

# Application: University Preparatory Charter School for Young Men

Jen Pasek - jen@pasekconsulting.com  
2022-2023 Annual Report

## Summary

ID: 0000000313

Last submitted: Nov 4 2023 12:37 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)

UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN 800000067651

**a1. Popular School Name**

UPREP

**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**

ROCHESTER CITY SD

**e. Date of Approved Initial Charter**

Feb 1 2010

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

Sep 1 2010

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

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

N/A

**h. School Website Address**

<https://uprep.org>

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

450

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

00

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:

7
8
9
10
11
12
ungraded

I. 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	1290 Lake Avenue Rochester, NY 14613	585-672-1280	Rochester	7-12	7-12	No

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

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Walter Larkin Jr	Chief Executive Officer	585-672-1280		<a href="mailto:walter.larkin@uprep.org">walter.larkin@uprep.org</a>
Operational Leader	Cameron Lewis	Chief Operations Officer	585-672-1280		<a href="mailto:cameron.lewis@uprep.org">cameron.lewis@uprep.org</a>
Compliance Contact	Walter Larkin Jr	Chief Operations Officer	585-672-1280		<a href="mailto:walter.larkin@uprep.org">walter.larkin@uprep.org</a>
Complaint Contact	Walter Larkin Jr	Chief Operations Officer	585-672-1280		<a href="mailto:walter.larkin@uprep.org">walter.larkin@uprep.org</a>
DASA Coordinator	Raheem Miller	Director of Math	585-672-1280		<a href="mailto:raheem.miller@uprep.org">raheem.miller@uprep.org</a>
Phone Contact for After Hours Emergencies	Walter Larkin Jr	Chief Operations Officer	585-750-4968		<a href="mailto:walter.larkin@uprep.org">walter.larkin@uprep.org</a>

**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)

[COI \(2\).pdf](#)

**Filename:** COI (2).pdf **Size:** 430.0 kB

### Site 1 Fire Inspection Report

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

[UPCSYM Fire 10-26-2022 Combined.pdf](#)

**Filename:** UPCSYM Fire 10-26-2022 Combined.pdf **Size:** 5.3 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.*

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	Jen Pasek
Position	Consultant
Phone/Extension	518-542-9810
Email	<a href="mailto:jen@pasekconsulting.com">jen@pasekconsulting.com</a>

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

## Responses Selected:

Yes

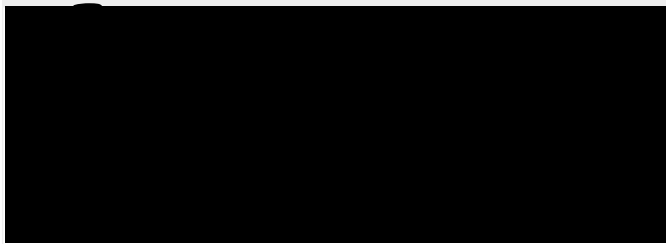
As outlined in ENTRY 10:

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

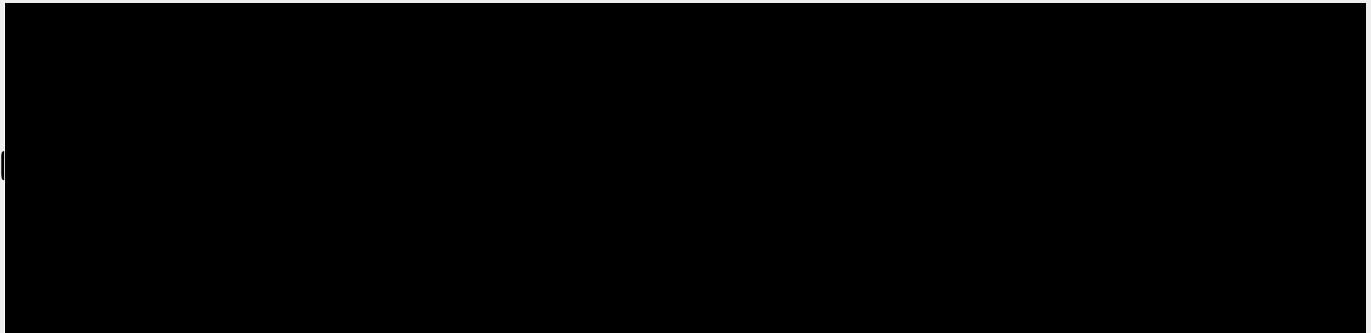
**Responses Selected:**

Yes

**Signature, Head of Charter School**



**Signature, President of the Board of Trustees**



**Date**

Aug 1 2023

Thank you.



## Entry 2 Links to Critical Documents on School Website

Completed - Aug 1 2023

### Instructions

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

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

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

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

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

School Name: University Preparatory Charter School for Young Men

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**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item**

**4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

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

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<a href="https://uprep.org/board-of-trustees"><u>https://uprep.org/board-of-trustees</u></a>
2. Board meeting notices, agendas and documents	<a href="https://go.boarddocs.com/ny/uprepcs/Board.nsf/Public"><u>https://go.boarddocs.com/ny/uprepcs/Board.nsf/Public</u></a>
3. New York State School Report Card	<a href="https://uprep.org/board-of-trustees"><u>https://uprep.org/board-of-trustees</u></a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://uprep.org/leadership"><u>https://uprep.org/leadership</u></a>
6. Authorizer-approved FOIL Policy	<a href="https://uprep.org/board-of-trustees"><u>https://uprep.org/board-of-trustees</u></a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://uprep.org/board-of-trustees"><u>https://uprep.org/board-of-trustees</u></a>

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

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

#### 4. ORGANIZATION GOALS

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

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## 2022-2023 Progress Toward Attainment of Organization Goals

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

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

(No response)

**6. FINANCIAL GOALS**

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

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

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

(No response)

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

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

**Thank you.**

## Entry 3 Accountability Plan Progress Reports

Completed - Nov 4 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.**

#### UPCSYM 2022-23 APPR to upload

Filename: UPCSYM\_2022-23\_APPR\_to\_upload.docx Size: 91.6 kB

## Entry 4 - Audited Financial Statements

Completed - Nov 1 2023

#### Required of ALL Charter Schools

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

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

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

#### UPREP Financial Statement 2023

Filename: UPREP\_Financial\_Statement\_2023.pdf Size: 652.0 kB

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

Completed - Nov 1 2023

#### 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.**

#### 2022-23-Audited-Financial-Statement-Template

Filename: 2022-23-Audited-Financial-Statement\_Template.xlsx Size: 175.5 kB

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

Incomplete - Hidden from applicant

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

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

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

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

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

## Entry 4c – Additional Financial Documents

**Incomplete** - Hidden from applicant

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

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

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

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

## Entry 4d - Financial Contact Information

**Incomplete** - Hidden from applicant

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

## Form for "Financial Contact Information"

### 1. School Based Fiscal Contact Information

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



2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
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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 UPREP Rochester](#)

Filename: 2023-2024\_Annual\_Budget\_UPREP\_Rochester.xlsx Size: 538.9 kB

### [UPCHSYM 202324 Budget Narrative Questionnaire](#)

Filename: UPCHSYM\_202324\_Budget\_Narrative\_Qu\_KiSD1wy.pdf Size: 43.9 kB

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

Completed - Nov 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.

### [UPREP Young Men A Williams 2022-23 BOT Disclosure of Financial Interest](#)

Filename: UPREP\_Young\_Men\_A\_Williams\_2022-23\_c0MgzKm.pdf Size: 458.6 kB

### [David Shakes UPREP Young Men 2022-23 BOT Disclosure of Financial Interest](#)

Filename: David\_Shakes\_UPREP\_Young\_Men\_2022-\_PfgRYwi.pdf Size: 460.1 kB

### [Ed Yansen UPREP Young Men 2022-23 BOT Disclosure of Financial Interest](#)

Filename: Ed\_Yansen\_UPREP\_Young\_Men\_2022-23\_\_WwYAaFO.pdf Size: 459.6 kB

### [G Bovenzi UPREP Young Men 2022-23 BOT Disclosure of Financial Interest](#)

Filename: G\_Bovenzi\_UPREP\_Young\_Men\_2022-23\_\_Pc083Wl.pdf Size: 458.5 kB

### [WG Harrison UPREP Young Men 2022-23 BOT Disclosure of Financial Interest](#)

Filename: WG\_Harrison\_UPREP\_Young\_Men\_2022-2\_LUQ4bY4.pdf Size: 459.3 kB

### [UPREP Sharon Delly Young Men 2022-23 BOT Disclosure of Financial Interest - signed](#)

Filename: UPREP\_Sharon\_Delly\_Young\_Men\_2022-\_DoflNe3.pdf Size: 458.4 kB

### [D](#)

Filename: D.\_Rainey\_UPREP\_Roch\_Disclosure.pdf Size: 921.8 kB

### [UPREP T GREEN 2022-23 2](#)

Filename: UPREP\_T\_GREEN\_2022-23\_2.pdf Size: 177.7 kB

### [Lynette Froula UPREP on behalf of 2022-23 v2 Redacted](#)

Filename: Lynette\_Froula\_UPREP\_on\_behalf\_of\_\_w1owhU9.pdf Size: 443.0 kB

### [UPCHSYM Wandah Gibbs 202223](#)

Filename: UPCHSYM\_Wandah\_Gibbs\_202223.pdf Size: 644.9 kB

## **Entry 7 BOT Membership Table**

Completed - Aug 1 2023

## **Instructions**

### **Required of ALL charter schools**

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

## **Entry 7 BOT Table**

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

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**Authorizer:**

Who is the authorizer of your charter school?

SUNY

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**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	David Shakes	[REDACTED]	Trustee/Member	Accountability/Cultural Relevance	Yes	2	12/11/2021	12/11/2024	9
2	Denise Rainey	[REDACTED]	Vice Chair	Career and Technical Education; Instructional Development and Data Support	Yes	1	09/03/2020	09/03/2023	9
3	Edward Yansen	[REDACTED]	Chair	Finance; Board Development; Instructional Development and Data Support; Executive	Yes	10	07/08/2021	6/30/2024	9
4	Gayle Harrison	[REDACTED]	Trustee/Member	Community Engagement	Yes	1	10/17/2021	9/9/2024	5 or less

5	George Bovenzi	[REDACTED]	Trustee/Member	Finance	Yes	2	08/08/2021	08/02/2023	8
6	Larry Ellison	[REDACTED]	Vice Chair	Policy/Development	Yes	3	01/09/2023	1/9/2026	7
7	Sharon Delly	[REDACTED]	Secretary	Instructional Development and Data Support	Yes	4	07/01/2022	7/1/2025	7
8	Thomas Green	[REDACTED]	Treasurer	Finance; Community Engagement	Yes	3	06/28/2022	06/14/2023	5 or less
9	Wandah Gibbs	[REDACTED]	Trustee/Member	Career and Technical Education	Yes	3	07/01/2022	7/1/2025	7

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

Yes

## 1b. Board Member Information

		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	Allen K. Williams	██████████ ██████████ ██████████	Trustee/ Member		Yes	1	02/10/2023	02/10/2026	5 or less
11	Lynette Froula	██████████ ██████████ ██████████	Trustee/ Member	Community Engagement; Instructional Development and Data Support	Yes	1	01/17/2020	10/19/2023	5 or less
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	9
b.Total Number of Members Added During 2022-2023	1
c. Total Number of Members who Departed during 2022-2023	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

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

11

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

12

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

9

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

1



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

Incomplete - Hidden from applicant

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

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

## Entry 9 Enrollment & Retention

Completed - Aug 1 2023

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

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

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

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

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

## Entry 9 Enrollment and Retention of Special Populations

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

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>University Preparatory Charter School for Young Men (U Prep) has a recruitment committee dedicated to ensuring enthusiastic recruitment of incoming students. We primarily recruit students from the City of Rochester and surrounding areas, where the majority of families are economically disadvantaged (ED). As such, our recruitment efforts, like our academic model, are targeted towards this population. We emphasize the supports we offer for ED students throughout their time at U Prep, such as our financial literacy class or FAFSA workshops for families, during recruitment.</p>	<p>In the 2022-23 school year, our enrollment for ED students was 70% and the local district enrolled 89% ED students in similar grades.</p>
English Language Learners	<p>To target English language learners (ELLs), we provide translated recruitment materials in Spanish, the predominant language spoken in the area following English. We also recruit through Good Schools Roc, a website that families can use to apply to charters in the Rochester area. Through this service, our application materials are distributed in Spanish as well as English.</p> <p>We also recruit ELLs by describing our ELLs program, which includes an English to Speakers of Other Languages (ESOL) teacher. The ESOL teacher is available to meet individually with families as ELLs as needed to provide more information on our program. We also work with current ELL students to make brochures about U Prep that students then distribute at their</p>	<p>In 2022-23, we enrolled 1% English Language Learners while the local district enrolled 14%. We will continue with current strategies in 2023-24 to enroll and retain the three subgroups.</p>

	<p>place of worship and the local YMCA. In our third charter term, average enrollment for ELLs was 2%, falling below the enrollment for this population in the Rochester City School District. We are continuing to implement the strategies described above to recruit ELLs.</p>	
Students with Disabilities	<p>U Prep has an extensive academic intervention program designed to suit the needs of struggling students, including students with disabilities (SWD). Our recruitment materials emphasize the individual support we offer students, such as through the use of integrated co-teaching classrooms. We also contract with the RCSD and local service organizations to provide students with services as needed; this information is included in our recruitment materials to ensure that families of SWD know the extent to which we support students. In our third charter term, enrollment for SWD increased, reaching 14% in 2021-22. While this is below the enrollment of SWD in the RCSD, we are continuing to implement the efforts described above, and anticipate that our enrollment will continue to rise to meet the district.</p>	<p>In the 2022-23 school year, our enrollment of SWD was 14% compared to the local district's 24%.</p>

## Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	To further retain ED students, we provide support to families of ED students through our school's Community Closet, which is a free resource for families in need of basic supplies. We also offer opportunities for parents to learn about the college financial aid process through our FAFSA workshop. Students are provided with lunch and breakfast every day, free of charge.	83% of our eligible ED students returned in the fall 2022 from the previous year. Given that we have a significant population of ED students, we have well-developed supports for this group that we will continue to implement in the upcoming school year.
English Language Learners	The ESOL teacher serves as a community and parent resource by partnering with many immigrant and refugee organizations throughout Rochester. All pertinent materials are translated into multiple languages and translators are provided for all parent teacher conferences and school events. We believe that forming strong relationships with families contributes to greater student retention.	100% of English Language Learners returned in 2022-23. We have a robust ELL program that will continue in the 2023-24 school year in order to support the retention of this group.
Students with Disabilities	At U Prep, all students receive individualized instruction differentiated to meet their unique learning needs. This is facilitated through the use of integrated co-teaching classrooms, Learning Labs in math and ELA, and tutoring provided both before and after school. Integrated classrooms allow us to maintain an inclusive environment while still providing students with the level of support they need. We also offer credit recovery and summer school to support students who need additional instructional time. All	The retention rate of our students with disabilities who returned in the fall of 2022 was 83%.

	<p>teachers include a description of how they will differentiate instruction as part of their daily lesson plans, and our student support staff work to ensure that each student is receiving the support they need in the classroom. Student needs are further met by our counseling services, which may be helpful for students experiencing academic or behavioral challenges.</p>	
--	---	--

## Entry 10 – Teacher and Administrator Attrition

Completed - Aug 1 2023

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

## A. TEACH System – Employee Clearance

### Required of ALL Charter Schools

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

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

#### 1. Emergency Conditional Clearances

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

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

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

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

## B. Emergency Conditional Clearances

### Emergency Conditional Clearances

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

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

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

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### Attestation

#### Responses Selected:

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

## Entry 11 Percent of Uncertified Teachers

**Incomplete** - Hidden from applicant

### Instructions

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

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

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

## Entry 11 Uncertified Teachers

School Name:

# 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 - Sep 15 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 UPREP Young Men Calendar final](#)

Filename: 2023-2024\_UPREP\_Young\_Men\_Calendar\_final.pdf Size: 106.6 kB

## Entry 14 Staff Roster

Incomplete - Hidden from applicant

### [INSTRUCTIONS](#)

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

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

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

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

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

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

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

## Optional Additional Documents to Upload (BOR)

Incomplete

**UNIVERSITY PREPARATORY CHARTER  
SCHOOL FOR YOUNG MEN**

**FINANCIAL STATEMENTS**

**June 30, 2023**



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## INDEPENDENT AUDITORS' REPORT

To the Board of Trustees  
University Preparatory Charter School for Young Men  
Rochester, New York

### Opinion

We have audited the accompanying financial statements of University Preparatory Charter School for Young Men (a New York State nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of University Preparatory Charter School for Young Men as of June 30, 2023, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of University Preparatory Charter School for Young Men and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events considered in the aggregate, that raise substantial doubt about University Preparatory Charter School for Young Men's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of University Preparatory Charter School for Young Men's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events considered in the aggregate, that raise substantial doubt about University Preparatory Charter School for Young Men's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.



## **Report on Summarized Comparative Information**

We have previously audited University Preparatory Charter School for Young Men's 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated September 21, 2022. In our opinion, the summarized comparative information presented herein, as of and for the year ended June 30, 2022, is consistent in all material respects, with the audited financial statements from which it has been derived.

## **Report on Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

## **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 18, 2023 on our consideration of University Preparatory Charter School for Young Men's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of University Preparatory Charter School for Young Men's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering University Preparatory Charter School for Young Men's internal control over financial reporting and compliance.



Heveron & Company  
Certified Public Accountants

Rochester, New York  
October 18, 2023

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**STATEMENTS OF FINANCIAL POSITION**  
**June 30, 2023 and 2022**

**ASSETS**

	<u>2023</u>	<u>2022</u>
<u>Current Assets</u>		
Cash and Cash Equivalents	\$ 2,768,811	\$ 4,016,034
Grants Receivable	600,675	211,334
Accounts Receivable	<u>13,658</u>	<u>232,382</u>
Total Current Assets	<u>3,383,144</u>	<u>4,459,750</u>
<u>Property and Equipment</u>		
Building and Improvements	6,018,858	5,945,313
Furniture and Fixtures	972,429	869,521
Vehicles	177,552	77,000
Less: Accumulated Depreciation	<u>(3,262,680)</u>	<u>(2,850,256)</u>
Net Property and Equipment	<u>3,906,159</u>	<u>4,041,578</u>
<u>Other Assets</u>		
Investments	1,500,327	-
Escrow Account	77,134	76,980
Deposits	<u>100,000</u>	<u>-</u>
Total Other Assets	<u>1,677,461</u>	<u>76,980</u>
 TOTAL ASSETS	 <u>\$ 8,966,764</u>	 <u>\$ 8,578,308</u>

## LIABILITIES AND NET ASSETS

	<u>2023</u>	<u>2022</u>
<u>Current Liabilities</u>		
Accounts Payable	\$ 127,910	\$ 53,032
Accrued Payroll and Payroll Taxes	999,411	460,642
Refundable Advance	<u>90,000</u>	<u>9,846</u>
 Total Current Liabilities	<u>1,217,321</u>	<u>523,520</u>
 Total Liabilities	<u>1,217,321</u>	<u>523,520</u>
 <u>Net Assets</u>		
Without Donor Restrictions:		
Undesignated	7,738,824	8,042,729
With Donor Restrictions:		
Purpose Restrictions	<u>10,619</u>	<u>12,059</u>
 Total Net Assets	<u>7,749,443</u>	<u>8,054,788</u>
 TOTAL LIABILITIES AND NET ASSETS	<u>\$ 8,966,764</u>	<u>\$ 8,578,308</u>

See Accompanying Notes to Financial Statements.

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**STATEMENT OF ACTIVITIES**  
**For The Year Ended June 30, 2023**  
**(With Comparative Totals for the Year Ended June 30, 2022)**

	Without Donor <u>Restrictions</u>	With Donor <u>Restrictions</u>	<u>Totals</u>	
			<u>2023</u>	<u>2022</u>
<b><u>Revenue and Other Support</u></b>				
Public School District:				
Resident Student Enrollment	\$ 5,859,230	\$ -	\$ 5,859,230	\$ 5,898,297
Students with Disabilities	491,825	-	491,825	429,709
Food services:				
Food Service Income	-	-	-	339,348
In-Kind Food Service Income	-	-	-	22,681
Federal Grants - Title and IDEA	450,263	-	450,263	346,074
Federal Grants - Other	799,888	-	799,888	422,238
State Grants:				
In-Kind State Grants	42,530	-	42,530	43,995
Other Grants and Contributions	124,377	-	124,377	7,199
Paycheck Protection Loan Forgiveness	-	-	-	1,057,045
Other Income	26,873	-	26,873	13,790
Net Investment Return	(1,107)	-	(1,107)	-
Released from Restrictions	<u>1,440</u>	<u>(1,440)</u>	<u>-</u>	<u>-</u>
Total Revenue and Other Support	<u>7,795,319</u>	<u>(1,440)</u>	<u>7,793,879</u>	<u>8,580,376</u>
<b><u>Expenses</u></b>				
Program Expenses:				
Regular Education	5,931,520	-	5,931,520	5,342,262
Special Education	678,580	-	678,580	524,614
Food Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>325,391</u>
Total Program Expenses	<u>6,610,100</u>	<u>-</u>	<u>6,610,100</u>	<u>6,192,267</u>
Supporting Services:				
Management and General	<u>1,489,124</u>	<u>-</u>	<u>1,489,124</u>	<u>1,322,243</u>
Total Expenses	<u>8,099,224</u>	<u>-</u>	<u>8,099,224</u>	<u>7,514,510</u>

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**STATEMENT OF ACTIVITIES**

**For The Year Ended June 30, 2023**

**(With Comparative Totals for the Year Ended June 30, 2022)**

**(Continued)**

	Without Donor	With Donor	Totals	
	<u>Restrictions</u>	<u>Restrictions</u>	<u>2023</u>	<u>2022</u>
Change in Net Assets	(303,905)	(1,440)	(305,345)	1,065,866
Net Assets - Beginning of Year	<u>8,042,729</u>	<u>12,059</u>	<u>8,054,788</u>	<u>6,988,922</u>
Net Assets - End of Year	<u>\$ 7,738,824</u>	<u>\$ 10,619</u>	<u>\$ 7,749,443</u>	<u>\$ 8,054,788</u>

See Accompanying Notes to Financial Statements.

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**STATEMENT OF FUNCTIONAL EXPENSES**

**For The Year Ended June 30, 2023**

**(With Comparative Totals for the Year Ended June 30, 2022)**

		<u>Program Services</u>		<u>Management and General</u>	<u>Totals</u>	
	<u>2023 No. of Positions</u>	<u>Regular Education</u>	<u>Special Education</u>		<u>2023</u>	<u>2022</u>
Personnel Service Costs						
Instructional Personnel	54	\$ 2,952,989	\$ 411,311	\$ 500	\$ 3,364,800	\$ 2,857,723
Non-Instructional Personnel	6	195,824	-	10,306	206,130	347,712
Administrative Personnel	<u>19</u>	<u>478,535</u>	<u>-</u>	<u>952,687</u>	<u>1,431,222</u>	<u>1,382,827</u>
Total Salaries and Wages	79	3,627,348	411,311	963,493	5,002,152	4,588,262
Fringe Benefits and Payroll Taxes		747,509	84,761	198,553	1,030,823	1,069,479
Retirement		<u>250,780</u>	<u>34,690</u>	<u>141,064</u>	<u>426,534</u>	<u>258,750</u>
Total Personnel Services		4,625,637	530,762	1,303,110	6,459,509	5,916,491
Depreciation		355,604	40,322	16,497	412,423	406,851
Other Purchased Services		272,936	30,949	95,113	398,998	363,459
Supplies		177,551	19,875	-	197,426	222,109
Student Services		147,393	16,713	-	164,106	36,514
Utilities		108,314	12,282	5,025	125,621	120,428
Repairs and Maintenance		104,827	11,886	4,863	121,576	42,171
Office Expense		49,510	5,614	18,664	73,788	79,967
Insurance		30,729	3,484	1,426	35,639	36,232
Staff Development		21,620	2,452	-	24,072	20,698
Technology		15,705	1,781	5,829	23,315	29,682
Legal		-	-	20,848	20,848	22,085
Accounting		-	-	15,500	15,500	12,850

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**STATEMENT OF FUNCTIONAL EXPENSES**

**For The Year Ended June 30, 2023**

**(With Comparative Totals for the Year Ended June 30, 2022)**

**(Continued)**

	<u>Program Services</u>		<u>Management and General</u>	<u>Totals</u>	
	<u>Regular Education</u>	<u>Special Education</u>		<u>2023</u>	<u>2022</u>
Occupancy Expense	11,580	1,313	537	13,430	14,272
Marketing	9,383	1,064	-	10,447	7,886
Food	-	-	1,712	1,712	176,578
Other Expenses	<u>731</u>	<u>83</u>	<u>-</u>	<u>814</u>	<u>6,237</u>
Total Expenses	<u><u>\$ 5,931,520</u></u>	<u><u>\$ 678,580</u></u>	<u><u>\$ 1,489,124</u></u>	<u><u>\$ 8,099,224</u></u>	<u><u>\$ 7,514,510</u></u>

See Accompanying Notes to Financial Statements.

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**STATEMENTS OF CASH FLOWS**  
**For The Years Ended June 30, 2023 and 2022**

	<u>2023</u>	<u>2022</u>
<u>Cash Flow From Operating Activities</u>		
Receipts from School Districts	\$ 6,563,501	\$ 6,202,183
Federal and State Grant Receipts	985,171	780,537
Food Service Fees	59,333	280,015
Other Grants and Contributions	124,377	7,199
Miscellaneous Sources	26,576	13,790
Payments to Charter School Personnel for Services Rendered	(5,920,740)	(6,037,291)
Payments to Vendors for Goods and Services Rendered	<u>(1,207,145)</u>	<u>(1,143,788)</u>
Net Cash Flow Provided/(Used) By Operating Activities	<u>631,073</u>	<u>102,645</u>
<u>Cash Flow From Investing Activities</u>		
Purchase of Property and Equipment	(377,004)	(307,137)
Purchase of Investments	<u>(1,501,138)</u>	<u>-</u>
Cash Flow Provided/(Used) By Investing Activities	<u>(1,878,142)</u>	<u>(307,137)</u>
<u>Cash Flow From Financing Activities</u>		
Payments on Loan Payable	<u>-</u>	<u>(261,730)</u>
Cash Flow Provided/(Used) By Financing Activities	<u>-</u>	<u>(261,730)</u>
Net Increase/(Decrease) in Cash and Cash Equivalents, and Restricted Cash	(1,247,069)	(466,222)
Cash and Cash Equivalents, and Restricted Cash - Beginning of Year	<u>4,093,014</u>	<u>4,559,236</u>
Cash and Cash Equivalents, and Restricted Cash - End of Year	<u>\$ 2,845,945</u>	<u>\$ 4,093,014</u>



**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**STATEMENTS OF CASH FLOWS**  
**For The Years Ended June 30, 2023 and 2022**  
**(Continued)**

	<u>2023</u>	<u>2022</u>
<u>Reconciliation of Change in Net Assets to Net Cash</u>		
<u>Provided by Operating Activities</u>		
Change in Net Assets	\$ (305,345)	\$ 1,065,866
Adjustments to Reconcile Change in Net Assets to		
Net Cash Provided/(Used) by Operating Activities:		
Depreciation	412,423	406,851
Paycheck Protection Loan Forgiveness	-	(1,057,045)
Realized/Unrealized (Gain)/Loss on Investment	810	-
(Increase)/Decrease In:		
Accounts Receivable	218,724	(186,834)
Grants Receivable	(389,341)	4,055
Increase/(Decrease) In:		
Accounts Payable	74,879	(19,295)
Accrued Payroll and Payroll Taxes	538,769	(120,799)
Refundable Advance	<u>80,154</u>	<u>9,846</u>
Net Cash Flows Provided/(Used) By Operating Activities	<u>\$ 631,073</u>	<u>\$ 102,645</u>

See Accompanying Notes to Financial Statements.

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2023**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Organization

University Preparatory Charter School for Young Men (the School) is a nonprofit educational organization in Rochester, New York. It was formed to be a small school for young men with personalized attention for each student. The School provides a safe and secure learning environment where respect and compassion are values for adults and students for grades 7-12. The School obtains its support directly and indirectly from organizations and government agencies in the community.

The main programs of the School are as follows:

**REGULAR EDUCATION:** The School curriculum encourages and promotes young men to be involved, to be active in their learning, and to learn together. The School provides preparation not just for graduation, but for success in college. It is also a place for young men to play sports and engage in exciting, healthy, extracurricular activities. All courses align with the New York State Learning Standards.

**SPECIAL EDUCATION:** In accordance with the Individuals with Disabilities Education Act, the Rehabilitation Act, Section 504, and the Americans with Disabilities Act, the School provides a free and appropriate education, in the least restrictive environment to students with disabilities. The primary service delivery for students with special needs is inclusion. For students requiring supplemental services, the School has employees on staff to provide the required services outlined in the student's Individual Education Plan or 504 Plan.

**FOOD SERVICES:** The School believes that healthy meals are an important part of a child's day. Breakfast and lunch are served every day. All meals are intended to meet the required New York State Child Nutrition Standards, and the School subscribes to the New York State free and reduced priced meal program. As of the year ended June 30, 2022, these services are now being provided by the Rochester City School District.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting. The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2023**  
**(Continued)**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING  
POLICIES (Continued)**

Net Assets

In accordance with accounting principles generally accepted in the United States of America, the School reports information regarding its financial position and activities according to the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

*Net Assets Without Donor Restrictions* – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

*Net Assets With Donor Restrictions* – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Contributions restricted by donors are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions, based on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Use of Estimates in the Preparation of Financial Statements

Accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the amounts of assets and liabilities, revenues and expenses, and the disclosure of contingent assets and liabilities. Actual results could vary from those estimates.

Accounts and Grants Receivable

Receivables are stated at the amount management expects to collect. Amounts that management believes to be uncollectible after collection efforts have been completed are written off. In addition, management evaluates the need for, and if appropriate, provides an allowance to reduce receivables to amounts management expects will be collected. Management determined that no allowances were necessary at June 30, 2023 and 2022.

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2023**

**(Continued)**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING  
POLICIES (Continued)**

Revenue and Revenue Recognition

A portion of the School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the school has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the statement of financial position. The School received cost-reimbursable grants of \$820,477 and \$1,530,364 that have not been recognized at June 30, 2023 and 2022, respectively, because qualifying expenditures have not yet been incurred, with an advance payment of \$90,000 and \$9,846, respectively, recognized in the statement of financial position as a refundable advance.

The School recognizes revenue derived from tuition and food service. Tuition income is recognized during the school year based on enrollment. Food service revenue is recognized when earned at the time of service.

Contributions

The School recognizes contributions when cash, securities or other assets, an unconditional promise to give or a notification of a beneficial interest is received. Contributions that are expected to be received in future years are recorded at their present value. Conditional promises to give, that is, those with a measurable performance or other barrier and a right of return are not recognized until the conditions on which they depend have been met.

Income Taxes

The Internal Revenue Service has determined that the School is qualified as a charity exempt under Section 501(c)(3) of the Internal Revenue Code. As a result, no provision for federal or state income taxes has been made.

Advertising

Advertising costs are expensed as incurred.

Comparative Financial Information

The financial statements include certain prior year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the School's financial statements for the year ended June 30, 2022, from which the summarized information was derived.

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2023**  
**(Continued)**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING  
POLICIES (Continued)**

Property and Equipment

Property and equipment are stated at cost. The School capitalizes property and equipment with a unit cost of over \$2,000 or a bundle cost of over \$20,000 and an estimated life of more than two years. Depreciation is computed using the straight-line method based on the estimated useful lives of the assets as follows.

	<u>Years</u>
Building and Improvements	20
Furniture and Fixtures	3-5
Vehicles	5

Depreciation expense amounted to \$412,423 and \$406,851 for the years ended June 30, 2023 and 2022, respectively.

Functional Expenses

The costs of providing the various program services have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the program services, and management and general categories. An immaterial amount of fundraising costs for the years ended June 30, 2023 and 2022 are included in management and general expenses.

The financial statements report certain categories of expenses that are attributed to both program and supporting functions. Therefore, allocation on a reasonable basis that is consistently applied is required. The expenses that are allocated include occupancy, repairs and maintenance, insurance and depreciation, which are allocated on a square footage basis, as well as salaries and wages, benefits, payroll taxes, other purchased services, student services, supplies, office expenses, and other expenses, which are allocated on the basis of time and effort for each category.

Recent Accounting Pronouncements

In February 2016, FASB issued ASU 2016-02, *Leases (Topic 842)*. ASU 2016-02 requires the recognition of lease assets and lease liabilities by lessees for those leases currently classified as operating leases and makes certain changes to the accounting for lease expenses. The main difference between the guidance in ASU 2016-02 and current GAAP is the recognition of lease assets and lease liabilities by lessees for those leases classified as operating leases under current GAAP. During the year ended June 30, 2023 the School adopted ASU 2016-02 for its leasing arrangements, along with the practical expedient, which allows modifications of contracts to be applied at the time of adoption. This required recognition had no current impact to the School's statements of financial position.

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2023**  
**(Continued)**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING  
POLICIES (Continued)**

Recent Accounting Pronouncements (continued)

In September 2020, FASB issued ASU 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. ASU 2020-07 requires the presentation of contributed nonfinancial assets as a separate line item in the statement of activities, apart from contributions of cash and other financial assets. The main difference between the guidance in ASU 2020-07 and previous GAAP is the disclosure of a disaggregation of the amount of contributed nonfinancial assets, qualitative information about whether the contributed nonfinancial assets were either monetized or utilized during the period, the School's policy about monetizing rather utilizing the assets, a description of any donor-imposed restrictions associated with the assets, a description of the valuation techniques used, and the principal market used to arrive at a fair value measurement. During the year ended June 30, 2022 the School adopted ASU 2020-07 for its contributed nonfinancial assets. This adoption was applied on a retrospective basis.

Determining Fair Value of Financial Assets and Liabilities

Accounting principles generally accepted in the United States of America established a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described below:

Level 1: Inputs to the valuation method are unadjusted quoted market prices in active markets for identical assets or liabilities.

Level 2: Inputs to the valuation method include:

- quoted prices for similar assets or liabilities in active markets;
- quoted prices for identical or similar assets or liabilities in inactive markets;
- inputs other than quoted prices that are observable for the asset or liability;
- inputs that are derived principally from or corroborated by observable market data by correlation or by other means.

Level 3: Inputs to the valuation method are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used, need to maximize the use of observable inputs and minimize the use of unobservable inputs.

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2023**

**(Continued)**

**NOTE 2 - LIQUIDITY AND AVAILABILITY**

The School regularly monitors the availability of resources required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. For purposes of analyzing resources available to meet general expenditures over a 12-month period, the School considers all expenditures related to its ongoing activities as well as the conduct of services undertaken to support those activities to be general expenditures.

At June 30, the following financial assets could readily be made available within one year of the statement of financial position date to meet general expenditures:

	<u>2023</u>	<u>2022</u>
Cash and cash equivalents	\$ 2,768,811	\$ 4,016,034
Accounts receivable	13,658	232,382
Grants receivable	600,675	211,334
Less donor restricted net assets	<u>(10,619)</u>	<u>(12,059)</u>
Total	<u><u>\$ 3,372,525</u></u>	<u><u>\$ 4,447,691</u></u>

**NOTE 3 - EMPLOYEE BENEFIT PLAN**

The School has a 403(b) retirement plan. Eligible employees can make contributions to the plan. Employees are fully and immediately vested in all contributions. The School will make non-elective contributions at the Board's discretion. Employer contributions for the years ended June 30, 2023 and 2022 were \$41,000 and \$258,750, respectively.

During the year ended June 30, 2023, the School joined the New York State Teachers' Retirement System (System), a cost-sharing, multiple-employer, defined benefit pension plan administered by the New York State Teachers' Retirement Board. The System provides retirement, disability, withdrawal, and death benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York.

Plan members who joined the System before July 27, 1976 are not required to make contributions. Those joining after July 27, 1976 and before January 1, 2010 with less than ten years of membership are required to contribute 3% of their annual salary. Those joining on or after January 1, 2010 and before April 1, 2012 are required to contribute 3.5% of their annual salary for their entire working career. Those joining after April 1, 2012 are required to contribute between 3% and 6%, dependent upon their salary, for their entire working career. Employers are required to contribute at an actuarially determined rate. The rate applicable to the fiscal year ended June 30, 2023 was 10.29%. The retirement contribution expense totaled \$385,534 for the year ended June 30, 2023.

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2023**

**(Continued)**

**NOTE 4 - LOAN PAYABLE**

In April 2020, the School applied for and was approved to receive a \$1,318,775 loan under the Paycheck Protection Program created as part of the relief efforts related to COVID-19 and administered by the Small Business Administration. The loan accrued interest at 1%, but payments were not required to begin for six months after the funding of the loan. The School was eligible for loan forgiveness of up to 100% of the loan, upon meeting certain requirements. The loan was uncollateralized and fully guaranteed by the Federal government. In November 2021, \$1,057,045 of the loan was forgiven. The remaining principal of \$261,730 was paid off in the same month.

**NOTE 5 - CASH AND CASH EQUIVALENTS, AND RESTRICTED CASH**

For the purposes of the statements of cash flows, cash and cash equivalents include all cash on hand and in banks, which at times, may exceed federally insured limits. The School considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. Certain of these accounts are not federally insured. The School has not experienced any losses in these accounts and does not believe it is exposed to any significant credit risk with respect to cash and cash equivalents.

The School maintains cash in an escrow account in accordance with the terms of their charter agreement. The escrow is restricted to fund legal and other costs related to the dissolution of the School.

Cash and cash equivalents, and restricted cash consisted of the following at June 30:

	<u>2023</u>	<u>2022</u>
Checking	\$ 2,754,789	\$ 4,005,018
Savings and Money Market	<u>14,022</u>	<u>11,016</u>
Subtotal - Cash and Cash Equivalents	2,768,811	4,016,034
Restricted Cash - Escrow Account	<u>77,134</u>	<u>76,980</u>
Total Cash, Cash Equivalents, and Restricted Cash	<u><u>\$ 2,845,945</u></u>	<u><u>\$ 4,093,014</u></u>



**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2023**  
**(Continued)**

**NOTE 6 - SPECIAL EDUCATION AND OTHER SUPPORT**

Some of the special education services required by students of the School are provided by the Rochester City School District. The Rochester City School District also provides transportation. The School was unable to determine a value for these services; thus, these financial statements do not reflect revenue or expenses associated with those services.

Additionally, the School does provide certain special education services with its own staff and facilities.

The School also receives State Aid in the form of textbooks, computer hardware, computer software, and library materials through the Rochester City School District. The total aid received for the years ended June 30, 2023 and 2022 was \$42,530 and \$43,995, respectively. The value of this aid is provided by Rochester City School District and is based on original cost.

**NOTE 7 - DONATED SERVICES AND GOODS**

The School receives donated services that, although substantial, do not meet the criteria for recording as revenue and expense under accounting principles generally accepted in the United States of America. During the years ended June 30, 2023 and 2022, 10 active volunteers provided 220 hours of service.

The School receives food commodities from U.S. Department of Agriculture for use in Food Services Program. During the year ended June 30, 2022 the School received in-kind food donations of \$22,681. The value of this donation is based on original cost provided by the U.S. Food and Drug Administration. During the year ended June 30, 2023 the School did not receive any in-kind food donations.

The School's policy related to gifts-in-kind is to utilize the assets given to carry out the mission of the School. If an asset is provided that does not allow the School to utilize it in its normal course of business, the asset will be sold at its fair market value as determined by an appraisal or by a specialist depending on the type of asset. Contributed nonfinancial assets may include donated professional services, donated equipment, and other in-kind contributions which are recorded at the respective fair values of the goods or services received. Contributed goods and services are recorded at fair value at the date of donation. The School does not sell donated gifts-in-kind.

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2023**  
**(Continued)**

**NOTE 8 - NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions are restricted for the following purposes or periods:

	<u>2023</u>	<u>2022</u>
Subject to expenditure for specified purpose:		
Career and Technical Education Program	\$ 7,500	\$ 7,500
Technology	<u>3,119</u>	<u>4,559</u>
Total Net Assets with Donor Restrictions	<u>\$ 10,619</u>	<u>\$ 12,059</u>

**NOTE 9 - PRIOR PERIOD ADJUSTMENT**

A prior period adjustment affecting the year ended June 30, 2022 was made. The June 30, 2022 comparative financial statements have been restated to reflect this adjustment. The adjustment was necessary to record income and accounts receivable in the proper period. The net adjustment was an increase of \$66,675 in Net Assets Without Donor Restrictions.

**NOTE 10 - INVESTMENTS**

Investments in equity securities with readily determinable fair values and all investments in debt securities are measured at fair market value. Unrealized gains or losses on securities result from differences between the cost and fair market value of securities on a specified valuation date.

Investment securities are exposed to various risks, such as interest rate, market, economic conditions, world affairs and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the amounts reported in the accompanying financial statements.

Investments are held in investment funds managed by professional investment advisors. A summary of investments at market value at June 30 are as follows:

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2023**

**(Continued)**

**NOTE 10 - INVESTMENTS (Continued)**

2023

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Totals</u>
Money Market	\$ 1,108,625	\$ -	\$ -	\$ 1,108,625
US Treasury Securities	<u>391,702</u>	<u>-</u>	<u>-</u>	<u>391,702</u>
Totals	<u>\$ 1,500,327</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,500,327</u>

Bond investment values are determined by the closing bid price on the last business day of the fiscal year if actively traded.

There were no changes in the valuation techniques during the year.

**NOTE 11 - SUBSEQUENT EVENTS**

Subsequent events have been evaluated through October 18, 2023, which is the date the statements were available for issuance.

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**

**FEDERAL FINANCIAL ASSISTANCE**

**SUPPLEMENTARY INFORMATION**

**For the Year Ended June 30, 2023**



**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Independent Auditors' Report

To the Board of Trustees  
University Preparatory Charter School for Young Men  
Rochester, NY

We have audited in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of University Preparatory Charter School for Young Men (a New York State nonprofit organization) which comprise the statement of financial position as of June 30, 2023, and the related statements of activities and functional expenses, the cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 18, 2023.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered University Preparatory Charter School for Young Men's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of University Preparatory Charter School for Young Men's internal control. Accordingly, we do not express an opinion on the effectiveness of University Preparatory Charter School for Young Men's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether University Preparatory Charter School for Young Men's financial statements are free of material misstatements, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Heveron & Company  
Certified Public Accountants

Rochester, New York  
October 18, 2023



**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM  
AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

**Independent Auditors' Report**

To the Board of Trustees  
University Preparatory Charter School for Young Men  
Rochester, NY

**Report on Compliance for Each Major Federal Program  
*Opinion on Each Major Federal Program***

We have audited University Preparatory Charter School for Young Men's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of University Preparatory Charter School for Young Men's major federal programs for the year ended June 30, 2023. University Preparatory Charter School for Young Men's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, University Preparatory Charter School for Young Men complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

**Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of University Preparatory Charter School for Young Men and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of University Preparatory Charter School for Young Men's compliance with the compliance requirements referred to above.



## **Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to University Preparatory Charter School for Young Men's federal programs.

## **Auditor's Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on University Preparatory Charter School for Young Men's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance, and therefore, is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about University Preparatory Charter School for Young Men's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding University Preparatory Charter School for Young Men's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of University Preparatory Charter School for Young Men's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of University Preparatory Charter School for Young Men's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.



## Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency or a combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected and corrected on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency or a combination of deficiencies in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A black rectangular redaction box covering the signature area, with a handwritten mark resembling a stylized 'S' or 'C' below it.

Heveron & Company  
Certified Public Accountants

Rochester, New York  
October 18, 2023

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**For The Year Ended June 30, 2023**

Section I - Summary of Auditors' Results

Financial Statements

The auditors' report expresses an unmodified opinion on the general-purpose financial statements of University Preparatory Charter School for Young Men.

No material weaknesses were identified in the internal controls over financial reporting.

No significant deficiencies were identified in the internal controls over financial reporting.

No instances of noncompliance material to the financial statements of University Preparatory Charter School for Young Men were disclosed during the audit.

Federal Awards

The auditors' report on compliance for major programs expresses an unmodified opinion.

No material weaknesses were identified in the internal control over major programs.

No significant deficiencies were identified in the internal controls over major programs.

There are no audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a).

Identification of Major Programs:

<u>AL Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.425D	Elementary and Secondary School Emergency Relief Fund
84.425U	American Rescue Plan - Elementary and Secondary School Emergency Relief

Dollar Threshold used to distinguish  
between type A and type B programs: \$ 750,000

The auditee did not qualify as a low-risk auditee

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**For The Year Ended June 30, 2023**  
**(Continued)**

Section II - Financial Statement Findings

None

Section III - Federal Award Findings and Questioned Costs

None

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**For The Year Ended June 30, 2023**

<u>Federal Grantor/Program Title /Pass Through Grantor</u>	<u>Federal AL Number</u>	<u>Agency or Pass Through Number</u>	<u>Passed Through to Sub-recipients</u>	<u>10 Expenditures</u>
<u>United States Department of Education</u>				
Title I Grants to Local Educational Agencies				
Passed Through New York				
State Education Department	84.010	261600860985	\$ -	\$ 263,940
Supporting Effective Instruction				
State Grants				
Passed Through New York				
State Education Department	84.367	261600860985	-	31,235
Student Support and Academic				
Enrichment Program				
Passed Through New York				
State Education Department	84.424	261600860985	-	14,369
Strengthening Institutions Program				
Passed Through New York				
State Education Department	84.031	261600860985	-	411
COVID-19 Elementary and Secondary				
School Emergency Relief Fund				
Passed Through New York State				
Education Department	84.425D	261600860985	-	166,786
COVID-19 American Rescue Plan -				
Elementary and Secondary School				
Emergency Relief Passed Through				
New York State Education				
Department	84.425U	261600860985	-	633,101
Total United States Department of Education			-	1,109,842
Total Federal Expenditures			\$ -	\$ 1,109,842

**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**For The Year Ended June 30, 2023**

Note 1 - Basis of Presentation:

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal award activity of University Preparatory Charter School for Young Men under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of University Preparatory Charter School for Young Men, it is not intended to and does not present the financial position, change in net assets, or cash flows of University Preparatory Charter School for Young Men.

Note 2 - Summary of Significant Accounting Policies:

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. University Preparatory Charter School for Young Men has not yet elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

SUNY Charter Schools Institute  
Budget Narrative

Education Corporation Name:

Fiscal Contact:

Date:

Name:

Email:

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

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?

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



<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Allen K. Williams

---

**Name of Charter School Education Corporation:**

University Preparatory Charter School for Young Men

---

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**

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

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

☒ **None**

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

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

**Business Telephone:**

[REDACTED]

**Business Address:**

N/A

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

07/02/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

David

---

**Name of Charter School Education Corporation:**

University Preparatory Charter School for Young Men

---

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**

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



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

☒ **None**

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

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**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

07/02/2023 15:41 EDT)

07/02/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Edward Yansen

---

**Name of Charter School Education Corporation:**

University Preparatory Charter School for Young Men

---

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**

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

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

☒ **None**

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

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**Business Telephone:**

[REDACTED]

**Business Address:**

NA

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

3 [REDACTED]

[REDACTED]

Jun 28, 2023 10:58 EDT)

06/28/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

George Bovenzi

---

**Name of Charter School Education Corporation:**

George Bovenzi

---

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

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



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☐ Yes ☒ No

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

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☒ **None**

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

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☒ **None**

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

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**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

9 [REDACTED]

**Home Telephone:**

5 [REDACTED]

**Home Address:**

4 [REDACTED]

[REDACTED]

George Bovenzi (Jul 10, 2023 22:52 EDT)

07/10/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Gayle Harrison

---

**Name of Charter School Education Corporation:**

University Preparatory Charter School for Young Men

---

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**

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

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

☒ **None**

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



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

**Business Telephone:**

[REDACTED]

**Business Address:**

Na

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]  
W 2023 15:49 EDT)

06/25/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Sharon L. Delly

---

**Name of Charter School Education Corporation:**

University Preparatory Charter School for Young Men

---

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**

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

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

☒ **None**

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

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**Business Telephone:**

[REDACTED]

**Business Address:**

NA

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

Sharon Delly (Jun 28, 2023 10:38 EDT)

06/26/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Denise D. Rainey

**Name of Charter School Education Corporation:**

UPrep.

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

*1st Vice Chair, Board of Trustees*

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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



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

☒ **None**

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

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

☒ **None**

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

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**Business Telephone:**

---

**Business Address:**

---

**E-mail Address:**

[REDACTED] [REDACTED] [REDACTED]  
[REDACTED]  
[REDACTED]

**Home Telephone:**

[REDACTED] [REDACTED] [REDACTED] [REDACTED]  
[REDACTED]

**Home Address:**

[REDACTED]

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:** Thomas Green

---

**Name of Charter School Education Corporation:** UPREP

University Prep Charter School for Young men

---

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

Board treasurer

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

-

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

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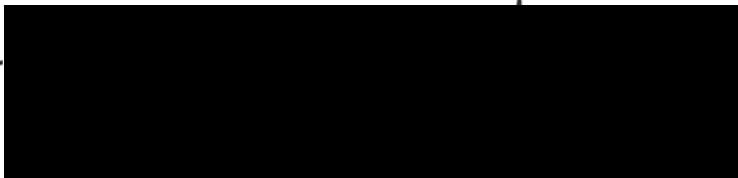
**Home Telephone:**

---

**Home Address:**

---



8/1/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*



<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Lynette Froula

---

**Name of Charter School Education Corporation:**

University Preparatory Charter School for Young Men

---

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

Trustee

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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**Business Telephone:**

---

**Business Address:**

---

**E-mail Address:**

[REDACTED]

---

**Home Telephone:**

[REDACTED]

---

**Home Address:**

[REDACTED]

---

Completed on behalf of the former board member.

10/26/2023

---

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Wandah Gibbs

---

**Name of Charter School Education Corporation:**

University Preparatory Charter School

---

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

Board of Trustees Board Member

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ **None**

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



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

☒ **None**

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

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

**Business Telephone:**

(505) 750-2480

**Business Address:**

**E-mail Address:**

wg02188@uisc.edu

**Home Telephone:**

(505) 750-2480

**Home Address:**

224 W. Lincoln Avenue, Dept. 1, NY 14010

11/1/23

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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**Business Telephone:**

[REDACTED]

**Business Address:**

\_\_\_\_\_

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

11/1/23

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
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*last revised 04/2022*

**July 2023**

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**August 2023**

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**September 2023**

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**October 2023**

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**November 2023**

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**December 2023**

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**School Hours:**

9:15am-4:00pm (M-TH)

9:15am-12:45pm (F)

**UPREP CHARTER****2023-2024 SCHOOL CALENDAR****July**

4 Independence Day (Observed)

5 Summer School begins

**August**

16-17 Regents Testing

23-New Employee Orientation

24,25, 28-30- All staff PD

**September**

5 Staff professional development

4 Labor Day

6 First day of school

21 Open House

**October**

9 Indigenous People's Day Recess

13 Parent/Teacher Conferences

**November**

7 Asynchronous School Day/Election Day

10 Veterans' Day Recess

22-24 Thanksgiving/Fall Recess

**December**

1 Parent/Teacher Conferences

25-29 Winter Recess

**January**

1 Federal Observance

15 Dr. Martin Luther King, JR Day Recess

23-26 Regents Exam Week

**February**

2 Parent/Teacher Conferences

19 February President's Day Recess

20-23 February Recess

**March**

22 Parent/Teacher Conferences

29 Good Friday Recess

**April**

1-8 Spring Break Recess

10-12 NYS ELA assessments

15-17 NYS ELA assessment make-up days

22 Asynchronous Day

**May**

7-9 NYS Math assessment

10-14 Assessment Make-up Days

17 Asynchronous Day/Parent Conferences

24-27 Memorial Day Recess

**June**

4, 14-25 Regent Exams

19-Juneteenth Holiday Recess

25 - UPREP graduation

26 Last day for teachers

Key	
	Day 1 School/Asynchronous Day
	Recess Days
	Federal/State Holiday
	Parent/Teacher Conference Days
	Regents/NYS Assessments
	Open House
	Professional Development
	Rating Day/Last day for Teachers

**Graduation: June 25, 2024 TBA**

184 student days/185 staff days

Emergency closings become remote days.

**January 2024**

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**February 2024**

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

**March 2024**

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**April 2024**

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**May 2024**

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**June 2024**

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**Teacher Report Time:**

8:30am-4:15pm

8:30am-3:30pm (F)



## Part I: General Information and Fire/Life Safety History

Inspection Date

10/26/22

**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:

- ☒ 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? ☒ YES ☐ NO

If 'yes', is the sprinkler alarm connected with the building alarm? ☒ YES ☐ NO

3. Is there a fire hydrant system for facility protection? ☒ YES ☐ NO

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

- ☒ Public owned
- ☐ School owned
- ☐ Other

Please Specify:

4. Indicate the ownership of this facility

☐ Leased

☒ Owned

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

Name \*

Address \*

Telephone # \*

5. Does the District lease the building or spaces within the building to others?

☐ YES

☒ 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:

41,371

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	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
12	<input type="text"/>	<input type="radio"/>	<input type="radio"/>

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

8e. 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 \_\_\_\_\_  
Facility # \_\_\_\_\_

Building Name \_\_\_\_\_

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									
05B-2					12A-1					17F-3					<p style="text-align: center;"><b>If any additional non-conformances are observed, check item 26A-3 and list the Code section below.</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><b>Inspector</b></p> <p style="text-align: center;">The inspector has been provided with a copy of the previous year's school fire safety report:</p> <p style="text-align: center;">Yes _____ No _____</p>				
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									

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

**Initial Inspection:**

Fire Safety Inspector: Name \_\_\_\_\_  
Date \_\_\_\_\_

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: Franco Restituito

Telephone #: (585) 509 4652

Title: CEO

Certification # 5813146

Email: franco.restituito@cityofrochester.gov

(as designated by the NYS Department of State)

#### 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 10/26/22 and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: Emin Mustafic

Telephone #: (585) 672-1280

Title: Facilities Custodian

Email: Emin.Mustafic@uprep.org

Signature Emin Mustafic

#### 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: Walter Larkin

Telephone #: (585) 672-1280

Title: CEO

Email: Walter.Larkin@uprep.org

Signature





# Uprep Fire Drill and Lockdown Log 22-23

Monthly Schedule	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments, Notes
1st:	9/6/2022	75 Degrees	70+	11:55AM	45sec
2nd:	9/9/2022	76 Degrees	400+	9:55AM	1 min 48 sec
3rd:	9/9/2022	76 Degrees	50+	9:55AM	CTE Building 30sec
4th:	10/4/22	45 Degrees	40+	11:17AM	CTE Building
5th:	10/6/22	70 Degrees	400+	3:20PM	1 min 42 sec
6th:	10/11/22	71 Degrees	70+	3:00PM	CTE Building 32sec
7th:	10/12/22	68 Degrees	60+	1:00PM	CTE Building 29sec
8th:	10/12/22	71 Degrees	350+	2:50PM	1 min 33 sec
9th:					
10th:					
11th:					
12th:					

## Lockdown:

Date Scheduled	Date Conducted	Number of Occupants	Response Time	Comments, Notes
1st:	9/30/22	450+		
2nd				



# Uprep Drill Schedule and Log 21-22

Monthly Schedule	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments, Notes
1st:	9/17/2021	75 Degrees	450+	11:40AM	1 min 53 sec
2nd:	9/20/2021	79 Degrees	450+	2:55PM	1 min 48 sec
3rd:	10/1/2021	72 Degrees	450+	10:15AM	1 min 45 sec
4th:	10/8/2021	73 Degrees	450+	9:25AM	1 min 42 sec
5th:	10/25/2021	53 Degrees	80+	3:50PM	45 sec
6th:	11/5/2021	48 Degrees	450+	10:55AM	1 min 50 sec
7th:	11/12/2021	45 Degrees	75+	10:20AM	CTE Building only(40sec)
8th:	11/15/2021	42 Degrees	10+	8:30AM	25 sec
9th:	5/11/2022	70 Degrees	450+	4:33PM	1 min 58 sec
10th:	5/26/2022	75 Degrees	60+	3:45PM	CTE Building only(37sec)
11th:	6/8/2022	79Degrees	450+	10:45AM	1 min 42 sec
12th:	6/13/2022	75 Degrees	60+	2:45PM	CTE Building only(39sec)

## Lockdown:

Date Scheduled	Date Conducted	Number of Occupants	Response Time	Comments, Notes
1st:	10/14/21	525	5 Mins	Lockdown Drill
2nd	5/25/22	500+	10 mins	Lockdown Drill







## City of Rochester

Fire Department  
185 Exchange Blvd, Ste 665  
Rochester, New York 14614-2124  
[www.cityofrochester.gov](http://www.cityofrochester.gov)

Fire Safety  
Division

October 27, 2022

1290 LAKE AVE LLC  
1290 LAKE AV  
ROCHESTER, NY 14613

Reference: 1290 LAKE AV - CHARTER SCHOOL UNIVERSITY PREPARATORY

A Fire Code inspection was conducted by the Rochester Fire Department on 10/27/2022.

The occupied space and/or building have been deemed to be in substantial compliance. At the time of the inspection no fire code violations were observed.

I want to thank you for your efforts to maintain your premise(s) in a code compliant status, thereby enhancing the image of the City of Rochester as a safe place to live and work.

If you have any questions regarding this inspection or any other Fire Safety issue, please contact us at 585-428-7037 OR visit the website [www.cityofrochester.gov](http://www.cityofrochester.gov) to learn more about fire safety codes and safety practices for the home and work environments.

Regards,



Edward P. Kuppinger  
Fire Marshal





## Part I: General Information and Fire/Life Safety History

Inspection Date

10/26/22

**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:

- ☒ 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? ☒ YES ☐ NO

If 'yes', is the sprinkler alarm connected with the building alarm? ☒ YES ☐ NO

3. Is there a fire hydrant system for facility protection? ☒ YES ☐ NO

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

- ☒ Public owned  
☐ School owned  
☐ Other

Please Specify:

4. Indicate the ownership of this facility

☐ Leased

☒ Owned

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

Name \*

Address \*

Telephone # \*

5. Does the District lease the building or spaces within the building to others? ☐ YES ☐ 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:

6,100

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	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
12	<input type="text"/>	<input type="radio"/>	<input type="radio"/>

- 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

8e. 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 \_\_\_\_\_  
Facility # \_\_\_\_\_

Building Name \_\_\_\_\_

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					<p style="text-align: center;"><b>If any additional non-conformances are observed, check item 26A-3 and list the Code section below.</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><b>Inspector</b></p> <p style="text-align: center;">The inspector has been provided with a copy of the previous year's school fire safety report:</p> <p style="text-align: center;">Yes _____ No _____</p>				
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									

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

**Initial Inspection:**

Fire Safety Inspector: Name \_\_\_\_\_  
Date \_\_\_\_\_

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: Francisco Rest. 11h

Telephone #: (585) 509 4652

Title: CEO

Certification # 5813146

Email: Francisco.Rest.11h@CityofRochester.gov

(as designated by the NYS Department of State)

#### 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 10/26/22 and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: Emin Mustafic

Telephone #: (585) 672-1280

Title: Head Custodian

Email: Emin.Mustafic@uprep.org

Signature Emin Mustafic

#### 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: Walter Larkin

Telephone #: (585) 672-1280

Title: CEO

Email: Walter.Larkin@uprep.org

Signature: [Redacted]



# Uprep Fire Drill and Lockdown Log 22-23

Monthly Schedule	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments, Notes
1st:	9/6/2022	75 Degrees	70+	11:55AM	45sec
2nd:	9/9/2022	76 Degrees	400+	9:55AM	1 min 48 sec
3rd:	9/9/2022	76 Degrees	50+	9:55AM	CTE Building 30sec
4th:	10/4/22	45 Degrees	40+	11:17AM	CTE Building
5th:	10/6/22	70 Degrees	400+	3:20PM	1 min 42 sec
6th:	10/11/22	71 Degrees	70+	3:00PM	CTE Building 32sec
7th:	10/12/22	68 Degrees	60+	1:00PM	CTE Building 29sec
8th:	10/12/22	71 Degrees	350+	2:50PM	1 min 33 sec
9th:					
10th:					
11th:					
12th:					

## Lockdown:

Date Scheduled	Date Conducted	Number of Occupants	Response Time	Comments, Notes
1st:	9/30/22	450+		
2nd				



# Uprep Drill Schedule and Log 21-22

Monthly Schedule	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments, Notes
1st:	9/17/2021	75 Degrees	450+	11:40AM	1 min 53 sec
2nd:	9/20/2021	79 Degrees	450+	2:55PM	1 min 48 sec
3rd:	10/1/2021	72 Degrees	450+	10:15AM	1 min 45 sec
4th:	10/8/2021	73 Degrees	450+	9:25AM	1 min 42 sec
5th:	10/25/2021	53 Degrees	80+	3:50PM	45 sec
6th:	11/5/2021	48 Degrees	450+	10:55AM	1 min 50 sec
7th:	11/12/2021	45 Degrees	75+	10:20AM	CTE Building only(40sec)
8th:	11/15/2021	42 Degrees	10+	8:30AM	25 sec
9th:	5/11/2022	70 Degrees	450+	4:33PM	1 min 58 sec
10th:	5/26/2022	75 Degrees	60+	3:45PM	CTE Building only(37sec)
11th:	6/8/2022	79Degrees	450+	10:45AM	1 min 42 sec
12th:	6/13/2022	75 Degrees	60+	2:45PM	CTE Building only(39sec)

## Lockdown:

Date Scheduled	Date Conducted	Number of Occupants	Response Time	Comments, Notes
1st:	10/14/21	525	5 Mins	Lockdown Drill
2nd	5/25/22	500+	10 mins	Lockdown Drill





## City of Rochester

Fire Department  
185 Exchange Blvd, Ste 665  
Rochester, New York 14614-2124  
[www.cityofrochester.gov](http://www.cityofrochester.gov)

Fire Safety  
Division

November 2, 2022

CHARTER SCHOOL UNIVERSITY PREPARATORY FOR YOUNG MEN  
ATTENTION: ROBERT POLES  
1302 LAKE AV  
ROCHESTER, NY 14613

Reference: 1302 LAKE AV

A Fire Code inspection was conducted by the Rochester Fire Department on 11/01/2022.

The occupied space and/or building have been deemed to be in substantial compliance. At the time of the inspection no fire code violations were observed.

I want to thank you for your efforts to maintain your premise(s) in a code compliant status, thereby enhancing the image of the City of Rochester as a safe place to live and work.

If you have any questions regarding this inspection or any other Fire Safety issue, please contact us at 585-428-7037 OR visit the website [www.cityofrochester.gov](http://www.cityofrochester.gov) to learn more about fire safety codes and safety practices for the home and work environments.

Regards,

Edward P. Kuppinger  
Fire Marshal







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/23/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Brown & Brown of New York, Inc. 45 East Avenue  Rochester NY 14604		<b>CONTACT NAME:</b> Jason Dale <b>PHONE (A/C, No, Ext):</b> (585) 232-4424 <b>E-MAIL ADDRESS:</b> Jason.Dale@bbrown.com <b>FAX (A/C, No):</b>	
<b>INSURED</b> University Preparatory Charter 1290 Lake Ave  Rochester NY 14613		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> The Hanover Insurance Company <b>INSURER B:</b> Citizens Insurance Company of America <b>INSURER C:</b> Twin City Fire Insurance Company <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 22292 31534 29459	

**COVERAGES** **CERTIFICATE NUMBER:** CL2262287505 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ZHSA662439	06/21/2022	06/21/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included EBL \$ 1,000,000
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ABSA662452	06/21/2022	06/21/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			UHSA662449	06/21/2022	06/21/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		01WECAE7G61	12/06/2021	12/06/2022	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: 1290 Lake Avenue

## CERTIFICATE HOLDER

Proof of Insurance

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE