

Application: Children's Aid College Prep Charter School

Drema Brown - dbrown@childrensaidcollegeprep.org
2020-2021 Annual Report

Summary

ID: 0000000276

Status: Annual Report Submission

Last submitted: Jul 29 2021 07:09 AM (EDT)

Entry 1 School Info and Cover Page

Completed - Jul 29 2021

[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 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 2020-2021 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, 2021)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

CHILDREN'S AID COLLEGE PREPARATORY CHARTER SCHOOL 321200861026

a1. Popular School Name

Children's Aid College Prep Charter School

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

c. DISTRICT / CSD OF LOCATION

CSD #12 - BRONX

d. DATE OF INITIAL CHARTER

6/2011

e. DATE FIRST OPENED FOR INSTRUCTION

8/2012

h. SCHOOL WEB ADDRESS (URL)

<http://childrensaiddcollegeprep.org/>

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)

648

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)

623

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6, 7, 8

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2021-2022?

	Yes, 2 sites
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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 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	1232 Southern Blvd. Bronx, NY 10459	347-871-9002	NYC CSD 12	K-5	3-5

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Casey Vier	347-871-9002	917-624-0430	cvier@childrensaidcollegeprep.org
Operational Leader	Jadid Zorrilla	347-871-9002	646-630-0076	jzorrilla@childrensaidcollegeprep.org
Compliance Contact	Drema Brown	347-871-9002	347-401-3109	dbrown@childrensaidcollegeprep.org
Complaint Contact	Drema Brown	347-871-9002	347-401-3109	dbrown@childrensaidcollegeprep.org
DASA Coordinator	Michael Williams	347-871-9002	917-624-0502	mwilliams1@childrensaidcollegeprep.org
Phone Contact for After Hours Emergencies	Drema Brown	347-401-3109	347-401-3109	dbrown@childrensaidcollegeprep.org

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

Site 1 Certificate of Occupancy (COO)

[Final COO 2021.pdf](#)

Filename: Final COO 2021.pdf **Size:** 46.6 kB

Site 1 Fire Inspection Report

[Fire Inspection Report 2021.pdf](#)

Filename: Fire Inspection Report 2021.pdf **Size:** 360.2 kB

School Site 2

m2. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	1919 Prospect Ave. Bronx, NY 10457	347-871-9002	NYC CSD 12	6-8	No

m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Robin Fleshman	347-871-9002	347-416-3116	rfleshman@childrensaidcollegeprep.org
Operational Leader	Andre Clarke	347-871-9002	347-871-9002	aclarke@childrensaidcollegeprep.org
Compliance Contact	Drema Brown	347-871-9002	347-401-3109	dbrown@childrensaidcollegeprep.org
Complaint Contact	Drema Brown	347-871-9002	347-401-3109	dbrown@childrensaidcollegeprep.org
DASA Coordinator	Ashley Brown	347-871-9002	917-504-3153	abrown@childrensaidcollegeprep.org
Phone Contact for After Hours Emergencies	Robin Fleshman	347-871-9002	347-416-3116	rfleshman@childrensaidcollegeprep.org

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

Co-located Space

m2c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 2	permanent	No				Yes

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Drema Brown
Position	Head of School
Phone/Extension	347-401-3109
Email	dbrown@childrensaidcollegeprep.org

p. 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:

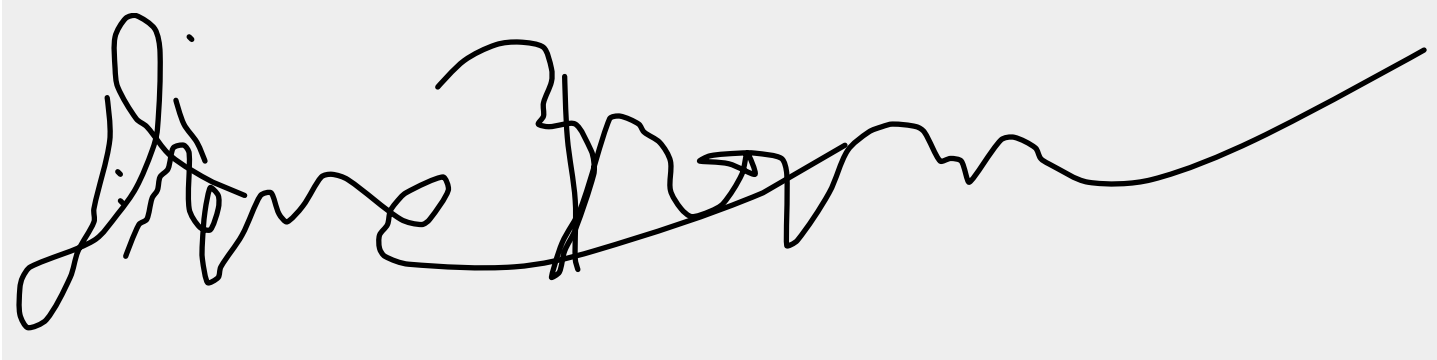
Yes

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

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is fluid and cursive, starting with a large loop on the left and ending with a long, sweeping line that extends to the right.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is cursive and somewhat stylized, with a large loop in the middle and a horizontal line at the bottom.

Date

Jul 28 2021

Thank you.



Entry 3 Accountability Plan Progress Reports

Incomplete

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the SUNY Epicenter system by **August 16, 2021**.

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

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

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, 2021**. 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 protection are turned off.

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

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Report Template" at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system by **November 1**.

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

Entry 5 - Fiscal Year 2021-2022 Budget

Incomplete

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

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.

Instructions - SUNY authorized charter schools should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

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

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 29 2021

Required of ALL Charter Schools by August 2

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 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (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 Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation. Note: Docusign is accepted.

Jane Goldman 2020-07-28 1631

Filename: Jane_Goldman_2020-07-28_1631.pdf **Size:** 2.2 MB

Michelle DeLong 07302020

Filename: Michelle_DeLong_07302020.pdf **Size:** 2.2 MB

Nina Bershadker 08032020

Filename: Nina_Bershadker_08032020.pdf **Size:** 1.3 MB

MMercado Request-for-Information-Form_submitted to SUNY4

Filename: MMercado_Request-for-Information-Fo_PNhAHf4.pdf **Size:** 653.7 kB

Phoebe Boyer FinancialDisclosure 07302020

Filename: Phoebe_Boyer_FinancialDisclosure_07302020.pdf **Size:** 431.7 kB

Sandra Escamilla Request for Information _submitted to SUNY

Filename: Sandra_Escamilla_Request_for_Inform_wujxvfY.pdf **Size:** 1.5 MB

Beth Leventhal financial disclosure 2020

Filename: Beth_Leventhal_financial_disclosure_2020.pdf **Size:** 551.8 kB

MRumph Financial Disclosure 2020

Entry 7 BOT Membership Table

Completed - Jul 29 2021

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.

1. 2020-2021 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 Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
1	Michelle Delong	michelledelong@yahoo.co	Chair	Executive, Learning Achievement and Evaluation,	Yes	4	06/30/2020	06/30/2022	12

		m		Governance, and Finance					
2	Beth Leventhal	bethpleventhal@gmail.com	Vice Chair	Executive, Learning, Achievement and Evaluation, Governance and Finance	Yes	4	06/30/2021	06/30/2023	12
3	Jane Goldman	janemgoldman@yahoo.com	Secretary	Executive, Learning, Achievement and Evaluation	Yes	3	06/30/2020	06/30/2022	9
4	Nina Bershadker	nina.bershadker@gmail.com	Treasurer	Executive, Finance	Yes	3	06/30/2021	06/30/2023	12
5	Michelle Rumph	mrumph79@gmail.com	Trustee/Member	Finance	Yes	2	06/30/2021	06/30/2023	11
6	Phoebe Boyer	pboyer@childrensaidsnyc.org	Trustee/Member	Executive, Governance	Yes	2	06/30/2020	06/30/2022	11

7	Maribel Mercado	amapolaevents@gmail.com	Parent Rep	Learning, Achievement and Evaluation	Yes		04/16/2021	06/30/2022	5 or less
8	Sandra Escamilla	sescamilla@chilidrensai.nyc.org	Trustee/Member	Governance	Yes		04/16/2021	6/30/2022	5 or less
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2021	8
b.Total Number of Members Added During 2020-2021	2
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5-15

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 9 Enrollment & Retention

Completed - Jul 29 2021

[Instructions for submitting Enrollment and Retention Efforts](#)

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 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 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

[Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, 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 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
Economically Disadvantaged	<p>In addition to continuing the practices used during the 2019-20 school year because they were effective, we adjusted some of our practices based on the impact of COVID-19. For example, we held virtual open houses and online meetings with prospective families in English and Spanish.</p> <p>We canvassed the CSD neighborhoods and the area surrounding both school locations to spread the word about our school and to share the application.</p> <p>We paid for bus shelter signs and subway ads operating in our local community.</p> <p>We shared our application with program leads in other Children's Aid programs in the Bronx.</p> <p>We shared our application with existing CACPCS families as a part of a "family and friends" recruitment push.</p> <p>We worked with the Children's</p>	<p>CACPCS will utilize the following outreach strategies to engage SWD, ELLs, and economically disadvantaged youth:</p> <ol style="list-style-type: none"> 1) Canvassing neighborhoods in CSD 12, specifically targeting NYCHA public housing buildings in the area and other housing developments with large segments of low-income and/or recent immigrant families; 2) Posting flyers and placing notices in supermarkets, communities of faith, community centers, and apartment complexes in CSD 12 neighborhoods; 3) Displaying advertisements on MTA buses that have routes in CSD 12; 4) Hosting recruitment presentations at preschools and day care centers in the community, including Children's Aid (CA) early childcare centers and programs run by other preschool providers; 5) Providing electronic and hard-copy CACPCS applications to preschools in the community; 6) Conducting virtual and in-person school tours and open houses at both CACPCS school locations; 7) Leveraging the relationships and network of community contacts of the CACPCS Board, CACPCS staff, and CA leadership and staff, including staff at multiple CA program sites in close proximity to the CACPCS

	<p>Aid Early Childhood program staff to enroll CACPCS siblings enrolled in their 4 year old class and collected applications from the parents/caregivers of non-siblings in that class.</p> <p>We also worked with a video production team to produce a video highlighting our staff, parents and scholars' testimonials about the school to better convey our school's story during the recruitment and enrollment period.</p> <p>We held enrollment support opportunities in-person at the school in May and June to help prospective families with enrollment materials and sent care packages from CACPCS to the families of all of the prospective students who were selected during the lottery.</p>	<p>school buildings such as the CA Bronx Family Center (which runs foster care and preventive services), the CA Next Generation Center (which runs adolescent and young adult programming), the CA licensed medical clinic, and multiple CA community schools;</p> <p>8) Running social media ad campaigns year-round rather than at the height of the recruitment season;</p> <p>9) Enrolling students over-the-counter in grade levels with no waiting lists;</p> <p>10) Hosting ELL parent focus groups with translation services to continue to learn more about how to adjust and refine our recruitment strategies for this population of students;</p> <p>11) Hosting focus groups of parents and caregivers of SWDs to learn more about how to adjust and refine our recruitment strategies for this population of students; and</p> <p>12) Utilizing CACPCS's existing parent body, especially parents whose children are classified as SWD, ELL and/or economically disadvantaged, to conduct outreach in their neighborhoods and serve as volunteer Ambassadors.</p>
	<p>In addition to continuing the practices used during the 2019-20 school year because they were effective, we adjusted some of our practices based on the impact of COVID-19. For example, we will have to hold virtual open houses in English</p>	<p>Although CACPCS has consistently made investments in its recruitment efforts over the years, a focus for 2021-22 will be to increase investments in the recruitment of ELLs through:</p> <ul style="list-style-type: none"> • Increased investment in

English Language Learners	<p>and Spanish.</p> <p>We ensured bilingual staff were present/involved in Open House events for translation and to ensure the event is inclusive of multilingual families.</p> <p>Produced application flyers in multiple languages and posted them throughout the community.</p> <p>Had current parents of English Language Learners or Multilingual Learners spread the word to their family, friends and other contacts about the school and share application info.</p> <p>Ensured bilingual staff were leading and/or involved in the enrollment process.</p> <p>We worked with a video production crew to produce a Spanish language video with a parent/caregiver testimonial.</p>	<p>translation services to ensure timely translation of all recruitment materials into Spanish, Arabic, and French, which are three of the most dominant languages for elementary and middle school students in CSD 12.</p> <ul style="list-style-type: none"> • Increased investment in a multilingual, year-round marketing and communication strategy focused specifically on recruiting ELL families. • Increased investment in multilingual, year-round marketing materials and ads pushed out across the Bronx via ads on public transportation and in publications valued by the local community. • Increased social media presence throughout the year across all major social media platforms with a focus on telling the stories of the experiences of our ELL students at CACPCS year-round.
		<p>CACPCS will utilize the following outreach strategies to engage SWD youth and their parents:</p> <p>(1) Hosting recruitment presentations at preschools and day care centers in the community, including Children's Aid (CA) early childcare centers and programs run by other preschool providers in which we highlight the range of services we provide to Students with Disabilities;</p> <p>(2) Conducting virtual and in-</p>

Students with Disabilities

Held Open House events during recruitment season which allow potential families to ask questions and to learn more about the special education services provided. We described our co-teaching model and the additional social and emotional supports provided via additional social workers and teacher training.

We encouraged parents of students with special needs to recommend our school to other parents.

We worked with staff at Children's Aid to make connections with staff who may know students with disabilities who would benefit from our school approach.

We encouraged parents of students with special needs to recommend our school to other parents.

person school tours and open houses at both CACPCS school locations to provide prospective families with an opportunity to see our learning environment;

(3) Leveraging the relationships and network of community contacts of the CACPCS Board, CACPCS staff, and CA leadership and staff, including staff at multiple CA program sites in close proximity to the CACPCS school buildings such as the CA Bronx Family Center (which runs foster care and preventive services), the CA Next Generation Center (which runs adolescent and young adult programming), the CA licensed medical clinic, and multiple CA community schools to connect with families of Students with Disabilities.

(4) Enrolling students over-the-counter in grade levels with no waiting lists so that opportunities remain available throughout the year to Students with Disabilities.

(5) Hosting focus groups of parents and caregivers of SWDs to learn more about how to adjust and refine our recruitment strategies for this population of students; and

6) Utilizing CACPCS's existing parent body, especially parents whose children are classified as SWD to conduct outreach in their neighborhoods and serve as volunteer Ambassadors.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	<p>Provided current families with applications for new students (siblings) along with a letter in different languages to begin the enrollment process for the upcoming year.</p> <p>Held a meeting with the parents of the rising 4 year olds in Children's Aid's Early Childhood program (half of whom were CACPCS siblings) with translation.</p> <p>Provided comprehensive student and family supports that were most needed by students and their families via our community school strategy (e.g. social worker supports, after school and summer enrichment programming, etc.).</p> <p>Provided a high degree of regular support to parents and students during remote learning. Provided remote learning devices and/or hotspots to any family that needed them alleviating some of the burden on families to provide the resources to engage in</p>	<p>CACPCS will focus its retention efforts on the following four strategies:</p> <p>(1) Connecting with community partners - Outreach and engagement of community partners will deepen the school's connections to organizations and community leaders who are most connected to CACPCS's target communities.</p> <p>(2) Increasing investments in retention strategies - Increase investments in a marketing and communications strategy that tells our unique school story.</p> <p>(3) Increasing parent engagement - To increase parent engagement CACPCS's school leadership, specifically the Principals, Academic Deans, Director of Special Education and Interventions and Community School Director (supported by the Head of School, Operations Managers and Operations Assistants), will be responsible for increasing parent engagement efforts that will support retention (e.g. parent focus group, family incentive programs, etc.).</p> <ul style="list-style-type: none"> • Improving the school

	remote learning. English Language.	experience - CACPCS's plans to deepen the school culture work, especially at the middle school level by creating positive campus-wide experiences for students and their families in collaboration with the two other schools on the campus.
English Language Learners	<p>Provided current families with applications for new students (siblings) along with a letter in different languages to begin the enrollment process for the upcoming year.</p> <p>Had bilingual staff in key roles to support strong communication with families and to connect families to one another for ongoing support and info-sharing.</p>	<p>While CACPCS met its retention goal for ELLs in all years of the current charter term, it did not meet its enrollment target for this population. As CACPCS implements strategies to increase ELL enrollment, the school is preparing to serve larger groups of non-native English speakers and recognizes a need to focus on targeted ELL supports to maintain its high ELL retention rate. As noted in the Executive Summary, a specific hiring focus in the next term will be for staff with technical expertise and/or native language speakers to support CACPCS's ELL students. The school expects to hire one full-time ESL Interventionist to work with classroom teachers, either as a co-teacher in classrooms with large numbers of ELLs or as a trainer to help teachers incorporate specific ELL-focused strategies in their practice (such as sheltered instruction and visual aids). The ESL Interventionist will also provide direct instructional support to ELLs. CACPCS will target staff recruitment to bring in more bi-lingual applicants for instructional positions to improve the experience of ELL students.</p>

<p>Students with Disabilities</p>	<p>Provided comprehensive student and family supports that were most needed by students and their families via our community school strategy (e.g. social worker supports, after school and summer enrichment programming, etc.).</p> <p>Provided a high degree of communication and strong follow-up with families of students with disabilities to ensure they are receiving the services needed.</p>	<p>The CACPCS school model provides support to Students with Disabilities that has positively influenced their return to CACPCS at high rates each year. However, continued improvements to the school experience will further support retention efforts over the next renewal period. More specifically, understanding that students thrive in the school's highly responsive environment that promotes individualized student supports, CACPCS will continue focus on delivering the comprehensive range of school day and integrated support services. These services will be designed and coordinated by a team that includes the Community School Director, the Director of Special Education and Interventions, and other members of the school's leadership team. These comprehensive supports will include a range of academic intervention programs available to students, leverage the school's co-teaching and small group instructional approach, and prioritize ensuring that all students' needs are understood and addressed. This team of professionals will also coordinate regular communication with parents and caregivers throughout the year and will plan experiences to build connections between parents and staff in support of students' transitions from elementary school to middle school and from middle</p>
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Entry 10 - Teacher and Administrator Attrition

Completed - Jul 29 2021

Form for "Entry 10 - Teacher and Administrator Attrition"

This is my form.

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel that 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] Employees that 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.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously 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

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

Attestation

Responses Selected:

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

Entry 13 School Calendar

Completed - Jul 29 2021

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

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 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.

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

only.

2021-2022 Calendar

Filename: 2021-2022_Calendar_MkJT2Ql.pdf **Size:** 76.1 kB

Entry 14 Links to Critical Documents on School Website

Completed - Jul 29 2021

Instructions

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

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. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 14 Links to Critical Documents on School Website

School Name: Children's Aid College Prep Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA 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:

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	https://www.cacpcs.org/Content2/financials
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://www.cacpcs.org/board
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://www.cacpcs.org/board
3. Link to NYS School Report Card	https://data.nysed.gov/essa.php?year=2019&instid=800000071164
4. Lottery Notice announcing date of lottery	https://www.cacpcs.org/CalendarWeekView.aspx?eventID=664&schools=0&schoolid=0&viewDate=4/8/2021
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	
6. District-wide Safety Plan	https://www.cacpcs.org/docs/district/document/District_Safety_Plan_and_Emergency_Response_Procedures_2020-2021.pdf
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.cacpcs.org/docs/district/document/Family_Handbook_2020-2021.pdf
7. Authorizer-Approved FOIL Policy	https://www.cacpcs.org/docs/district/document/freedom%20of%20information%20law%20policy_2021_22.pdf?id=303
8. Subject matter list of FOIL records	https://www.cacpcs.org/docs/district/document/freedom%20of%20information%20law%20policy_2021_22.pdf?id=303

Thank you.



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Children's Aid College Prep Charter School

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board Secretary

2. Are you an employee of any school operated by the education corporation?
 Yes ✓ No

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

3. Are you related, by blood or marriage, to any person employed by the school? No

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
Please write "None" if applicable. Do not leave this space blank.	None	None	

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "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
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p>NONE</p>				

Signature



Date

7/28/2020

Please note that 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. Personal contact information provided below will be redacted.

Business Telephone:

Business Address: _____

E-mail Address: janemgoldman@yahoo.com

Home Telephone: 516-840-9066

Home Address: 630 Park Avenue, Apt 9A, NY, NY 10065

last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Michele Adams

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Chair

2. Are you an employee of any school operated by the education corporation? Yes ☒ No ☐

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

3. Are you related, by blood or marriage, to any person employed by the school? No

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction on	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
<i>None</i>			
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of 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
Please write "None" if applicable. Do not leave this space blank.				

Please note that 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. Personal contact information provided below will be redacted.

Business Telephone:

914.523.8224

Signature

[Handwritten Signature]

Date

7/30/20

Business Address:

E-mail Address:

micelledebor@yahoo.com

Home Telephone:

914-722-5946

Home Address:

15 Dolma Rd Scarsdale, NY 10583

last revised 06/8/2020

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name:

Nina Bershadker

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Treasurer

2. Are you an employee of any school operated by the education corporation?
 Yes ☒ No

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

3. Are you related, by blood or marriage, to any person employed by the school?

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

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

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

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

None

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "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
None				


Signature

8/3/20
Date

Please note that 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. Personal contact information provided below will be redacted.

Business Telephone:

Business Address: _

E-mail Address:

nina.bershadker@gmail.com

Home Telephone:

646-645-4778

Home Address:

17 Bonnie Briar Lane, Larchmont
NY

last revised 06/8/2020

10538



Request for Information Prospective Not-For-Profit Charter School Education Corporation Trustees

Guidance and Form

*For Charter Schools Authorized by the
State University of New York Board of Trustees*

Updated: February 2021

SUNY Charter Schools Institute
H. Carl McCall SUNY Building
353 Broadway
Albany, NY 12246
(518) 445-4250 (phone)
www.newyorkcharters.org

INTRODUCTION

Serving on a public charter school education corporation board is a position of great trust and responsibility. The law charges trustees with overseeing the education of all students enrolled in each school the not-for-profit education corporation has the authority to operate, the expenditure of public and private monies directed to the school(s), and, if applicable, the oversight of any charter/education management organization (“CMO/EMO”).

The State University of New York Board of Trustees (the “SUNY Trustees”) requires all new education corporation board members be approved by the SUNY Charter Schools Institute (the “Institute”) pursuant to the terms of the education corporation’s Charter Agreement. The Institute uses this Request for Information (“RFI”) form as part of that process. Once the board elects a proposed trustee, the Institute requests the prospective trustee to complete the following form by providing answers to each of the items, and signing the certification.

Only in very rare cases does the Institute reject properly approved prospective trustees who have provided all information requested on this form. These cases are generally limited to prospective members who would have severe conflicts of interest in fulfilling their fiduciary or other duties as an education corporation trustee, who are proposed to be seated in violation of the education corporation’s charter or by-laws, or whose criminal history would disqualify them. Questions related to conflict of interest may be addressed to the education corporation’s counsel or counsel at the Institute.

Pursuant to New York’s Freedom of Information Law (“FOIL”), any personal information listed on or attached to this form (including the Charter School Trustee Contact Information form) that would constitute an unwarranted invasion of personal privacy will not be disclosed (home address, email, telephone number, etc.).

1. REQUEST FOR INFORMATION

A. Applicable Charter Agreement Provisions

The following image shows the applicable provision from the Model Charter Agreement (available at <http://www.newyorkcharters.org/wp-content/uploads/Model-Charter-July-2017.pdf>), which is the same or very similar to that of each education corporation's Charter Agreement:

- Section 2.3, *Selection of New Education Corporation Board Members*.

2.3 Selection of New Education Corporation Board Members. All Corporate Trustees shall possess appropriate qualifications for membership on the Education Corporation Board, as such qualifications are set forth in the Terms of Operation, and shall be seated pursuant to the following procedures. Prior to the appointment or final election of any new Corporate Trustee, the Education Corporation Board must submit to the Trustees (pursuant to a duly approved resolution of the Education Corporation Board) the name of the proposed Corporate Trustee and such individual must timely provide to the Trustees, in writing and/or in person, such background information as the Trustees shall require (the "**School Trustee Background Information**"). Within forty-five (45) days of receiving the name of the proposed Corporate Trustee and the School Trustee Background Information, the Trustees shall in writing reject or approve such individual. In the event that the Trustees do not provide in writing an approval or rejection within the forty-five (45) day time period, the proposed Corporate Trustee may be seated so long as such action would be consistent with the By-laws and any other applicable Terms of Operation. A failure by the Education Corporation or the proposed Corporate Trustee to timely provide the School Trustee Background Information to the Trustees shall be grounds for his or her rejection.

B. Applicable Laws and Regulations

None.

C. Discussion

In order to legally seat a person on a charter school board, the following procedures should generally be followed as well as any specific provisions contained in education corporation's by-laws:

- When a board seat becomes vacant or is created, the board (by committee or otherwise) should seek nominations for a person to fill the vacant seat with appropriate qualifications per the Charter Agreement *and* by-laws requirements.
- The board secretary or other administrator should review the by-laws to determine the proper number of trustees that may be seated on the board, and that the number is within the proper range (e.g., 7-11). If the board has more members than the upper end of the range, a request to amend the by-laws must be made to the Institute or the

education corporation may not fill the seat. In cases where the board is expanding the number of trustees (as opposed to filling a vacancy) the board must do so prior to the election of the proposed trustee (even if being voted at the same meeting) and clearly reflect same in the minutes.

- Note: the legal limits on board size are 5 minimum and 25 maximum, although best practice has shown boards of 11 or under to be effective.
- The board secretary or other administrator should review the following to determine the proper qualification of the prospective board member:
 - Charter Agreement section entitled “Governance; Education Corporation Board; By-laws” (Section 2.2 in recent charters) for the following:
 - compliance with the 40% rule (no more than 40% of the school board may be affiliated with any single entity unless the school has received a waiver from the SUNY Trustees); and,
 - compliance with provisions prohibiting or restricting board membership for persons associated with a CMO/EMO.
 - Charter Agreement Exhibit A, “Additional Assurances and Terms,” if any, which may contain restrictions on board membership or a waiver thereof;
 - Charter Agreement Exhibit A, “Terms of Operation;” any sections dealing with governance;
 - By-laws, which may:
 - state what type or “class” of trustee must be elected, e.g., parent, teacher representative, community member;
 - state any conditions that must be met prior to the election or nomination of a proposed trustee (vote of the parent/teacher organization; vote of partner organization, etc.);
 - direct how the trustee will be elected or appointed (super-majority vote, vote of corporate member, etc.); and/or,
 - state how long the term of a trustee will be. When vacant seats are filled, the new trustee serves for the remainder of the prior trustee’s term. When new seats are created, the board, or other methodology in the by-laws, may dictate the length of the term, which may be staggered with other terms. It is good practice for the secretary to keep a multi-year elections calendar to track each trustee’s term.

The education corporation board or corporate member elects or appoints the *prospective* trustee at a duly convened meeting of the applicable board with a quorum and following any by-laws restrictions on elections. The Institute will approve or reject such proposed

trustee in writing within 45 days of submission of *all* of the required documentation:

- complete *Request for Information, Prospective Charter School Education Corporation Trustee* ("RFI form");
- resume or brief biographical information;
- updated list of board of trustees; and,
- evidence of proper election (e.g., signed resolution or meeting minutes reflecting vote).

If the Institute takes no action within the 45 day period, the person may be seated as a school trustee.

D. Responsible Tasks

- Submit a copy of the signed resolution electing the prospective trustee or the meeting minutes showing such election.
- Submit the original *RFI form*. After each prospective trustee reviews the by-laws, code of ethics and any conflict of interest policies of the education corporation, the board secretary or administrator should have each prospective trustee complete a RFI form, which the education corporation or proposed trustee must submit to the Institute together with a resume or brief biographical information.
- Submit an updated board list to the Institute reflecting the proposed trustee's election.
- After approval by the Institute, the board secretary or other administrator should inform the new trustee, and all trustees, of his or her official seating on the board. The trustee may now be counted for purposes of quorum and vote.
- As a reminder, the education corporation must notify the SUNY Trustees within five (5) business days of any of the following education corporation trustee actions: removal; resignation; expiration of term without re-election; or, otherwise leaving the board.

**Request for Information
Prospective Charter School Education Corporation Trustee
Form**

Background

1. Name of charter school education corporation for which you intend to serve as a trustee.

2. Full name:

Home Address:

Business Name and Address:

Home telephone No.:

Work telephone No.:

E-mail address:

3. A brief educational and employment history (or you may attach a resume):

☐ Resume attached.

4. Please affirm that you will be at least 18 years old by the date of appointment to the education corporation's board. ☐ I affirm.

5. Please indicate whether you currently or have previously served on a board of a school district, another charter school education corporation, a non-public school or any not-for-profit corporation. ☐ Does not apply to me. ☐ Yes.

Name(s) of School/Not-for-Profit Corporation(s):

6. Please indicate if you have ever been convicted of a misdemeanor related to honesty or trustworthiness, or a felony. If the answer to this question is yes, please provide details of the offense, the date, disposition, etc.

☐ Does not apply to me. ☐ Yes.

Details:

7. Please indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or district attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or not-for profit entity or as an executive of such entity. If the answer to this question is yes, please provide details of the agreement.

☐ Does not apply to me. ☐ Yes.

Details:

Conflicts

8. Please indicate whether you or your spouse knows any of the other charter school education corporation trustees, or prospective or former trustees. If so, please indicate the precise nature of your relationship.

☐ I / we do not know any such trustees. ☐ Yes.

Details:

9. Please indicate whether you or your spouse knows any person who is, or has been in the last two years, an employee of the education corporation. If so, indicate the precise nature of your relationship.

☐ I / we do not know any such employees. ☐ Yes.

Details:

10. Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the education corporation or any of the schools it has the authority to operate (whether as an individual or as a director, officer, employee or agent of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the education corporation.

☐ I / we do not know any such persons. ☐ Yes.

Details:

11. Please indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the education corporation or any school it has the authority to operate. If so, please indicate the precise nature of the business that is being or will be conducted.

☐ I / we do not anticipate conducting any such business. ☐ Yes.

Details:

12. If the education corporation or any of the schools it has the authority to operate contracts with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse know any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.

☐ Not applicable because the education corporation does not contact with a management company or charter management organization.

☐ I / we do not know any such persons.

☐ Yes.

Details:

13. If the education corporation contracts with an educational service provider including a charter management organization, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, financial, contractual or management interest in the provider. For any interest indicated, please provide a detailed description.

☐ N/A.

☐ I / we have no such interest.

☐ Yes.

Details:

14. If the education corporation or any of the schools it has the authority to operate is partnered with an educational service provider including a charter management organization, please indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted.

☐ N/A.

☐ I / we or my family do not anticipate conducting any such business.

☐ Yes.

Details:

15. Please indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization which filed an application in conjunction with the education corporation, i.e., is partnered with the education corporation. (For the identity of all such organizations, please consult with the chair of the board.) To the extent you have provided this information in response to prior items, you may so indicate.

☐ Does not apply to me, my spouse or family.

☐ Yes.

Details:

16. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the education corporation board. Please note that being a parent of a school student, serving on another charter school's board or being employed by the school are conflicts that should be disclosed, but do not make you automatically ineligible to serve as a trustee.

☐ None.

☐ Yes.

Details:

17. Please indicate any individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, trust, non-profit organization, or other organization or group of people doing business with the education corporation, and in which such entity you and/or your immediate family members have a financial interest or other relationship.

☐ None.

☐ Yes.

Details:

18. Please indicate how you would handle a situation in which you believe one or more members of the education corporation's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family). Please note that simply confronting the involved trustee is not usually a sufficient answer.

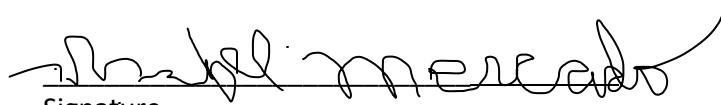
Other

19. Please affirm that you have read the education corporation's by-laws and conflict-of-interest policies (Code of Ethics). ☐ I affirm.

20. Please provide any other information that you feel pertinent to the SUNY Charter Schools Institute's review.

Certification

I, _____, certify to the best of my knowledge and ability that the information I am providing to the State University of New York/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of _____ is true and correct in every respect.


Signature

Date

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: PHOEBE BOYER

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

CHILDREN'S AID COLLEGE PREP CHARTER SCHOOL

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee

2. Are you an employee of any school operated by the education corporation?
____ **Yes** __X__ **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?
NO

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **NO**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

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

6. 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.

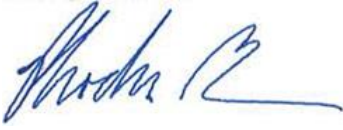
Children's Aid Society provides comprehensive management services (CMO) to Children's Aid College Prep Charter School.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<i>Please write "None" if applicable. Do not</i>	NONE		

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “**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
Children's Aid Society	Children's Aid Society provides services to Children's Aid College Prep Charter School through a Management Services Agreement	\$2,000,000.	Phoebe C. Boyer, President and CEO of Children's Aid Society	Recusal from voting on any transaction involving Children's Aid Society



August 3, 2020

Signature

Date

Please note that 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. Personal contact information provided below will be redacted.

Business Telephone: 212-949-4921

Business Address: 711 Third Avenue, New York, NY 10017

E-mail Address: pboyer@childrensaidnyc.org

Home Telephone:

Home Address: 333 Central Park West, New York, NY 10025

last revised 06/8/2020



Request for Information Prospective Not-For-Profit Charter School Education Corporation Trustees

Guidance and Form

*For Charter Schools Authorized by the
State University of New York Board of Trustees*

Updated: February 2021

SUNY Charter Schools Institute
H. Carl McCall SUNY Building
353 Broadway
Albany, NY 12246
(518) 445-4250 (phone)
www.newyorkcharters.org

INTRODUCTION

Serving on a public charter school education corporation board is a position of great trust and responsibility. The law charges trustees with overseeing the education of all students enrolled in each school the not-for-profit education corporation has the authority to operate, the expenditure of public and private monies directed to the school(s), and, if applicable, the oversight of any charter/education management organization (“CMO/EMO”).

The State University of New York Board of Trustees (the “SUNY Trustees”) requires all new education corporation board members be approved by the SUNY Charter Schools Institute (the “Institute”) pursuant to the terms of the education corporation’s Charter Agreement. The Institute uses this Request for Information (“RFI”) form as part of that process. Once the board elects a proposed trustee, the Institute requests the prospective trustee to complete the following form by providing answers to each of the items, and signing the certification.

Only in very rare cases does the Institute reject properly approved prospective trustees who have provided all information requested on this form. These cases are generally limited to prospective members who would have severe conflicts of interest in fulfilling their fiduciary or other duties as an education corporation trustee, who are proposed to be seated in violation of the education corporation’s charter or by-laws, or whose criminal history would disqualify them. Questions related to conflict of interest may be addressed to the education corporation’s counsel or counsel at the Institute.

Pursuant to New York’s Freedom of Information Law (“FOIL”), any personal information listed on or attached to this form (including the Charter School Trustee Contact Information form) that would constitute an unwarranted invasion of personal privacy will not be disclosed (home address, email, telephone number, etc.).

1. REQUEST FOR INFORMATION

A. Applicable Charter Agreement Provisions

The following image shows the applicable provision from the Model Charter Agreement (available at <http://www.newyorkcharters.org/wp-content/uploads/Model-Charter-July-2017.pdf>), which is the same or very similar to that of each education corporation's Charter Agreement:

- Section 2.3, *Selection of New Education Corporation Board Members*.

2.3 Selection of New Education Corporation Board Members. All Corporate Trustees shall possess appropriate qualifications for membership on the Education Corporation Board, as such qualifications are set forth in the Terms of Operation, and shall be seated pursuant to the following procedures. Prior to the appointment or final election of any new Corporate Trustee, the Education Corporation Board must submit to the Trustees (pursuant to a duly approved resolution of the Education Corporation Board) the name of the proposed Corporate Trustee and such individual must timely provide to the Trustees, in writing and/or in person, such background information as the Trustees shall require (the "**School Trustee Background Information**"). Within forty-five (45) days of receiving the name of the proposed Corporate Trustee and the School Trustee Background Information, the Trustees shall in writing reject or approve such individual. In the event that the Trustees do not provide in writing an approval or rejection within the forty-five (45) day time period, the proposed Corporate Trustee may be seated so long as such action would be consistent with the By-laws and any other applicable Terms of Operation. A failure by the Education Corporation or the proposed Corporate Trustee to timely provide the School Trustee Background Information to the Trustees shall be grounds for his or her rejection.

B. Applicable Laws and Regulations

None.

C. Discussion

In order to legally seat a person on a charter school board, the following procedures should generally be followed as well as any specific provisions contained in education corporation's by-laws:

- When a board seat becomes vacant or is created, the board (by committee or otherwise) should seek nominations for a person to fill the vacant seat with appropriate qualifications per the Charter Agreement *and* by-laws requirements.
- The board secretary or other administrator should review the by-laws to determine the proper number of trustees that may be seated on the board, and that the number is within the proper range (e.g., 7-11). If the board has more members than the upper end of the range, a request to amend the by-laws must be made to the Institute or the

education corporation may not fill the seat. In cases where the board is expanding the number of trustees (as opposed to filling a vacancy) the board must do so prior to the election of the proposed trustee (even if being voted at the same meeting) and clearly reflect same in the minutes.

- Note: the legal limits on board size are 5 minimum and 25 maximum, although best practice has shown boards of 11 or under to be effective.
- The board secretary or other administrator should review the following to determine the proper qualification of the prospective board member:
 - Charter Agreement section entitled “Governance; Education Corporation Board; By-laws” (Section 2.2 in recent charters) for the following:
 - compliance with the 40% rule (no more than 40% of the school board may be affiliated with any single entity unless the school has received a waiver from the SUNY Trustees); and,
 - compliance with provisions prohibiting or restricting board membership for persons associated with a CMO/EMO.
 - Charter Agreement Exhibit A, “Additional Assurances and Terms,” if any, which may contain restrictions on board membership or a waiver thereof;
 - Charter Agreement Exhibit A, “Terms of Operation;” any sections dealing with governance;
 - By-laws, which may:
 - state what type or “class” of trustee must be elected, e.g., parent, teacher representative, community member;
 - state any conditions that must be met prior to the election or nomination of a proposed trustee (vote of the parent/teacher organization; vote of partner organization, etc.);
 - direct how the trustee will be elected or appointed (super-majority vote, vote of corporate member, etc.); and/or,
 - state how long the term of a trustee will be. When vacant seats are filled, the new trustee serves for the remainder of the prior trustee’s term. When new seats are created, the board, or other methodology in the by-laws, may dictate the length of the term, which may be staggered with other terms. It is good practice for the secretary to keep a multi-year elections calendar to track each trustee’s term.

The education corporation board or corporate member elects or appoints the *prospective* trustee at a duly convened meeting of the applicable board with a quorum and following any by-laws restrictions on elections. The Institute will approve or reject such proposed

trustee in writing within 45 days of submission of *all* of the required documentation:

- complete *Request for Information, Prospective Charter School Education Corporation Trustee* ("RFI form");
- resume or brief biographical information;
- updated list of board of trustees; and,
- evidence of proper election (e.g., signed resolution or meeting minutes reflecting vote).

If the Institute takes no action within the 45 day period, the person may be seated as a school trustee.

D. Responsible Tasks

- Submit a copy of the signed resolution electing the prospective trustee or the meeting minutes showing such election.
- Submit the original *RFI form*. After each prospective trustee reviews the by-laws, code of ethics and any conflict of interest policies of the education corporation, the board secretary or administrator should have each prospective trustee complete a RFI form, which the education corporation or proposed trustee must submit to the Institute together with a resume or brief biographical information.
- Submit an updated board list to the Institute reflecting the proposed trustee's election.
- After approval by the Institute, the board secretary or other administrator should inform the new trustee, and all trustees, of his or her official seating on the board. The trustee may now be counted for purposes of quorum and vote.
- As a reminder, the education corporation must notify the SUNY Trustees within five (5) business days of any of the following education corporation trustee actions: removal; resignation; expiration of term without re-election; or, otherwise leaving the board.

**Request for Information
Prospective Charter School Education Corporation Trustee
Form**

Background

1. Name of charter school education corporation for which you intend to serve as a trustee.

2. Full name:

Home Address:

Business Name and Address:

Home telephone No.:

Work telephone No.:

E-mail address:

3. A brief educational and employment history (or you may attach a resume):

☐ Resume attached.

4. Please affirm that you will be at least 18 years old by the date of appointment to the education corporation's board. ☐ I affirm.

5. Please indicate whether you currently or have previously served on a board of a school district, another charter school education corporation, a non-public school or any not-for-profit corporation. ☐ Does not apply to me. ☐ Yes.

Name(s) of School/Not-for-Profit Corporation(s):

6. Please indicate if you have ever been convicted of a misdemeanor related to honesty or trustworthiness, or a felony. If the answer to this question is yes, please provide details of the offense, the date, disposition, etc.

☐ Does not apply to me. ☐ Yes.

Details:

7. Please indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or district attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or not-for profit entity or as an executive of such entity. If the answer to this question is yes, please provide details of the agreement.

☐ Does not apply to me. ☐ Yes.

Details:

Conflicts

8. Please indicate whether you or your spouse knows any of the other charter school education corporation trustees, or prospective or former trustees. If so, please indicate the precise nature of your relationship.

☐ I / we do not know any such trustees. ☐ Yes.

Details:

9. Please indicate whether you or your spouse knows any person who is, or has been in the last two years, an employee of the education corporation. If so, indicate the precise nature of your relationship.

☐ I / we do not know any such employees. ☐ Yes.

Details:

10. Please indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the education corporation or any of the schools it has the authority to operate (whether as an individual or as a director, officer, employee or agent of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the education corporation.

☐ I / we do not know any such persons. ☐ Yes.

Details:

11. Please indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the education corporation or any school it has the authority to operate. If so, please indicate the precise nature of the business that is being or will be conducted.

☐ I / we do not anticipate conducting any such business. ☐ Yes.

Details:

12. If the education corporation or any of the schools it has the authority to operate contracts with an educational service provider (a management company, whether for-profit or not-for-profit), please indicate whether you or your spouse know any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.

☐ Not applicable because the education corporation does not contact with a management company or charter management organization.

☐ I / we do not know any such persons.

☐ Yes.

Details:

13. If the education corporation contracts with an educational service provider including a charter management organization, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, financial, contractual or management interest in the provider. For any interest indicated, please provide a detailed description.

☐ N/A.

☐ I / we have no such interest.

☐ Yes.

Details:

14. If the education corporation or any of the schools it has the authority to operate is partnered with an educational service provider including a charter management organization, please indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, please indicate the precise nature of the business that is being or will be conducted.

☐ N/A.

☐ I / we or my family do not anticipate conducting any such business.

☐ Yes.

Details:

15. Please indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization which filed an application in conjunction with the education corporation, i.e., is partnered with the education corporation. (For the identity of all such organizations, please consult with the chair of the board.) To the extent you have provided this information in response to prior items, you may so indicate.

☐ Does not apply to me, my spouse or family.

☐ Yes.

Details:

16. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the education corporation board. Please note that being a parent of a school student, serving on another charter school's board or being employed by the school are conflicts that should be disclosed, but do not make you automatically ineligible to serve as a trustee.

☐ None.

☐ Yes.

Details:

17. Please indicate any individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, trust, non-profit organization, or other organization or group of people doing business with the education corporation, and in which such entity you and/or your immediate family members have a financial interest or other relationship.

☐ None.

☐ Yes.

Details:

18. Please indicate how you would handle a situation in which you believe one or more members of the education corporation's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family). Please note that simply confronting the involved trustee is not usually a sufficient answer.

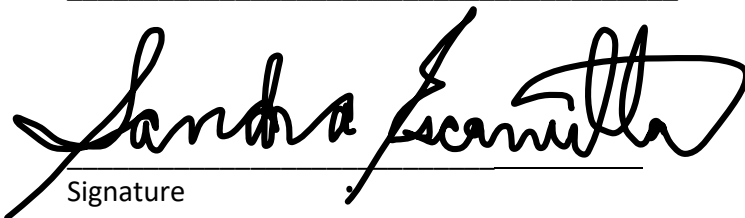
Other

19. Please affirm that you have read the education corporation's by-laws and conflict-of-interest policies (Code of Ethics). ☐ I affirm.

20. Please provide any other information that you feel pertinent to the SUNY Charter Schools Institute's review.

Certification

I, _____, certify to the best of my knowledge and ability that the information I am providing to the State University of New York/Charter Schools Institute in regards to my application to serve as a member of the board of trustees of _____ is true and correct in every respect.


Signature

Date

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees
Member**

Name:

Beth Leventhal

**Name of Charter School Education Corporation (the Charter School Name,
if the charter school is the only school operated by the education
corporation):**

Children's Aid College Prep Charter School
(CACPCS)

1. List all positions held on the education corporation Board of Trustees ("Board")
(e.g. president, treasurer, parent representative).

Vice chair of the board

2. Are you an employee of any school operated by the education corporation?

Yes ~~No~~

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

3. Are you related, by blood or marriage, to any person employed by the school?

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any
student currently enrolled in the school?

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

5. Are you related, by blood or marriage, to any person that could otherwise
benefit from your participation as a board member of this school?

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

6. Are you a past, current, or prospective employee of the charter school,

--	--	--	--	--

Beth Pleventhal 7/28/2020
Signature Date

Please note that 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. Personal contact information provided below will be redacted.

Business Telephone: _____

Business Address: _____

E-mail Address: Bethpleventhal@gmail.com

Home Telephone: 914-238-5702

Home Address: 10 Bessel Lane Chappaqua, NY 10514

last revised 06/8/2020

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name:

Michelle Rumph

**Name of Charter School Education Corporation (the Charter School Name,
if the charter school is the only school operated by the education
corporation):**

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee

2. Are you an employee of any school operated by the education corporation?
____ Yes ___X___ No

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

3. Are you related, by blood or marriage, to any person employed by the school?

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

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

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

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
Please write "None" if applicable. Do not leave this space blank. NONE			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "**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
Please write "None" if applicable. Do not leave this space blank.				
	NONE			

Michelle Rumph

Digitally signed by Michelle Rumph
DN: cn=Michelle Rumph, o, ou, email=mrumph79@gmail.com, c=US
Date: 2020.07.28 18:29:57 -0400

Signature

Date

Please note that 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. Personal contact information provided below will be redacted.

Business Telephone:

917-721-2054

Business Address:

E-mail Address:

mrumph79@gmail.com

Home Telephone:

917-721-2054

Home Address:

1605 Metropolitan Avenue, Bronx, NY 10462

last revised 06/8/2020



CACPCS Academic Calendar 2021 - 2022

August 2021

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

First Day of School for All Scholars (K-8)

September 2021

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Last Day of School for All Scholars K - 8

Key

	First Day of School - August 30, 2021
	Last Day of School - June 24, 2022
	School Orientation Dates
	First Day of Afterschool Programming
	Parent Orientation - 5:30pm - Both Schools Elementary School first; Middle School second
	Early Dismissal/Staff Professional Development
	Holidays/School Closings
	Parent Teacher Conferences
	Testing Days - Grades 3-8
	Parent Advisory Committee Meeting
	Saturday Academy - Grades 3-8
	Progress Report Distribution

School Hours
Monday through Friday
7:45AM - 3:30PM

School Office Hours
7:30AM - 5:30PM



System is Compliant with NJAC 5:70-3



System is Non-Compliant

THIS FORM WILL BE FILED WITH THE LOCAL AHJ



20 Meridian Road, Suite 1
Eatontown, NJ 07724
Phone : (732) 643-0075
inspections@reliablefirepro.com

Permit # P00049

KITCHEN SYSTEM REPORT

COMPANY Children's Aid - Bronx		CONTACT		PHONE (347) 871-9002	HAZARD AREA PROTECTED 3rd Floor Kitchen	
ADDRESS 1232 Southern Blvd		CITY Bronx		STATE NY	ZIP 10459	CUSTOMER NUMBER 21630
AHJ / FIRE PROTECTION DISTRICT		INSPECTION TYPE Semi-Annually			SYSTEM ID 018559	

Initial Actions / Observations				Yes	No	N/A	System Functional Test				Yes	No	N/A			
1	Last Serviced By? Reliable Fire Protection						21	System disarmed per manufacturer's recommendations?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Were building personnel notified of the inspection?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Detection line tested and found to operate properly?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3	Was the monitoring company notified?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	Proper number and placement of detectors/links?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4	System found charged and functioning at time of technician's arrival?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	Did the system operate properly from activation of a manual pull station?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5	System un-tampered with since last visit?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	Gas shut-off valve installed and working properly?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6	System found to be at proper pressure upon arrival?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26	Replaced links with proper temperature rating?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Visually Check System				Yes	No	N/A	Quantity		Temperature and Type		Quantity		Temperature and Type			
7	Baffle-type filters installed in hood?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	450 degree SL Fusible Link1								
8	System [and appliance layout] appear unchanged since last service?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
9	Were the nozzle caps in place at the time of arrival?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
10	Visible piping and nozzles properly connected, braced, and free of damage?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27	Is the manual reset for electrical gas valves operational?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11	Piping/conduit/cabling free from observable obstructions			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28	Did all electrical appliances shut off upon system operation?			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
12	Nozzle(s) inspected and found to be clear of obstructions?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29	Did all gas appliances shut off upon system operation?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
13	Correct nozzle type(s) for protected equipment, plenum and ducts?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	Did the make-up air shut down?			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
14	Nozzle(s) properly positioned over appliances?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31	Did the alarm system activate when the system tripped?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
15	Nozzle(s) properly positioned in duct(s) and plenum(s)?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32	Did control head(s)/cylinder releasing device(s) operate properly?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
16	Is there a fan warning sign on hood?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cylinders and Agent									
17	Flow points/extinguishing agent within mfg's allowed maximums?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33	Cylinder Pressure 0 psi , 0 psi			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Hazard Inspection							Yes	No	N/A	34	Hydrostatic test date of cylinder checked. Due: 1/1/2029 , 1/1/2029			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Hazard configuration appeared to remained unchanged?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35	Were all cylinders free of signs of external corrosion and/or damage?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
19	Are all observable penetrations to the hood and duct sealed?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36	Are all cylinders securely mounted?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
20	No readily observable obstructions or interference that could impact effectiveness of the suppression system?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37	Cartridge inspected or replaced within mfg's recommended interval (if applicable)? Weight 116.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

NOTIFICATION OF DEFICIENCIES

Customer Initials :





A mark made in the adjacent box indicates that deficiencies exist with the current condition of the Fire Suppression System. If this is the case, the customer's authorized representative, by his or her signature and initials acknowledges these deficiencies represent an IMMEDIATE AND SERIOUS SAFETY CONCERN that the customer must correct. Service Company shall not be responsible if the Fire Suppression System malfunctions or fails to function. It is the owner's responsibility to ensure that all deficiencies are removed or repaired.

COMPANY Children's Aid - Bronx		CONTACT		PHONE (347) 871-9002		EMAIL	
ADDRESS 1232 Southern Blvd		CITY Bronx		STATE NY	ZIP 10459	CUSTOMER NUMBER 21630	

System Reactivation		Yes	No	N/A	Final			Yes	No	N/A
38	Test adapters/links, keeper pins, etc., removed from the system?	✓	<input type="checkbox"/>	<input type="checkbox"/>	48	Operator's manual on site?		✓	<input type="checkbox"/>	<input type="checkbox"/>
39	Detection (link) line has proper tensioning?	✓	<input type="checkbox"/>	<input type="checkbox"/>	49	Class K portable extinguisher available and properly serviced?		✓	<input type="checkbox"/>	<input type="checkbox"/>
40	Was the control head reset?	✓	<input type="checkbox"/>	<input type="checkbox"/>	50	Remote manual release free from obstructions?		✓	<input type="checkbox"/>	<input type="checkbox"/>
41	Were all fuel sources and power restored?	✓	<input type="checkbox"/>	<input type="checkbox"/>	51	Has the system been placed back in service?		✓	<input type="checkbox"/>	<input type="checkbox"/>
42	Were all pilot lights supplied by the gas valve relit?	✓	<input type="checkbox"/>	<input type="checkbox"/>	52	Monitoring company notified that the system is back in full service?		✓	<input type="checkbox"/>	<input type="checkbox"/>
43	Microswitch/relay(s) reset -- electrical appliances "on"?	✓	<input type="checkbox"/>	<input type="checkbox"/>	53	Were building personnel notified of the system condition?		✓	<input type="checkbox"/>	<input type="checkbox"/>
44	Are all nozzle caps in place?	✓	<input type="checkbox"/>	<input type="checkbox"/>	54	Have you received a signature from the building personnel?		✓	<input type="checkbox"/>	<input type="checkbox"/>
45	Were all filters reinstalled?	✓	<input type="checkbox"/>	<input type="checkbox"/>	55	Inspection tag affixed to system?		✓	<input type="checkbox"/>	<input type="checkbox"/>
46	Were all cartridges reinstalled? (if applicable)	✓	<input type="checkbox"/>	<input type="checkbox"/>						
47	Tandem/slave releasing device(s) reset properly?	✓	<input type="checkbox"/>	<input type="checkbox"/>						

Description of Deficiencies

Comments and Recommendations

NOTIFICATION OF EXHAUST SYSTEM GREASE BUILD UP		Customer Initials :	
<input type="checkbox"/> A mark made in the adjacent box indicates that we recommend that the entire exhaust and ventilation control system as well as all appliances be inspected by a properly trained, qualified, and certified company or person(s) acceptable to the authority having jurisdiction to determine if cleaning is required. Any visual observations or comments noted by our Service Technician regarding grease build up are for informational purposes only and are based on readily observable conditions at the time of service.			
Authorized Customer Representative		Authorized Company Representative	
Signature : 		Signature : 	
Print Name : <u>Nigel Goodridge</u>		Print Name : Mike Gaspar	

COMPANY Children's Aid - Bronx	CONTACT	PHONE (347) 871-9002		EMAIL
ADDRESS 1232 Southern Blvd	CITY Bronx	STATE NY	ZIP 10459	CUSTOMER NUMBER 21630

Hood A (Cooking appliances from left to right)

Hood Size : 89"

Duct Quantity & Size: 18" x 10"

Range
w/ Obstruction - High Prox
36" x 24"

Hood B (Cooking appliances from left to right)

Hood Size : 89"

Duct Quantity & Size: 18" x 10"

Tilt Skillet / Braising Pan
39" x 24"

System Connected to Alarm? Yes	Gas Valve : Yes
Nozzle Quantity: Duct <u>2</u> Plenum <u>2</u> Appliance <u>6</u>	Gas Valve Style: Asco 2" Electric Gas Valve
Remote Pull: Yes Location <u>Path of Egress</u>	Gas Valve Location:

**Ansul R-102 System
018559**



**Ansul R-102 System
018559**



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018559**



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018559**



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018559**



**Ansul R-102 System
018559**



ALL CONDITIONS NOTED ARE LIMITED TO ONLY THOSE THAT COULD BE OBSERVED AT THE TIME OF THIS INSPECTION



System is Compliant with NJAC 5:70-3



System is Non-Compliant

THIS FORM WILL BE FILED WITH THE LOCAL AHJ



20 Meridian Road, Suite 1
Eatontown, NJ 07724
Phone : (732) 643-0075
inspections@reliablefirepro.com

Permit # P00049

KITCHEN SYSTEM REPORT

COMPANY Children's Aid - Bronx		CONTACT		PHONE (347) 871-9002	HAZARD AREA PROTECTED 3rd Floor Kitchen	
ADDRESS 1232 Southern Blvd		CITY Bronx		STATE NY	ZIP 10459	CUSTOMER NUMBER 21630
AHJ / FIRE PROTECTION DISTRICT		INSPECTION TYPE Semi-Annually			SYSTEM ID 018559	

Initial Actions / Observations				Yes	No	N/A	System Functional Test				Yes	No	N/A	
1	Last Serviced By? Reliable Fire Protection						21	System disarmed per manufacturer's recommendations?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Were building personnel notified of the inspection?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Detection line tested and found to operate properly?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Was the monitoring company notified?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	Proper number and placement of detectors/links?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	System found charged and functioning at time of technician's arrival?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	Did the system operate properly from activation of a manual pull station?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	System un-tampered with since last visit?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	Gas shut-off valve installed and working properly?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	System found to be at proper pressure upon arrival?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26	Replaced links with proper temperature rating?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visually Check System				Yes	No	N/A	Quantity		Temperature and Type		Quantity		Temperature and Type	
7	Baffle-type filters installed in hood?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	450 degree SL Fusible Link1						
8	System [and appliance layout] appear unchanged since last service?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
9	Were the nozzle caps in place at the time of arrival?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
10	Visible piping and nozzles properly connected, braced, and free of damage?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27	Is the manual reset for electrical gas valves operational?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Piping/conduit/cabling free from observable obstructions			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28	Did all electrical appliances shut off upon system operation?			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12	Nozzle(s) inspected and found to be clear of obstructions?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29	Did all gas appliances shut off upon system operation?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Correct nozzle type(s) for protected equipment, plenum and ducts?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	Did the make-up air shut down?			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
14	Nozzle(s) properly positioned over appliances?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31	Did the alarm system activate when the system tripped?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Nozzle(s) properly positioned in duct(s) and plenum(s)?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32	Did control head(s)/cylinder releasing device(s) operate properly?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Is there a fan warning sign on hood?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cylinders and Agent							
17	Flow points/extinguishing agent within mfg's allowed maximums?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33	Cylinder Pressure 0 psi , 0 psi			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard Inspection							34	Hydrostatic test date of cylinder checked. Due: 1/1/2029 , 1/1/2029			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Hazard configuration appeared to remained unchanged?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35	Were all cylinders free of signs of external corrosion and/or damage?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Are all observable penetrations to the hood and duct sealed?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36	Are all cylinders securely mounted?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	No readily observable obstructions or interference that could impact effectiveness of the suppression system?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37	Cartridge inspected or replaced within mfg's recommended interval (if applicable)? Weight 116.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

NOTIFICATION OF DEFICIENCIES

Customer Initials :





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COMPANY Children's Aid - Bronx		CONTACT		PHONE (347) 871-9002		EMAIL	
ADDRESS 1232 Southern Blvd		CITY Bronx		STATE NY	ZIP 10459	CUSTOMER NUMBER 21630	

System Reactivation		Yes	No	N/A	Final			Yes	No	N/A
38	Test adapters/links, keeper pins, etc., removed from the system?	✓	<input type="checkbox"/>	<input type="checkbox"/>	48	Operator's manual on site?		✓	<input type="checkbox"/>	<input type="checkbox"/>
39	Detection (link) line has proper tensioning?	✓	<input type="checkbox"/>	<input type="checkbox"/>	49	Class K portable extinguisher available and properly serviced?		✓	<input type="checkbox"/>	<input type="checkbox"/>
40	Was the control head reset?	✓	<input type="checkbox"/>	<input type="checkbox"/>	50	Remote manual release free from obstructions?		✓	<input type="checkbox"/>	<input type="checkbox"/>
41	Were all fuel sources and power restored?	✓	<input type="checkbox"/>	<input type="checkbox"/>	51	Has the system been placed back in service?		✓	<input type="checkbox"/>	<input type="checkbox"/>
42	Were all pilot lights supplied by the gas valve relit?	✓	<input type="checkbox"/>	<input type="checkbox"/>	52	Monitoring company notified that the system is back in full service?		✓	<input type="checkbox"/>	<input type="checkbox"/>
43	Microswitch/relay(s) reset -- electrical appliances "on"?	✓	<input type="checkbox"/>	<input type="checkbox"/>	53	Were building personnel notified of the system condition?		✓	<input type="checkbox"/>	<input type="checkbox"/>
44	Are all nozzle caps in place?	✓	<input type="checkbox"/>	<input type="checkbox"/>	54	Have you received a signature from the building personnel?		✓	<input type="checkbox"/>	<input type="checkbox"/>
45	Were all filters reinstalled?	✓	<input type="checkbox"/>	<input type="checkbox"/>	55	Inspection tag affixed to system?		✓	<input type="checkbox"/>	<input type="checkbox"/>
46	Were all cartridges reinstalled? (if applicable)	✓	<input type="checkbox"/>	<input type="checkbox"/>						
47	Tandem/slave releasing device(s) reset properly?	✓	<input type="checkbox"/>	<input type="checkbox"/>						

Description of Deficiencies

Comments and Recommendations

NOTIFICATION OF EXHAUST SYSTEM GREASE BUILD UP		Customer Initials :	
<input type="checkbox"/> A mark made in the adjacent box indicates that we recommend that the entire exhaust and ventilation control system as well as all appliances be inspected by a properly trained, qualified, and certified company or person(s) acceptable to the authority having jurisdiction to determine if cleaning is required. Any visual observations or comments noted by our Service Technician regarding grease build up are for informational purposes only and are based on readily observable conditions at the time of service.			
Authorized Customer Representative		Authorized Company Representative	
Signature : 		Signature : 	
Print Name : <u>Nigel Goodridge</u>		Print Name : Mike Gaspar	

COMPANY Children's Aid - Bronx	CONTACT	PHONE (347) 871-9002		EMAIL
ADDRESS 1232 Southern Blvd	CITY Bronx	STATE NY	ZIP 10459	CUSTOMER NUMBER 21630

Hood A (Cooking appliances from left to right)

Hood Size : 89"

Duct Quantity & Size: 18" x 10"

Range
w/ Obstruction - High Prox
36" x 24"

Hood B (Cooking appliances from left to right)

Hood Size : 89"

Duct Quantity & Size: 18" x 10"

Tilt Skillet / Braising Pan
39" x 24"

System Connected to Alarm? Yes Nozzle Quantity: Duct <u>2</u> Plenum <u>2</u> Appliance <u>6</u> Remote Pull: Yes Location <u>Path of Egress</u>	Gas Valve : Yes Gas Valve Style: Asco 2" Electric Gas Valve Gas Valve Location:
--	--

**Ansul R-102 System
018559**



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018559**



ALL CONDITIONS NOTED ARE LIMITED TO ONLY THOSE THAT COULD BE OBSERVED AT THE TIME OF THIS INSPECTION

Certificate of Occupancy

CO Number: 220405176F

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

A.	Borough: Bronx Address: 1232 SOUTHERN BOULEVARD Building Identification Number (BIN): 2117981	Block Number: 02979 Lot Number(s): 14 Building Type: New	Certificate Type: Final Effective Date: 05/01/2019
This building is subject to this Building Code: 2008 Code			
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification: 1-B (2014/2008 Code) Building Occupancy Group classification: E (2014/2008 Code) Multiple Dwelling Law Classification: None		
No. of stories: 6 Height in feet: 74 No. of dwelling units: 0			
C.	Fire Protection Equipment: Standpipe system, Fire alarm system, Sprinkler system, Fire Suppression system		
D.	Type and number of open spaces: None associated with this filing.		
E.	This Certificate is issued with the following legal limitations: None		
Borough Comments: None			



Borough Commissioner



Acting
Commissioner

Certificate of Occupancy

CO Number: 220405176F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL	399	100	A-3		3	MULTIPURPOSE ROOM, USE AS A GYMNASIUM OR AUDITORIUM IN CONJUNCTION WITH 1ST FLOOR. TOTAL OCCUPANT LOAD IS 399 WHEN USED AS AN AUDITORIUM (STAGE 50 + AUDITORIUM 349). 349 PERSONS WHEN USED A GYMNASIUM. OCCUPANT LOAD FOR THIS FLOOR IS 451 WHEN USED AS AN AUDITORIUM, 401 WHEN USED AS A GYMNASIUM.
CEL	16	50	B		3	OFFICES
CEL	27	40	E		3	CLASSROOM /MULTIPURPOSE
CEL	6	75	F-2		3	ELECTIRCAL, MECHANICAL, AND GAS METER ROOM
CEL	3	100	S-1		3	STORAGE ROOMS
001 001 308		100	A-3		3	CORRIDOR/ASSEMBLY
001 001 7		50	B		3	OFFICES
001 001 28		60	E		3	LIBRARY/MEDIA
001 001 1		75	F-2		3	TELECOM
001 001 1		100	S-1		3	STORAGE ROOMS
002 002 149		100	A-3		3	OUTDOOR EXERCISE CLASSROOM



Borough Commissioner



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DOCUMENT CONTINUES ON NEXT PAGE

Certificate of Occupancy

CO Number: 220405176F

Permissible Use and Occupancy						
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Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
002 002 15	50	B		3	OFFICES	
002 002 198	100	E		3	CLASSROOMS	
002 002 1	75	F-2		3	ELECTRICAL RM	
003 003 1	100	S-1		3	ACCESSORY STORAGE(SCIENCE PREP)	
003 003 150	100	E		3	CLASSROOMS	
003 003 189	100	A-3		3	CAFETERIA	
003 003 1	75	F-2		3	ELECTRICAL	
003 003 7	50	B		3	KITCHEN/SERVERY	
003 003 1	100	S-1		3	STORAGE ROOM	
003 003 1	100	U		3	TRASH ROOM	
003 003 2	50	B		3	STAFF LOUNGE	
004 004 1	100	S-1		3	STORAGE	
004 004 19	50	B		3	OFFICES	



Borough Commissioner



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DOCUMENT CONTINUES ON NEXT PAGE

Certificate of Occupancy

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Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
004 004 29		100	A-3		3	BREAK OUT SPACE
004 004 229		40	E		3	CLASSROOMS
004 004 1		75	F-2		3	ELECTRICAL ROOM
005 005 58		100	A-3		3	OUTDOOR EXERCISE/CLASSROOM
005 005 259		40	E		3	CLASSROOMS
005 005 1		75	F-2		3	ELECTRICAL/IT
005 005 2		50	B		3	STAFF LOUNGE
005 005 2		100	S-1		3	STORAGE ROOMS
006 006 9		50	B		3	OFFICES
006 006 1		75	F-2		3	ELEC. IT
006 006 126		40	E		3	CLASSROOMS
006 006 196		100	A-3		3	TERRACE
ROF 6		75	F-2		3	MECHANICAL AND ELECTRICAL ROOMS



Borough Commissioner



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Commissioner

Certificate of Occupancy

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Permissible Use and Occupancy

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Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
ROF	2	100	S-1		3	STORAGE ROOM
BICYCLE PARKING FOR 7 BIKES AT 1 PER 10,000 SF.						
END OF SECTION						



Borough Commissioner



Acting

Commissioner

END OF DOCUMENT

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

A.	Borough: Bronx Address: 1232 SOUTHERN BOULEVARD Building Identification Number (BIN): 2117981	Block Number: 02979 Lot Number(s): 14 Building Type: New	Certificate Type: Final Effective Date: 05/01/2019
This building is subject to this Building Code: 2008 Code			
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification: 1-B (2014/2008 Code) Building Occupancy Group classification: E (2014/2008 Code) Multiple Dwelling Law Classification: None		
No. of stories: 6 Height in feet: 74 No. of dwelling units: 0			
C.	Fire Protection Equipment: Standpipe system, Fire alarm system, Sprinkler system, Fire Suppression system		
D.	Type and number of open spaces: None associated with this filing.		
E.	This Certificate is issued with the following legal limitations: None		
Borough Comments: None			



Borough Commissioner



Acting
Commissioner

Certificate of Occupancy

CO Number: 220405176F

Permissible Use and Occupancy						
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Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL	399	100	A-3		3	MULTIPURPOSE ROOM, USE AS A GYMNASIUM OR AUDITORIUM IN CONJUNCTION WITH 1ST FLOOR. TOTAL OCCUPANT LOAD IS 399 WHEN USED AS AN AUDITORIUM (STAGE 50 + AUDITORIUM 349). 349 PERSONS WHEN USED A GYMNASIUM. OCCUPANT LOAD FOR THIS FLOOR IS 451 WHEN USED AS AN AUDITORIUM, 401 WHEN USED AS A GYMNASIUM.
CEL	16	50	B		3	OFFICES
CEL	27	40	E		3	CLASSROOM /MULTIPURPOSE
CEL	6	75	F-2		3	ELECTIRCAL, MECHANICAL, AND GAS METER ROOM
CEL	3	100	S-1		3	STORAGE ROOMS
001 001 308		100	A-3		3	CORRIDOR/ASSEMBLY
001 001 7		50	B		3	OFFICES
001 001 28		60	E		3	LIBRARY/MEDIA
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001 001 1		100	S-1		3	STORAGE ROOMS
002 002 149		100	A-3		3	OUTDOOR EXERCISE CLASSROOM



Borough Commissioner



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Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
002 002 15	50	B		3	OFFICES	
002 002 198	100	E		3	CLASSROOMS	
002 002 1	75	F-2		3	ELECTRICAL RM	
003 003 1	100	S-1		3	ACCESSORY STORAGE(SCIENCE PREP)	
003 003 150	100	E		3	CLASSROOMS	
003 003 189	100	A-3		3	CAFETERIA	
003 003 1	75	F-2		3	ELECTRICAL	
003 003 7	50	B		3	KITCHEN/SERVERY	
003 003 1	100	S-1		3	STORAGE ROOM	
003 003 1	100	U		3	TRASH ROOM	
003 003 2	50	B		3	STAFF LOUNGE	
004 004 1	100	S-1		3	STORAGE	
004 004 19	50	B		3	OFFICES	



Borough Commissioner



Acting

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Certificate of Occupancy

CO Number: 220405176F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
004 004 29		100	A-3		3	BREAK OUT SPACE
004 004 229		40	E		3	CLASSROOMS
004 004 1		75	F-2		3	ELECTRICAL ROOM
005 005 58		100	A-3		3	OUTDOOR EXERCISE/CLASSROOM
005 005 259		40	E		3	CLASSROOMS
005 005 1		75	F-2		3	ELECTRICAL/IT
005 005 2		50	B		3	STAFF LOUNGE
005 005 2		100	S-1		3	STORAGE ROOMS
006 006 9		50	B		3	OFFICES
006 006 1		75	F-2		3	ELEC. IT
006 006 126		40	E		3	CLASSROOMS
006 006 196		100	A-3		3	TERRACE
ROF 6		75	F-2		3	MECHANICAL AND ELECTRICAL ROOMS



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DOCUMENT CONTINUES ON NEXT PAGE

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Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
ROF	2	100	S-1		3	STORAGE ROOM
BICYCLE PARKING FOR 7 BIKES AT 1 PER 10,000 SF.						
END OF SECTION						



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END OF DOCUMENT