted]	Chair	Governance, Finance	Yes	2	07/31/2021	07/30/2024	11
2	Alexandra ROthman	[redacted]	Secretary	Academics	Yes	3	10/31/2022	10/30/2025	11
3	Daniel Moskowitz	[redacted]	Treasurer	Finance	Yes	3	11/14/2020	11/14/2023	10
4	Wai Lin Yip	[redacted]	Vice Chair	Fund Development	Yes	2	7/30/2021	7/30/2024	11
5	Christine Padula	[redacted]	Trustee/ Member	Finance	Yes	1	10/5/2022	10/5/2025	6
6	Ellen Winn	[redacted]	Trustee/ Member	Fund Development	Yes	2	7/15/2020	7/15/2023	11
7	Katie Mullen	[redacted]	Trustee/ Member	Finanace	Yes	1	10/06/2022	10/06/2025	9
8	Laura Rodriguez	[redacted]	Trustee/ Member	Academic	Yes	1	4/2/2022	4/2/2025	9
9	Valarian (Val) Abrams	[redacted]	Trustee/ Member		Yes	1	8/31/2022	8/31/2025	9

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

Yes

1b. Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
10	Lorenzo Mendez	[redacted]	Trustee/ Member	Finance	Yes	1	10/06/2022	10/06/2025	9
11									
12									
13									
14									
15									

1c. Are there more than 15 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	10
b.Total Number of Members Added During 2022-2023	3
c. Total Number of Members who Departed during 2022-2023	3
d.Total Number of members, as set in Bylaws, Resolution or Minutes	10

3. Number of Board meetings held during 2022-2023

11

4. Number of Board meetings scheduled for 2023-2024

11

Total number of Voting Members on June 30, 2023:

10

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

3

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

3

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

13

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**.

2022-2023 Board Meeting Minutes Forte Prep

Filename: 2022-2023_Board_Meeting_Minutes_Forte_Prep.pdf **Size:** 3.5 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	Distribute applications at local community events, including resource fairs, holiday drives, tree lighting ceremonies	Distribute applications at local community events, including resource fairs, holiday drives, tree lighting ceremonies
English Language Learners	Distribute materials in multiple languages, including spanish and chinese. Website translated into 26 languages via google. Keep ENL department fully staffed Build on strong word of mouth from newcomers	Distribute materials in multiple languages, including spanish and chinese. Website translated into 26 languages via google. Keep ENL department fully staffed Build on strong word of mouth from newcomers
Students with Disabilities	Building on strong word of mouth from SPED students Emphasize that college ready vision is accessible to all students Provide including and 12:1 settings and partner well with CSE	Building on strong word of mouth from SPED students Emphasize that college ready vision is accessible to all students Provide including and 12:1 settings and partner well with CSE

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	Provide wraparound supports to ensure that students can afford to take advantage of our program, e.g. field trip fee waivers, free uniforms, etc	Provide wraparound supports to ensure that students can afford to take advantage of our program, e.g. field trip fee waivers, free uniforms, etc
English Language Learners	Continue to provide robust early detection and screening supports for ENLs especially to ensure that they don't get misidentified with an IEP.	Work to meet with ENL families earlier in the year to ensure that services are clearly articulated to students and families so they remain happy and confident in our school.
Students with Disabilities	Proactive communicate to families challenges with CSE service delivery, timelines for IEP meetings, and regular updates from the school team to ensure maximum satisfaction with academic program.	Proactive communicate to families challenges with CSE service delivery, timelines for IEP meetings, and regular updates from the school team to ensure maximum satisfaction with academic program.

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

Incomplete - Hidden from applicant

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

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

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

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

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

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

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

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

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

	FTE Count
Total	

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	

Thank you.

Entry 12 Organization Chart

Incomplete - Hidden from applicant

Instructions

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

Upload the 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.

2023-2024 FPHS Monthly Academic Calendar

Filename: 2023-2024_FPHS_Monthly_Academic_Calendar.pdf **Size:** 141.4 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.

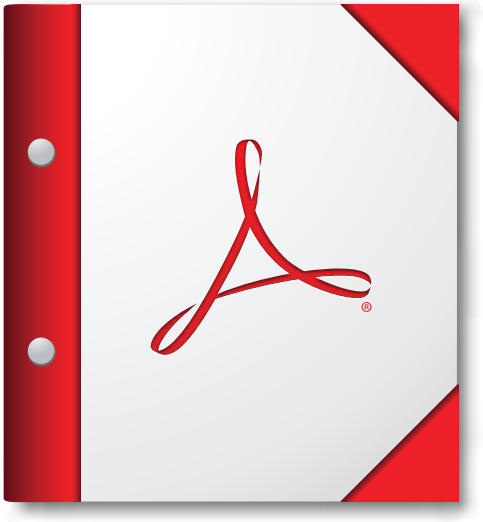
Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

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



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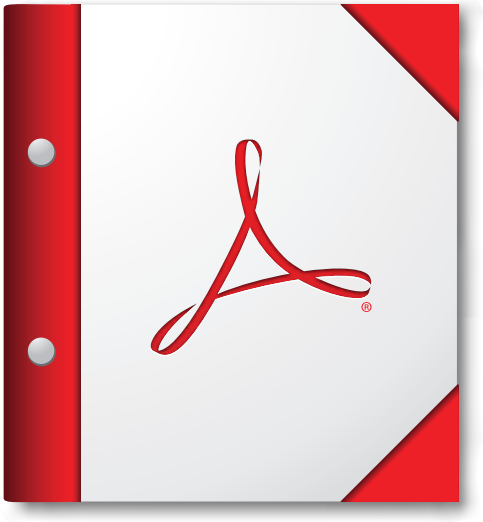

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2023 August

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14 Summer Staff Summit (SSS) - New Staff Start Teacher Leader PD	15	16	17 Summer Staff Summit (SSS) - Returning Staff Start	18	19
20	21	22	23	24	25	26
27	28	29	30 New Student Orientation (1pm dismissal)	31 New Student Orientation (1pm dismissal)	01 New Student Orientation (1pm dismissal)	02
03	04	Notes:				

2023 September

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30 New Student Orientation (1pm dismissal)	31 New Student Orientation (1pm dismissal)	01 New Student Orientation (1pm dismissal)	02
03	04 Labor Day (no school)	05 No School	06 First Day of school (returning students)	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Yom Kippur (no school)	26	27	28	29	30
01	02	Notes: 17 instructional days + 3 orientation days				

2023 October

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01	02	03	04	05	06	07
08	09 Indigenous Peoples' Day (no school)	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	Notes: 21 Instructional Days				

2023 November

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	01	02	03	04
05	06 Q1 Exams	07 Q1 Exams Election Day - school in session	08 Q1 Exams	09 Q1 Exams	10 Veterans Day Observed (no school)	11
12	13 First Day of Q2	14	15	16	17 Data Day (staff PD, no school for students)	18
19	20	21	22	23 Thanksgiving (no school)	24 Thanksgiving (no school)	25
26	27	28	29	30	01	02
03	04	Notes: 19 Instructional Days				

2023 December

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22 Winter Recess (no school)	23
24	25 Winter Recess (no school)	26 Winter Recess (no school)	27 Winter Recess (no school)	28 Winter Recess (no school)	29 Winter Recess (no school)	30
31	01	Notes: 14 Instructional Days				

2024 January

20

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	01 Winter Recess (no school)	02 Data Day (staff PD, no school for students)	03	04	05	06
07	08	09	10	11	12	13
14	15 MLK Day (no school)	16	17	18	19	20
21	22	23 Q2 Exams	24 Q2 Exams	25 Q2 Exams	26 Q2 Exams	27
28	29 First Day of Q3	30	31	01	02 Data Day (staff PD, no school for students)	03
04	05	Notes: 20 Instructional Days				

2024 February

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	01	02	03
04	05	06	07 Family Conferences	08	09	10
11	12	13	14	15	16	17
18	19 Midwinter Recess (no school)	20 Midwinter Recess (no school)	21 Midwinter Recess (no school)	22 Midwinter Recess (no school)	23 Midwinter Recess (no school)	24
25	26	27	28	29	01	02
03	04	Notes: 16 Instructional Days				

2024 March

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 Good Friday (no school)	30
31	01	Notes: 19 Instructional Days				

2024 April

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	01	02	03	04	05	06
07	08 Q3 Exams	09 Q3 Exams	10 Eid al-Fitr (no school)	11 Q3 Exams	12 Q3 Exams	13
14	15 First Day of Q4	16	17	18	19	20
21	22 Spring Recess (no school)	23 Spring Recess (no school)	24 Spring Recess (no school)	25 Spring Recess (no school)	26 Spring Recess (no school)	27
28	29	30	01	02	03	04
05	06	Notes: 16 Instructional Days				

2024 May

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Memorial Day (no school)	28	29	30	31	01
02	03	Notes: 22 Instructional Days				

2024 June

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	01
02	03	04 Algebra 1 Regents Exam	05	06 Field Day	07	08
09	10	11	12	13	14 Living Environment Regents Exam	15
16	17 Q4 Exams	18 Q4 Exams	19 Juneteenth observed (no school)	20	21 Geometry Regents Exam	22
23	24 Family Conferences	25	26 Last Day of School (1pm Dismissal)	27	28	29
30	01	Notes: 16 Instructional Days				

2024 July

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	01	02	03	04 Independence Day	05	06
07	08	09	10	11	12	13
14	15 Summer Academy (8-1)	16 Summer Academy (8-1)	17 Summer Academy (8-1)	18 Summer Academy (8-1)	19 Summer Academy (8-1)	20
21	22 Summer Academy (8-1)	23 Summer Academy (8-1)	24 Summer Academy (8-1)	25 Summer Academy (8-1)	26 Summer Academy (8-1)	27
28	29 Summer Academy (8-1)	30 Summer Academy (8-1)	31 Summer Academy (8-1)	01 Summer Academy (8-1)	02 Summer Academy (8-1)	03
04	05	Notes:				

SAFEWAY FIRE & PROTECTION COMPANY

151 FAIRCHILD AVENUE, SUITE 2
PLAINVIEW NY 11803
516-833-1333

FIRE ALARM T&I
LOG BOOK

FIRE ALARM INSPECTION REPORT

51-35 Reeder Street - Commercial

51-35 Reeder Street
Elmhurst, NY 11373

PERFORMED IN ACCORDANCE WITH APPLICABLE
NATIONAL FIRE PROTECTION ASSOCIATION STANDARDS

MAY 31ST 2023

PREPARED FOR
Property Manager

FIRE ALARMS ~ BURGLAR ALARMS ~ CCTV ~ ACCESS CONTROL ~ INTERCOMS

Licensed by The State of New York to Service and Maintain Security and Fire Alarm Systems. License # 12000305834

SAFEWAY FIRE & PROTECTION COMPANY

FIRE ALARM INSPECTION

51-35 Reeder Street - Commercial

51-35 Reeder Street

Elmhurst, NY 11373

TABLE OF CONTENTS

TEST SUMMARY
MONITORING / JURUSDICTIONAL AGENCIES
TEST RESULTS-CONTROL PANNEL / CENTRAL PROCESSING UNIT
DETAIL TEST RESULTS
INSPECTION DEFICIENCIES SUMMARY
SIGNATURE

MONITORING AGENCY	
AUTHORITY HAVING JURISDICTION	NEW YORK FIRE DEPARTMENT
INSPECTION SERVICES	SAFEWAY FIRE & PROTECTION COMPANY
INSPECTION MANAGER	MARIO FELICIONE

INSPECTION TEAM	
WILFREDO CRUZ	RONNY ABREU
S-98 CERT # 88812912	S-98 CERT # -
NICET LVL [ ]	NICET LVL [ ]

TEST SUMMARY

Thank you for choosing Safeway Fire & Protection as provider of your Fire Alarm Testing Inspecting and Maintenance Services

, which began on MAY 31ST 2023 And was completed on MAY 31ST 2023

This was a 100% test and inspection of your life safety fire alarm system. All devices tested were found to be fully

Operational in accordance with NFPA Code 72 standards, unless otherwise noted in this report

All smoke detectors & duct detectors tested/cleaned were within manufacturer limits for sensitivity levels.

SAFEWAY FIRE & PROTECTION COMPANY

FIRE ALARM INSPECTION

51-35 Reeder Street - Commercial

51-35 Reeder Street

Elmhurst, NY 11373

CONTROL PANEL / CENTRAL PROCESSING UNIT			
PANEL: EST 3X			
BUILDING ADDRESS	**51-35 Reeder Street**	**FLOOR: PANEL LOCATION**	**1ST FL MAIN LOBBY**

DEVICE LIST COUNT		
SD: SMOKE DETECTOR	**21**	
DD: DUCT SMOKE DETECTOR	**0**	
PS: PULL STATION	**19**	
HT: HEAT DETECTOR	**1**	
WF: WATER FLOW	**1**	
TS: TAMPER SWITCH	**1**	

SAFEWAY FIRE & PROTECTION COMPANY

FIRE ALARM INSPECTION

51-35 Reeder Street - Commercial

51-35 Reeder Street

Elmhurst, NY 11373

AUXILARY FUNCTIONS			
DESCRIPTION	**VISUAL INSPECTION**	**FUNCTIONAL TEST**	**COMMENTS**
DOOR-REALEASING DEVICES	PASS		
FAN SHUT DOWN	PASS		
SMOKE MANAGEMENT/CONTROL	NA		
SMOKE DAMPER OPERATION	NA		
DOOR UNLOCKING	NA		
ELEVATOR RECALL	PASS		
NOTIFICATION APPLIANCE CIRCUITS	PASS		

SUPERVISORY STATION MONITORING			
DESCRIPTION	**YES/NO**	**TIME**	**COMMENTS**
ALARM SIGNAL	NA		
ALARM RESTORATION	NA		
TROUBLE SIGNAL	NA		
TROUBLE RESTORAL	NA		
SUPERVISORY SIGNAL	MA		
SUPERVISORY RESTORAL	NA		
OPERATOR IDENTIFICATION NAME/#:	NA		

SYSTEM RETURNED TO NORMAL OPERATION	
DATE: MAY 31ST 2023	TIME: 11:30AM

SAFEWAY FIRE & PROTECTION COMPANY
FIRE ALARM INSPECTION
51-35 Reeder Street - Commercial
51-35 Reeder Street
Elmhurst, NY 11373

DETAIL TEST RESULTS

NODE# MAPNET# ZONE#	DEVICE	LOCATION	TEST PASS / FAIL	CLEAN PASS / FAIL	DATE	SENSITIVITY	NAME TECH/S	COMMENTS
1030001	SMOKE	1 FL SMOKE DET. ABOVE FACP	PASS		05/31/23	0%	WC/RA	
1030002	SMOKE	1 FL SMOKE DET. ELEVATOR 3 / 4 LOBBY	PASS		05/31/23	0%	WC/RA	
1030003	SMOKE	1 FL SMOKE DET. FREIGHT ELEV LOBBY	PASS		05/31/23	0%	WC/RA	
1030004	SMOKE	1 FL SMOKE DET. ENTRANCE	PASS		05/31/23	0%	WC/RA	
1030005	SMOKE	1 FL SMOKE DET ELECTRICAL RM	PASS		05/31/23	0%	WC/RA	
1030006	SMOKE	1 FL SMOKE DET. STAIR C CORRIDOR	PASS		05/31/23	0%	WC/RA	
1030007	SMOKE	2 FL SMOKE DET. ELECT CLOSET / ATS ROOM	PASS		05/31/23	0%	WC/RA	
1030008	SMOKE	2 FL SMOKE DET. ART WORK RM STOR RM (232B)	PASS		05/31/23	0%	WC/RA	
1030009	SMOKE	2 FL SMOKE DET. MUSIC INSTRUMENT RM (232A)	PASS		05/31/23	0%	WC/RA	
1030010	SMOKE	1 FL SMOKE DET STAIR C CORRIDOR	PASS		05/31/23	0%	WC/RA	
1030011	SMOKE	2 FL SMOKE DET. ELECTRIC RM STOR	PASS		05/31/23	0%	WC/RA	
1030012	SMOKE	ROOF SMOKE DET ELECTRICAL ROOM	PASS		05/31/23	0%	WC/RA	
1030013	SMOKE	2 FL SMOKE DET. ELEVATOR 3 / 4 LOBBY	PASS		05/31/23	0%	WC/RA	
1030014	SMOKE	2 FL SMOKE DET. FREIGHT ELEVATOR LOBBY	PASS		05/31/23	0%	WC/RA	
1030015	SMOKE	2 FL SMOKE DET. ELECTRIC CLOSET (RM 224A IT)	PASS		05/31/23	0%	WC/RA	
1030016	SMOKE	2 FL SMOKE DET. ELEVATOR 1 / 2 LOBBY	PASS		05/31/23	0%	WC/RA	
1030018	SMOKE	3 FL SMOKE DET. ELEVATOR 3 / 4 LOBBY	PASS		05/31/23	0%	WC/RA	
1030019	SMOKE	4 FL SMOKE DET. TOP OF STAIR D	PASS		05/31/23	0%	WC/RA	
1030020	SMOKE	4 FL SMOKE DET. 1 TOP OF SHAFT			05/31/23	0%	WC/RA	ELEVATOR TECH NEEDED TO TEST
1030022	HEAT	2ND FL HEAT DET ELECTRICAL RM 235A			05/31/23	0%	WC/RA	VISUAL INSPECTION ONLY
1030023	SMOKE	2 FL SMOKE DET. TRASH COMP. ROOM (RM 234)	PASS		05/31/23	0%	WC/RA	
1030126	PULL	1 FL PULL STATION STAIR B	PASS		05/31/23		WC/RA	
1030127	PULL	1 FL PULL STATION AMBULATORY TREATMENT	PASS		05/31/23		WC/RA	
1030128	PULL	1 FL PULL STATION 1 RETAIL OCCUPANCY	PASS		05/31/23		WC/RA	
1030129	PULL	1 FL PULL STATION CORR EMER EXIT STR C	PASS		05/31/23		WC/RA	
1030130	RELAY	ELEVATOR 4 RECALL	PASS		05/31/23		WC/RA	
1030131	RELAY	ELEVATOR 3 RECALL	PASS		05/31/23		WC/RA	
1030132	PULL	1 FL PULL STATION 3 RETAIL OCCUPANCY	PASS		05/31/23		WC/RA	
1030133	PULL	1 FL PULL STATION 4 RETAIL SPACE	PASS		05/31/23		WC/RA	
1030134	PULL	1 FL PULL STATION BY REEDER ST	PASS		05/31/23		WC/RA	
1030135	PULL	1 FL PULL STATION 5 FLUSHING BANK MAIN ENTRANCE	PASS		05/31/23		WC/RA	
1030136	PULL	1 FL PULL STATION BY REEDER ST	PASS		05/31/23		WC/RA	
1030137	PULL	1 FL PULL STATION CORRIDOR BY STAIR A	PASS		05/31/23		WC/RA	
1030138	PULL	2 FL PULL STATION ELEVATOR 3 / 4 LOBBY	PASS		05/31/23		WC/RA	
1030139	PULL	2 FL PULL STATION STAIR A	PASS		05/31/23		WC/RA	
1030140	PULL	2 FL PULL STATION STAIR C	PASS		05/31/23		WC/RA	
1030141	PULL	2 FL PULL STATION STAIR B	PASS		05/31/23		WC/RA	
1030142	PULL	3 FL PULL STATION ELEVATOR 3 / 4 LOBBY	PASS		05/31/23		WC/RA	
1030143	PULL	ROOF PULL STATION BY STAIR D	PASS		05/31/23		WC/RA	
1030158	PULL	1 FL PULL STATION MAIN ENTRANCE	PASS		05/31/23		WC/RA	
1030159	PULL	1 FL PULL STATION RETAIL BY STAIR B	PASS		05/31/23		WC/RA	

SAFEWAY FIRE & PROTECTION COMPANY
FIRE ALARM INSPECTION
51-35 Reeder Street - Commercial
51-35 Reeder Street
Elmhurst, NY 11373

DETAIL TEST RESULTS

NODE# MAPNET# ZONE#	DEVICE	LOCATION	TEST PASS / FAIL	CLEAN PASS / FAIL	DATE	SENSITIVITY	NAME TECH/S	COMMENTS
1030167	PULL	1 FL PULL STATION FREI. ELEV BY STAIR A	PASS		05/31/23		WC/RA	
1030171	WATERFLOW	2ND FLOOR WATERFLOW SW. (STAIR A)	PASS		05/31/23		WC/RA	
1030172	TAMPER	2ND FLOOR TAMPER SW. (STAIR A)	PASS		05/31/23		WC/RA	
1030024	SMOKE	1ST FL SMOKE DET FLUSHING BANK ABOVE ELEC PANEL	PASS		05/31/23	0%	WC/RA	DEVICE NOT TIED TO TEST GROUP.

SAFEWAY FIRE & PROTECTION COMPANY

FIRE ALARM INSPECTION

51-35 Reeder Street - Commercial

51-35 Reeder Street

Elmhurst, NY 11373

DETAIL BATTERY TEST RESULTS

NODE # DGP # N/A	BATT.SETS (2)	LOCATION	MFG DATE	TEST PERFORM TEST PASS / FAIL	%	DATE	NAME TECH/S	COMMENTS
FACP	12V 18AH	1ST FL MAIN LOBBY	11/01/19	PASS	100%	05/31/23	WC/RA	
BPS	12V 7AH	2ND FL LOBBY BY OFFICE		PASS	100%	05/31/23	WC/RA	
BPS	12V 7AH	2ND FL LOBBY BY OFFICE		PASS	90%	05/31/23	WC/RA	
BPS	12V 7AH	1ST FL ELECTRIC CLOSET		PASS	100%	05/31/23	WC/RA	

Safeway Fire & Protection Company
151 Fairchild Ave.
Suite 2
Plainview, New York, 11803
Phone: 877-945-3473
Email: service@safewayfire.com

Work Order #217376

Date	05/27/2023
Customer PO#:	FULL TEST
Assigned To	Wilfredo Cruz
Status	Closed

Bill To: 85-15 QUEENS BLVD REALTY LLC
136-18 39TH AVE
12TH FLOOR
FLUSHING, New York, 11354

Job Site 51-35 REEDER ST - COMMERCIAL
ELMHURST, New York, 11373

Description

FULL TEST

Work Notes

Job Site

Create Date	Note
05/31/2023	When we arrived here at 5135 Reeder St. We met and spoke with the super at the front desk to make sure the FACP was offline with central station. Once confirmed offline we began to test all known devices in the commercial building from the roof level down to the ground floor. Final Report to follow. The FACP was returned to normal condition.

Signatures

This is to certify that the work was completed at this job as per work order specifications. I authorize the work has been completed as expected.

Customer Signature

05/31/2023
Date

CERTIFICATE ISSUED BY FDNY

CERT.# **88812912** **R**
ISSUED **08/05/2022** EXPIRES **09/28/2025**

NAME **WILFREDO CRUZ**
HOME ADDR. [redacted]

NOT FDNY EMPLOYEE

FEE $ **15** CAT. **S98** TYPE **Fitness**

wilfredo cruz

DESC. **FIRE ALARM SYSTEMS INSP, TEST & SERVICE TECH**

EMPLOYER **JOHNSON CONTROLS FIRE PROTECTION LP**
WORK LOCATION ,

BUREAU OF FIRE PREVENTION
9 Metro Tech Center, 3rd Floor
Brooklyn, NY 11201

FDNY Building Information Profile

BIN:

The information provided returned no records.

Form 54-C (Rev. 7/64)-33M-705151(67) 346

DEPARTMENT OF BUILDINGS

BOROUGH OF QUEENS, THE CITY OF NEW YORK

Date 7/26/71 No. 181117

CERTIFICATE OF OCCUPANCY

NO CHANGES OF USE OR OCCUPANCY NOT CONSISTENT WITH THIS CERTIFICATE SHALL BE MADE UNLESS FIRST APPROVED BY THE BOROUGH SUPERINTENDENT

This certificate supersedes C. O. No.

THIS CERTIFIES that the ~~new~~ altered ~~existing~~—building—premises located at 73-19 69th Place Block 3707 Lot 16

That the zoning lot and premises above referred to are situated, bounded and described as follows:

BEGINNING at a point on the East side of 69th Place distant 0 feet South from the corner formed by the intersection of Cooper Avenue and 69th Place

running thence E 105.57 feet; thence S 256.94 feet;
thence W 100.08 feet; thence N 223.37 feet;
running thence ..... feet; thence ..... feet;

to the point or place of beginning, conforms substantially to the approved plans and specifications, and to the requirements of the Building Code, the Zoning Resolution and all other laws and ordinances, and of the rules of the Board of Standards and Appeals, applicable to a building of its class and kind at the time the permit was issued; and

CERTIFIES FURTHER that, any provisions of Section 646c of the New York Charter have been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent.

~~NB~~ or Alt. No.— Alt. 1196/69 Construction classification— Non-fire & Fireproof

Occupancy classification— Public . Height 2 stories, 43 feet.

Date of completion— 6/30/71 . Located in C1-2 and R 5 Zoning District.

at time of issuance of permit.

This certificate is issued subject to the limitations hereinafter specified and to the following resolutions of the Board of Standards and Appeals: and The City Planning Commission: (Calendar numbers to be inserted here)

PERMISSIBLE USE AND OCCUPANCY

Off-Street Parking Spaces .....

Off-Street Loading Berths .....

STORY	LIVE LOADS Lbs. per Sq. Ft.	PERSONS ACCOMMODATED	USE
Cellar	O.G.		Utility
Basmt.	O.G.	60	2 Classrooms
1st	100	10	School Office & 5 Car Garage
1st	100	20	School Library
1st	100	180	Dining Rm. & Temple Cl. Rm.
1st	O.G.	363	School
2nd	100	240	Gym, Snack Bar, Toilets & Locker Rms.
			Slab on fill - Owner's affidavit on file

THIS CERTIFICATE OF OCCUPANCY MUST BE POSTED WITHIN THE BUILDING IN ACCORDANCE WITH THE RULES OF THE DEPARTMENT PROMULGATED MARCH 31ST, 1967.

Sewage Disposal:
Saintary Drainage (DOES) (DOES NOT) Discharge Into Either Sanitary or Combined Sewer

Storm Drainage (DOES) (DOES NOT) Discharge Into Either Storm or Combined Sewer

[redacted]

Borough Superintendent

OFFICE COPY—DEPARTMENT OF BUILDINGS

PERMISSIBLE USE AND OCCUPANCY (continued)

STORY	LIVE LOADS Lbs. per Sq. Ft.	PERSONS ACCOMMODATED	USE

Borough Superintendent

NYC Buildings

Certificate of Occupancy

CO Number:4570298-0000012

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

A.	**Borough:** QUEENS **Address:** 51-35 REEDER ST **Building Identification Number(BIN):** 4570298	**Block Number:** 1549 **Lot Number(s):** 7501 **Additional Lot Number(s):** **Application Type:** NB - NEW BUILDING	**Full Building Certificate Type:** Temporary **Date Issued:** 06/16/2023
	This building is subject to this Building Code: 2008		
	This Certificate of Occupancy is associated with job# 420812446-01		
B.	**Construction Classification:** I-B: 2 HOUR PROTECTED - NON-COMBUST **Building Occupancy Group classification:** R-2 - RESIDENTIAL: APARTMENT HOUSES **Multiple Dwelling Law Classification:** HAEA		
	No.of stories: 7	**Height in feet:** 75	**No.of dwelling units:** 142
C.	**Fire Protection Equipment:** Fire Alarm System, Sprinkler System, Standpipe System		
D.	**Parking Spaces and Loading Berths:** Open Parking Spaces: 0 Enclosed Parking Spaces: 171 Total Loading Berths: 2		
E.	**This Certificate is issued with the following legal limitations:** Restrictive Declaration: None Zoning Exhibit: None BSA Calendar Number(s): None CPC Calendar Number(s): None		
	Borough Comments:		

Borough Commissioner [redacted]

Commissioner [redacted]

DOCUMENT CONTINUES ON NEXT PAGE

NYC Buildings

Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
Cellar	R-2	N/A	OG	2B		420812446	Temporary	09/14/2023
Description of Use:	Apartment House UTILITY ROOMS, REFUSE COMPACTORS/STORAGE ROOM, FUEL TANK STORAGE ROOM, ELEVATOR MACHINE ROOM.					Exceptions:		
Cellar	S-2	N/A	OG	2B		420812446	Temporary	09/14/2023
Description of Use:	Storage of non combustible materials ATTENDANT PARKING FOR 171 CARS					Exceptions:		
Floor 1	S-2	N/A	100	6F		420812446	Temporary	09/14/2023
Description of Use:	Storage of non combustible materials LOADING BERTH					Exceptions:		
Floor 1	M	863	100	6A		420812446	Temporary	09/14/2023
Description of Use:	Retail Sales RETAIL STORES					Exceptions:		
Floor 1	E	16	100	3A		420812446	Temporary	09/14/2023
Description of Use:	Academies and schools SCHOOL, GRADES: 5TH, 6TH, 7TH, 8TH AND SPECIAL EDUCATION					Exceptions:		
Floor 2	E	834	100	3A		420812446	Temporary	09/14/2023
Description of Use:	Schools SCHOOL, GRADES: 5TH, 6TH, 7TH, 8TH AND SPECIAL EDUCATION					Exceptions:		

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NYC Buildings

Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
Floor 3	R-2	N/A	40	2A	30	420812446	Temporary	09/14/2023
Description of Use:	Apartment House CLASS "A" APARTMENTS					Exceptions:		
Floor 3	R-2	7	100	2B		420812446	Temporary	09/14/2023
Description of Use:	Apartment House OUTDOOR RECREATION AREA, PRIVATE TERRACES					Exceptions:		
Floor 3	A-3	74	100	4A		420812446	Temporary	09/14/2023
Description of Use:	Community/Exhibition/Lecture Hall COMMUNITY CENTERS FOR SENIORS ADULT DAYCARE					Exceptions:		
Floor 3	R-2	9	100	2B		420812446	Temporary	09/14/2023
Description of Use:	Apartment House EXERCISE ROOM, LAUNDRY ROOM, BICYCLE PARKING FOR 75 SPACES					Exceptions:		
Floor 4	R-2	N/A	40	2A	29	420812446	Temporary	09/14/2023
Description of Use:	Apartment House CLASS "A" APARTMENTS					Exceptions:		
Floor 4	R-2	N/A	100	2B		420812446	Temporary	09/14/2023
Description of Use:	Apartment House OUTDOOR RECREATION AREA, PRIVATE TERRACES , ELEVATOR CONTROL ROOM					Exceptions:		

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NYC Buildings

Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
Floor 5	R-2	N/A	40	2A	29	420812446	Temporary	09/14/2023
Description of Use:	Apartment House CLASS "A" APARTMENTS					Exceptions:		
Floor 6	R-2	N/A	40	2A	27	420812446	Temporary	09/14/2023
Description of Use:	Apartment House CLASS "A" APARTMENTS					Exceptions:		
Floor 7	R-2	N/A	40	2A	27	420812446	Temporary	09/14/2023
Description of Use:	Apartment House CLASS "A" APARTMENTS					Exceptions:		
Roof	R-2	N/A	70	2B		420812446	Temporary	09/14/2023
Description of Use:	Apartment House STAIR BULKHEAD, ELEVATOR LOBBY, BOILER ROOM.ELECTRIAL ROOM					Exceptions:		

CofO Comments: THE 171 PARKING SPACES IN CELLAR LEVEL WILL BE FULLY ATTENDED. SUFFICIENT NUMBER OF PAID ATTENDANTS EMPLOYED BY THE OWNER OROPERATOR OF SUCH SPACES SHALL BE AVAIABLE TO HANDLE THE PARKING AND MOVING OF AUTOMOBILES AT ALL TIMES WHEN BUILDING ISOCCUPIED.CERTIFICATE AND ZONING LOT DESCRIPTION HAVE BEEN RECORDED IN THE OFFICE OF CITY REGISTER OF THE CITY OF NEW YORK UNDER CRFN#2015000397779 AND 2015000397780. THE ROOF HAS NO OCCUPANCY. THE ELEVATOR ON ROOF FOR MAINTENANCES PURPOSES ONLY.APPLICATION# 421785018 AND THIS APPLICATION IS ONE ZONING LOT, WILL BE SIGNED OFF SIMULTANEOUSLY

Borough Commissioner

Commissioner

END OF DOCUMENT