



Entry 1 School Information and Cover Page

Created: 07/17/2018 • Last updated: 08/01/2018

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 authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer (**as of June 30, 2018**) or you may not be assigned the correct tasks.

a. SCHOOL NAME CAPITAL PREP (CP) HARLEM CS (REGENTS)

(Select name from the drop down menu)

b. CHARTER AUTHORIZER (As of June 30th, 2018) Regents-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

c. DISTRICT / CSD OF LOCATION NYC CSD 4

d1. SCHOOL INFORMATION

| | PRIMARY ADDRESS | PHONE NUMBER | FAX NUMBER | EMAIL ADDRESS |
|--|---|--------------|------------|---------------|
| | 1 East 104th Street New York, NY 10029 | | | |

d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

| | |
|---------------------------------------|--------------------------------|
| Contact Name | Kashani Stokley |
| Title | Director of Network Operations |
| Emergency Phone Number (###-###-####) | |

e. SCHOOL WEB ADDRESS (URL) <http://www.capitalprepharlem.org/index.jsp>

f. DATE OF INITIAL CHARTER 11/2014

g. DATE FIRST OPENED FOR INSTRUCTION 08/2016

h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

The mission of Capital Preparatory Schools is to provide historically disadvantaged students with the college and career readiness skills needed to become responsible and engaged citizens for social justice.

Capital Prep strives to ensure that all students are able to do so by offering a rigorous college preparatory curriculum, an eclectic variety of athletic programs, as well as a Gifted & Talented program for students who demonstrate extraordinary academic achievement.

h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

| | |
|------------|---|
| Variable 1 | Learner Expectations: Our Learner Expectations shapes students as Collaborators, Pillars of Knowledge, Researchers, Empathic Citizens, and Problem Solvers (CPREP). Learner Expectations are integrated in the curriculum throughout the school year, with an explicit focus on one Learner Expectation in each marking period. |
| Variable 2 | College and Career Readiness: We achieve the goal of securing student mastery of NYS CCLS skills and knowledge in the academic realm through our year-round, college preparatory curricular program, utilizing innovative teaching strategies and meaningful extra-curricular activities. |
| Variable 3 | Affective Development: We ensure our students’ mastery of NYS CCLS skills and knowledge in the affective realm through the development of key relationships between staff and students through our Advisory system and our college readiness program. |
| Variable 4 | Student Support Services: We ensure student mastery of NYS CCLS skills and knowledge through the development of key academic competencies among at-risk students, students with disabilities (SWD) and English Language Learners (ELLs) through the use of our Response to Intervention (RTI) framework and academic behavioral plans, Positive Behavioral Interventions and Supports (PBIS), facilitated by our Student Assistance Team (SAT). |

| | |
|-------------|---|
| Variable 5 | Professional Development: Critical to ensuring student mastery of NYS CCLS skills and knowledge is the development of our staff's key competencies. The Capital Prep model supports this by creating a nurturing environment for teachers designed to foster relationships with students and colleagues alike. Colleagues are encouraged to collaborate to develop a compelling academic, social and professional climate and culture through the school's Professional Learning Communities (PLCs), as well as subject-area department meetings focused on curricular development. Simultaneously, each faculty member receives opportunities for growth and mentoring through the use of Individualized Teacher Plans as well as the school's Creativity Symposium in which teachers present data from an action-research project they have undertaken that year. |
| Variable 6 | (No response) |
| Variable 7 | (No response) |
| Variable 8 | (No response) |
| Variable 9 | (No response) |
| Variable 10 | (No response) |

i. TOTAL ENROLLMENT ON JUNE 30, 2018 223

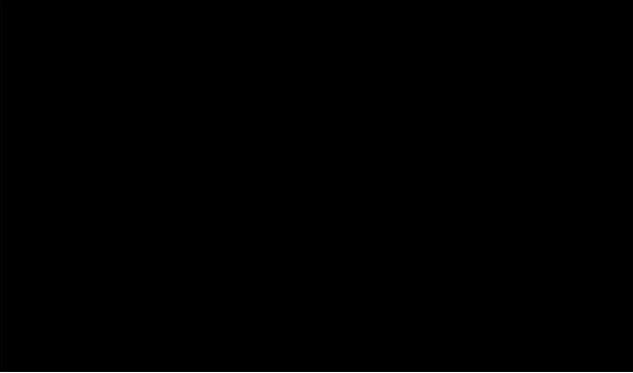
j. GRADES SERVED IN SCHOOL YEAR 2017-18

Check all that apply

| | |
|---------------|---------|
| Grades Served | 6, 7, 8 |
|---------------|---------|

k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION? Yes

k2. NAME OF CMO/EMO AND ADDRESS

| | |
|-------------------------|--|
| NAME OF CMO/EMO | Capital Preparatory Schools |
| PHYSICAL STREET ADDRESS |  |
| CITY | |
| STATE | |
| ZIP CODE | |
| EMAIL ADDRESS | |

I1. FACILITIES

Does the school maintain or operate multiple sites?

| |
|--------------------|
| No, just one site. |
|--------------------|

I2. SCHOOL SITES

Please list the sites where the school will operate for the upcoming school year.

| | Physical Address | Phone Number | District/CSD | Grades Served at Site (K-5, 6-9, etc.) | Receives Rental Assistance | Rental Assistance for Which Grades (write N/A if applicable) |
|-------------------------------|---|---|--------------|--|----------------------------|--|
| Site 1 (same as primary site) | 1 East 104th Street New York, NY 10029 |  | NYC CSD 4 | 6-9 | Yes | 6-9 |
| Site 2 | | | | | | |
| Site 3 | | | | | | |

I2a. Please provide the contact information for Site 1.

| | Name | Work Phone | Alternate Phone | Email Address |
|--------------------|-------------------|------------|-----------------|---------------|
| School Leader | Danita Jones | | | |
| Operational Leader | Michelle Williams | | | |
| Compliance Contact | Danita Jones | | | |
| Complaint Contact | Michelle Williams | | | |
| DASA Coordinator | Michelle Williams | | | |

m1. Are any sites in co-located space? If yes, please proceed to the next question. Yes

m2. 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 1 (primary site) | N/A | No | | No | | No |
| Site 2 | | | | | | |
| Site 3 | | | | | | |

n1. Were there any revisions to the school's charter during the 2017-18 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Name and Position of Individual(s) Who Completed this Annual Report.

Chanae Richards, Director of Operations

p. Our signatures (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. Check **YES if you agree and then use the mouse on your PC or the stylist on your mobile device to sign your name).**

Yes

Signature, Head of Charter School

A handwritten signature in black ink, appearing to read "Chanae Richards". The signature is written in a cursive, flowing style with a large initial "C" and "R".

Signature, President of the Board of Trustees

Derek Ferguson

Date

2018/07/18

Thank you.



Entry 2 NYS School Report Card Link

Created: 07/17/2018 • Last updated: 08/01/2018

CAPITAL PREP (CP) HARLEM CS (REGENTS)

1. CHARTER AUTHORIZER (As of June 30th, 2018) REGENTS-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

2. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

<https://data.nysed.gov/reportcard.php?instid=800000084243&year=2017&createreport=1&enrollment=1&freelunch=1&attendance=1&suspensions=1&teacherqual=1&staffcounts=1&hsnoncompleters=1&38ELA=1&38MATH=1&naep=1&elemELA=1&elemMATH=1&unweighted=1>



Entry 3 Progress Toward Goals

Created: 07/18/2018 • Last updated: 11/02/2018

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only. Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals by November 1st.

1. ACADEMIC STUDENT PERFORMANCE GOALS

If performance data is not available by August 1st, please state this in the last column and update by November 1st.

2017-18 Progress Toward Attainment of Academic Goals

| | Academic Student Performance Goal | Measure Used to Evaluate Progress Toward Attainment of Goal | Goal - Met or Not Met | Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met |
|--|-----------------------------------|---|-----------------------|---|
| | | | | <ol style="list-style-type: none"> 1. Advanced math course for students that utilizes adaptive software in order to differentiate instruction. 2. Integration of middle school-wide intervention block focused on using adaptive software and researched based strategies to support reading remediation. 3. Mandatory Saturday school for lowest 15 to support remediation in all core subject areas, offering 1:2 tutor student support. 4. Targeted daily after school tutoring with our academic dean and lead teachers |

| | | | | |
|------------------------|---|---------------------|----------------|--|
| <p>Academic Goal 1</p> | <p>Each year, at least 75% of students in Grade 7 and 75% of students in Grade 8 continuously enrolled at Capital Prep Harlem for two BEDS dates will score at least a Level 3 on the NYS ELA test.</p> | <p>NYS ELA exam</p> | <p>Not Met</p> | <p>5. All history courses have a joint focus on historical content and the R.I. standards 6. Students will present 4 student led conferences of which all will focus on areas of academic growth in core subject areas. 7. Special education teachers offer targeted tutoring Monday-Thursday 8. Administration is meeting with all families to review inventory assessments and advisors are creating individualized plans to monitor student growth. Parents are also being coached on techniques and given access to tools to support learning at home. 9. School-wide professional development each Friday, in addition to, 2 weeks of professional development prior to the start of the school year. CMO will also support 3 additional days within the school year. 10. Continued implementation of engage NY for both ELA and Math 11. Continued administration of interim assessment to effectively progress monitor instruction.</p> |
| | <p>Each year, at least 75% of students in</p> | | | |

| | | | | |
|-----------------|---|------------------------|---------|---|
| Academic Goal 2 | Grade 7 and 75 of students in Grade 8 continuously enrolled at Capital Prep Harlem for two BEDS dates will score at least a Level 3 on the NYS Math test. | NYS Math exam | Not Met | Please see our response to Academic Goal 1. |
| Academic Goal 3 | Each year, at least 75 of all accountability subgroups in Grade 7 and 75 of all accountability subgroups in Grade 8 NYS ELA exam continuously enrolled at Capital Prep Harlem for at least two BEDS dates will score at least a Level 3 on the NYS ELA test. | NYS ELA exam | Not Met | Please see our response to Academic Goal 1. |
| Academic Goal 4 | Each year, at least 75 of all accountability subgroups in Grade 7 and 75 of all accountability subgroups in Grade 8 NYS Math exams continuously enrolled at Capital Prep Harlem for at least two BEDS dates will score at least a Level 3 on the NYS Math test. | NYS Math exams | Not Met | Please see our response to Academic Goal 1. |
| Academic Goal 5 | Each year, the schools aggregate Performance Level Index (PLI) for all students on the NYS ELA exam and NYS Math exam will meet the respective will meet the respective Annual Measurable | NYS ELA and Math exams | | Please see our response to Academic Goal 1. |

| | | | | |
|-----------------|--|------------------------|---------|---|
| | Objective (AMO) set forth by the state's accountability system. | | | |
| Academic Goal 6 | Each year, the school's aggregate Performance Level Index (PLI) for all Accountability Subgroups on the NYS ELA exam will meet the respective Annual Measurable Objective (AMO) set forth in the state's NCLB accountability system. | NYS ELA exams | Not Met | Please see our response to Academic Goal 1. |
| Academic Goal 7 | Each year, the school's aggregate Performance Level Index (PLI) for all Accountability Subgroups on the NYS Math exam will meet the respective Annual Measurable Objective (AMO) set forth in the state's NCLB accountability system. | NYS Math exams | Not Met | Please see our response to Academic Goal 1. |
| Academic Goal 8 | Each year, the percentage of all Capital Prep Harlem Accountability Subgroups who score at least a Level 3 on the Grade 6-8 NYS ELA and Math assessments will exceed the performance of the CSD 4 Accountability Subgroups on these assessments. | NYS ELA and Math exams | Not Met | Please see our response to Academic Goal 1. |

2. Do have more academic goals to add? Yes

2017-18 Progress Toward Attainment of Academic Goals

| | Academic Student Performance Goal | Measure Used to Evaluate Progress Toward Attainment of Goal | Goal - Met or Not Met | If Not Met, Describe Efforts School Will Take |
|------------------|--|---|-----------------------|---|
| Academic Goal 9 | Each year, the percentage of Capital Prep Harlem students who score at least a Level 3 on the Grade 6-8 NYS ELA assessments will exceed the percent of students in CSD 4 who score a Level 3 on these assessments. | NYS ELA Exam | Not Met | |
| Academic Goal 10 | Each year, the percentage of Capital Prep Harlem students who score at least a Level 3 on the Grade 6-8 NYS Math assessments will exceed the percent of students in CSD 4 who score a Level 3 on these assessments. | NYS Math Exam | Not Met | |
| Academic Goal 11 | Each year, the school will exceed it's predicted level of performance on the NYS ELA exam by a size of 0.3 or above (performing higher than the expected to a small degree) according to a regression analysis controlling for student characteristics among all public schools in New York State. | NYS ELA exams The school's Effect Size for Math has not yet been provided. | | N/A |
| | Each year, the school will exceed it's predicted level of performance on the | | | |

| | | | | |
|------------------|--|--|--|-----|
| Academic Goal 12 | NYS Math exam by a size of 0.3 or above (performing higher than the expected to a small degree) according to a regression analysis controlling for student characteristics among all public schools in New York State. | NYS Math exams The school's Effect Size for Math has not yet been provided. | | N/A |
| Academic Goal 13 | Each year, the unadjusted Mean Growth Percentile (MGP) for all students on the NYS ELA and Math assessments will exceed the state average. | NYS ELA and Math exams Progress toward this goal cannot yet be measured as the state average has not yet been made available. | | N/A |
| Academic Goal 14 | Each year, the unadjusted MGP for all accountability subgroups on the NYS ELA and Math assessments will exceed the state average. | NYS ELA and Math exams Progress toward this goal cannot yet be measured as the state average has not yet been made available. | | N/A |
| Academic Goal 15 | Each year, at least 70% of Grade 8 students will pass a course and a related Regents exam that entitles them to high school credit. | Regents exam scores Not applicable. In the 2017-18 school year, only 6th - 8th grade students were enrolled. | | N/A |
| Academic Goal 16 | At least 75% of Grade 12 students will have earned 15 or more college credits by the time they graduate from high school. | School records Not applicable. In the 2017-18 school year, only 6th - 8th grade students were enrolled. | | N/A |

3. Do have more academic goals to add? Yes

2017-18 Progress Toward Attainment of Academic Goals

| | Academic Student Performance Goal | Measure Used to Evaluate Progress Toward Attainment of Goal | Goal - Met, Partially Met, or Not Met | If Not Met, Describe Efforts School Will Take |
|------------------|---|---|---------------------------------------|---|
| Academic Goal 17 | At least 95% of students in each grade served will earn an overall "proficient" rating in their end-of-year Student-Led Conference presentation based on an established rubric. | School records | Met | |
| Academic Goal 18 | Each year, at least 65% of students in the HSAC will score at least a 75% on the NYS Comprehensive English Regents Exam by the end of their fourth year in the cohort. | English Regents exams Not applicable. In the 2017-18 school year, only 6th - 8th grade students were enrolled. | | N/A |
| Academic Goal 19 | Each year, at least 65% of students in the HSAC will score at least a 75% on one NYS Mathematics Regents Exam (Integrated Algebra, Algebra 2/Trigonometry, Geometry, Mathematics A or Mathematics B) by the end of their fourth year in the cohort. | Math Regents exams Not applicable. In the 2017-18 school year, only 6th - 8th grade students were enrolled. | | N/A |
| Academic Goal 20 | Each year, at least 65% of students in the HSAC will score at least a 75% on a NYS Science Regents Exam by the end of their fourth year in | Science Regents exams Not applicable. In the 2017-18 school year, only 6th - 8th grade students were | | N/A |

| | | | | |
|------------------|---|---|--|-----|
| | the cohort. | enrolled. | | |
| Academic Goal 21 | Each year, at least 65 of students in the HSAC will score at least a 75 on the NYS Global History and Geography Regents Exam and on the United States History and Government Regents Exam by their fourth year in the cohort. | History Regents exams Not applicable. In the 2017-18 school year, only 6th - 8th grade students were enrolled. | | N/A |
| Academic Goal 22 | Each year, the Accountability Performance Level (APL) on the Regents Comprehensive English exam and a Regents Mathematics exam, respectively, of students completing their fourth year in the Accountability Cohort will meet the Annual Measurable Objective (AMO) set forth in the state's accountability system. | Regents exam scores Not applicable. In the 2017-18 school year, only 6th - 8th grade students were enrolled. | | N/A |
| Academic Goal 23 | Each year, the percent of students in the high school Total Cohort passing the required NYS Regents Exams (Comprehensive English, one Mathematics, one Science, Global History & Geography and United States History & Government) with at least a 75 will exceed that of the high school Total Cohort from the district. | Regents exam scores Not applicable. In the 2017-18 school year, only 6th - 8th grade students were enrolled. | | N/A |
| | | | | |

| | | | | |
|------------------|---|---|--|-----|
| Academic Goal 24 | Each year, 75 of students in first and second year High School Total Graduation Cohorts (HSTGC) will have earned at least five credits each year of the 22 credits needed for graduation. | School records Not applicable. In the 2017-18 school year, only 6th - 8th grade students were enrolled. | | N/A |
| Academic Goal 25 | Each year, 75 of students in the second year HSTGC will score 75 on at least three different NYS Regents exams required for graduation. | Regents exam scores Not applicable. In the 2017-18 school year, only 6th - 8th grade students were enrolled. | | N/A |
| Academic Goal 26 | Each year, 75 of students in the fourth year HSTGC and 95 of students in the fifth year HSTGC will graduate. | School records Not applicable. In the 2017-18 school year, only 6th - 8th grade students were enrolled. | | N/A |
| Academic Goal 27 | Each year, 60 of graduating 12th graders will graduate with a New York State Regents Diploma with Advanced Designation. | Regents exam scores Not applicable. In the 2017-18 school year, only 6th - 8th grade students were enrolled. | | N/A |
| Academic Goal 28 | Each year, the percent of students in the HSTGC graduating after completion of their fourth year will exceed Total Graduation Cohort from local school district. | Graduation Rates Not applicable. In the 2017-18 school year, only 6th - 8th grade students were enrolled. | | N/A |
| Academic Goal 29 | Each year, 100 of 11th graders will prepare for and take the SAT. | School records Not applicable. In the 2017-18 school year, only 6th - 8th grade | | N/A |

| | | | | |
|------------------|---|--|--|-----|
| | | students were enrolled. | | |
| Academic Goal 30 | Each year, 100 of the 12th graders will complete at least seven college | School records Not applicable. In the 2017-18 school year, only 6th - 8th grade students were enrolled. | | N/A |
| Academic Goal 31 | Each year, 100 of the Capital Prep graduates will be accepted to four-year colleges or universities | College acceptance rates Not applicable. In the 2017-18 school year, only 6th - 8th grade students were enrolled. | | N/A |
| Academic Goal 32 | Under New York State's accountability plan, Capital Prep Harlem will be in "Good Standing" and achieve its federal Adequate Yearly Progress (AYP) targets for all accountability subgroups. | NYSED determines this goal | | N/A |
| Academic Goal 33 | Each year, 100 of high school students, who are not excused from participating, will participate in two sports annually | School records Not applicable. In the 2017-18 school year, only 6th - 8th grade students were enrolled. | | N/A |
| Academic Goal 34 | Each year, 100 of students will participate in at least three hours of approved community service per semester through the public service course or advisory events. | School records Not applicable. In the 2017-18 school year, only 6th - 8th grade students were enrolled. | | N/A |
| | Each year, 100 of the 12th graders will complete the | | | |

| | | | | |
|------------------|--|--|--|-----|
| Academic Goal 35 | Senior Social Justice Capstone Project, which will require students to plan, organize and implement an action plan related to a social injustice, as evidenced by achieving a rating of "meets expectation" in each area of the presentation rubric. | School records Not applicable. In the 2017-18 school year, only 6th - 8th grade students were enrolled. | | N/A |
| Academic Goal 36 | | | | |
| Academic Goal 37 | | | | |
| Academic Goal 38 | | | | |
| Academic Goal 39 | | | | |
| Academic Goal 40 | | | | |
| Academic Goal 41 | | | | |
| Academic Goal 42 | | | | |
| Academic Goal 43 | | | | |
| Academic Goal 44 | | | | |
| Academic Goal 45 | | | | |

4. ORGANIZATIONAL GOALS

2017-18 Progress Toward Attainment of Organizational Goals

| | Organizational Goal | Measure Used to Evaluate Progress | Goal - Met or Not Met | If Not Met, Describe Efforts School Will Take |
|------------|---|-----------------------------------|-----------------------|--|
| Org Goal 1 | All CPH students in grades 6 - 8 will demonstrate improvement in their reading skills from the Fall 2018 to Spring 2018 | NWEA MAP data | Not Met | In the 2018-2019 school year we will continue after school tutoring and implement Saturday school. All students will also have individualized learning plans to provide additional academic support and increase accountability. |
| Org Goal 2 | All CPH students in grades 6 and 7 will demonstrate improvement in their math skills from the Fall of '17 to the Spring of '18 | NWEA MAP data | Not Met | In the 2018-2019 school year we will continue after school tutoring and implement Saturday school. All students will also have individualized learning plans to provide additional academic support and increase accountability. |
| Org Goal 3 | Students of CPH will focus on the global community in which they live and will give back to through international community service projects. | Student records and reflections | Met | |
| | By Spring of '18 students at CPH will consistently demonstrate behavior that | | | |

| | | | | |
|------------|---|----------------|-----|--|
| Org Goal 4 | represent CPREP (collaborator, problem solver, researcher, pillar of knowledge and empathetic citizen) thus producing a safe school climate as assessed by a variety of school measurement tools such as positive referrals, discipline and attendance records and surveys. | School records | Met | |
| Org Goal 5 | | | | |

5. Do you have more organizational goals to add? No

6. FINANCIAL GOALS

2017-18 Progress Toward Attainment of Financial Goals

| | Financial Goals | Measure Used to Evaluate Progress | Goal - Met or Not Met | If Not Met, Describe Efforts School Will Take |
|------------------|-----------------|-----------------------------------|-----------------------|---|
| Financial Goal 1 | | | | |
| Financial Goal 2 | | | | |
| Financial Goal 3 | | | | |
| Financial Goal 4 | | | | |
| Financial Goal 5 | | | | |



Entry 4 Expenditures per Child

Created: 07/22/2018 • Last updated: 07/31/2018

CAPITAL PREP (CP) HARLEM CS (REGENTS)Section Heading

Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2017-18 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

Note: *The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:* <http://www.p12.nysed.gov/psc/AuditGuide.html>

| | |
|---|---------|
| Line 1: Total Expenditures | 4758556 |
| Line 2: Year End FTE student enrollment | 227 |
| Line 3: Divide Line 1 by Line 2 | 20994 |

2. Administrative Expenditures per Child

To calculate '**Administrative Expenditures per Child**' To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2017-18 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

Notes:

The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:

<http://www.p12.nysed.gov/psc/AuditGuide.html>.

Employee benefit costs or expenditures should not be reported in the above calculations.

| | |
|--|--------|
| Line 1: Relevant Personnel Services Cost (Row) | 107026 |
| Line 2: Management and General Cost (Column) | 415956 |
| Line 3: Sum of Line 1 and Line 2 | 522982 |
| Line 5: Divide Line 3 by the Year End FTE student enrollment | 2307 |

Thank you.

Capital Preparatory Harlem Charter School

Financial Statements

June 30, 2018 and 2017

Independent Auditors' Report

Board of Trustees Capital Preparatory Harlem Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of Capital Preparatory Harlem Charter School (the "School"), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities, functional expenses, and cash flows for the year ended June 30, 2018 and for the period from November 18, 2014 (inception) to June 30, 2017, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the year ended June 30, 2018 and for the period from November 18, 2014 (inception) to June 30, 2017 in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the School's 2017 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 31, 2017. In our opinion, the summarized comparative statement of functional expenses presented herein for the period from November 18, 2014 (inception) to June 30, 2017 is consistent, in all material aspects, with the audited financial statements from which it was derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 25, 2018, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

PKF O'Connor Davies, LLP

Harrison, New York
October 25, 2018

Capital Preparatory Harlem Charter School

Statements of Financial Position

| | June 30, | |
|---|---------------------|---------------------|
| | <u>2018</u> | <u>2017</u> |
| ASSETS | | |
| Current Assets | | |
| Cash and cash equivalents | \$ 655,630 | \$ 633,423 |
| Grants and contracts receivable | 221,709 | 122,990 |
| Prepaid expenses and other current assets | <u>35,545</u> | <u>41,030</u> |
| Total Current Assets | 912,884 | 797,443 |
| Property and equipment, net | 728,452 | 589,890 |
| Restricted cash | <u>23,344</u> | <u>25,000</u> |
| | <u>\$ 1,664,680</u> | <u>\$ 1,412,333</u> |
| LIABILITIES AND NET ASSETS | | |
| Current Liabilities | | |
| Accounts payable and accrued expenses | \$ 271,058 | \$ 85,550 |
| Refundable advances | 71,175 | 533,981 |
| Due to related party | <u>114,293</u> | <u>85,463</u> |
| Total Current Liabilities | 456,526 | 704,994 |
| Deferred rent | <u>541,781</u> | <u>375,291</u> |
| Total Liabilities | 998,307 | 1,080,285 |
| Net assets, unrestricted | <u>666,373</u> | <u>332,048</u> |
| | <u>\$ 1,664,680</u> | <u>\$ 1,412,333</u> |

See notes to financial statements

Capital Preparatory Harlem Charter School

Statements of Activities

| | Year Ended June 30, 2018 | Period from November 18, 2014 (inception) to June 30, 2017 |
|---|--------------------------------|--|
| | <u>2018</u> | <u>2017</u> |
| REVENUE AND SUPPORT | | |
| State and local per pupil operating revenue | | |
| General education | \$ 3,373,824 | \$ 2,292,756 |
| Special education | 455,466 | 57,540 |
| Lease assistance | 741,821 | 458,102 |
| Federal grants | 213,063 | 826,091 |
| State and city grants | 18,594 | 427,468 |
| Rental income | 333,115 | 188,704 |
| Contributions | 24,261 | 10,367 |
| Other income | - | 175 |
| Total Revenue and Support | <u>5,160,144</u> | <u>4,261,203</u> |
| EXPENSES | | |
| Program Services | | |
| Regular education | 3,029,454 | 2,499,316 |
| Special education | <u>1,386,758</u> | <u>755,294</u> |
| Total Program Services | 4,416,212 | 3,254,610 |
| Supporting Services | | |
| Management and general | 407,196 | 674,545 |
| Fundraising | <u>2,411</u> | <u>-</u> |
| Total Expenses | <u>4,825,819</u> | <u>3,929,155</u> |
| Change in Net Assets | 334,325 | 332,048 |
| NET ASSETS, UNRESTRICTED | | |
| Beginning of period | <u>332,048</u> | <u>-</u> |
| End of period | <u>\$ 666,373</u> | <u>\$ 332,048</u> |

See notes to financial statements

Capital Preparatory Harlem Charter School

Statement of Functional Expenses

Year Ended June 30, 2018

(with summarized totals for the period from November 18, 2014 (Inception) to June 30, 2017)

| | 2018 | | | | | | 2017 | |
|--|---------------------|----------------------|----------------------|---------------------|---------------------------|-----------------|---------------------|---------------------|
| | No. of Positions | Program Services | | | Supporting Services | | Total | |
| | | Regular Education | Special Education | Total | Management and General | Fundraising | | |
| Personnel Services Costs | | | | | | | | |
| Administrative staff personnel | 4 | \$ 229,274 | \$ 61,518 | \$ 290,792 | \$ 118,384 | \$ 1,090 | \$ 410,266 | \$ 622,117 |
| Instructional personnel | 20 | 749,044 | 444,066 | 1,193,110 | - | - | 1,193,110 | 707,669 |
| Non-instructional personnel | 1 | 9,126 | 2,513 | 11,639 | - | - | 11,639 | - |
| Total Salaries and Staff | 25 | 987,444 | 508,097 | 1,495,541 | 118,384 | 1,090 | 1,615,015 | 1,329,786 |
| Fringe benefits and payroll taxes | | 274,187 | 141,086 | 415,273 | 32,874 | 303 | 448,450 | 325,403 |
| Retirement | | 12,574 | 6,470 | 19,044 | 1,509 | 14 | 20,567 | 9,745 |
| Management company fees | | 313,674 | 113,629 | 427,303 | 50,131 | - | 477,434 | 229,051 |
| Legal services | | - | - | - | 43,574 | - | 43,574 | 102,410 |
| Accounting/audit services | | - | - | - | 23,292 | - | 23,292 | 28,000 |
| Other purchased/professional/consulting services | | 201,671 | 43,351 | 245,022 | 276 | 3 | 245,301 | 256,630 |
| Building and land rent/lease | | 749,713 | 385,772 | 1,135,485 | 89,881 | 828 | 1,226,194 | 1,093,420 |
| Repairs and maintenance | | 60,326 | 31,041 | 91,367 | 7,234 | 67 | 98,668 | 82,265 |
| Insurance | | 21,884 | 11,261 | 33,145 | 2,624 | 24 | 35,793 | 33,221 |
| Utilities | | 5,532 | 1,937 | 7,469 | 572 | 2 | 8,043 | 2,136 |
| Supplies/materials | | 124,657 | 34,171 | 158,828 | - | - | 158,828 | 69,283 |
| Equipment/furnishings | | 11,718 | 3,533 | 15,251 | 1,764 | 1 | 17,016 | 38,138 |
| Staff development | | 12,810 | 3,512 | 16,322 | 1,739 | - | 18,061 | 8,662 |
| Marketing/recruitment | | 10,928 | 4,747 | 15,675 | 859 | 8 | 16,542 | 32,266 |
| Technology | | 56,322 | 28,981 | 85,303 | 6,755 | 62 | 92,120 | 95,773 |
| Food services | | 14,076 | 3,858 | 17,934 | - | - | 17,934 | 47,701 |
| Student services | | 40,547 | 11,114 | 51,661 | - | - | 51,661 | 11,971 |
| Office expense | | 9,837 | 5,060 | 14,897 | 10,686 | 9 | 25,592 | 15,578 |
| Depreciation and amortization | | 111,563 | 46,399 | 157,962 | 11,021 | - | 168,983 | 101,577 |
| Other expenses | | 9,991 | 2,739 | 12,730 | 4,021 | - | 16,751 | 16,139 |
| Total Expenses | | <u>\$ 3,029,454</u> | <u>\$ 1,386,758</u> | <u>\$ 4,416,212</u> | <u>\$ 407,196</u> | <u>\$ 2,411</u> | <u>\$ 4,825,819</u> | <u>\$ 3,929,155</u> |

Capital Preparatory Harlem Charter School

Statements of Cash Flows

| | Year Ended June 30, 2018 | Period from November 18, 2014 (inception) to June 30, 2017 |
|---|--------------------------------|--|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Change in net assets | \$ 334,325 | \$ 332,048 |
| Adjustments to reconcile change in net assets to net cash from operating activities: | | |
| Depreciation and amortization | 168,983 | 101,577 |
| Deferred rent | 166,490 | 375,291 |
| Changes in operating assets and liabilities | | |
| Grants and contracts receivable | (98,719) | (122,990) |
| Prepaid expenses and other current assets | 5,485 | (41,030) |
| Accounts payable and accrued expenses | 185,508 | 85,550 |
| Refundable advances | (462,806) | 533,981 |
| Due to related party | 28,830 | 85,463 |
| Net Cash from Operating Activities | 328,096 | 1,349,890 |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Purchases of property and equipment | (307,545) | (691,467) |
| Restricted cash | 1,656 | (25,000) |
| Net Cash from Investing Activities | (305,889) | (716,467) |
| Net Change in Cash and Cash Equivalents | 22,207 | 633,423 |
| CASH AND CASH EQUIVALENTS | | |
| Beginning of period | 633,423 | - |
| End of period | \$ 655,630 | \$ 633,423 |

See notes to financial statements

Capital Preparatory Harlem Charter School

Notes to Financial Statements
June 30, 2018 and 2017

1. Organization and Tax Status

Capital Preparatory Harlem Charter School (the "School") is a New York State, not-for-profit educational corporation that was incorporated on November 18, 2014 to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on November 18, 2014 valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The School's mission is to provide historically disadvantaged students with the college and career readiness skills needed to become responsible and engaged citizens for social justice. The School provided education to approximately 227 students in grades sixth through eighth during the 2017-2018 academic year.

Except for taxes that may be due for unrelated business income, the School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local income taxes under comparable laws.

2. Summary of Significant Accounting Policies

Basis of Presentation and Use of Estimates

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP"), which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly actual results could differ from those estimates.

Net Assets Presentation

Resources for various purposes are classified for accounting and reporting purposes into net asset categories established according to nature and purpose as follows:

Unrestricted - consist of resources available for the general support of the School's operations. Unrestricted net assets may be used at the discretion of the School's management and Board of Trustees.

Temporarily Restricted - represent amounts restricted by donors for specific activities of the School or to be used at some future date. The School records contributions as temporarily restricted if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restrictions. However, when restrictions on donor-restricted contributions are met in the same accounting period in which they are received, such amounts are reported as unrestricted net assets.

Capital Preparatory Harlem Charter School

Notes to Financial Statements
June 30, 2018 and 2017

2. Summary of Significant Accounting Policies *(continued)*

Net Assets Presentation (continued)

Permanently Restricted - consist of net assets that are subject to donor imposed restrictions that require the School to maintain them permanently, including funds that are subject to restrictions of gift instruments requiring that the principal be invested in perpetuity and the income be used for specific or general purposes. Income and gains earned on endowment fund investments are available to be used in the unrestricted or temporarily restricted net asset classes based upon stipulations by the donors.

The School had no temporarily or permanently restricted net assets at June 30, 2018 and 2017.

Cash and Cash Equivalents

Cash and cash equivalents include cash balances held in bank accounts and highly liquid debt instruments with maturities of three months or less at the time of purchase.

Restricted Cash

Under the provisions of its charter, the School established an escrow account to pay for legal and audit expenses that would be associated with a dissolution, should it occur.

Property and Equipment

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$5,000 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset. Purchased property and equipment are recorded at cost at the date of acquisition. Minor costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

Depreciation and amortization is recognized on the straight-line method over the estimated useful lives of such assets as follows:

| | |
|-------------------------|---------|
| Furniture and fixtures | 7 years |
| Computers and equipment | 5 years |

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the year ended June 30, 2018 and for the period from November 18, 2014 (inception) to June 30, 2017.

Capital Preparatory Harlem Charter School

Notes to Financial Statements
June 30, 2018 and 2017

2. Summary of Significant Accounting Policies (*continued*)

Refundable Advances

The School records certain government operating revenue as refundable advances until related services are performed, at which time they are recognized as revenue. The balances of \$71,175 and \$533,981 at June 30, 2018 and 2017 were primarily due to the New York City Department of Education for overpayments of estimated full-time equivalent enrollment during the years then ended. Adjustments for the June 30, 2018 amount will be reflected in the 2018-2019 school year payment cycle.

Deferred Rent

The School records its rent in accordance with U.S. GAAP, whereby all rental payments, including fixed rent increases, are recognized on a straight-line basis as an offset to rent expense. The difference between the straight-line rent expense and the required lease payments, as well as any unamortized lease incentive, is reflected in deferred rent in the accompanying statements of financial position.

Revenue and Support

Revenue from the state and local governments resulting from the School's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement. Federal and other state and local funds are recorded when expenditures are incurred and billable to the government agency.

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as temporarily restricted support if they are received with donor stipulations. Restricted contributions and grants that are made to support the School's current period activities are recorded as unrestricted revenue. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

Marketing and Recruitment

Marketing and recruitment costs are expensed as incurred for staff and student recruitment. Marketing and recruitment expense for the year ended June 30, 2018 and for the period from November 18, 2014 (inception) to June 30, 2017 was \$16,542 and \$32,266.

Capital Preparatory Harlem Charter School

Notes to Financial Statements
June 30, 2018 and 2017

2. Summary of Significant Accounting Policies *(continued)*

Functional Expense Allocation

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses by function have been allocated among program and supporting services classifications on the basis of periodic time and expense studies and other basis as determined by management of the School to be appropriate.

Accounting for Uncertainty in Income Taxes

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. All returns filed by the School are subject to examinations by the applicable taxing jurisdictions.

Prior Year Summarized Comparative Financial Information

The statement of functional expenses includes prior-year summarized comparative information in total but not by function. Such information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such information should be read in conjunction with the School's financial statements for the period from November 18, 2014 (inception) to June 30, 2017, from which the summarized information was derived.

Reclassifications

Certain 2017 accounts have been reclassified to conform to the 2018 financial statement presentation. The reclassifications had no effect on 2017 net assets and change in net assets.

Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 25, 2018.

3. Grants and Contracts Receivable

Grants and contracts receivable consists of federal, state, and city entitlements and grants. The School expects to collect these receivables within one year.

Capital Preparatory Harlem Charter School

Notes to Financial Statements
June 30, 2018 and 2017

4. Property and Equipment

Property and equipment consists of the following at June 30:

| | 2018 | 2017 |
|--|-------------------|-------------------|
| Furniture and fixtures | \$ 219,486 | \$ 161,494 |
| Computers and equipment | 387,918 | 212,903 |
| Leasehold improvements | <u>391,608</u> | <u>317,070</u> |
| | 999,012 | 691,467 |
| Accumulated depreciation and amortization | <u>(270,560)</u> | <u>(101,577)</u> |
| | <u>\$ 728,452</u> | <u>\$ 589,890</u> |

5. Related Party Transactions (not disclosed elsewhere)

The School is affiliated with Capital Preparatory Schools, Inc. ("CPS"), a Connecticut non-stock corporation, by common management.

Prior to the School's opening, the School entered into an interim service agreement with CPS to assist in securing a facility on the School's behalf and other related costs during the pre-opening period. During fiscal 2017, the School entered into a full service agreement with CPS to undertake, on its behalf, functions in regards to business, administrative, and academic services of the School. As compensation to CPS for these services rendered, during the year ended June 30, 2018, the School paid to CPS an amount equal to 10% of the School's gross revenues, which is defined under the full service agreement as funding provided by state, federal, and local government (if applicable) but shall exclude any competitive public grants and private grant funding awarded to the School. During the year ended June 30, 2017, the School paid to CPS an amount equal to 10% of the School's per pupil general education revenue as compensation to CPS for these services rendered.

For the year ended June 30, 2018 and for the period from November 18, 2014 (inception) to June 30, 2017, the School incurred \$477,434 and \$229,051 in management fees to CPS, along with \$45,646 and \$14,807 of net operating expenses paid by CPS on behalf of the School. Net balance due to CPS from the School was \$114,293 and \$85,463 at June 30, 2018 and 2017.

6. Employee Benefit Plan

The School maintains a pension plan qualified under Internal Revenue Code 401(k), for the benefit of its eligible employees. Under the plan, the School provided matching contributions up to 4% of the participant's annual compensation. Employee match for the year ended June 30, 2018 and for the period from November 18, 2014 (inception) to June 30, 2017 amounted to \$20,567 and \$9,745.

Capital Preparatory Harlem Charter School

Notes to Financial Statements
June 30, 2018 and 2017

7. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and cash equivalents on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. As of June 30, 2018 and 2017, approximately \$429,000 and \$408,000 of cash was maintained with an institution in excess of FDIC limits.

8. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the year ended June 30, 2018 and for the period from November 18, 2014 (inception) to June 30, 2017, the School received approximately 89% and 66% of its total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

9. Commitment

On March 17, 2016, the School entered into an operating sub-sublease agreement with Boys and Girls Harbor, Inc. ("The Harbor") to sublease a portion of a building located at 1 East 104th Street, New York, New York. The lease term commenced on July 1, 2016 and expires on June 30, 2021, with four successive options to extend the term of the sublease by up to five years per option. During the year ended June 30, 2018, the lease was amended to reflect changes in the rent rates and leased premises size.

Future minimum lease payments are as follows for years ending June 30:

| | |
|------|---------------------|
| 2019 | \$ 1,293,677 |
| 2020 | 1,488,537 |
| 2021 | <u>1,533,079</u> |
| | <u>\$ 4,315,293</u> |

Rent expense for the year ended June 30, 2018 and for the period from November 18, 2014 (inception) to June 30, 2017 was \$1,226,194 and \$1,093,420.

Under the terms of the lease, The Harbor pays a monthly usage fee to the School for the use of the premises, which is recognized by the School as rental income.

Future minimum lease payments to be received are as follows for years ending June 30:

| | |
|------|---------------------|
| 2019 | \$ 356,652 |
| 2020 | 363,375 |
| 2021 | <u>374,248</u> |
| | <u>\$ 1,094,275</u> |

Capital Preparatory Harlem Charter School

Notes to Financial Statements
June 30, 2018 and 2017

9. Commitment (*continued*)

Rental income for the year ended June 30, 2018 and for the period from November 18, 2014 (inception) to June 30, 2017 was \$333,115 and \$188,704.

10. Contingency

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

* * * * *

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*

Independent Auditors' Report

**Board of Trustees
Capital Preparatory Harlem Charter School**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Capital Preparatory Harlem Charter School (the "School"), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, functional expenses, and cash flows for year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 25, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as 2018-001.

The School's Response to the Finding

The School's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. The School's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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

PKF O'Connor Davies, LLP
Harrison, New York
October 25, 2018

Capital Preparatory Harlem Charter School

Schedule of Findings and Responses
Year Ended June 30, 2018

Section I - Compliance Findings

2018-001- Escrow Account for Dissolution

Criteria

The School should comply with all requirements of its charter agreement.

Condition

Under the provisions of its charter, the School is required to establish an escrow account of no less than \$75,000 to pay for legal and audit expenses that would be associated with a dissolution should it occur. The School is required to fund the escrow account a minimum of \$25,000 by December 31st in each of the first three years of its charter term, beginning with the first year of instruction.

We noted that the School maintained a balance of \$23,344 in the dissolution escrow account as of June 30, 2018. As this was the School's second year of operations, the School was required to have funded the escrow account \$50,000 by December 31, 2017. The escrow account was replenished to an amount equal to \$50,000 in July 2018.

Cause

This condition was caused by management's inability to timely review requirements under its charter agreement.

Effect

The School is not in compliance with its charter agreement and its financial policies and procedures manual.

Recommendation

In an effort to ensure that the School is in compliance with the provisions of its charter, we recommend that the School review its escrow fund on a periodic basis to determine it is in compliance with its charter.

Views of Responsible Officials

See management corrective action plan in Exhibit A.

Capital Preparatory Harlem Charter School

Schedule of Findings and Responses (Continued)
Year Ended June 30, 2018

Section II – Status of Prior Year Findings

2017-001- Maintenance of Student Records

Condition

We noted the following exceptions during our test of 25 student files:

- One student file could not be located by the School
- Two files were missing IEP programs
- One file was missing proof of residency
- Three files were missing second proof of residency
- Nineteen files were missing immunization records
- Three files were missing prior school records
- One file was missing birth certificate
- Six files were missing Home Language Identification Surveys

Some of these items were provided to us subsequent to the completion of our field work.

Status

This condition was corrected in fiscal 2018.



October 25, 2018

The State Education Department of the State University of New York

Exhibit A: Management Correction Action Plan

2018-001 Escrow Account for Dissolution

Management agrees with the auditor's findings. The school had outsourced the Chief Financial Officer responsibilities through March 31, 2018. Effective, April 1, 2018 those responsibilities transitioned internally to a newly appointed Chief Financial Officer that will ensure fiscal alignment and compliance with charter provisions. Furthermore, as noted, the escrow account was replenished to the amount of \$50,000 in July 2018, to comply with the charter provisions. We anticipate full compliance with this provision moving forward.

A handwritten signature in black ink, appearing to read 'Paula Altieri', is written over a horizontal line.

Ms. Paula Altieri
Chief Operating Officer
Capital Preparatory Schools



Annual Financial Statement Audit Report

| | |
|--|--|
| School Name: | Capital Preparatory Harlem Charter School |
| Date (Report is due Nov. 1): | November 1, 2018 |
| Primary District of Location (If NYC select NYC DOE): | New York City Department of Education |
| If located in NYC DOE select CSD: | NYCSD #4 |
| School Fiscal Contact Name: | Paula Altieri |
| School Fiscal Contact Email: | [REDACTED] |
| School Fiscal Contact Phone: | [REDACTED] |
| School Audit Firm Name: | PKF O'Connor Davies LLC |
| School Audit Contact Name: | Gus Saliba |
| School Audit Contact Email: | [REDACTED] |
| School Audit Contact Phone: | [REDACTED] |
| Audit Period: | 2017-18 |
| Prior Year: | 2016-17 |

The following items are required to be included:

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

| Item | If not included, state the reason(s) below (if not applicable fill in N/A): |
|------------------------------|---|
| Management Letter | Included |
| Management Letter Response | Included |
| Federal Single Audit (A-133) | N/A. The school does not receive federal funds in excess of the Single A |
| Corrective Action Plan | Included |

Capital Preparatory Harlem Charter School
Statement of Financial Position
as of June 30

| | <u>2018</u> | <u>2017</u> |
|---|-------------------------|-------------------------|
| <u>CURRENT ASSETS</u> | | |
| Cash and cash equivalents | \$ 655,630 | \$ 633,423 |
| Grants and contracts receivable | 221,709 | 122,990 |
| Accounts receivables | - | - |
| Prepaid Expenses | 35,545 | 41,030 |
| Contributions and other receivables | - | - |
| Other current assets | - | - |
| TOTAL CURRENT ASSETS | 912,884 | 797,443 |
| <u>NON-CURRENT ASSETS</u> | | |
| Property, Building and Equipment, net | \$ 728,452 | \$ 589,890 |
| Restricted Cash | 23,344 | 25,000 |
| Security Deposits | - | - |
| Other Non-Current Assets | - | - |
| TOTAL NON-CURRENT | 751,796 | 614,890 |
| TOTAL ASSETS | <u>1,664,680</u> | <u>1,412,333</u> |
| <u>CURRENT LIABILITIES</u> | | |
| Accounts payable and accrued expenses | \$ 271,058 | \$ 85,550 |
| Accrued payroll, payroll taxes and benefits | - | - |
| Current Portion of Loan Payable | - | - |
| Due to Related Parties | 114,293 | 85,463 |
| Refundable Advances | 71,175 | 533,981 |
| Deferred Revenue | - | - |
| Other Current Liabilities | - | - |
| TOTAL CURRENT | 456,526 | 704,994 |
| <u>LONG-TERM LIABILITIES</u> | | |
| Loan Payable; Due in More than One Year | \$ - | \$ - |
| Deferred Rent | 541,781 | 375,291 |
| Due to Related Party | - | - |
| Other Long-Term Liabilities | - | - |
| TOTAL LONG-TERM | 541,781 | 375,291 |
| TOTAL LIABILITIES | <u>998,307</u> | <u>1,080,285</u> |

NET ASSETS

| | | |
|---|-------------------------|-------------------------|
| Unrestricted | \$ 666,373 | \$ 332,048 |
| Temporarily restricted | - | - |
| Permanently restricted | - | - |
| TOTAL NET ASSETS | <u>666,373</u> | <u>332,048</u> |
| TOTAL LIABILITIES AND NET ASSETS | <u><u>1,664,680</u></u> | <u><u>1,412,333</u></u> |

Capital Preparatory Harlem Charter School
Statement of Activities
as of June 30

| | 2018 | | | 2017 |
|---|--------------|---------------------------|--------------|--------------|
| | Unrestricted | Temporarily Restricted | Total | Total |
| OPERATING REVENUE | | | | |
| State and Local Per Pupil Revenue - Reg. Ed | \$ 3,373,824 | \$ - | \$ 3,373,824 | \$ 2,292,756 |
| State and Local Per Pupil Revenue - SPED | 455,466 | - | 455,466 | 57,540 |
| State and Local Per Pupil Facilities Revenue | 741,821 | - | 741,821 | 458,102 |
| Federal Grants | 213,063 | - | 213,063 | 826,091 |
| State and City Grants | 18,594 | - | 18,594 | 427,468 |
| Other Operating Income | 357,376 | - | 357,376 | 199,246 |
| Food Service/Child Nutrition Program | - | - | - | - |
| TOTAL OPERATING REVENUE | 5,160,144 | - | 5,160,144 | 4,261,203 |
| EXPENSES | | | | |
| Program Services | | | | |
| Regular Education | \$ 3,029,454 | \$ - | \$ 3,029,454 | \$ 2,499,316 |
| Special Education | 1,386,758 | - | 1,386,758 | 755,294 |
| Other Programs | - | - | - | - |
| Total Program Services | 4,416,212 | - | 4,416,212 | 3,254,610 |
| Management and general | 407,196 | - | 407,196 | 674,545 |
| Fundraising | 2,411 | - | 2,411 | - |
| TOTAL EXPENSES | 4,825,819 | - | 4,825,819 | 3,929,155 |
| SURPLUS / (DEFICIT) FROM OPERATIONS | 334,325 | - | 334,325 | 332,048 |
| SUPPORT AND OTHER REVENUE | | | | |
| Interest and Other Income | \$ - | \$ - | \$ - | \$ - |
| Contributions and Grants | - | - | - | - |
| Fundraising Support | - | - | - | - |
| Investments | - | - | - | - |
| Donated Services | - | - | - | - |
| Other Support and Revenue | - | - | - | - |
| TOTAL SUPPORT AND OTHER REVENUE | - | - | - | - |
| Net Assets Released from Restrictions / Loss on Disposal | \$ - | \$ - | \$ - | \$ - |
| CHANGE IN NET ASSETS | 334,325 | - | 334,325 | 332,048 |
| NET ASSETS - BEGINNING OF YEAR | \$ 332,048 | \$ - | \$ 332,048 | \$ - |
| PRIOR YEAR/PERIOD ADJUSTMENTS | - | - | - | - |

NET ASSETS - END OF YEAR

\$ 666,373 \$ - \$ 666,373 \$ 332,048

**Capital Preparatory Harlem Charter School
Statement of Cash Flows**

as of June 30

| | <u>2018</u> | <u>2017</u> |
|---|---------------------|---------------------|
| CASH FLOWS - OPERATING ACTIVITIES | | |
| Increase (decrease) in net assets | \$ 334,325 | \$ 332,048 |
| Revenues from School Districts | - | - |
| Accounts Receivable | - | - |
| Due from School Districts | - | - |
| Depreciation | 168,983 | 101,577 |
| Grants Receivable | (98,719) | (122,990) |
| Due from NYS | - | - |
| Grant revenues | - | - |
| Prepaid Expenses | 5,485 | (41,030) |
| Accounts Payable | 185,508 | 85,550 |
| Accrued Expenses | - | - |
| Accrued Liabilities | - | - |
| Contributions and fund-raising activities | - | - |
| Miscellaneous sources | 28,830 | 85,463 |
| Deferred Revenue | - | - |
| Interest payments | - | - |
| Deferred Rent | 166,490 | 375,291 |
| Refundable Advances | (462,806) | 533,981 |
| NET CASH PROVIDED FROM OPERATING ACTIVITIES | \$ 328,096 | \$ 1,349,890 |
| CASH FLOWS - INVESTING ACTIVITIES | \$ | \$ |
| Purchase of equipment | (307,545) | (691,467) |
| Other | 1,656 | (25,000) |
| NET CASH PROVIDED FROM INVESTING ACTIVITIES | \$ (305,889) | \$ (716,467) |
| CASH FLOWS - FINANCING ACTIVITIES | \$ | \$ |
| Principal payments on long-term debt | - | - |
| Other | - | - |
| NET CASH PROVIDED FROM FINANCING ACTIVITIES | \$ - | \$ - |
| NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS | \$ 22,207 | \$ 633,423 |
| Cash at beginning of year | 633,423 | - |
| CASH AND CASH EQUIVALENTS AT END OF YEAR | \$ 655,630 | \$ 633,423 |

**Capital Preparatory Harlem Charter School
Statement of Functional Expenses
as of June 30**

| | | 2018 | | | | | | |
|--|---------------------|---------------------|---------------------|-------------|---------------------|---------------------|-------------------|-------------------|
| | | Program Services | | | | Supporting Services | | |
| | No. of Positions | Regular | Special | Other | Total | Fundraising | Management | Total |
| | | Education | Education | Education | | and General | | |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Personnel Services Costs | | | | | | | | |
| Administrative Staff Personnel | 4.00 | 229,274 | 61,518 | - | 290,792 | 1,090 | 118,384 | 119,474 |
| Instructional Personnel | 20.00 | 749,044 | 444,066 | - | 1,193,110 | - | - | - |
| Non-Instructional Personnel | 1.00 | 9,126 | 2,513 | - | 11,639 | - | - | - |
| Total Salaries and Staff | 25.00 | 987,444 | 508,097 | - | 1,495,541 | 1,090 | 118,384 | 119,474 |
| Fringe Benefits & Payroll Taxes | | 274,187 | 141,086 | - | 415,273 | 303 | 32,874 | 33,177 |
| Retirement | | 12,574 | 6,470 | - | 19,044 | 14 | 1,509 | 1,523 |
| Management Company Fees | | 313,674 | 113,629 | - | 427,303 | - | 50,131 | 50,131 |
| Legal Service | | - | - | - | - | - | 43,574 | 43,574 |
| Accounting / Audit Services | | - | - | - | - | - | 23,292 | 23,292 |
| Other Purchased / Professional / Consulting Services | | 201,671 | 43,351 | - | 245,022 | 3 | 276 | 279 |
| Building and Land Rent / Lease | | 749,713 | 385,772 | - | 1,135,485 | 828 | 89,881 | 90,709 |
| Repairs & Maintenance | | 60,326 | 31,041 | - | 91,367 | 67 | 7,234 | 7,301 |
| Insurance | | 21,884 | 11,261 | - | 33,145 | 24 | 2,624 | 2,648 |
| Utilities | | 5,532 | 1,937 | - | 7,469 | 2 | 572 | 574 |
| Supplies / Materials | | 124,657 | 34,171 | - | 158,828 | - | - | - |
| Equipment / Furnishings | | 11,718 | 3,533 | - | 15,251 | 1 | 1,764 | 1,765 |
| Staff Development | | 12,810 | 3,512 | - | 16,322 | - | 1,739 | 1,739 |
| Marketing / Recruitment | | 10,928 | 4,747 | - | 15,675 | 8 | 859 | 867 |
| Technology | | 56,322 | 28,981 | - | 85,303 | 62 | 6,755 | 6,817 |
| Food Service | | 14,076 | 3,858 | - | 17,934 | - | - | - |
| Student Services | | 40,547 | 11,114 | - | 51,661 | - | - | - |
| Office Expense | | 9,837 | 5,060 | - | 14,897 | 9 | 10,686 | 10,695 |
| Depreciation | | 111,563 | 46,399 | - | 157,962 | - | 11,021 | 11,021 |
| OTHER | | 9,991 | 2,739 | - | 12,730 | - | 4,021 | 4,021 |
| Total Expenses | | \$ 3,029,454 | \$ 1,386,758 | \$ - | \$ 4,416,212 | \$ 2,411 | \$ 407,196 | \$ 409,607 |

| | 2017 |
|---------------------|---------------------|
| Total | |
| \$ | \$ |
| 410,266 | 622,117 |
| 1,193,110 | 707,669 |
| 11,639 | - |
| 1,615,015 | 1,329,786 |
| 448,450 | 325,403 |
| 20,567 | 9,745 |
| 477,434 | 229,051 |
| 43,574 | 102,410 |
| 23,292 | 28,000 |
| 245,301 | 256,630 |
| 1,226,194 | 1,093,420 |
| 98,668 | 82,265 |
| 35,793 | 33,221 |
| 8,043 | 2,136 |
| 158,828 | 69,283 |
| 17,016 | 38,138 |
| 18,061 | 8,662 |
| 16,542 | 32,266 |
| 92,120 | 95,773 |
| 17,934 | 47,701 |
| 51,661 | 11,971 |
| 25,592 | 15,578 |
| 168,983 | 101,577 |
| 16,751 | 16,139 |
| <u>\$ 4,825,819</u> | <u>\$ 3,929,155</u> |



Entry 5c Additional Financial Docs

Last updated: 10/31/2018

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Section Heading

1. Management Letter

<https://nysed-cso-reports.fluidreview.com/resp/20257025/8mMlunnVv3/>

Explanation for not uploading the Management Letter. (No response)

2. Form 990

(No response)

Explanation for not uploading the Form 990. The current year 990 is not yet available.

3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

Explanation for not uploading the Federal Single Audit. Not applicable as school did not receive federal funds in excess of the threshold of \$750,000.

4. CSP Agreed Upon Procedure Report

(No response)

Explanation for not uploading the procedure report. Not applicable to school.

5. Evidence of Required Escrow Account

<https://nysed-cso-reports.fluidreview.com/resp/20257025/pN6H0Nalce/>

Explanation for not uploading the Escrow evidence. (No response)

6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- a. The person responsible
- b. The date action was taken, or will be taken
- c. Description of the action taken
- d. Evidence of implementation (if available)

<https://nysed-cso-reports.fluidreview.com/resp/20257025/JDKdnGTC4H/>

Explanation for not uploading the Corrective Action Plan. (No response)

Capital Preparatory Harlem Charter School

Independent Auditors' Report on Communication of
Internal Control Matters Identified in the Audit

June 30, 2018



**The Board of Trustees
Capital Preparatory Harlem Charter School**

Auditors' Communication on Internal Control

In planning and performing our audit of the financial statements of Capital Preparatory Harlem Charter School (the "School") as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

We consider the deficiency in the School's internal control presented in Addendum A to this letter to be significant deficiency.

This communication is intended solely for the information and use of management, audit committee, board of Trustees, The State Education Department of the State University of New York, and others within the School, and is not intended to be and should not be used by anyone other than these specified parties.

PKF O'Connor Davies, LLP

October 25, 2018

PKF O'CONNOR DAVIES, LLP
500 Mamaroneck Avenue, Harrison, NY 10528 | Tel: 914.381.8900 | Fax: 914.381.8910 | www.pkfod.com

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Capital Preparatory Harlem Charter School

Addendum A

Deficiency in Internal Control that We Consider to be a Significant Deficiency

1. Escrow Account for Dissolution

Under the provisions of its charter, the School is required to establish an escrow account of no less than \$75,000 to pay for legal and audit expenses that would be associated with a dissolution should it occur. The School is required to fund the escrow account a minimum of \$25,000 by December 31st in each of the first three years of its charter term, beginning with the first year of instruction.

We noted that the School maintained a balance of \$23,344 in the dissolution escrow account as of June 30, 2018. As this was the School's second year of operations, the School was required to have funded the escrow account \$50,000 by December 31, 2017. The escrow account was replenished to an amount equal to \$50,000 in July 2018.

In an effort to ensure that the School is in compliance with the provisions of its charter, we recommend that the School review its escrow fund on a periodic basis to determine it is in compliance with its charter.



October 25, 2018

The State Education Department of the State University of New York

Exhibit A: Management Correction Action Plan

2018-001 Escrow Account for Dissolution

Management agrees with the auditor's findings. The school had outsourced the Chief Financial Officer responsibilities through March 31, 2018. Effective, April 1, 2018 those responsibilities transitioned internally to a newly appointed Chief Financial Officer that will ensure fiscal alignment and compliance with charter provisions. Furthermore, as noted, the escrow account was replenished to the amount of \$50,000 in July 2018, to comply with the charter provisions. We anticipate full compliance with this provision moving forward.

A handwritten signature in black ink, appearing to read 'Paula Altieri', written over a horizontal line.

Ms. Paula Altieri
Chief Operating Officer
Capital Preparatory Schools

P.O. Box 15284
Wilmington, DE 19850

Customer service information

 Customer service: 1.888.400.9009

 bankofamerica.com

 Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

CAPITAL PREPARATORY HARLEM CHARTER
SCHOOL
ESCROW ACCOUNT
1 E 104TH ST FL 4
NEW YORK, NY 10029-4420

 Please see the **Important Messages - Please Read** section of your statement for important details that could impact you.

Your Full Analysis Business Checking - Small Business

for September 1, 2018 to September 30, 2018

Account number 

CAPITAL PREPARATORY HARLEM CHARTER SCHOOL ESCROW ACCOUNT

Account summary

| | | |
|---|--------------------|-------------------------------------|
| Beginning balance on September 1, 2018 | \$50,000.04 | # of deposits/credits: 0 |
| Deposits and other credits | 0.00 | # of withdrawals/debits: 0 |
| Withdrawals and other debits | -0.00 | # of days in cycle: 30 |
| Checks | -0.00 | Average ledger balance: \$50,000.04 |
| Service fees | -0.00 | |
| Ending balance on September 30, 2018 | \$50,000.04 | |



Entry 5d Financial Services Contact Information

Last updated: 10/30/2018

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

CAPITAL PREP (CP) HARLEM CS (REGENTS)Section Heading

1. School Based Fiscal Contact Information

| School Based Fiscal Contact Name | School Based Fiscal Contact Email | School Based Fiscal Contact Phone |
|----------------------------------|-----------------------------------|-----------------------------------|
| Paula Altieri | [REDACTED] | [REDACTED] |

2. Audit Firm Contact Information

| School Audit Contact Name | School Audit Contact Email | School Audit Contact Phone | Years Working With This Audit Firm |
|----------------------------------|----------------------------|----------------------------|------------------------------------|
| Gus Saliba - PKF O'Connor Davies | [REDACTED] | [REDACTED] | 2 |

3. If applicable, please provide contact information for the school's outsourced financial services firm.

| Firm Name | Contact Person | Mailing Address | Email | Phone | Years with Firm |
|-----------|----------------|-----------------|-------|-------|-----------------|
| | | | | | |

Capital Prep Harlem Charter School

PROJECTED BUDGET FOR 2018-19

July 1, 2018 to June 30, 2019

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

| | REGULAR EDUCATION | SPECIAL EDUCATION | OTHER | FUNDRAISING | MANAGEMENT & GENERAL | TOTAL |
|-------------------------------|----------------------|----------------------|-------|-------------|-------------------------|-----------|
| Total Revenue | 5,091,039 | 2,571,653 | - | 76,064 | 941,432 | 8,680,188 |
| Total Expenses | 5,091,039 | 2,571,653 | - | 76,064 | 941,432 | 8,680,188 |
| Net Income | 0 | (0) | - | (0) | (0) | (0) |
| Actual Student Enrollment | 400 | 80 | | | | |
| Total Paid Student Enrollment | - | - | | | | |

PROGRAM SERVICES

SUPPORT SERVICES

| REGULAR EDUCATION | SPECIAL EDUCATION | OTHER | FUNDRAISING | MANAGEMENT & GENERAL | TOTAL |
|----------------------|----------------------|-------|-------------|-------------------------|-------|
|----------------------|----------------------|-------|-------------|-------------------------|-------|

REVENUE

REVENUES FROM STATE SOURCES

| | CY Per Pupil Rate | REGULAR EDUCATION | SPECIAL EDUCATION | OTHER | FUNDRAISING | MANAGEMENT & GENERAL | TOTAL |
|---|-------------------|----------------------|----------------------|-------|---------------|-------------------------|------------------|
| Per Pupil Revenue | | | | | | | |
| District of Location | \$15,308.00 | 3,634,201 | 1,182,606 | | 75,480 | 839,028 | 5,731,315 |
| | | 3,634,201 | 1,182,606 | | 75,480 | 839,028 | 5,731,315 |
| Special Education Revenue | | - | 748,080 | - | - | - | 748,080 |
| Grants | | | | | | | |
| NYSTL | | 15,260 | 3,815 | | - | - | 19,075 |
| Supplemental | | 144,320 | 36,080 | | - | - | 180,400 |
| Other State Revenue | | 1,104,555 | 592,457 | | 584 | 102,404 | 1,800,000 |
| TOTAL REVENUE FROM STATE SOURCES | | 4,898,336 | 2,563,038 | | 76,064 | 941,432 | 8,478,870 |

REVENUE FROM FEDERAL FUNDING

| | | | | | | | |
|--|---------|----------------|---|---|---|---|----------------|
| IDEA Special Needs | - | - | - | - | - | - | - |
| Title I | 125,165 | - | - | - | - | - | 125,165 |
| Title Funding - Other | 33,078 | - | - | - | - | - | 33,078 |
| Grants | | | | | | | |
| Charter School Program (CSP) Planning & Implementation | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Other Federal Revenue | - | - | - | - | - | - | - |
| TOTAL REVENUE FROM FEDERAL SOURCES | | 158,243 | | | | | 158,243 |

LOCAL and OTHER REVENUE

| | | | | | | | |
|---|---------------|--------------|---|---|---|---|---------------|
| Contributions and Donations, Fundraising | 8,000 | 2,000 | - | - | - | - | 10,000 |
| Erate Reimbursement | 26,460 | 6,615 | - | - | - | - | 33,075 |
| Other Local Revenue | - | - | - | - | - | - | - |
| TOTAL REVENUE FROM LOCAL and OTHER SOURCES | 34,460 | 8,615 | | | | | 43,075 |

TOTAL REVENUE

| | | | | | |
|------------------|------------------|--|---------------|----------------|------------------|
| 5,091,039 | 2,571,653 | | 76,064 | 941,432 | 8,680,188 |
|------------------|------------------|--|---------------|----------------|------------------|

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

| | No. of Positions | REGULAR EDUCATION | SPECIAL EDUCATION | OTHER | FUNDRAISING | MANAGEMENT & GENERAL | TOTAL |
|-----------------------------------|------------------|----------------------|----------------------|-------|--------------|-------------------------|----------------|
| Executive Management | - | - | - | - | - | - | - |
| Instructional Management | 1.0 | 99,300 | 24,825 | - | - | 13,792 | 137,917 |
| Instructional Deans | 2.0 | 161,576 | 40,394 | - | - | 11,330 | 213,300 |
| Operation / Business Manager | 2.0 | 69,216 | 17,304 | - | 1,082 | 95,549 | 183,150 |
| Administrative Staff | 1.0 | - | - | - | - | 65,000 | 65,000 |
| TOTAL ADMINISTRATIVE STAFF | 6.0 | 330,092 | 82,523 | | 1,082 | 185,670 | 599,367 |

INSTRUCTIONAL PERSONNEL COSTS

| | | | | | | | |
|---------------------|------|-----------|---------|---|---|---|-----------|
| Teachers - Regular | 17.0 | 1,026,557 | 256,639 | - | - | - | 1,283,196 |
| Teachers - SPED | 8.0 | - | 539,140 | - | - | - | 539,140 |
| Substitute Teachers | - | 32,000 | 8,000 | - | - | - | 40,000 |
| Teaching Assistants | 8.0 | 321,200 | 80,300 | - | - | - | 401,500 |
| Specialty Teachers | 4.0 | 195,512 | 48,878 | - | - | - | 244,390 |

Capital Prep Harlem Charter School

PROJECTED BUDGET FOR 2018-19

July 1, 2018 to June 30, 2019

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

| | REGULAR EDUCATION | SPECIAL EDUCATION | OTHER | FUNDRAISING | MANAGEMENT & GENERAL | TOTAL |
|-------------------------------|----------------------|----------------------|-------|-------------|-------------------------|-----------|
| Total Revenue | 5,091,039 | 2,571,653 | - | 76,064 | 941,432 | 8,680,188 |
| Total Expenses | 5,091,039 | 2,571,653 | - | 76,064 | 941,432 | 8,680,188 |
| Net Income | 0 | (0) | - | (0) | (0) | (0) |
| Actual Student Enrollment | 400 | 80 | | | | |
| Total Paid Student Enrollment | - | - | | | | |

PROGRAM SERVICES

SUPPORT SERVICES

| | | REGULAR EDUCATION | SPECIAL EDUCATION | OTHER | FUNDRAISING | MANAGEMENT & GENERAL | TOTAL |
|---|-------------|----------------------|----------------------|-------|---------------|-------------------------|------------------|
| Therapists & Counselors | 1.0 | | 62,315 | - | - | - | 62,315 |
| Other IP | - | | - | - | - | - | - |
| TOTAL INSTRUCTIONAL | 38.0 | 1,575,269 | 995,272 | | | | 2,570,541 |
| NON-INSTRUCTIONAL PERSONNEL COSTS | | | | | | | |
| Security | 1.0 | 32,000 | 8,000 | | | | 40,000 |
| Other NIP | - | | | | | 44,000 | 44,000 |
| Athletic Coaching | - | 64,000 | 16,000 | | | | 80,000 |
| TOTAL NON-INSTRUCTIONAL | 1.0 | 96,000 | 24,000 | | | 44,000 | 164,000 |
| SUBTOTAL PERSONNEL SERVICE COSTS | 45.0 | 2,001,361 | 1,101,795 | | 1,082 | 229,670 | 3,333,908 |
| PAYROLL TAXES AND BENEFITS | | | | | | | |
| Payroll Taxes | | 158,728 | 85,138 | | 84 | 14,716 | 258,665 |
| Fringe / Employee Benefits | | 456,969 | 245,107 | | 242 | 42,366 | 744,683 |
| Retirement / Pension | | 44,810 | 24,035 | | 24 | 4,154 | 73,024 |
| TOTAL PAYROLL TAXES AND BENEFITS | | 660,507 | 354,280 | | 349 | 61,236 | 1,076,372 |
| TOTAL PERSONNEL SERVICE COSTS | | 2,661,868 | 1,456,075 | | 1,431 | 290,906 | 4,410,281 |
| CONTRACTED SERVICES | | | | | | | |
| Accounting / Audit | | | | | | 29,000 | 29,000 |
| Legal | | 30,682 | 16,457 | | 16 | 2,845 | 50,000 |
| Management Company Fee | | 287,850 | 62,425 | | 73,697 | 443,047 | 867,019 |
| Nurse Services | | | | | | | - |
| Food Service / School Lunch | | 24,000 | 6,000 | | | | 30,000 |
| Payroll Services | | 3,068 | 1,646 | | 2 | 284 | 5,000 |
| Special Ed Services | | | 11,000 | | | | 11,000 |
| Titlement Services (i.e. Title I) | | | | | | | - |
| Other Purchased / Professional / Consulting | | 8,000 | 2,000 | | | | 10,000 |
| TOTAL CONTRACTED SERVICES | | 353,601 | 99,528 | | 73,714 | 475,176 | 1,002,019 |
| SCHOOL OPERATIONS | | | | | | | |
| Board Expenses | | | | | | 200 | 200 |
| Classroom / Teaching Supplies & Materials | | 96,000 | | | | | 96,000 |
| Special Ed Supplies & Materials | | | 24,000 | | | | 24,000 |
| Textbooks / Workbooks | | 55,260 | 13,815 | | | | 69,075 |
| Supplies & Materials other | | | | | | | - |
| Equipment / Furniture | | 76,800 | 19,200 | | | | 96,000 |
| Telephone | | 6,750 | 3,621 | | 4 | 626 | 11,000 |
| Technology | | 67,501 | 36,206 | | 36 | 6,258 | 110,000 |
| Student Testing & Assessment | | 22,400 | 5,600 | | | | 28,000 |
| Field Trips | | 16,000 | 4,000 | | | | 20,000 |
| Transportation (student) | | 20,000 | 5,000 | | | | 25,000 |
| Student Services - other | | 31,200 | 7,800 | | | | 39,000 |
| Office Expense | | 19,514 | 10,467 | | 10 | 13,809 | 43,800 |
| Staff Development | | 15,200 | 3,800 | | | 2,000 | 21,000 |

Capital Prep Harlem Charter School

PROJECTED BUDGET FOR 2018-19

July 1, 2018 to June 30, 2019

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

| | REGULAR EDUCATION | SPECIAL EDUCATION | OTHER | FUNDRAISING | MANAGEMENT & GENERAL | TOTAL |
|-------------------------------|----------------------|----------------------|-------|-------------|-------------------------|-----------|
| Total Revenue | 5,091,039 | 2,571,653 | - | 76,064 | 941,432 | 8,680,188 |
| Total Expenses | 5,091,039 | 2,571,653 | - | 76,064 | 941,432 | 8,680,188 |
| Net Income | 0 | (0) | - | (0) | (0) | (0) |
| Actual Student Enrollment | 400 | 80 | | | | |
| Total Paid Student Enrollment | - | - | | | | |

| | PROGRAM SERVICES | | | SUPPORT SERVICES | | TOTAL |
|--|----------------------|----------------------|----------|------------------|-------------------------|------------------|
| | REGULAR EDUCATION | SPECIAL EDUCATION | OTHER | FUNDRAISING | MANAGEMENT & GENERAL | |
| Staff Recruitment | 9,205 | 4,937 | | 5 | 853 | 15,000 |
| Student Recruitment / Marketing | 4,500 | 500 | | | | 5,000 |
| School Meals / Lunch | - | | | | | - |
| Travel (Staff) | 614 | 329 | | 0 | 57 | 1,000 |
| Fundraising | | | | | | - |
| Other | - | | | | | - |
| TOTAL SCHOOL OPERATIONS | 440,943 | 139,274 | | 55 | 23,803 | 604,075 |
| FACILITY OPERATION & MAINTENANCE | | | | | | |
| Insurance | 24,004 | 12,875 | - | 13 | 2,225 | 39,118 |
| Janitorial | 46,023 | 24,686 | - | 24 | 4,267 | 75,000 |
| Building and Land Rent / Lease | 1,104,555 | 592,457 | - | 584 | 102,404 | 1,800,000 |
| Repairs & Maintenance | 44,796 | 24,027 | - | 24 | 4,153 | 73,000 |
| Equipment / Furniture | 30,682 | 16,457 | - | 16 | 2,845 | 50,000 |
| Security | | | | | | - |
| Utilities | - | - | - | - | - | - |
| TOTAL FACILITY OPERATION & MAINTENANCE | 1,250,060 | 670,503 | | 661 | 115,894 | 2,037,118 |
| DEPRECIATION & AMORTIZATION | 119,997 | 64,364 | | 63 | 11,125 | 195,550 |
| DISSOLUTION ESCROW & RESERVES / CONTINGENCY | 264,570 | 141,909 | | 140 | 24,527 | 431,146 |
| TOTAL EXPENSES | 5,091,039 | 2,571,653 | | 76,064 | 941,432 | 8,680,188 |
| NET INCOME | 0.00 | (0.00) | - | (0.00) | (0.00) | (0.01) |

| ENROLLMENT - *School Districts Are Linked To Above Entries* | REGULAR EDUCATION | SPECIAL EDUCATION | TOTAL ENROLLED |
|---|----------------------|----------------------|-------------------|
| District of Location | 400 | 80 | 480 |
| TOTAL ENROLLMENT | 400 | 80 | 480 |
| REVENUE PER PUPIL | 12,728 | 32,146 | - |
| EXPENSES PER PUPIL | 12,728 | 32,146 | - |

Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

DEREK FERGUSON

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

CAPITAL PREPARATORY HARLEM CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **CHAIRMAN**

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself |
|---------|--|--|---|
| NONE | | | |

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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 | | | | |



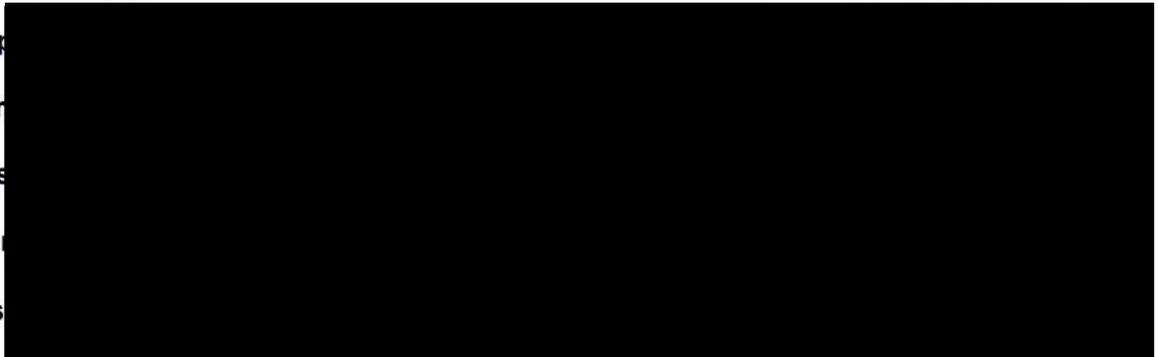
 Signature

7/23/18

 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
Home Telephone
Home Address



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

MAURICE COLEMAN

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

CAPITAL PREPARATORY HARLEM CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **TREASURER**

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself |
|----------------|---|---|--|
| None | | | |

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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 | | | | |

Mamma Blom
7/23/18

 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: _____
Home Telephone: _____
Home Address: _____

Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

GEORGIETTE MORGAN THOMAS

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

CAPITAL PREPARATORY HARLEM CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **SECRETARY**

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself |
|---------|--|--|---|
| NONE | | | |

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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 | | | | |

Beryl G. Morgan Thomas 7-22-2018
 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.

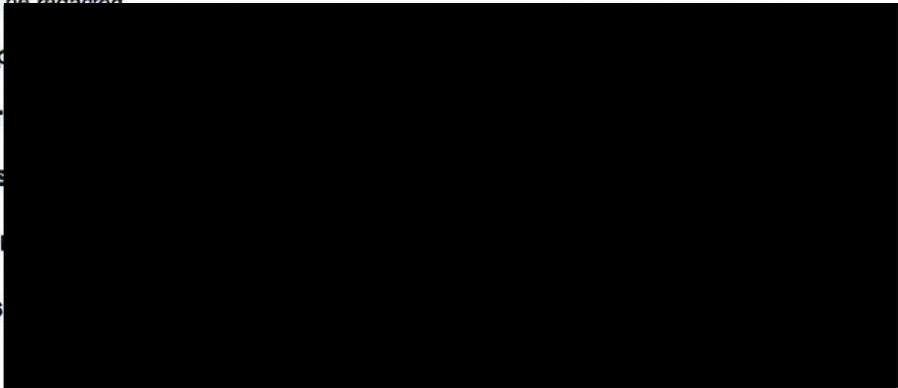
Business Telephone

Business Address

E-mail Address

Home Telephone

Home Address



**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

DR. STEPHEN PERRY

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

CAPITAL PREPARATORY HARLEM CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **MEMBER**

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes No *Founder of CAPITAL Preparatory Schools, Inc. Management Co. (CMO) for CAPITAL Prep Harlem*

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself |
|-------------|--|--|---|
| <i>NONE</i> | | | |

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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

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.

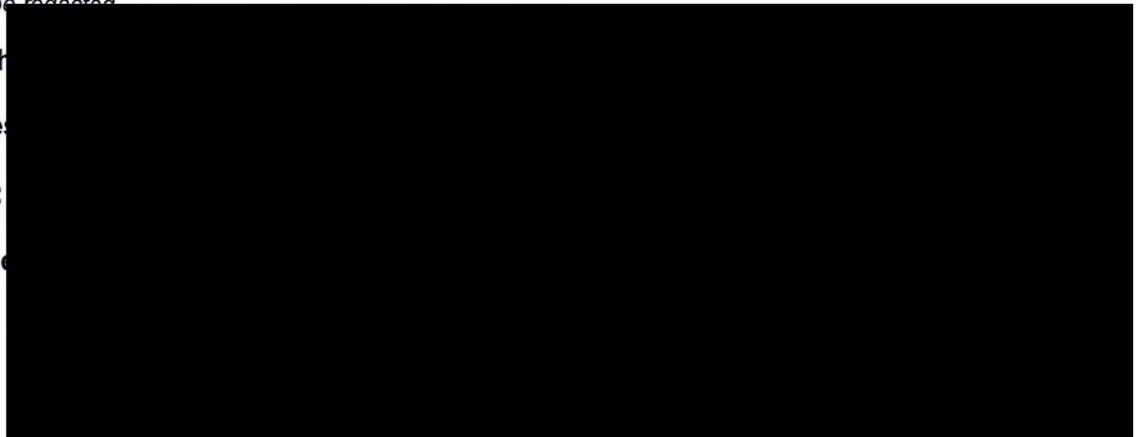
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

IYANLA VANZANT

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

CAPITAL PREPARATORY HARLEM CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **MEMBER**

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself |
|---------|--|--|---|
| NONE | | | |

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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 Lyarla Vangant Date 7-23-2018

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 Telep
 Business Address
 E-mail Address
 Home Telephone
 Home Address:





Entry 8 BOT Table

Created: 07/25/2018 • Last updated: 07/26/2018

1. Current Board Member Information (Enter info for each BOT member)

| | Trustee Name and 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 2017-18 |
|---|---------------------------------|-----------------------|-------------------------|---------------------------------|------------------------|---|---------------------------------------|--|
| 1 | DEREK FERGUSON [Redacted] | Chair | Real Estate | Yes | 3 | 07/20/2017 | 06/30/2018 | 12 |
| 2 | MAURICE COLEMAN [Redacted] | Treasurer | Real Estate and Finance | Yes | 3 | 07/20/2017 | 06/30/2018 | 10 |
| 3 | Rev. Georgiette Morgan-Thomas | Secretary | Real Estate | Yes | 2 | 7/20/2017 | 06/30/2018 | 9 |
| 4 | Iyanla Vanzant [Redacted] | Trustee/Member | none | Yes | 3 | 7/20/2017 | 06/30/2018 | 6 |
| 5 | Dr. Stephen Perry [Redacted] | Trustee/Member | Real Estate | Yes | 3 | 07/20/2017 | 06/30/2018 | 11 |

| | | | | | | | | |
|---|--|--|--|--|--|--|--|--|
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |

1a. Are there more than 9 members of the Board of Trustees? No

2. Total number of members on June 30, 2018 5

3. Total number of members joining the Board during the 2017-18 school year 0

4. Total number of members departing the Board during the 2017-18 school year 0

5. Number of voting members in 2017-18, as set by the by-laws, resolution or minutes 5

6. Number of Board meetings conducted during the 2017-18 School Year 12

7. Number of Board meetings scheduled for the coming 2018-19 school year 12

Thank you.



Entry 9 - Board Meeting Minutes

Last updated: 07/26/2018

[Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2017--June 2018, which should match the number of meetings held during the 2017-18 school year.

CAPITAL PREP (CP) HARLEM CS (REGENTS)

Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2017-18 school year, on the charter school's website?

Yes

the charter school's website.

A. Provide if posted on the charter school's website a URL link to the Monthly Board Meeting Minutes, which should match the number of meetings held during the 2017-18 school year.

https://capitalprepharlem.org/apps/pages/index.jsp?uREC_ID=329370&type=d



Entry 10 Enrollment and Retention of Special Populations

Created: 07/26/2018 • Last updated: 08/01/2018

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2017-18 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 2018-19.

CAPITAL PREP (CP) HARLEM CS (REGENTS)Section Heading

Recruitment/Attraction Efforts Toward Meeting Targets

| | Describe Recruitment Efforts in 2017-18 | Describe Recruitment Plans in 2018-19) |
|----------------------------|---|--|
| Economically Disadvantaged | The Capital Prep Team visited all local schools within our district and the surrounding districts talking with counselors and distributing information about Capital Prep Harlem. | The Capital Prep Team held several Parent Information sessions at local NYCHA housing centers and community centers. The Capital Prep staff and current parents continued their dialogue with the neighborhood schools about Capital Prep Harlem. |
| English Language Learners | East Harlem has a high population of Spanish speakers who were the focus of an Information Campaign about the school. The school held several information sessions as well as implementing an online campaign through social media. | Through connections with current English Language Learner families and students, the Capital Prep Team reached out to other families about the school and its inclusive programming. |
| Students with Disabilities | Capital Prep Harlem's special education population has exceeded the local district due to its support and programming options. Parents are offered one to one meetings to discuss specific student needs and requirements from the Special Education Coordinator and Special Education Staff. | The Special Education Support Team attends all open houses, information sessions and potential parent events. Parents and families continue to have opportunities to discuss programming and have their questions answered about the school. Additionally, they could meet individually with the staff to discuss services available pertinent to their child when making educational choices. |

Retention Efforts Toward Meeting Targets

| | Describe Retention Efforts in 2017-18 | Describe Retention Plans in 2018-19) |
|----------------------------|---|---|
| Economically Disadvantaged | The students of Capital Prep Harlem have individual growth plans through their Advisory. Family engagement and constant communication from the Advisor is geared for continuous growth. There are Student Led Conference two times per year where students present to their family and advisor about their progress and set targets for themselves to achieve at the highest academic levels. | At Capital Prep Harlem, the Student Government plays a key role is improving the school culture and empowering students to lead the growth and development of the school. Families are engaged through the school's Parent Group and five parent meetings per year regarding student and school progress. |
| English Language Learners | Staff diversity is key and Capital Prep Harlem continues to increase the number of bilingual staff. Translation is available for parents and all information is provided in a variety of languages. | Staff diversity is key and Capital Prep Harlem continues to increase the number of bilingual staff. Translation is available for parents, and all information is provided in a variety of languages. |
| Students with Disabilities | Capital Prep Harlem offers an ICT model to support student needs as required by their Individual Education Plan. In addition, the Capital Prep Model offers supports through the Advisory Program so that each student has an Advisor and a Special Education Teacher monitoring their progress and communicating with the families. | Capital Prep Harlem offers an ICT model to support student needs as required by their Individual Education Plan. In addition, the Capital Prep Model offers supports through the Advisory Program so that each student has an Advisor and a Special Education Teacher monitoring their progress and communicating with the families. Students are offered small group learning and social emotional learning opportunities to ensure that they are succeeding and surpassing their goals and targets. |



Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/18/2018 • Last updated: 07/31/2018

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2017-2018 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2017-2018 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2017; the FTE for any departed staff from July 1, 2017 through June 30, 2018; the FTE for added staff from July 1, 2017 through June 30, 2018; and the FTE of staff added in newly created positions from July 1, 2017 through June 30, 2018 using the tables provided.

1. Classroom Teacher Attrition Table

| | FTE Classroom Teachers on 6/30/17 | FTE Classroom Teachers Departed 7/1/17 - 6/30/18 | FTE Classroom Teachers Filling Vacant Positions 7/1/17 - 6/30/18 | FTE Classroom Teachers Added in New Positions 7/1/17 - 6/30/18 | FTE of Classroom Teachers on 6/30/18 |
|--|-----------------------------------|--|--|--|--------------------------------------|
| | 8 | 16 | 9 | 9 | 13 |

2. Administrator Position Attrition Table

| | FTE Administrative Positions on 6/30/17 | FTE Administrators Departed 7/1/17 - 6/30/18 | FTE Administrators Filling Vacant Positions 7/1/17 - 6/30/18 | FTE Administrators Added in New Positions 7/1/17 - 6/30/18 | FTE Administrative Positions on 6/30/18 |
|--|---|--|--|--|---|
| | 2 | 1 | 1 | 0 | 2 |

3. Tell your school's story

Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher's advancement up the ladder to a leadership position within the network or an administrator's movement to lead a new network charter school.

The original Dean of Academics, who departed at the conclusion of the 2016-2017 school year, left Capital Prep Harlem for another school within the Capital Prep network. We promoted a classroom teacher from the 2016-2017 school year to become the new Dean of Academics.

Nearly half of the classroom teacher departures occurred during the first several weeks of school and several of those were special/electives teachers. We also had some long-term leaves that required short-term replacements.

4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability \(OSPRA\)](#) prior to employment. 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.

Have all employees have been cleared through the NYSED TEACH system?

Yes

5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?

| | |
|--|----------------|
| | Not Applicable |
|--|----------------|

Thank you



Entry 12 Uncertified Teachers

Last updated: 07/27/2018

**FTE Count of All Teachers 16
(Certified and Uncertified) as of
6/30/18**

**FTE Count of All Certified 5
Teachers as of 6/30/18**

Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

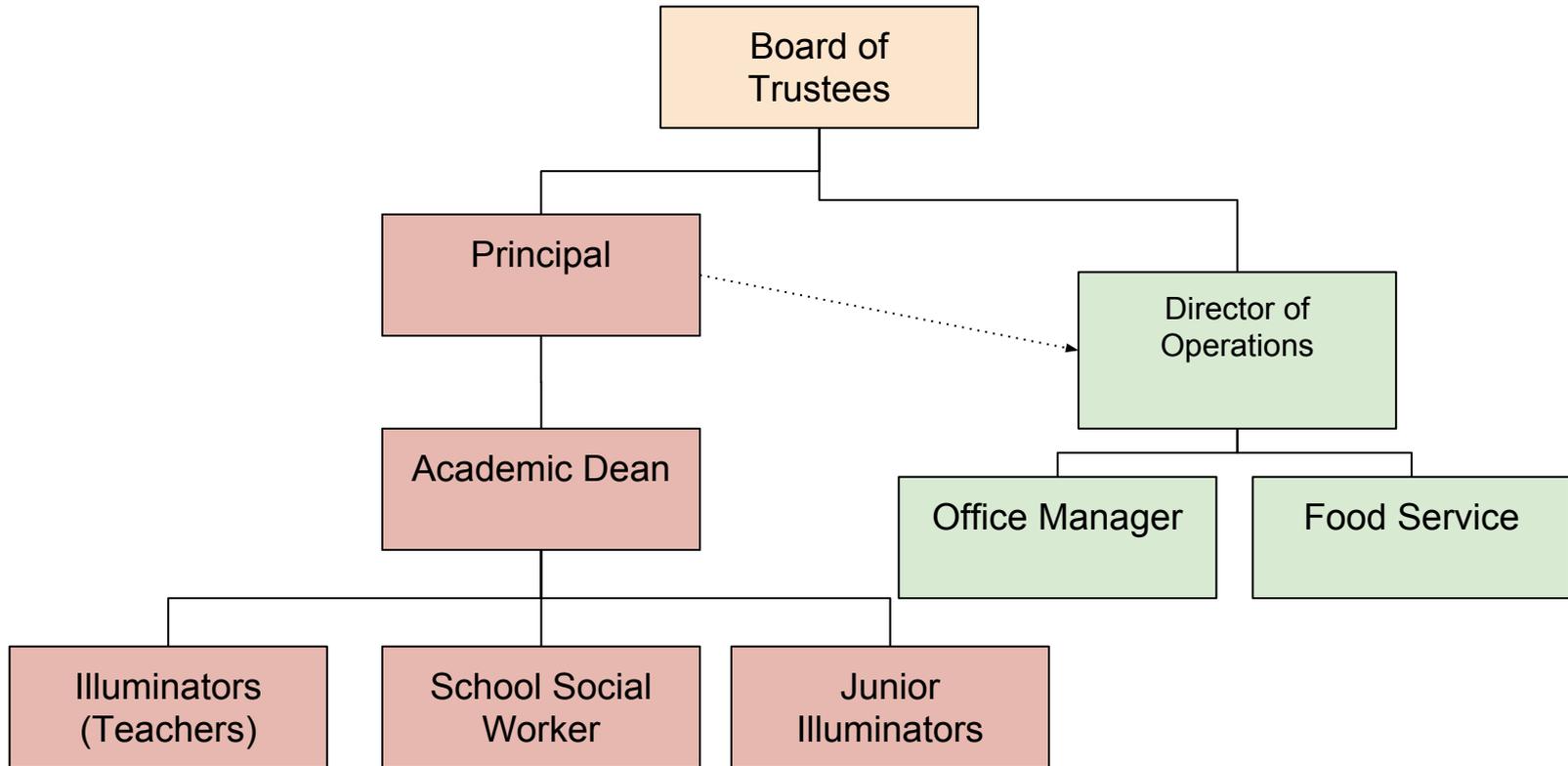
FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.

| | FTE Count |
|---|-----------|
| 1. Total FTE count of uncertified teachers (6-30-18) | 11 |
| 2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-18) | 6 |
| 3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-18) | 0 |
| 4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-18) | 0 |
| 5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-18) | 1 |
| 6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-18) | 4 |

Thank you.



CAPITAL PREPARATORY
HARLEM
CHARTER SCHOOL



Capital Prep

2018-2019 School Calendar

| July 2018 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| 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 | | | | |
| | | | | | | |

| August 2018 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | 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 | |
| | | | | | 14 | |

| September 2018 | | | | | | |
|----------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | | | | 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 | | | | | 20 | |

| October 2018 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | 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 | | | |
| | | | | | 22 | |

| November 2018 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | | 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 | |
| | | | | | 17 | |

| December 2018 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | | | | 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 | | | | 15 | |

| January 2019 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | 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 | | |
| 20 | | | | | 18 | |

| February 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | | | 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 | | |
| | | | | | 18 | |

| March 2019 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | | | 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 | | | | | 16 | |

| April 2019 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | 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 | | | | |
| | | | | | 21 | |

| May 2019 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | 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 | |
| | | | | | 22 | |

| June 2019 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | | | | 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 | | | | | 20 | |

| | | | |
|---|-------------------------|---|--|
|  | New Staff in service |  | Illuminator in-Service Day (no school for students) |
|  | School Closed/ Holidays |  | First and Last Day of School |
|  | School in session |  | Student Led Conferences (SLC) (early release for students) |

2018-2019

Notes and Holidays

| | |
|-------------------------|--|
| August 1-3 | New Illuminator (teacher) Orientation (NO CLASSES) |
| August 6 | Network Day (NO CLASSES) |
| August 7- 10 | Illuminator In-Service (NO CLASSES) |
| August 13 | First Day of School for Students |
| August 31 | Illuminator In-Service (NO CLASSES) |
| September 3 | Labor Day (NO SCHOOL) |
| October 5 | END of Marking Period 1 |
| October 19 | Illuminator In-Service (NO CLASSES) |
| November 19-23 | Thanksgiving Recess (NO SCHOOL) |
| December 5 & 6 | SLC (EARLY RELEASE FOR STUDENTS) |
| December 14 | END of Marking Period 2 |
| December 24 - January 4 | Winter Recess (NO SCHOOL) |
| January 21 | Martin Luther King Jr. Day (NO SCHOOL) |
| February 1 | Illuminator In-Service (NO CLASSES) |
| February 18 | Presidents' Day (NO SCHOOL) |
| February 22 | END of Marking Period 3 |
| March 4 - 8 | Spring Recess (NO CLASSES) |
| April 19 | Good Friday (NO SCHOOL) |
| April 26 | END of Marking Period 4 |
| May 8 & 9 | SLC (EARLY RELEASE FOR STUDENTS) |
| May 27 | Memorial Day (NO SCHOOL) |
| June 21 | END of Marking Period 5 |
| June 21 | Last Day of School |