

# Application: Creo College Prep

Ben Samuels-Kalow - [REDACTED]  
Annual Reports

## Summary

**ID:** 0000000165  
**Status:** Liaison Review  
**Labels:** Board of Regents

## Entry 1 School Info and Cover Page

**Completed** Aug 3 2020

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

CREO COLLEGE PREPARATORY CHARTER SCHOOL 320700861145

**a1. Popular School Name**

Creo College Prep

**b. CHARTER AUTHORIZER (As of June 30th, 2020)**

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. DISTRICT / CSD OF LOCATION**

CSD # 7 - BRONX

**d. DATE OF INITIAL CHARTER**

6/2018

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2028

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

MISSION STATEMENT

Building knowledge, skills, and character, Creo College Preparatory Charter School educates students to thrive in college and to assume responsibility for identifying and solving problems in our community and our world.

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

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. 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.

KDE 1	Rigorous Academics. Every student works hard, is challenged, and is supported to achieve at high levels. Our model places an intense focus on literacy and math instruction in grades five through seven, and in all grades as students may backfill seats, to ensure all students read and compute on or above grade level by the end of grade eight.
KDE 2	High Quality Instruction. Strong schools ensure excellent teachers are in every classroom. Excellent teachers are the result of careful hiring, intentional development, and a staff culture of professional learning that proudly celebrates growth for all adults. We believe in building and maintaining a culture where all staff expect and welcome observation and feedback, engage in lesson study and data analysis regularly, and are dedicated to impactful instructional practice. We invest heavily in professional development and foster a culture of constant improvement.
KDE 3	Digital Literacy and Computer Science for All. Students living in a digital world must be digitally literate. Every student takes Computer Science as a core subject every year. Computer Science

	affords students the opportunity to practice computational and logical thinking skills, utilizing their computer science skills in other classes to explore and create. This builds strong connections and cohesiveness through all subjects and will equip students with high-demand skills, increasing access to academic programs and gainful opportunities in high school, college, and beyond.
KDE 4	Structured Community and Individual Supports. Students experience success in structured, joyful communities with individualized supports. Creo College Prep will be a warm and structured environment with clear expectations for teachers to teach and students to learn. Students receive targeted instruction at their skill level, benefit from small group instruction daily, and have regular access to individual tutoring sessions with content-specific teachers. Technology is one of many tools used to target skill gaps and accelerate each student's path to mastery.
KDE 5	Every Minute Matters. At Creo College Prep, we believe in the "fierce urgency of now." More quality instructional minutes are essential for our students to succeed in the short-term and achieve in the long-term as they strive towards the goal of college access and college graduation. Our extended school day and calendar are designed to increase quality and quantity of learning time and to provide a robust academic experience in all grades for all learners.
KDE 6	Our Students Create Solutions and Serve Others. Part of the purpose of education is to create the future as we want it to be, and another purpose of education is to better ourselves in the service of others. In addition to achieving academic success and creating their own futures, students are taught and supported to identify problems and investigate solutions in our community. As students progress through grade levels, that community expands in definition from our neighborhood, to our city, state, region, country, continent, and globe.
KDE 7	(No response)

KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

**Need additional space for variables**

No

**h. SCHOOL WEB ADDRESS (URL)**

[creoprep.org](http://creoprep.org)

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)**

96

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)**

88

**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)**

Check all that apply

Grades Served	5
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**I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

**FACILITIES INFORMATION**

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2020-2021?

No, just one site.

**School Site 1 (Primary)**

**m1. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	524 Courtlandt Ave Bronx NY 10451		NYC CSD 7	5-6	5-6

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Ben Samuels-Kalow			
Operational Leader	Joshua Canela			
Compliance Contact	Ben Samuels-Kalow			
Complaint Contact				
DASA Coordinator	<a href="mailto:ahernandez@creoprep.org">ahernandez@creoprep.org</a>			
Phone Contact for After Hours Emergencies	Ben Samuels-Kalow			

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

Private Space

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

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

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.**

**Site 1 Certificate of Occupancy (COO)**

**Site 1 Fire Inspection Report**

## CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

**n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).**

No

**PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.**

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

Yes

## ATTESTATION

**p. Individual Primarily Responsible for Submitting the Annual Report.**

Name	Ben Samuels-Kalow
Position	Head of School
Phone/Extension	
Email	

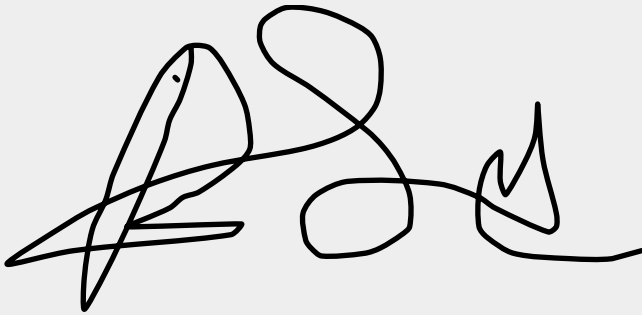


p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws,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

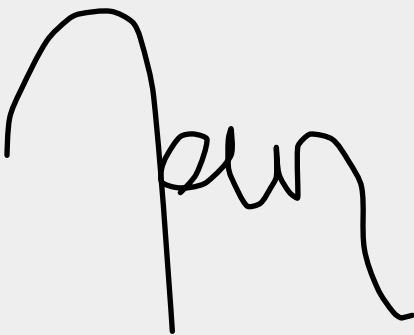
### Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink, appearing to be 'ASD', written on a light gray background.

Signature, President of the Board of Trustees

A handwritten signature in black ink, appearing to be 'Pun', written on a light gray background.

**Date**

Aug 3 2020

Thank you.



## Entry 2 NYS School Report Card

**Incomplete** Hidden from applicant

### Instructions

#### SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

## Entry 2 NYS School Report Card Link

**CREO COLLEGE PREPARATORY CHARTER SCHOOL 320700861145**

### 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.)

(No response)

## Entry 3 Progress Toward Goals

**Completed** Nov 17 2020

### Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

## Entry 3 Progress Toward Goals

### 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 no later than November 2, 2020.

#### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

#### 2019-20 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable

Academic Goal 1	Each year, 75% of tested students attending Creo College Prep for two or more years will be proficient on New York State English Language Arts Exam for grades 3-8.	NYS ELA Exam	Unable to Assess	N/A
Academic Goal 2	Each year, the Median Growth Percentile for students in grades 5 – 8 will be at least 70% in ELA and 80% in math.	NYS Exams	Unable to Assess	N/A
Academic Goal 3	Average annual cohort increases on NWEA MAP or other nationally normed-referenced test will average at least five percentiles of growth per year, until average percentile score exceeds 85%.	NWEA Map	Unable to Assess	We were not able to administer EOY MAP assessments, but our February administration indicated that we were on track to meet our goal, having closed the gap with the nationwide average in ELA and projected to close it by EOY in math.
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				

**2. Do have more academic goals to add?**

No

**3. Do have more academic goals to add?**

No

**4. ORGANIZATION GOALS**

**For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

**2019-2020 Progress Toward Attainment of Organization Goals**

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Annual school surveys will show that, on average, 85% of families are satisfied with our academic offerings, with 80% of families	Survey	Met	

	responding.			
Org Goal 2	Annual school surveys will show that, on average, 85% of families are satisfied with our communication, with 80% of families responding.	Survey	Met	
Org Goal 3	Average daily attendance will be 95% or higher.		Met	
Org Goal 4	90% of students completing the year will re-enroll the following year.		Met	
Org Goal 5	90% of students receiving Special Education services and ELLs will re-enroll the following year.		Met	
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				

Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

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

(No response)

## 6. FINANCIAL GOALS

### 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Every year, Creo College Prep will meet or exceed GAAP standards as demonstrated through its annual financial audit.			Pending final audit findings
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

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

(No response)

## 2019-2020 Progress Toward Attainment of Financial Goals

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

Thank you.

## Entry 3 Accountability Plan Progress Reports

**Incomplete** Hidden from applicant

### Instructions

### **SUNY-Authorized Charter Schools ONLY**

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

## Entry 7 Disclosure of Financial Interest Form

**Completed** Aug 3 2020

### Instructions - Multiple Uploads Permitted

#### **Required of ALL Charter Schools by August 3**

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must complete a signed:

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



- **SUNY- Authorized Charter Schools:** [Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

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

### **[Gupta - FinancialDisclosure2020 copy](#)**

**Filename:** Gupta FinancialDisclosure2020 copy.pdf **Size:** 44.1 kB

### **[Reyes - FinancialDisclosure2020 copy](#)**

**Filename:** Reyes FinancialDisclosure2020 copy.pdf **Size:** 44.3 kB

### **[Dakin - FinancialDisclosure2020 copy](#)**

**Filename:** Dakin FinancialDisclosure2020 copy.pdf **Size:** 46.1 kB

### **[Diaz - FinancialDisclosure2020 copy](#)**

**Filename:** Diaz FinancialDisclosure2020 copy.pdf **Size:** 44.1 kB

### **[Dunn-Franklin - FinancialDisclosure2020 copy](#)**

**Filename:** Dunn Franklin FinancialDisclosure2020 copy.pdf **Size:** 45.3 kB

### **[Rodriguez - FinancialDisclosure2020 copy](#)**

**Filename:** Rodriguez FinancialDisclosure2020 copy.pdf **Size:** 43.8 kB

### **[Stoll - FinancialDisclosure2020 copy](#)**

**Filename:** Stoll FinancialDisclosure2020 copy.pdf **Size:** 52.1 kB

### **[Ward-Merkel - FinancialDisclosure2020 copy](#)**

**Filename:** Ward Merkel FinancialDisclosure2020 copy.pdf **Size:** 44.6 kB

## **Entry 8 BOT Membership Table**

**Completed** Aug 3 2020

## **Instructions**

### **Required of All charter schools**

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees

Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

## Entry 8 BOT Table

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

### CREO COLLEGE PREPARATORY CHARTER SCHOOL 320700861145

#### 1. 2019-2020 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 2019-2020
1	Jerelyn Rodriguez, [REDACTED]	Chair	Governance, Finance, Academics	Yes	2	2/21/2020	2/21/2021	11
2	Jesus Diaz, [REDACTED]	Secretary	Finance, Fundraising	Yes	2	2/21/2020	2/21/2020	11
3	Ross Dakin, [REDACTED]	Vice Chair	Governance	Yes	2	2/21/2020	2/21/2021	12

4	Ellison Ward Merkel	Trustee/Member	Finance	Yes	1	6/20/2019	6/20/2022	10
5	Michael Stoll	Trustee/Member	Academics	Yes	1	03/08/2019	03/08/2022	6
6	Erin Dunn-Franklin	Treasurer	Finance	Yes	1	6/12/2018	6/12/2021	12
7	Aditi Gupta	Trustee/Member	Finance, Fundraising	Yes	1	8/15/2019	8/15/2022	12
8	Laura Reyes	Trustee/Member	Academics	Yes	1	4/23/2020	4/23/2023	5 or less
9								

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

No

## 2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2020	8
b.Total Number of Members Added During 2019-2020	2
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	8

## 3. Number of Board meetings held during 2019-2020

12

## 4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

## Entry 9 Board Meeting Minutes

Completed Aug 3 2020

### Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

## **02 - Board Meeting Minutes - September 19, 2019 copy**

**Filename:** 02 Board Meeting Minutes September 9Zxim3e.pdf **Size:** 44.0 kB

## **03 - Board Meeting Minutes - October12, 2019 copy**

**Filename:** 03 Board Meeting Minutes October12 EMGmUX4.pdf **Size:** 46.0 kB

## **01 - Board Meeting Minutes - August 6, 2019 copy**

**Filename:** 01 Board Meeting Minutes August 6 2019 copy.pdf **Size:** 35.5 kB

## **06 - Board Meeting Minutes - February 27, 2020 copy**

**Filename:** 06 Board Meeting Minutes February 2 m4k6Nk0.pdf **Size:** 43.8 kB

## **05 - Board Meeting Minutes - January 23, 2020 copy**

**Filename:** 05 Board Meeting Minutes January 23 otguqZ3.pdf **Size:** 42.4 kB

## **04 - Board Meeting Minutes - November 21, 2019 copy**

**Filename:** 04 Board Meeting Minutes November 2 zxWDj2n.pdf **Size:** 44.0 kB

## **09 - Board Meeting Minutes - May 28, 2020 copy**

**Filename:** 09 Board Meeting Minutes May 28 2020 copy.pdf **Size:** 45.1 kB

## **08 - Board Meeting Minutes - March 26, 2020 copy**

**Filename:** 08 Board Meeting Minutes March 26 2020 copy.pdf **Size:** 61.3 kB

## **07 - Board Meeting Minutes - April 23, 2020-1 copy**

**Filename:** 07 Board Meeting Minutes April 23 2 96AkWqr.pdf **Size:** 45.1 kB

## **Entry 10 Enrollment & Retention**

**Completed** Aug 3 2020

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

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2019-2020.

## **Entry 10 Enrollment and Retention of Special Populations**

### **Instructions for Reporting Enrollment and Retention Strategies**

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual 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 2020-2021.

**CREO COLLEGE PREPARATORY CHARTER SCHOOL 320700861145**

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## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	<p>Direct mail information to all 4th grade families in neighboring zip codes and CSD's.</p> <p>Posting of school information in surrounding housing projects.</p>	<p>Direct mail information to all 4th grade families in neighboring zip codes and CSD's.</p> <p>Posting of school information in surrounding housing projects.</p>
English Language Learners/Multilingual Learners	<p>All marketing and enrollment materials are translated into Spanish.</p> <p>Direct mail materials are bilingual.</p> <p>Website and enrollment portal are available in over 20 languages.</p> <p>Bilingual home visits with every family.</p> <p>Bilingual family conferences.</p>	<p>All marketing and enrollment materials are translated into Spanish.</p> <p>Direct mail materials are bilingual.</p> <p>Website and enrollment portal are available in over 20 languages.</p> <p>Bilingual home visits with every family.</p> <p>Bilingual family conferences.</p>
Students with Disabilities	<p>All materials emphasize that we are open to all, regardless of ability.</p> <p>Direct mail outreach to all 4th graders, regardless of ability.</p> <p>Summertime analysis of IEP's to determine appropriate settings.</p> <p>Family conferences with all students to determine appropriate setting.</p> <p>Monitoring, data collection, and reporting out to families in order to make informed decisions.</p> <p>All IEP meetings involve bilingual staff.</p>	<p>All materials emphasize that we are open to all, regardless of ability.</p> <p>Direct mail outreach to all 4th graders, regardless of ability.</p> <p>Summertime analysis of IEP's to determine appropriate settings.</p> <p>Family conferences with all students to determine appropriate setting.</p> <p>Monitoring, data collection, and reporting out to families in order to make informed decisions.</p> <p>All IEP meetings involve bilingual staff.</p>

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	Provide all school supplies free of charge including uniforms and materials. Connections to low-cost and free after school and summer programming. Provide free summer academy.	Provide all school supplies free of charge including uniforms and materials. Connections to low-cost and free after school and summer programming. Provide free summer academy.
English Language Learners/Multilingual Learners	Ensuring that all school resources are translated and school events are accessible to MLL's. Providing small group literacy instruction in-person and via Distance learning.	Ensuring that all school resources are translated and school events are accessible to MLL's. Providing small group literacy instruction in-person and via Distance learning.
Students with Disabilities	Creating student dashboards for all students with IEP's to surface relevant information for every teacher. Communication with the CSE to advocate for students. Student-led conferences to highlight areas of strength and empower students.	Creating student dashboards for all students with IEP's to surface relevant information for every teacher. Communication with the CSE to advocate for students. Student-led conferences to highlight areas of strength and empower students.

## Entry 12 Percent of Uncertified Teachers

**Completed** Aug 3 2020

### Instructions

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

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

## Entry 12 Uncertified Teachers

**School Name:** CREO COLLEGE PREPARATORY CHARTER SCHOOL 320700861145



# Instructions for Reporting Percent of Uncertified Teachers

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

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	3
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category A: 5 or 30% whichever is less	3.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category B: not to exceed 5	5.0

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	2
Total Category C: not to exceed 5	2.0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

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

	FTE Count
Total Category D	0

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	0

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	10



Thank you.

## Entry 13 Organization Chart

Completed Aug 3 2020

### [Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

### [Creo Prep Year 1 Org Chart](#)

**Filename:** Creo Prep Year 1 Org Chart.pdf **Size:** 257.6 kB

## Entry 14 School Calendar

Completed Aug 3 2020

### [Instructions for submitting School Calendar](#)

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

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

**Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.**

### [2020-2021 Academic Calendar - Academic Calendar](#)

**Filename:** 2020 2021 Academic Calendar Academic vbiazht.pdf **Size:** 79.7 kB

# Entry 15 Links to Critical Documents on School Website

Completed Aug 3 2020

## Instructions

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

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

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

## Form for Entry 15 Links to Critical Documents on School Website

School Name: **Creo College Prep**

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="https://docs.google.com/document/d/19Svuje7TPec8tZ4u_MeZIx90Taz8-K1PvMFqs0eBPCs/edit">https://docs.google.com/document/d/19Svuje7TPec8tZ4u_MeZIx90Taz8-K1PvMFqs0eBPCs/edit</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://creoprep.zoom.us/j/88092623965?pwd%3DbIBJbUxtekkwM2dMVGJVenpnSy9SUT09&amp;a=D&amp;source=calendar&amp;ust=1596905224330000&amp;usg=AOvVaw0etMFD3bWoONW66a_-te1Z">https://creoprep.zoom.us/j/88092623965?pwd%3DbIBJbUxtekkwM2dMVGJVenpnSy9SUT09&amp;a=D&amp;source=calendar&amp;ust=1596905224330000&amp;usg=AOvVaw0etMFD3bWoONW66a_-te1Z</a>
3. Link to NYS School Report Card	<a href="https://www.creoprep.org/">https://www.creoprep.org/</a>
4. Most Recent Lottery Notice Announcing Lottery	<a href="https://www.creoprep.org/">https://www.creoprep.org/</a>
5. Authorizer-Approved DASA Policy	<a href="https://docs.google.com/document/d/1y8jUrvRru6TC36EMhdUfFIOOM4vqtxyuzbTwj8Mo2Y/edit">https://docs.google.com/document/d/1y8jUrvRru6TC36EMhdUfFIOOM4vqtxyuzbTwj8Mo2Y/edit</a>
6. District-wide Safety Plan	<a href="https://docs.google.com/document/d/1BdK-xw38MuSSkNEET8whdySi28AglgK1_qHW_jSveww/edit#heading=h.u8xh5nuc1yy9">https://docs.google.com/document/d/1BdK-xw38MuSSkNEET8whdySi28AglgK1_qHW_jSveww/edit#heading=h.u8xh5nuc1yy9</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://docs.google.com/document/d/1y8jUrvRru6TC36EMhdUfFIOOM4vqtxyuzbTwj8Mo2Y/edit">https://docs.google.com/document/d/1y8jUrvRru6TC36EMhdUfFIOOM4vqtxyuzbTwj8Mo2Y/edit</a>
7. Authorizer-Approved FOIL Policy	<a href="https://docs.google.com/document/d/1ecuAQ18wlbFt0OxAijhpQvpuN192j2WUrA6jmclIUSzM/edit">https://docs.google.com/document/d/1ecuAQ18wlbFt0OxAijhpQvpuN192j2WUrA6jmclIUSzM/edit</a>
8. Subject matter list of FOIL records	<a href="https://docs.google.com/document/d/1ecuAQ18wlbFt0OxAijhpQvpuN192j2WUrA6jmclIUSzM/edit">https://docs.google.com/document/d/1ecuAQ18wlbFt0OxAijhpQvpuN192j2WUrA6jmclIUSzM/edit</a>
9. Link to School Reopening Plan	<a href="https://docs.google.com/document/d/1vgsPe6wOAa7fZw2SqETHKlgJ8QB170cY4tXGBOZG8IE/edit#">https://docs.google.com/document/d/1vgsPe6wOAa7fZw2SqETHKlgJ8QB170cY4tXGBOZG8IE/edit#</a>

Thank you.



## **Entry 16 COVID 19 Related Information**

## Instructions

### Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

## Entry 16 COVID 19 Related Information

**School Name:** Creo College Prep

### TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	88	88	88

### Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

	Ass ess me nt Title	Gra de K	Gra de 1	Gra de 2	Gra de 3	Gra de 4	Gra de 5	Gra de 6	Gra de 7	Gra de 8	Gra de 9	Gra de 10	Gra de 11	Gra de 12	Nu mbe r of Parti cipa ting Stud ents
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	



		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
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## Entry 17 Staff Roster - NEW TASK For Regents Schools Only

**Completed** Aug 3 2020

### [INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS](#)

Please provide the full name of **ANY and ALL instructional and non-instructional employees** and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

### [Staff\\_Roster\\_as\\_of\\_8-3-2020](#)

**Filename:** Staff Roster as of 8 3 2020 IrOfSm4.xlsx **Size:** 11.8 kB

## Meeting of the Board of Trustees - August 6, 2019

### Call to Order

The special meeting of the Board of Creo College Preparatory Charter School was held on Tuesday, August 6th, 2019, at 6:00 PM (EST), via Zoom Conference, Board chair Jerelyn Rodriguez presiding. The meeting was called to order at 6:02 PM (EDT) to discuss and vote upon the lease amendment and temporary location.

### Board Member Attendance

Present	Present by Videoconference	Absent
	Jesus Diaz, Jr. Ellison Ward Merkel Erin Dunn-Franklin Jerelyn Rodriguez Ross Dakin Quorum <b>was</b> met.	

### Non-Board Member Attendance

Present	Present by Videoconference
	Ben Samuels-Kalow, Head of School Mike Stoll, Guest

**Public Comment** None.

### Agenda & Minutes

#### **Vote: License Agreement for temporary location**

Ellison moved, Ross seconded to approve [Cardinal Hayes High School agreement](#). Motion was **approved** unanimously.

#### **Vote: Approval on Lease Amendment**

Erin moved, Ross seconded to authorize HOS signature on lease amendment, pending Board approved edits were added to amendment and signed off by landlord. Motion was **approved** unanimously.

### Meeting Adjournment

Jesus moved to adjourn the meeting, and Ross seconded. The motion to adjourn was approved unanimously at 7:00 PM

## Meeting of the Board of Trustees - September 19, 2019

### Call to Order

The September meeting of the Board of Creo College Preparatory Charter School was held on Thursday, September 19th, 2019, at 6:30 PM (EST), at Cardinal Hayes High School (650 Grand Concourse, New York, NY 10451), Board chair Jerelyn Rodriguez presiding. The meeting was called to order at 6:50 PM (EDT).

### Agenda

#### Board Member Attendance

Present	Present by Videoconference	Absent
Erin Dunn-Franklin Jerelyn Rodriguez Ross Dakin Ellison Ward Merkel Mike Stoll	Jesus Diaz, Jr.	

#### Non-Board Member Attendance

Present	Present by Videoconference
Ben Samuels-Kalow, Head of School	Slav Sobkov Aditi Gupta

**Quorum** Quorum **was** met.

**Public Comment** None.

### Agenda & Minutes

#### Vote: Approval of Minutes

Ross moved, Nelly seconded to approve [August 15 Minutes](#). Minutes were **approved** unanimously.

#### Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	<ul style="list-style-type: none"> <li>- <b>Professional Development:</b> In progress.</li> <li>- <b>Facilities:</b> Progressing. Plan to move over Christmas.</li> <li>- <b>Request to Board:</b> Teacher candidates for next year.</li> <li>- <b>Fundraising:</b> Can benefit teacher attraction/retention.</li> </ul>

#### Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez	<ul style="list-style-type: none"> <li>- <b>Retreat:</b> Discussion held around meeting agenda for upcoming Board retreat on October 12.</li> <li>- <b>Fundraising:</b> Discussion held around forming a committee to raise additional funds to increase support for Creo's programming for students.</li> </ul>
Finance	Erin Dunn-Franklin	<ul style="list-style-type: none"> <li>- Monthly update provided.</li> </ul>
Academic	--	--

### New Business

No new business.

### Meeting Adjournment

Ross moved to adjourn the meeting, and Nelly seconded. The motion to adjourn was approved unanimously at 8:11 PM

## Meeting of the Board of Trustees - October 12, 2019

### Call to Order

The October meeting/retreat of the Board of Creo College Preparatory Charter School was held on Saturday, October 12th, 2019, at 12:00 PM (EST), at Cardinal Hayes High School (650 Grand Concourse, New York, NY 10451), Board chair Jerelyn Rodriguez presiding. The meeting was called to order at 12:30 PM (EDT).

### Agenda

#### Board Member Attendance

Present	Present by Videoconference	Absent
Erin Dunn-Franklin Jerelyn Rodriguez Ellison Ward Merkel Mike Stoll Aditi Gupta	Jesus Diaz, Jr. Ross Dakin	

#### Non-Board Member Attendance

Present	Present by Videoconference
Ben Samuels-Kalow, Head of School	

**Quorum** Quorum **was** met.

**Public Comment** None.

### Agenda & Minutes

#### Vote: Approval of Minutes

Mike moved, Erin seconded to approve [September 19 Minutes](#). Minutes were **approved** unanimously.

#### Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	- <b>Tour:</b> provided to Board on site.

#### Committee Reports

Committee	Presenter	Notes
<b>Governance</b>	Ross Dakin	<ul style="list-style-type: none"> <li>- First Year Feedback reviewed internally. Discussions/cadence for deliverables to be solidified during upcoming Governance Committee meeting.</li> <li>- Fundraising + academic experts wanted as prospective Board members.</li> <li>- Governance Dashboard to be updated and circulated regularly.</li> <li>- Update board member contact list + key vendors, etc. board landing page w/ links (one pager); circulate best practices (tech tips, etc.)</li> </ul>
<b>Finance</b>	Erin Dunn-Franklin	<ul style="list-style-type: none"> <li>- September dashboard/financials overview presented.</li> </ul>
<b>Academic</b>	—	<ul style="list-style-type: none"> <li>- Academic Dashboard overview presented.</li> <li>- Attendance report provided.</li> <li>- Presentation provided by HOS around Creo Culture, Course Pass Rates &amp; HW Rates and Interim Assessment Data</li> </ul>



## Creo College Prep

Fundraising		<ul style="list-style-type: none"><li>- Group discussion around to do's:</li><li>- Several board members to start researching grants.</li><li>- Schedule early November fundraising meeting to review collateral.</li></ul>
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### New Business

No new business.

### Meeting Adjournment

Erin moved to adjourn the meeting, and Nelly seconded. The motion to adjourn was approved unanimously at 3:34 PM

## Meeting of the Board of Trustees - November 21, 2019

### Call to Order

The November meeting of the Board of Creo College Preparatory Charter School was held on Thursday, November 21st, 2019, at 6:30 PM (EST), at Cardinal Hayes High School (650 Grand Concourse, New York, NY 10451), Board Vice Chair Ross Dakin presiding. The meeting was called to order at 6:35 PM (EDT).

### Agenda

#### Board Member Attendance

Present	Present by Videoconference	Absent
Erin Dunn-Franklin Jerelyn Rodriguez Ross Dakin	Jesus Diaz, Jr. Aditi Gupta Mike Stoll	Ellison Ward Merkel (excused)

#### Non-Board Member Attendance

Present	Present by Videoconference
Ben Samuels-Kalow, Head of School	Slav Sobkov Darien De La Torre

**Quorum** Quorum **was** met.

**Public Comment** None.

### Agenda & Minutes

#### Vote: Approval of Minutes

Ross moved, Erin seconded to approve [October 12 Minutes](#). Minutes were **approved** unanimously.

#### Vote: Financial Budget

Jesus moved, Mike seconded to reapprove [Budget](#). Budget was **approved** unanimously.

#### Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	- Provided construction update along with academic dashboard presentation.

#### Committee Reports

Committee	Presenter	Notes
Governance	Jesus Diaz	- <b>Fundraising:</b> update provided on grants applied for thus far, internal contributions and timing for a fundraising training.
Finance	Erin Dunn-Franklin	- Monthly update provided for Sept/Oct financials.

### New Business

**Motion to enter executive session for the purpose of discussing matters regarding discipline, suspension, dismissal or removal of specific persons.**

Ross Dakin motioned, Erin Dunn-Franklin seconded. Motion **approved** unanimously.

**Executive Session opened at 7:40 PM (EST)**

**Executive Session closed at 8:03 PM (EST)**

Ross Dakin motioned to close executive session, Jerelyn Rodriguez seconded. Motion **approved** unanimously.

### Meeting Adjournment

Jesus moved to adjourn the meeting, and Ross seconded. The motion to adjourn was approved unanimously at 8:09 PM.



## Meeting of the Board of Trustees - January 23, 2020

### Call to Order

The January meeting of the Board of Creo College Preparatory Charter School was held on Thursday, January 23th, 2020, at 6:30 PM (EST), at Cardinal Hayes High School (650 Grand Concourse, New York, NY 10451), Board Vice Chair Ross Dakin presiding. The meeting was called to order at 6:33 PM (EDT).

### [Agenda](#)

#### Board Member Attendance

Present	Present by Videoconference	Absent
	Erin Dunn-Franklin Aditi Gupta Jesus Diaz, Jr. Ross Dakin Mike Stoll	Jerelyn Rodriguez Ellison Ward Merkel

#### Non-Board Member Attendance

Present	Present by Videoconference
Ben Samuels-Kalow, Head of School	

**Quorum** Quorum **was** met.

**Public Comment** None.

### Agenda & Minutes

#### [Vote: Approval of Minutes](#)

Jesus moved, Mike seconded to approve December 20 Minutes. Minutes were **approved** unanimously.

#### [Vote: Renewed Terms](#)

Erin moved, Jesus seconded to approve renewed terms for Jerelyn, Ross, Jesus renewed through 2/21/2021;

Jesus moved, Mike seconded to approve renewed terms for Erin through 07/21/2021.

Terms were **approved** unanimously.

#### Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	- Provided construction and inspections update along with academic statistics update.

#### Committee Reports

Committee	Presenter	Notes
Governance	Jesus Diaz	- <b>Fundraising:</b> update provided on grants applied for thus far..
Finance	Ben Samuels-Kalow	- Monthly update provided for Dec financials.

### New Business

None

### Meeting Adjournment

Erin moved to adjourn the meeting, and Aditi seconded. The motion to adjourn was approved unanimously at 7:46 PM.

## Meeting of the Board of Trustees - February 27, 2020

### Call to Order

The February meeting of the Board of Creo College Preparatory Charter School was held on Thursday, February 27th, 2020, at 6:30 PM (EST), at Cardinal Hayes High School (650 Grand Concourse, New York, NY 10451), Board Chair Jerelyn Rodriguez presiding. The meeting was called to order at 6:36 PM (EDT).

### Agenda

#### Board Member Attendance

Present	Present by Videoconference	Absent
Mike Stoll Jerelyn Rodriguez Ellison Ward Merkel	Erin Dunn-Franklin Aditi Gupta Jesus Diaz, Jr. Ross Dakin	

#### Non-Board Member Attendance

Present	Present by Videoconference
Ben Samuels-Kalow, Head of School	

**Quorum** Quorum **was** met.

**Public Comment** None.

### Agenda & Minutes

#### **Vote: Approval of Minutes**

Mike moved, Jesus seconded to approve January 23 Minutes. Minutes were **approved** unanimously.

#### **Vote: Allocation for dissolution account.**

Jesus moved, Nelly seconded to support the allocation. Vote was **approved** unanimously.

#### Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	- Provided facilities update.

#### Committee Reports

Committee	Presenter	Notes
<b>Governance</b>	Jerelyn Rodriguez Jesus Diaz	- <b>Fundraising:</b> update provided on grants applied for thus far. - Events - May - ribbon cutting; Nov - rooftop event - team to f/u with event planners/partners - Recruiting new board members discussion took place.
<b>Finance</b>	Erin Dunn-Franklin	- Monthly update provided for Feb financials.
<b>Academic</b>	Ben Samuels-Kalow	- Provided academic statistics update.

### New Business

None

### Meeting Adjournment

Mike moved to adjourn the meeting, and Nelly seconded. The motion to adjourn was approved unanimously at 8:02 PM.



## Meeting of the Board of Trustees - April 23, 2020

### Call to Order

The April meeting of the Board of Creo College Preparatory Charter School was held on Thursday, April 23rd, 2020, at 6:30 PM (EDT), fully remotely due to the COVID-19 disaster, Board Chair Jerelyn Rodriguez presiding. The meeting was called to order at 6:36 PM (EDT).

### [Agenda](#)

#### Board Member Attendance

Present	Present by Videoconference		Absent
	Erin Dunn-Franklin Aditi Gupta Ross Dakin Jesus Diaz, Jr.	Jerelyn Rodriguez Mike Stoll Ellison Ward Merkel	

#### Non-Board Member Attendance

Present	Present by Videoconference	
	Ben Samuels-Kalow, Head of School Laura Reyes	EdTech: Bryson Wilson EdTech: Derian De La Torre EdTech: Brad Blosser

**Quorum** Quorum **was** met.

**Public Comment** None.

### Agenda & Minutes

#### Vote: Approval of Minutes

Jesus moved, Nelly seconded to approve March 26 Minutes. Minutes were **approved** unanimously.

#### Vote: Approval of Executive Session

Mike moved, Erin seconded to enter Executive Session. Motion was **approved** unanimously.

#### Vote: Approval of Laura Reyes as new Board Member

Erin moved, Jesus seconded to approve Laura Reyes to join Creo Board. Addition to Board was **approved** unanimously.

#### Vote: Approval of Board Slate of committee transitions.

Jesus moved, Mike seconded to approve. Slate of Board committee member transitions (Ellison Ward Merkel to Finance committee, Aditi Gupta to Fundraising Committee, Mike Stoll to Academic Committee Chair, Laura Reyes to Academic Committee - pending her acceptance of Board membership) was **approved** unanimously.

#### Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	- Provided online learning/COVID-19 updates.

#### Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez Ross Dakin	- Provided Fundraising updates. -
Finance	Erin Dunn-Franklin	- Provided March Financials.
Academic	Ben Samuels-Kalow	- Provided Academic Statistics update.

**New Business** None



**Meeting Adjournment**

Mike moved to adjourn the meeting, and Aditi seconded. The motion to adjourn was approved unanimously at 8:10 PM.



## Meeting of the Board of Trustees - March 26, 2020

### Call to Order

The March meeting of the Board of Creo College Preparatory Charter School was held on Thursday, March 26th, 2020, at 6:30 PM (EDT), fully remotely due to the COVID-19 disaster, Board Chair Jerelyn Rodriguez presiding. The meeting was called to order at 6:38 PM (EDT).

### Agenda

#### Board Member Attendance

Present	Present by Videoconference	Absent
--	Erin Dunn-Franklin Aditi Gupta Ross Dakin Jerelyn Rodriguez Mike Stoll Ellison Ward Merkel	Jesus Diaz, Jr.

#### Non-Board Member Attendance

Present	Present by Videoconference
	Ben Samuels-Kalow, Head of School EdTech: Peter Laub EdTech: Bryson Wilson EdTech: Derian De La Torre EdTech: Brad Blosser

**Quorum** Quorum **was** met.

**Public Comment** None.

### Agenda & Minutes

**Vote: Approval of Minutes**

Ross moved, Nelly seconded to approve February 27 Minutes. Minutes were **approved** unanimously.

#### Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	- Provided facilities update

#### Committee Reports

Committee	Presenter	Notes
Governance	Jerelyn Rodriguez Ross Dakin	- Please complete governance dashboard action items. - Please schedule 1-on-1s with Jerelyn - Please update the grant inventory tracker. - Nelly to schedule time with Laura Reyes.
Finance	Erin Dunn-Franklin	- Monthly update provided for March financials.
Academic	Ben Samuels-Kalow	- Provided academic statistics update. - Positive response to remote learning, 100% attendance.

Commented [1]: Nelly to schedule time with Laura Reyes +ewardmerkel@creoprep.org  
Assigned to Nelly Ward Merkel

Commented [2]: his happened automatically -- interesting feature

### New Business

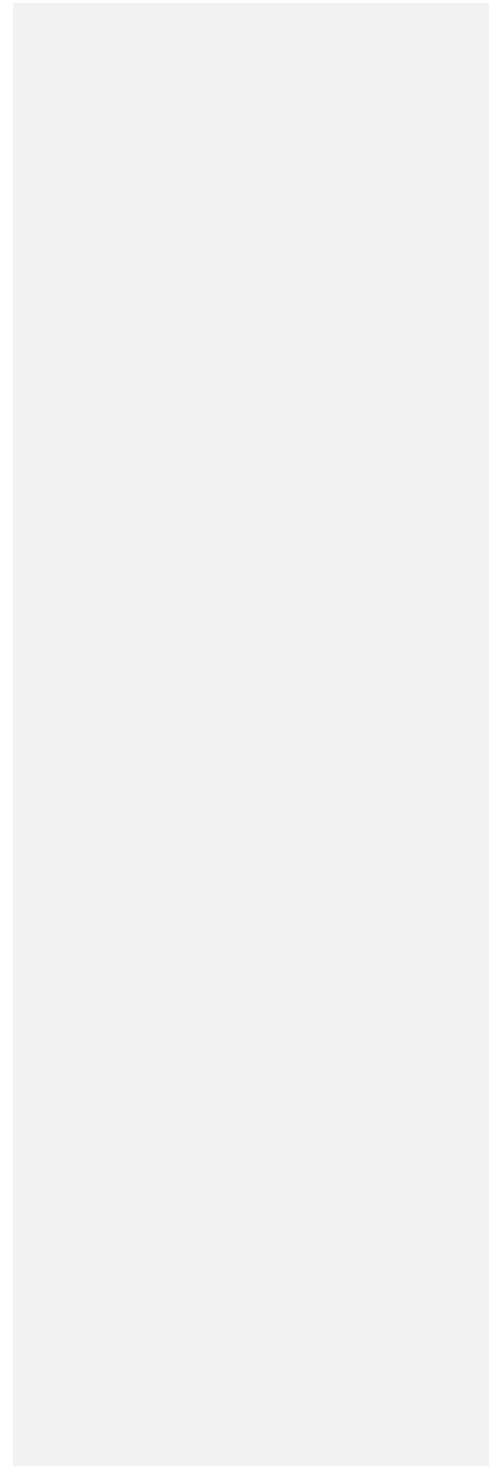
None

### Meeting Adjournment



**Creo College Prep**

Ross moved to adjourn the meeting, and Mike seconded. The motion to adjourn was approved unanimously at 7:52 PM.



## Meeting of the Board of Trustees - May 28, 2020

### Call to Order

The May meeting of the Board of Creo College Preparatory Charter School was held on Thursday, May 28th, 2020, at 6:30 PM (EDT), fully remotely due to the COVID-19 disaster, Board Chair Jerelyn Rodriguez presiding. The meeting was called to order at 6:36 PM (EDT).

### Agenda

#### Board Member Attendance

Present	Present by Videoconference	Absent
	Erin Dunn-Franklin Aditi Gupta Ross Dakin Jerelyn Rodriguez Mike Stoll Ellison Ward Merkel Laura Reyes Jesus Diaz, Jr.	

#### Non-Board Member Attendance

Present	Present by Videoconference
	Ben Samuels-Kalow, Head of School EdTech: Bryson Wilson EdTech: Brad Blosser

**Quorum** Quorum **was** met.

**Public Comment** None.

#### Non-Board Member Reports

Report	Presenter	Notes
Head of School	Ben Samuels-Kalow	

#### Committee Reports

Committee	Presenter	Notes
<b>Governance</b>	Jerelyn Rodriguez Ross Dakin	<ul style="list-style-type: none"> <li>- Board + HOS evaluations coming up</li> <li>- Deadline upcoming re: audits</li> </ul>
<b>Finance</b>	Erin Dunn-Franklin	<ul style="list-style-type: none"> <li>- Reduced income due to not receiving expected state grant</li> <li>- PPP very likely forgivable; not required to be spent in 2 mo.</li> <li>- All board members encouraged to attend finance meetings</li> </ul>
<b>Fundraising</b>	Jesus Diaz, Jr.	<ul style="list-style-type: none"> <li>- Starting to track against quarterly goals; need help from all</li> </ul>
<b>Academic</b>	Ben Samuels-Kalow	<ul style="list-style-type: none"> <li>- 90% virtual attendance; well-attended parent/family events</li> <li>- 6 students failing 3 classes; parent conferences have occurred re: retention; at least 3 to be retained</li> <li>- 6th grade fully committed (96) w/ significant waitlist (50)</li> <li>- 5th grade partially committed (70)</li> <li>- Option to explore non-material charter revision to allow enrollment allocations other than 96 per grade.</li> <li>- Approved to be TFA partner school.</li> <li>- Finalists for all staff roles; 4 still open.</li> </ul>



## Creo College Prep

### Votes

#### Vote: Approval of April Minutes

Erin moved, Laura seconded to approve April 23 Minutes. Minutes were **approved** unanimously.

#### Vote: Approval of Finance Committee Minutes

Nelly moved, Mike seconded to approve May 13 Minutes. Minutes were **approved** unanimously.

#### Vote: Approval of Ross and Jerelyn renewed terms

Aditi moved, Erin seconded to approve the renewed terms. Motion was **approved** unanimously.

**New Business** None

### Meeting Adjournment

Jerelyn moved to adjourn the meeting, and Ross seconded. The motion to adjourn was approved unanimously at 8:05 PM.





### Key

Professional Development Day
Assessments (Interim & MAP)
Family Events
No School
Total Instructional Days: 188
Total Professional Development Days: 20

### Important Dates

Home Visits		
Summer PD	August 13	September 1
First Day of School (Trimester 1)	September 2	
Labor Day	September 7	
BOY Baseline (MAP)		
Back to School Night	September 10	
Interim Assessments (IA) 1		
Cafecito	October 8	
Indigenous Peoples Day (No School)	October 12	
PD, No students	October 13	
Cafecito	November 12	
November 24: End of Trimester 1		
Thanksgiving, No School	November 25	November 30
PD, No Students	November 30	
Cafecito & Family Conferences	December 10	
Winter Break	December 21	January 5
PD, No Students	January 4	January 5
Cafecito	January 7	
IA 3 & Midyear Assessment		
Martin Luther King, Jr. Day, No School	January 18	
PD, No Students		
Cafecito	February 11	
Midwinter Recess	February 15	February 19
PD, No Students	February 22	
IA 4		
PD, No Students		
Cafecito	March 11	
March 19: End of Trimester 2		
Conferences	March 27	
ELA State Testing Window	April 20	April 22
Cafecito	April 8	
Spring Break	April 12	April 16
Math State Testing Window	May 4	May 6
Cafecito	May 13	
May 15: PD, No Students		
IA 5		
Memorial Day, No School	May 31	
Cafecito	June 10	
Final Exams	June 23	June 25
June 30: Last Day of School		
July 1 – 3: Staff Wrap-Up		
Summer Academy		

### August 2020

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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					

Instructional Days: 0

### September 2020

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

Instructional Days: 20

### October 2020

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

Instructional Days: 20

### November 2020

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

Instructional Days: 17

### December 2020

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

Instructional Days: 14

### January 2021

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

Instructional Days: 17

### February 2021

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

Instructional Days: 14

### March 2021

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

Instructional Days: 23

### April 2021

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

Instructional Days: 16

### May 2021

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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					

Instructional Days: 20

### June 2021

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

Instructional Days: 22

### July 2021

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

Instructional Days: 0 (10 if Summer Academy)

183 Days of School

**CREO COLLEGE PREPARATORY CHARTER SCHOOL**

**REPORT TO THE FINANCE COMMITTEE**

**JUNE 30, 2020**



October 20, 2020

Board of Trustees  
Creo College Preparatory Charter School

We have audited the financial statements of Creo College Preparatory Charter School for the period from June 12, 2018 (date of inception) to June 30, 2020, and have issued our report thereon dated October 20, 2020. Professional standards require that we advise you of the following matters relating to our audit.

#### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated May 15, 2020, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing 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 over financial reporting. Accordingly, as part of our audit, we considered the internal control of Creo College Preparatory Charter School solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

#### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

## **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence. Safeguards in place to eliminate or reduce threats to independence to an acceptable level include a skilled, knowledgeable and experienced outsourced finance team who reviews the draft financial statements prior to issuance and accepts responsibility for them.

## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Creo College Preparatory Charter School is included in Note A to the financial statements. During 2020, the Charter School adopted new guidance for revenue recognition (ASC 606 and ASU 2018-08) which is further described in Note A to the financial statements. In addition, the Charter School changed its statement of cash flows presentation by adopting FASB ASC 230. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are the allocation of operating expenses for the statement of functional expenses and the collectability of grants and other receivables. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Creo College Preparatory Charter School's financial statements relate to revenue and support recognition, which is referred to in the notes of the financial statements.

## **Significant Difficulties Encountered during the Audit**

We are pleased to report we encountered no significant difficulties in dealing with management relating to the performance of the audit.

## **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management has corrected all such misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

## **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Creo College Preparatory Charter School's financial statements or the auditor's report. We are pleased to report no such disagreements arose during the course of the audit.

## **Representations Requested from Management**

We have requested certain written representations from management, which are included in the management representation letter.

## **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

## **Other Significant Matters, Findings or Issues**

In the normal course of our professional association with Creo College Preparatory Charter School, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Creo College Preparatory Charter School's auditors.

## **Other Matters**

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

## Internal Control Matters

We did not identify any deficiencies in internal control that we consider to be material weaknesses.

\* \* \* \* \*

Should you desire further information concerning these matters, Michelle Cain or Sylest Williams will be happy to meet with you at your convenience.

This report is intended solely for the information and use of the Board of Trustees, Finance Committee and management of Creo College Preparatory Charter School and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Mengel, Metzger, Barr & Co. LLP*

MENGEL, METZGER, BARR & CO. LLP

**CREO COLLEGE PREPARATORY CHARTER SCHOOL**

**BRONX, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

**OTHER FINANCIAL INFORMATION**

**REPORT REQUIRED BY**  
**GOVERNMENT AUDITING STANDARDS**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2020**

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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Creo College Preparatory Charter School

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Creo College Preparatory Charter School, which comprise the statement of financial position as of June 30, 2020, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the period from June 12, 2018 (date of inception) to June 30, 2020, 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.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. 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 auditor's 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 Creo College Preparatory Charter School as of June 30, 2020, and the changes in its net assets and its cash flows for the period from June 12, 2018 (date of inception) to June 30, 2020, in accordance with accounting principles generally accepted in the United States of America.

**Other Report Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 20, 2020 on our consideration of Creo College Preparatory Charter 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 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 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 Creo College Preparatory Charter School's internal control over financial reporting and compliance.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 20, 2020



CREO COLLEGE PREPARATORY CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2020

ASSETS

CURRENT ASSETS

Cash	\$ 256,739
Grants and other receivables	313,122
Prepaid expenses and other current assets	<u>45,427</u>
TOTAL CURRENT ASSETS	615,288

<u>PROPERTY AND EQUIPMENT, net</u>	309,474
------------------------------------	---------

OTHER ASSETS

Security deposits	39,831
Cash in escrow	<u>24,921</u>
	<u>64,752</u>

TOTAL ASSETS	<u><u>\$ 989,514</u></u>
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LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Current portion of long term debt	\$ 60,677
Accounts payable and accrued expenses	65,049
Accrued payroll and benefits	<u>81,889</u>
TOTAL CURRENT LIABILITIES	207,615

<u>LONG TERM DEBT</u>	<u>77,258</u>
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TOTAL LIABILITIES	284,873
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NET ASSETS

Without donor restrictions	<u>704,641</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 989,514</u></u>

The accompanying notes are an integral part of the financial statements.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

PERIOD FROM JUNE 12, 2018 (DATE OF INCEPTION) TO JUNE 30, 2020

Operating revenue and support:		
State and local per pupil operating revenue	\$	1,729,725
Government grants		902,766
NYC DOE rental assistance		422,460
Contributions		351,987
Other income		<u>22,173</u>
TOTAL OPERATING REVENUE AND SUPPORT		3,429,111
Expenses:		
Program:		
Regular education		1,388,280
Special education		293,330
Management and general		<u>1,042,860</u>
TOTAL EXPENSES		<u>2,724,470</u>
CHANGE IN NET ASSETS		704,641
Net assets at beginning of period		<u>-</u>
NET ASSETS AT END OF PERIOD	\$	<u>704,641</u>

The accompanying notes are an integral part of the financial statements.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

PERIOD FROM JUNE 12, 2018 (DATE OF INCEPTION) TO JUNE 30, 2020

		Program Services			Supporting Services	
	No. of Positions	Regular Education	Special Education	Sub-total	Management and General	Total
Personnel services costs:						
Administrative staff personnel	8	\$ -	\$ -	\$ -	\$ 551,997	\$ 551,997
Instructional personnel	<u>11</u>	<u>648,070</u>	<u>58,856</u>	<u>706,926</u>	<u>-</u>	<u>706,926</u>
Total salaries and wages	19	648,070	58,856	706,926	551,997	1,258,923
Fringe benefits and payroll taxes		120,573	11,227	131,800	91,510	223,310
Retirement		18,141	1,689	19,830	10,803	30,633
Legal services		-	-	-	47,881	47,881
Accounting/Audit services		-	-	-	28,400	28,400
Other Purchased/Professional/Consulting Services		13,148	4,923	18,071	162,633	180,704
Building rent		367,735	137,705	505,440	-	505,440
Repairs and maintenance		6,649	2,489	9,138	-	9,138
Insurance		28,695	10,745	39,440	6,960	46,400
Utilities		-	-	-	3,200	3,200
Supplies/Materials		8,953	3,353	12,306	-	12,306
Equipment/Furnishings		6,672	2,498	9,170	1,019	10,189
Staff development		6,767	1,504	8,271	5,005	13,276
Marketing/Recruitment		17,413	3,869	21,282	25,736	47,018
Technology		4,047	1,515	5,562	1,855	7,417
Food service		65,181	24,409	89,590	-	89,590
Student services		26,315	9,854	36,169	-	36,169
Office expense		12,025	4,503	16,528	49,584	66,112
Depreciation		37,896	14,191	52,087	33,301	85,388
Other		-	-	-	22,976	22,976
		<u>\$ 1,388,280</u>	<u>\$ 293,330</u>	<u>\$ 1,681,610</u>	<u>\$ 1,042,860</u>	<u>\$ 2,724,470</u>

The accompanying notes are an integral part of the financial statements.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

STATEMENT OF CASH FLOWS

PERIOD FROM JUNE 18, 2018 (DATE OF INCEPTION) TO JUNE 30, 2020

CASH FLOWS - OPERATING ACTIVITIES

Change in net assets	\$ 704,641
Adjustments to reconcile change in net assets to net cash provided from operating activities:	
Depreciation	85,388
Changes in certain assets and liabilities affecting operations:	
Grants and other receivables	(313,122)
Prepaid expenses and other current assets	(45,427)
Accounts payable and accrued expenses	65,049
Accrued payroll and benefits	81,889
	<hr/>
NET CASH PROVIDED FROM OPERATING ACTIVITIES	578,418

CASH FLOWS - INVESTING ACTIVITIES

Purchases of property and equipment	(394,862)
Security deposits	(39,831)
	<hr/>
NET CASH USED FOR INVESTING ACTIVITIES	(434,693)

CASH FLOWS - FINANCING ACTIVITIES

Borrowings on long term debt	137,935
	<hr/>
NET CASH PROVIDED FROM FINANCING ACTIVITIES	137,935

NET INCREASE IN CASH AND RESTRICTED CASH	281,660
--	---------

Cash and restricted cash at beginning of period	-
CASH AND RESTRICTED CASH AT END OF PERIOD	<hr/> \$ 281,660

Reconciliation of cash reported within the statement of financial position that sum to the total amounts shown in the statement of cash flows:

Cash	\$ 256,739
Cash in escrow	24,921
	<hr/> \$ 281,660

The accompanying notes are an integral part of the financial statements.

# CREO COLLEGE PREPARATORY CHARTER SCHOOL

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2020

### NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### The Charter School

Creo College Preparatory Charter School (the “Charter School”) is an educational corporation that operates as a charter school in Bronx, New York. The Charter School is a middle school with the mission of preparing students to be ready for college, career and life. On June 12, 2018 the Board of Regents of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years through June 30, 2024 and renewable upon expiration.

#### Basis of accounting

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America.

#### Classification of net assets

To ensure observance of limitations and restrictions placed on the use of resources available to the Charter School, the accounts of the Charter School are maintained in accordance with the principles of accounting for not-for-profit organizations. This is the procedure by which resources are classified for reporting purposes into net asset groups, established according to their nature and purpose. Accordingly, all financial transactions have been recorded and reported by net asset group.

The assets, liabilities, activities, and net assets are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

*Net Assets Without Donor Restrictions* – The net assets over which the Governing Board has discretionary control to use in carrying on the Charter School’s operations in accordance with the guidelines established by the Charter School. The Board may designate portions of the current net assets without donor restrictions for specific purposes, projects or investment.

*Net Assets With Donor Restrictions* – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The Charter School had no net assets with donor restrictions at June 30, 2020.

#### Revenue recognition

Revenue from Exchange Transactions: The Charter School recognizes revenue in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2014-09, Revenue from Contracts with Customers, as amended. ASU 2014-09 applies to exchange transactions with customers that are bound by contracts or similar arrangements and establishes a performance obligation approach to revenue recognition.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2020

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

The Charter School records substantially all revenue over time as follows:

Public school district revenue

The Charter School recognizes revenue as educational programming is provided to students throughout the year. The Charter School earns public school district revenue based on the approved per pupil tuition rate of the public-school district in which the pupil resides. The amount received each year from the resident district is the product of the approved per pupil tuition rate and the full-time equivalent student enrollment of the School. Each NYS school district has a fixed per pupil tuition rate which is calculated annually by NYSED in accordance with NYS Education Law. Amounts are billed in advance every other month and payments are typically received in six installments during the year. At the end of each school year, a reconciliation of actual enrollment to billed enrollment is performed and any additional amounts due or excess funds received are agreed upon between the School and the district(s) and are paid or recouped. Additional funding is available for students requiring special education services. The amount of additional funding is dependent upon the length of time and types of services provided by the Charter School to each student, subject to a maximum amount based upon a set rate for each district as calculated by NYSED.

Rental assistance

Facilities rental assistance funding is provided by the New York City Department of Education (NYCDOE) to qualifying charter schools located in the five boroughs of NYC. In order to receive rental assistance funding, a charter school must have commenced instruction or added grade levels in the 2014-15 school year or thereafter, and go through a space request process with the NYCDOE. If NYCDOE is not able to provide adequate space, the charter school can become eligible for rental assistance. Rental assistance is calculated as the lesser of 30% of the per-pupil tuition rate for NYC times the number of students enrolled, or actual total rental costs. As rental assistance is based on the number of students enrolled, revenue is recognized throughout the year as educational programming is provided to students.

The following table summarizes contract balances:

	<u>Amount</u>
Grants and other receivables	\$ 17,198

Contributions

The Charter School recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2020

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Contributions and unconditional promises to give are recorded as revenue in the appropriate class of net assets depending on the existence of any donor restrictions. A contribution that is received and expended in the same period for a specific purpose is classified as revenue without donor restrictions.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities and changes in net assets as net assets released from restriction.

Grant revenue

Some of the Charter School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Charter School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants and other receivables in the accompanying statement of financial position.

Cash

Cash balances are maintained at financial institutions located in New York and are insured by the Federal Deposit Insurance Corporation up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of its charter agreement. The agreement requires \$25,000 be placed in escrow each of the first three years of operations and a balance of \$75,000 be maintained to fund any audit and legal expenses incurred should the Charter School cease operations and dissolve.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2020.

Property and equipment

Property and equipment are recorded at cost. Depreciation is computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to five years.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2020

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Contributed services

The Charter School receives contributed services from volunteers to develop its academic program and to serve on the Board of Trustees. These services are not valued in the financial statements because they do not require “specialized skills” and would typically not be purchased if they were not contributed. In addition, the Charter School receives transportation, speech, occupational therapy and nursing services.

Tax exempt status

The Charter School is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

The Charter School files Form 990 tax returns in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2019 through June 30, 2020 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs approximated \$47,000 for the period from June 12, 2018 (date of inception) to June 30, 2020.

Use of estimates in the preparation of financial statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America 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 revenue and expenses during the reporting period. Actual results could differ from those estimates.

Adoption of New Accounting Standards

Revenue from contracts with customers

In May 2014, the Financial Accounting Standards Board (“FASB”) issued new guidance related to revenue recognition (ASC 606), which provides a five-step analysis of contracts to determine when and how revenue is recognized and replaces most existing revenue recognition guidance in U.S. generally accepted accounting principles. The core principle of the new guidance is that an entity should recognize revenue to reflect the transfer of goods and services to customers in an amount equal to the consideration the entity receives or expects to receive. ASC 606 is effective for annual reporting periods beginning after December 15, 2018, and interim periods within fiscal years beginning after December 15, 2019. The Charter School adopted ASC 606 with a date of initial application of July 1, 2019.

The Charter School applied ASC 606 using the cumulative effect method, which generally requires the recognition of the cumulative effect of initially applying the new guidance as an adjustment to the opening balance of net assets, at July 1, 2019. There was no adjustment to the opening balance of net assets at July 1, 2019, as a result of this new accounting standard. The Charter School does not expect the adoption of the new revenue standard to have a material impact on its change in net assets on an ongoing basis.



CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2020

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

As part of the adoption of ASC 606, the Charter School elected to use the following transition practical expedients: (1) all contract modifications that occurred prior to the date of initial application when identifying the satisfied and unsatisfied performance obligation, determining the transaction price, and allocating the transaction price have been reflected in the aggregate; and (2) ASC 606 is applied only to contracts that are not completed at the initial date of application. Because contract modifications are minimal, there is not a significant impact as a result of electing these practical expedients.

Contributions received and contributions made

In June 2018, FASB issued Accounting Standards Update (ASU) 2018-08, "Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made". ASU 2018-08 assists entities in evaluating whether transactions should be accounted for as contributions or exchange transactions and determining whether a contribution is conditional. For most resource recipients, this standard is effective for annual reporting periods beginning after December 15, 2018. The Charter School adopted the provisions of ASU 2018-08 applicable to contributions received with a date of initial application of July 1, 2019 under a modified prospective basis. Accordingly, there is no effect on net assets.

Statement of cash flows

In November 2016, the FASB issued new guidance related to the statement of cash flows (ASC 230), which requires entities to include restricted cash in the reconciliation of the beginning-of-year to the end-of-year of cash in the statement of cash flows. ASC 230 is effective for annual reporting periods beginning after December 15, 2018, and interim periods within fiscal years beginning after December 2019. The Charter School adopted this standard as of July 1, 2019 using the retrospective transition method.

New accounting pronouncement - leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of right-of-use ("ROU") assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the FASB voted on May 20, 2020, to extend the guidance in this new standard to be effective for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. The Charter School is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Charter School's financial position or results of operations.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 20, 2020, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted except as disclosed in Note F.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2020

NOTE B: LIQUIDITY AND AVAILABILITY

The Charter School regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Charter School's main source of liquidity is its cash accounts.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Charter School considers all expenditures related to its ongoing activities of teaching, and public service as well as the conduct of services undertaken to support those activities to be general expenditures.

In addition to financial assets available to meet general expenditures over the next 12 months, the Charter School operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Charter School's cash and shows positive cash generated by operations for fiscal year 2020.

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following at June 30, 2020:

	<u>Amount</u>
Cash	\$ 256,739
Grants and other receivables	<u>313,122</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 569,861</u>

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

Furniture and fixtures	\$ 118,172
Computer equipment	<u>276,690</u>
	394,862
Less accumulated depreciation	<u>85,388</u>
	<u>\$ 309,474</u>

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2020

NOTE D: LONG TERM DEBT

In response to the COVID-19 outbreak, in March 2020, the Charter School applied for and was approved by a bank for a loan of \$137,935 through the Paycheck Protection Program established by the Small Business Administration. The loan has a maturity of 2 years and an interest rate of 1%. The loan has the potential for forgiveness provided certain requirements are met by the Charter School. The loan was funded in April 2020.

Annual maturities of the note payable are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2021	\$ 60,677
2022	<u>77,258</u>
	<u>\$ 137,935</u>

NOTE E: NET ASSETS

Net assets without donor restrictions consist of the following at June 30, 2020:

Undesignated net assets	\$ 395,167
Invested property and equipment	<u>309,474</u>
	<u>\$ 704,641</u>

NOTE F: SCHOOL FACILITIES

Effective July 1, 2019, the Charter School entered into a license agreement with a third party for temporary space for six months and later extended the agreement for another six months at a monthly rate of \$40,000 through June 30, 2020. Rent expense incurred under this agreement for the period from June 12, 2018 (date of inception) to June 30, 2020 was \$480,000. In addition to the monthly license fee, a cleaning fee of \$2,000 per month was recorded in rent expense in the accompanying statement of functional expenses. The Charter School paid \$40,000 of security deposits relative to this agreement which is included in prepaid expenses and other current assets in the accompanying statement of financial position. The security deposit was refunded to the Charter School in October 2020.

In December 2018, the Charter School entered into a lease agreement with a third party to rent a facility commencing on the date the Charter School takes possession of the premises. The Charter School moved into the facility during September 2020. On October 19, 2020, the lease was amended to include two free months of rent, one for the sixth month following the commencement date and the other for the twelfth month following the commencement date. The base monthly rent is approximately \$79,000. Annual payments escalate through June 2040. The Charter School paid a security deposit of \$39,831 relative to this lease which is included in security deposits in the accompanying statement of financial position.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2020

NOTE F: SCHOOL FACILITIES, Cont'd

The future minimum payments required under the lease agreement is approximately as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2021	\$ 630,000
2022	1,178,000
2023	1,626,000
2024	1,753,000
2025	1,806,000
Thereafter	34,525,000
	<u>\$ 41,518,000</u>

NOTE G: CONTINGENCY

Certain grants and contracts may be subject to audit by funding sources. Such audits might result in disallowance of costs submitted for reimbursement by the Charter School. Management is of the opinion that such 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.

NOTE H: CONCENTRATIONS

The Charter School's primary source of funding is obtained from the New York State Department of Education and is reported as state and local per pupil operating revenue in the accompanying statement of activities and changes in net assets. This funding is based on the home district of each pupil. The total per pupil income for the period from June 12, 2018 (date of inception) to June 30, 2020 was \$1,729,725. This is approximately 50% of total operating revenue and support for the period from June 12, 2018 (date of inception) to June 30, 2020. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located. Approximately 23% of the Charter School's total operating revenue and support for the period from June 12, 2018 (date of inception) to June 30, 2020 related to a federal grant.

At June 30, 2020, approximately 95% of grants and other receivables are due from the Federal government relating to certain grants.

NOTE I: RETIREMENT PLAN

The Charter School sponsors a 403(b) retirement plan (the "Plan") for its employees. All employees are immediately eligible to participate in the Plan. The Plan allows for the Charter School to make a matching contribution to the Plan. The Charter School contributed approximately \$30,633 to the Plan for the period from June 12, 2018 (date of inception) through June 30, 2020.

CREO COLLEGE PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2020

NOTE J: OPERATING LEASE

The Charter School leases office equipment under non-cancelable lease agreements at a monthly cost of approximately \$770 expiring various dates through November 2022. The future minimum payments on these agreements are approximately as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2021	\$ 9,200
2022	9,000
2023	3,700
	<u>\$ 21,900</u>

NOTE K: FUNCTIONAL EXPENSES

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. All expenses that are allocated to more than one program or supporting function are allocated on the basis of estimates of time and effort.

NOTE L: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

On January 30, 2020, the World Health Organization (“WHO”) announced a global health emergency because of a new strain of coronavirus originating in Wuhan, China (the “COVID-19 outbreak”) and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Charter School’s financial condition, liquidity, and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, suppliers, industry, and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Charter School is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2021.

**CREO COLLEGE PREPARATORY CHARTER SCHOOL**

**OTHER FINANCIAL INFORMATION**

INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees  
Creo College Preparatory Charter School

We have audited the financial statements of Creo College Preparatory Charter School as of June 30, 2020 and for the period from June 12, 2018 (date of inception) to June 30, 2020, and have issued our report thereon dated October 20, 2020, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The financial information hereinafter is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements for the period from June 12, 2018 (date of inception) to June 30, 2020.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 20, 2020

CREO COLLEGE PREPARATORY CHARTER SCHOOL

SCHEDULE OF ACTIVITIES

YEAR ENDED JUNE 30, 2020 AND THE PERIOD FROM  
JUNE 12, 2018 (DATE OF INCEPTION) TO JUNE 30, 2019

	Year ended June 30, 2020	Period from June 12, 2018 (date of inception) to June 30, 2019	Total
Operating revenue and support:			
State and local per pupil operating revenue	\$ 1,729,725	\$ -	\$ 1,729,725
Government grants	563,970	338,796	902,766
NYC DOE rental assistance	422,460	-	422,460
Contributions	25,613	326,374	351,987
Other income	22,173	-	22,173
TOTAL OPERATING REVENUE AND SUPPORT	2,763,941	665,170	3,429,111
Personnel services costs:			
Administrative staff personnel	\$ 376,376	\$ 175,621	\$ 551,997
Instructional personnel	706,926	-	706,926
Total salaries and staff	1,083,302	175,621	1,258,923
Fringe benefits and payroll taxes	203,598	19,712	223,310
Retirement	30,633	-	30,633
Legal services	15,371	32,510	47,881
Accounting/Audit services	28,400	-	28,400
Other Purchased/Professional/Consulting Services	154,426	26,278	180,704
Building rent	496,160	9,280	505,440
Repairs and maintenance	-	9,138	9,138
Insurance	43,001	3,399	46,400
Utilities	3,200	-	3,200
Supplies/Materials	12,306	-	12,306
Equipment/Furnishings	10,189	-	10,189
Staff development	12,031	1,245	13,276
Marketing/Recruitment	30,955	16,063	47,018
Technology	4,567	2,850	7,417
Food service	89,590	-	89,590
Student services	25,550	10,619	36,169
Office expense	57,407	8,705	66,112
Depreciation	85,388	-	85,388
Other	11,667	11,309	22,976
TOTAL EXPENSES	2,397,741	326,729	2,724,470
CHANGE IN NET ASSETS	\$ 366,200	\$ 338,441	\$ 704,641



**CREO COLLEGE PREPARATORY CHARTER SCHOOL**

**REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS**

INDEPENDENT AUDITOR'S 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*

Board of Trustees  
Creo College Preparatory Charter School

We have audited, 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, the financial statements of Creo College Preparatory Charter School, which comprise the statement of financial position as of June 30, 2020 and the related statements of activities and changes in net assets, functional expenses and cash flows for the period from June 12, 2018 (date of inception) to June 30, 2020, and the related notes to the financial statements, and have issued our report thereon dated October 20, 2020.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Creo College Preparatory Charter 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 Creo College Preparatory Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Creo College Preparatory Charter 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 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 over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting 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 Creo College Preparatory Charter 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

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

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 20, 2020



## Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

School Name:	Creo College Prep. Charter School
Date (Report is due Nov. 1):	November 1, 2020
Primary District of Location (If NYC select NYC DOE):	New York City Department of Education
If located in NYC DOE select CSD:	NYCSD #7
School Fiscal Contact Name:	Brad Blosser
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	Mengel Metzger Barr & Co. LLP
School Audit Contact Name:	Michelle Cain
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2019-20
Prior Year:	

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	
Management Letter Response	N/A - no findings
Form 990	The school is filing an extension until the May 2021 deadline. We can upload the extension once that is processed.
Federal Single Audit (A-133)	
Corrective Action Plan	N/A - no findings

**Creo College Prep. Charter School**  
**Statement of Financial Position**  
**as of June 30**

	<u>2020</u>	<u>-</u>
<b><u>CURRENT ASSETS</u></b>		
Cash and cash equivalents	\$ 256,739	\$ -
Grants and contracts receivable	313,122	-
Accounts receivables	-	-
Prepaid Expenses	45,427	-
Contributions and other receivables	-	-
Other current assets	-	-
<b>TOTAL CURRENT ASSETS</b>	<b>615,288</b>	<b>-</b>
<b><u>NON-CURRENT ASSETS</u></b>		
Property, Building and Equipment, net	\$ 309,474	\$ -
Restricted Cash	-	-
Security Deposits	39,831	-
Other Non-Current Assets	24,921	-
<b>TOTAL NON-CURRENT ASSETS</b>	<b>374,226</b>	<b>-</b>
<b>TOTAL ASSETS</b>	<b><u>989,514</u></b>	<b><u>-</u></b>
<b><u>CURRENT LIABILITIES</u></b>		
Accounts payable and accrued expenses	\$ 65,049	\$ -
Accrued payroll, payroll taxes and benefits	81,889	-
Current Portion of Loan Payable	60,677	-
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	-	-
Other Current Liabilities	-	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>207,615</b>	<b>-</b>
<b><u>LONG-TERM LIABILITIES</u></b>		
Loan Payable; Due in More than One Year	\$ 77,258	\$ -
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
<b>TOTAL LONG-TERM LIABILITIES</b>	<b>77,258</b>	<b>-</b>
<b>TOTAL LIABILITIES</b>	<b><u>284,873</u></b>	<b><u>-</u></b>
<b><u>NET ASSETS</u></b>		
Unrestricted	\$ 704,641	\$ -
Temporarily restricted	-	-
Permanently restricted	-	-
<b>TOTAL NET ASSETS</b>	<b><u>704,641</u></b>	<b><u>-</u></b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>989,514</u></b>	<b><u>-</u></b>

**Creo College Prep. Charter School**  
**Statement of Activities**  
**as of June 30**

	2020			-
	Unrestricted	Temporarily Restricted	Total	Total
<b>OPERATING REVENUE</b>				
State and Local Per Pupil Revenue - Reg. Ed	\$ 1,408,199	\$ -	\$ 1,408,199	\$ -
State and Local Per Pupil Revenue - SPED	304,327	-	304,327	-
State and Local Per Pupil Facilities Revenue	422,460	-	422,460	-
Federal Grants	881,713	-	881,713	-
State and City Grants	17,199	-	17,199	-
Other Operating Income	22,173	-	22,173	-
Food Service/Child Nutrition Program	21,053	-	21,053	-
<b>TOTAL OPERATING REVENUE</b>	<b>3,077,124</b>	<b>-</b>	<b>3,077,124</b>	<b>-</b>
<b>EXPENSES</b>				
Program Services				
Regular Education	\$ 1,388,280	\$ -	\$ 1,388,280	\$ -
Special Education	293,330	-	293,330	-
Other Programs	-	-	-	-
Total Program Services	1,681,610	-	1,681,610	-
Management and general	1,042,860	-	1,042,860	-
Fundraising	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>2,724,470</b>	<b>-</b>	<b>2,724,470</b>	<b>-</b>
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<b>352,654</b>	<b>-</b>	<b>352,654</b>	<b>-</b>
<b>SUPPORT AND OTHER REVENUE</b>				
Interest and Other Income	\$ -	\$ -	\$ -	\$ -
Contributions and Grants	351,987	-	351,987	-
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	<b>351,987</b>	<b>-</b>	<b>351,987</b>	<b>-</b>
<b>Net Assets Released from Restrictions / Loss on Disposal of Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CHANGE IN NET ASSETS</b>	<b>704,641</b>	<b>-</b>	<b>704,641</b>	<b>-</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PRIOR YEAR/PERIOD ADJUSTMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 704,641</b>	<b>\$ -</b>	<b>\$ 704,641</b>	<b>\$ -</b>

**Creo College Prep. Charter School**  
**Statement of Cash Flows**

**as of June 30**

	<u>2020</u>	<u>-</u>
<b>CASH FLOWS - OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ 704,641	\$ -
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	85,388	-
Grants Receivable	(313,122)	-
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	(45,427)	-
Accounts Payable	65,049	-
Accrued Expenses	-	-
Accrued Liabilities	81,889	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	-	-
Interest payments	-	-
Other	-	-
Other	-	-
<b>NET CASH PROVIDED FROM OPERATING ACTIVITIES</b>	<b>\$ 578,418</b>	<b>\$ -</b>
<b>CASH FLOWS - INVESTING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Purchase of equipment	(394,862)	-
Other	(39,831)	-
<b>NET CASH PROVIDED FROM INVESTING ACTIVITIES</b>	<b>\$ (434,693)</b>	<b>\$ -</b>
<b>CASH FLOWS - FINANCING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Principal payments on long-term debt	137,935	-
Other	-	-
<b>NET CASH PROVIDED FROM FINANCING ACTIVITIES</b>	<b>\$ 137,935</b>	<b>\$ -</b>
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>\$ 281,660</b>	<b>\$ -</b>
Cash at beginning of year	-	-
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>\$ 281,660</b>	<b>\$ -</b>

**Creo College Prep. Charter School**  
**Statement of Functional Expenses**  
**as of June 30**

		2020								-
	No. of Positions	Program Services				Supporting Services			Total	
		Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total	Total	
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Personnel Services Costs										
Administrative Staff Personnel	8.00	-	-	-	-	-	551,997	551,997	551,997	-
Instructional Personnel	11.00	648,070	58,856		706,926	-	-	-	706,926	-
Non-Instructional Personnel	-				-	-	-	-	-	-
Total Salaries and Staff	19.00	648,070	58,856	-	706,926	-	551,997	551,997	1,258,923	-
Fringe Benefits & Payroll Taxes		120,573	11,227	-	131,800	-	91,510	91,510	223,310	-
Retirement		18,141	1,689	-	19,830	-	10,803	10,803	30,633	-
Management Company Fees		-		-	-	-	-	-	-	-
Legal Service		-		-	-	-	47,881	47,881	47,881	-
Accounting / Audit Services		-		-	-	-	28,400	28,400	28,400	-
Other Purchased / Professional / Consulting Services		13,148	4,923	-	18,071	-	162,633	162,633	180,704	-
Building and Land Rent / Lease		367,735	137,705	-	505,440	-	-	-	505,440	-
Repairs & Maintenance		6,649	2,489	-	9,138	-	-	-	9,138	-
Insurance		28,695	10,745	-	39,440	-	6,960	6,960	46,400	-
Utilities		-		-	-	-	3,200	3,200	3,200	-
Supplies / Materials		8,953	3,353	-	12,306	-	-	-	12,306	-
Equipment / Furnishings		6,672	2,498	-	9,170	-	1,019	1,019	10,189	-
Staff Development		6,767	1,504	-	8,271	-	5,005	5,005	13,276	-
Marketing / Recruitment		17,413	3,869	-	21,282	-	25,736	25,736	47,018	-
Technology		4,047	1,515	-	5,562	-	1,855	1,855	7,417	-
Food Service		65,181	24,409	-	89,590	-	-	-	89,590	-
Student Services		26,315	9,854	-	36,169	-	-	-	36,169	-
Office Expense		12,025	4,503	-	16,528	-	49,584	49,584	66,112	-
Depreciation		37,896	14,191	-	52,087	-	33,301	33,301	85,388	-
OTHER		-		-	-	-	22,976	22,976	22,976	-
<b>Total Expenses</b>		<b>\$ 1,388,280</b>	<b>\$ 293,330</b>	<b>\$ -</b>	<b>\$ 1,681,610</b>	<b>\$ -</b>	<b>\$ 1,042,860</b>	<b>\$ 1,042,860</b>	<b>\$ 2,724,470</b>	<b>\$ -</b>



**CREO COLLEGE PREPARATORY CHARTER SCHOOL**

**AGREED UPON PROCEDURES**

**PERIOD FROM**  
**JUNE 12, 2018 (Date of Inception)**  
**TO JUNE 30, 2020**

## INDEPENDENT ACCOUNTANT’S REPORT ON CSP FUNDING

Board of Trustees  
Creo College Preparatory Charter School

We have performed the procedures enumerated below, which were agreed to by the management of Creo College Preparatory Charter School (the “Charter School”) and the New York State Education Department (“NYSED”), solely to assist the specified parties in evaluating the Charter School’s assertion to NYSED that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing the CSP grant. The Charter School’s management is responsible for these procedures. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which the report has been requested or for any other purpose.

The procedures we performed and the related results are as follows:

**Procedure No. 1:** We will obtain the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School’s accounting software and reconcile to the grant revenue recorded by the Charter School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the differences.

### **Result**

We obtained the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School’s accounting software. We observed that the CSP revenue reported did not equal the CSP grant expenditures. The amount of CSP grant expenditures was greater than the CSP revenue recognized for the period under review.

**Procedure No. 2:** We will obtain the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

### **Result**

We observed the Charter School’s approved FS-10, FS-10-A, and final expenditure summary, and it appears that revenue and expenditures in the period are reasonable.

**Procedure No. 3:** We will select a sample of expenditures from the detail obtained in Procedure No. 1.

- a. Payroll – We will select 10 items or 10% of the total number of payroll items charged to the grant, whichever is less.
- b. Other expenditures – We will select 10 items or 10% of the total number of other expenditures items charged to the grant, whichever is less.
- c. Using the above selected items, we will:
  - i. Determine if the expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods.
  - ii. Determine if the expenditure falls into an approved budget category.
  - iii. Determine if the expenditure was charged to the appropriate fiscal period.

**Result**

We selected a sample of ten payroll expenditures and ten other expenditures. Based on our testing, we noted the payroll items and other expenditures fall into the appropriate budget category and the payroll items and other expenditures were charged to the appropriate fiscal period. For all selections, we observed the payroll items and other expenditures were in accordance with the purpose of the grant, and pre-opening payroll and other expenditures were charged to pre-opening periods.

**Procedure No. 4:** We will obtain FS-25 form(s) submitted to NYSED during the period under review and perform the following:

- a. Trace expenditures selected in Procedure No. 3 to requests for reimbursement. Determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquire of responsible charter school officials as to the plan for requesting reimbursement, and determine if a receivable is recorded, if appropriate.
- b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we will select one FS-25 and determine if funds were expended within one month following the date of the request.

**Result**

We obtained the Charter School's FS-25s and noted the selected items were appropriately included in the request for reimbursement. The requests for reimbursement appear to be in the appropriate period. The Charter School had two FS-25s during the period which had a balance on Line 4 (Cash Expenditures Anticipated During Next Month). We examined one FS-25 Line 4 balance and noted the amount was properly expended within one month following the date of the request.

**Procedure No. 5:** For schools with a weighted lottery during the period under review we will:

- a. Obtain documentation that the school received permission from the NYSED Charter School Office for the weighted lottery.
- b. Obtain the results of the weighted lottery.
  - Note that weighted lotteries must be conducted using the NYSED Weighted Lottery Generator (WLG). When the WLG is used, a copy of the 'lottery PDF' should be observed. (This PDF is generated after the WLG has conducted the lottery.)

**Result**

The Charter School did not hold a weighted lottery during the period under review.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, on these procedures. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of Creo College Preparatory Charter School and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.

*Mengel, Metzger, Barz & Co. LLP*

Rochester, New York  
October 20, 2020

# New York State Education Department

## Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

### 2020-21 Budget & Cash Flow Template

#### General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in <b>BLUE</b>
2	Enter information into the <b>GRAY</b> cells
3	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Rows may be inserted in the worksheet to accomodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**Creo College Prep. Charter School**

**PROJECTED BUDGET FOR 2019-2020**

**July 1, 2020 to June 30, 2021**

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	3,916,309	691,124	-	70,000	-	4,677,433
Total Expenses	2,654,074	381,742	-	-	1,029,374	4,065,189
Net Income	1,262,235	309,382	-	70,000	(1,029,374)	612,243
Actual Student Enrollment	162	38				-
Total Paid Student Enrollment	162	38				200

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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**REVENUE**

**REVENUES FROM STATE SOURCES**

Per Pupil Revenue

CY Per Pupil Rate

District of Location

\$16,124.00

School District 2 (Enter Name)

School District 3 (Enter Name)

School District 4 (Enter Name)

School District 5 (Enter Name)

Special Education Revenue

Grants

Stimulus

Other

Other State Revenue

**TOTAL REVENUE FROM STATE SOURCES**

**REVENUE FROM FEDERAL FUNDING**

IDEA Special Needs

Title I

Title Funding - Other

School Food Service (Free Lunch)

Grants

Charter School Program (CSP) Planning & Implementation

Other

Other Federal Revenue

**TOTAL REVENUE FROM FEDERAL SOURCES**

**LOCAL and OTHER REVENUE**

Contributions and Donations, Fundraising

Erate Reimbursement

Interest Income, Earnings on Investments,

NYC-DYCD (Department of Youth and Community Developmt.)

Food Service (Income from meals)

Text Book

Other Local Revenue

**TOTAL REVENUE FROM LOCAL and OTHER SOURCES**

**TOTAL REVENUE**

161 enrollment, per pupil rate is flat from FY19-20

6 (20-60%), 32 (>60%)

Rental Assistance

145 FRL

CARES Act Funding

Board contributions, not budgeting anything further to be conservative

Not directed budgeted

NYSTL

List exact titles and staff FTE's ( Full time equivalent)

**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

No. of Positions

Executive Management

Instructional Management

Deans, Directors & Coordinators

CFO / Director of Finance

Operation / Business Manager

Administrative Staff

**TOTAL ADMINISTRATIVE STAFF**

**INSTRUCTIONAL PERSONNEL COSTS**

Teachers - Regular

Teachers - SPED

Substitute Teachers

Teaching Assistants

Specialty Teachers

Founder and Head of School

Dean of Student Support

Director of Ops, Operations Coordinator

Clerical staff, Office Coordinator

General Ed

Special Ed

Health and Wellness



**Creo College Prep. Charter School**

**PROJECTED BUDGET FOR 2019-2020**

**July 1, 2020 to June 30, 2021**

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
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Net Income	1,262,235	309,382	-	70,000	(1,029,374)	612,243
Actual Student Enrollment	162	38				-
Total Paid Student Enrollment	162	38				200

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

6 (20-60%), 32 (>60%)

**PROGRAM SERVICES**

**SUPPORT SERVICES**

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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Aides	-	-	-	-	-	-	-
Therapists & Counselors	1.00	65,000	-	-	-	65,000	Social worker
Other	-	-	-	-	-	-	-
<b>TOTAL INSTRUCTIONAL</b>	<b>20</b>	<b>1,306,202</b>	<b>62,830</b>	<b>-</b>	<b>-</b>	<b>1,369,032</b>	

**NON-INSTRUCTIONAL PERSONNEL COSTS**

Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**SUBTOTAL PERSONNEL SERVICE COSTS**

<b>26</b>	<b>1,306,202</b>	<b>62,830</b>	<b>-</b>	<b>-</b>	<b>487,832</b>	<b>1,856,864</b>	
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**PAYROLL TAXES AND BENEFITS**

Payroll Taxes	112,600	4,504	-	-	35,131	152,236	Social Security, Medicare, SUI
Fringe / Employee Benefits	146,253	5,850	-	-	45,631	197,734	Medical and Life
Retirement / Pension	79,766	3,191	-	-	24,887	107,843	Stipends and 403B Contribution Match
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	<b>338,619</b>	<b>13,545</b>	<b>-</b>	<b>-</b>	<b>105,649</b>	<b>457,813</b>	

**TOTAL PERSONNEL SERVICE COSTS**

<b>1,644,821</b>	<b>76,375</b>	<b>-</b>	<b>-</b>	<b>593,481</b>	<b>2,314,677</b>	
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**CONTRACTED SERVICES**

Accounting / Audit	-	-	-	-	25,300	25,300	
Legal	-	-	-	-	16,139	16,139	
Management Company Fee	-	-	-	-	-	-	
Nurse Services	-	-	-	-	-	-	
Food Service / School Lunch	128,483	39,517	-	-	-	168,000	
Payroll Services	-	-	-	-	34,977	34,977	
Special Ed Services	-	-	-	-	-	-	
Titlement Services (i.e. Title I)	-	-	-	-	-	-	
Other Purchased / Professional / Consulting	-	-	-	-	122,065	122,065	Financial management
<b>TOTAL CONTRACTED SERVICES</b>	<b>128,483</b>	<b>39,517</b>	<b>-</b>	<b>-</b>	<b>198,481</b>	<b>366,481</b>	

**SCHOOL OPERATIONS**

Board Expenses	-	-	-	-	500	500	
Classroom / Teaching Supplies & Materials	11,472	3,528	-	-	-	15,000	
Special Ed Supplies & Materials	-	-	-	-	-	-	
Textbooks / Workbooks	7,237	2,226	-	-	-	9,463	
Supplies & Materials other	382	118	-	-	-	500	Extracurricular supplies and materials
Equipment / Furniture	-	-	-	-	-	-	
Telephone	13,711	4,217	-	-	1,992	19,920	
Technology	30,603	9,412	-	-	13,338	53,354	
Student Testing & Assessment	3,432	1,056	-	-	-	4,488	
Field Trips	10,095	3,105	-	-	-	13,200	
Transportation (student)	-	-	-	-	-	-	
Student Services - other	32,944	10,133	-	-	-	43,077	Afterschool/summer academy
Office Expense	17,265	5,310	-	-	7,525	30,100	Office expenses, equipment lease
Staff Development	15,163	607	-	-	4,731	20,500	PD and tuition reimbursement
Staff Recruitment	3,698	148	-	-	1,154	5,000	
Student Recruitment / Marketing	12,722	3,913	-	-	-	16,635	
School Meals / Lunch	3,824	1,176	-	-	-	5,000	
Travel (Staff)	-	-	-	-	1,000	1,000	
Fundraising	-	-	-	-	-	-	
Other	-	-	-	-	119,683	119,683	Dues/Memberships, Special Events, Staff Appreciation, NYSTL Funds, COVID Contingency

**Creo College Prep. Charter School**

PROJECTED BUDGET FOR 2019-2020							Assumptions
July 1, 2020 to June 30, 2021							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
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	
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Total Expenses	2,654,074	381,742	-	-	1,029,374	4,065,189	
Net Income	1,262,235	309,382	-	70,000	(1,029,374)	612,243	
Actual Student Enrollment	162	38				-	
Total Paid Student Enrollment	162	38				200	6 (20-60%), 32 (>60%)
PROGRAM SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
TOTAL SCHOOL OPERATIONS	162,548	44,948	-	-	149,923	357,420	
FACILITY OPERATION & MAINTENANCE							
Insurance	32,464	9,985	-	-	7,491	49,939	
Janitorial	32,670	10,048	-	-	7,538	50,256	Janitorial and cleaning supplies
Building and Land Rent / Lease	601,972	185,147	-	-	-	787,119	
Repairs & Maintenance	4,971	1,529	-	-	-	6,500	
Equipment / Furniture	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Utilities	-	-	-	-	21,600	21,600	
TOTAL FACILITY OPERATION & MAINTENANCE	672,076	206,709	-	-	36,629	915,414	
DEPRECIATION & AMORTIZATION	46,145	14,193	-	-	25,859	86,197	
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	25,000	25,000	
TOTAL EXPENSES	2,654,074	381,742	-	-	1,029,374	4,065,189	
NET INCOME	1,262,235	309,382	-	70,000	(1,029,374)	612,243	
ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
District of Location	162	38	200				
School District 2 (Enter Name)			-				
School District 3 (Enter Name)			-				
School District 4 (Enter Name)			-				
School District 5 (Enter Name)			-				
TOTAL ENROLLMENT	162	38	200				
REVENUE PER PUPIL	24,175	18,187	-				
EXPENSES PER PUPIL	16,383	10,046	-				



**Creo College Preparatory School**  
**Income Statement**  
**As of Sep FY2021**

**SUMMARY**

**Revenue**

Per Pupil Funding & State Grants  
Federal Grants  
Contributions & Grants  
Interest  
Miscellaneous Revenues

**Total Revenue**

**Expenses**

Personnel  
Benefits & Insurances  
Curriculum & Classroom  
Administrative Expenses & Insurances  
Professional Development & Services  
Marketing & Recruitment  
Facilities  
Miscellaneous Expenses

**Total Expenses**

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**Operating Income**

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**Fund Balance**

Beginning Balance (Unaudited)  
Operating Income

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**Ending Fund Balance**

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**Total Revenue Per Enrollment**

**Total Expenses Per Enrollment**

**Operating Income Per Enrollment**

**Fund Balance as a % of Expenses**

**KEY ASSUMPTIONS**

**Enrollment Breakdown**

**Enrollment Summary**

K-5

**Total Enrolled**

**REVENUE**

**Per Pupil Funding & State Grants**

4101 Per Pupil Aid-General Ed  
4102.1 Per Pupil Aid-Special Ed - 20 to 60  
4102.2 Per Pupil Aid-Special Ed - Greater than 60  
4103 NYSTL  
4104 NYSSL  
4105 NYSLIB  
4108 Facility Rental Assistance

**SUBTOTAL - Per Pupil Funding & State Grants**

**Federal Grants**

4201 Title I  
4202 Title II  
4204 IDEA  
4206 NSLP  
4208 Title IV

**SUBTOTAL - Federal Grants**

**Contributions & Grants**

4301 Individual Contributions  
4302 Corporation Contributions  
4303 Foundations Contributions  
4305 Board Contributions

**SUBTOTAL - Contributions & Grants**

**Fundraising**

**SUBTOTAL - Fundraising**

**Interest**

4500 Interest Revenue

**SUBTOTAL - Interest**

**Miscellaneous Revenues**

4600 Misc Revenue  
4900 Revenue Suspense

**SUBTOTAL - Miscellaneous Revenues**

**TOTAL REVENUE**

**EXPENSES**

**Personnel**

5000 Personnel Expenses  
5101 Leadership Salaries  
5102 Deans & Directors  
5103 Operations/Admin Salaries  
5104 Clerical Salaries  
5201 General Education Salaries  
5202 Instructional Support  
5203 Special Education Salaries  
5205 Student Support Services Salaries  
5208 Stipends

**SUBTOTAL - Personnel**

**Benefits & Insurances**

5402 Social Security-ER  
5404 Medicare-ER  
5409 SUI/DIS  
5411 403B Contribution-Match  
5501 Medical  
5505 Life and AD&D

**SUBTOTAL - Benefits & Insurances**

**Curriculum & Classroom**

6101 Classroom Supplies & Materials

6102	Textbooks
6103	Library Books
6104	Assessments
6105	Field Trip Expenses
6106	Afterschool/ Saturday Academy
6107	Extracurricular Supplies & Materials
6108	NYSTL Expenses
6109	NYSSL Expenses
6110	NYSLIB Expenses
6113	Summer Academy
6114	Uniforms/Misc Expenses
<b>SUBTOTAL - Curriculum &amp; Classroom</b>	

#### **Administrative Expenses & Insurances**

7001	Materials and Supplies
7002	Phone & Internet Expenses
7003	Dues,Subscriptions & Memberships
7004	Postage & Delivery
7005	Equipment Lease
7006	Equipment-Non Capitalized
7007	Computers-Non Capitalized
7008	Furniture & Fixtures-Non Capitalized
7009	Software-Non Capitalized
7010	Food Services
7012	Staff Appreciation
7014	Special Events
7100	Insurances
<b>SUBTOTAL - Administrative Expenses &amp; Insurances</b>	

#### **Professional Development & Services**

7201	Auditing Services
7202	Payroll Fees
7204	Admin & Temp Staffing Services
7205	Financial Management Services
7207	Technology Service
7209	Legal Service
7211	Custodial Services
7214	Other Educational Services
7301	Leadership Consultants & PD
7302	General Education PD
7304	Tuition Reimbursement
<b>SUBTOTAL - Professional Development &amp; Services</b>	

#### **Marketing & Recruitment**

7401	Student Recruitment
7402	Staff Recruitment
7403	Marketing Expenses
<b>SUBTOTAL - Marketing &amp; Recruitment</b>	

#### **Facilities**

8101	Rent
8102	Utilities - All
8103	Repairs & Maintenance
8104	Cleaning Supplies
8105	Facilities Improv-Non Capital
8106	Signage
<b>SUBTOTAL - Facilities</b>	

8800	COVID Contingency
8801	Meals & Hospitality
8802	Travel Expenses
8803	Board Meeting Expenses
8804	Bank/Misc Fees
8805	Suspended Expenses
8900	Depreciation Expense

**TOTAL EXPENSES**

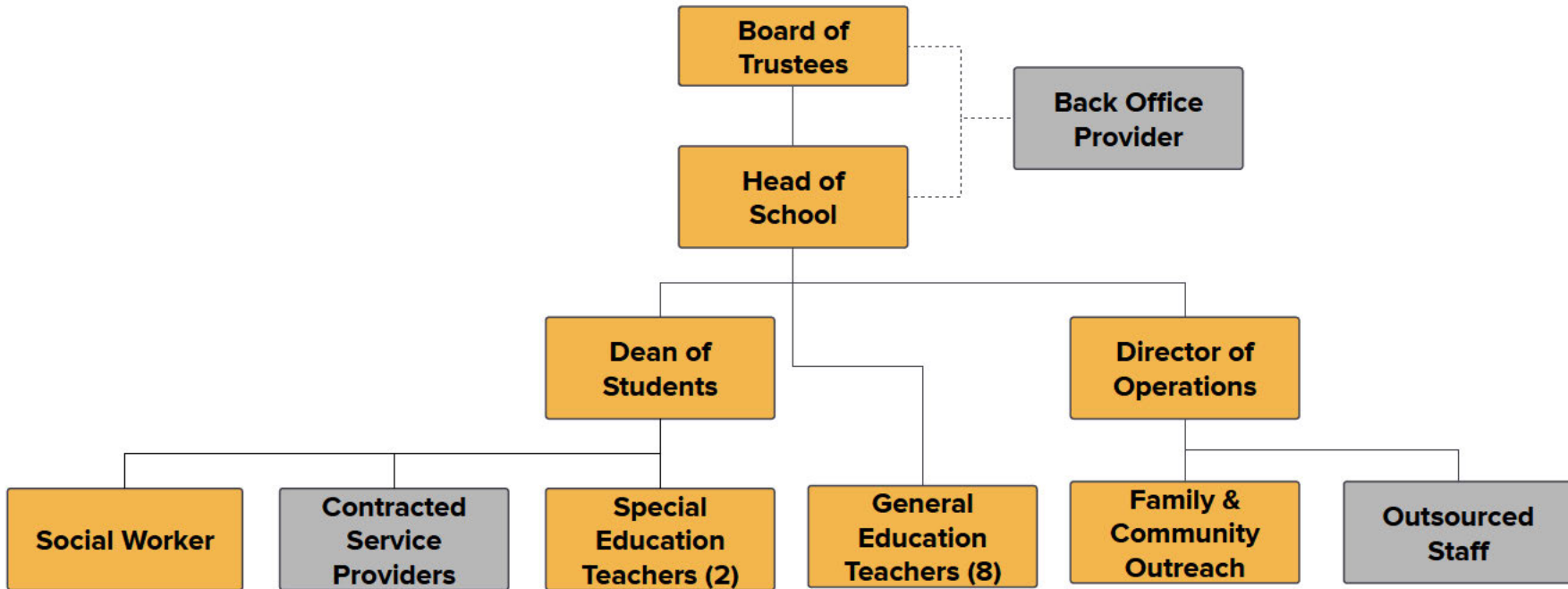
Budget	
Approved Budget v2	
	4,290,056
	273,350
	70,000
	-
	44,027
	<b>4,677,433</b>
	1,871,864
	442,813
	108,331
	292,039
	302,551
	21,635
	818,219
	182,737
	<b>4,040,189</b>
	<b>637,243</b>
	599,937
	637,243
	<b>1,237,180</b>
	26,576
	22,956
	3,621
	30.6%
	176
	<b>176</b>
	2,837,824
	155,850
	495,274
	10,252
	2,636
	1,100
	787,119

	4,290,056
	47,888
	7,462
	40,000
	168,000
	10,000
	273,350
	-
	-
	-
	70,000
	70,000
	-
	-
	-
	44,027
	-
	44,027
	4,677,433
	-
	133,900
	95,000
	155,000
	103,932
	1,161,202
	80,000
	62,830
	65,000
	15,000
	1,871,864
	115,994
	27,142
	9,100
	92,843
	197,479
	255
	442,813
	15,000

	5,000
	4,463
	4,488
	13,200
	43,077
	500
	10,252
	2,636
	1,100
	8,615
	-
	<b>108,331</b>
	20,000
	19,920
	2,040
	500
	9,600
	-
	-
	-
	17,040
	168,000
	4,000
	1,000
	49,939
	<b>292,039</b>
	25,300
	34,477
	500
	122,065
	36,314
	16,139
	47,256
	-
	10,000
	10,000
	500
	<b>302,551</b>
	15,193
	5,000
	1,442
	<b>21,635</b>
	787,119
	21,600
	5,000
	3,000
	-
	1,500
	<b>818,219</b>

	90,040
	5,000
	1,000
	500
	-
	-
	86,197
	<b>4,040,189</b>





<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name: Ross Dakin**

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

**Creo College Preparatory Charter School**

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

**Vice Chair**

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

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

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

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

No

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

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

No

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

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

No

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

**Yes x No**

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>
None	None	None	None

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

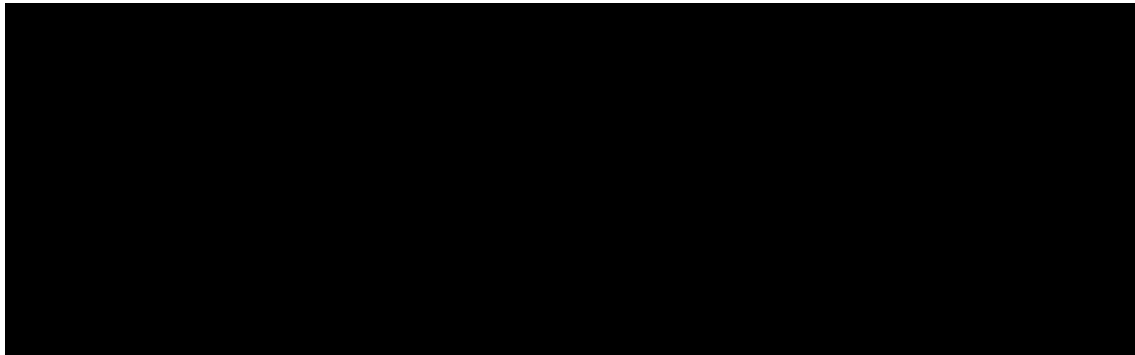
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None

Signature

Date

8/1/2020

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





<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name: Jesus Diaz**

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

**Creo College Preparatory Charter School**

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

**Secretary**

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

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

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

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

No

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

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

No

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

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

No

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

**Yes x No**

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>
None	None	None	None

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

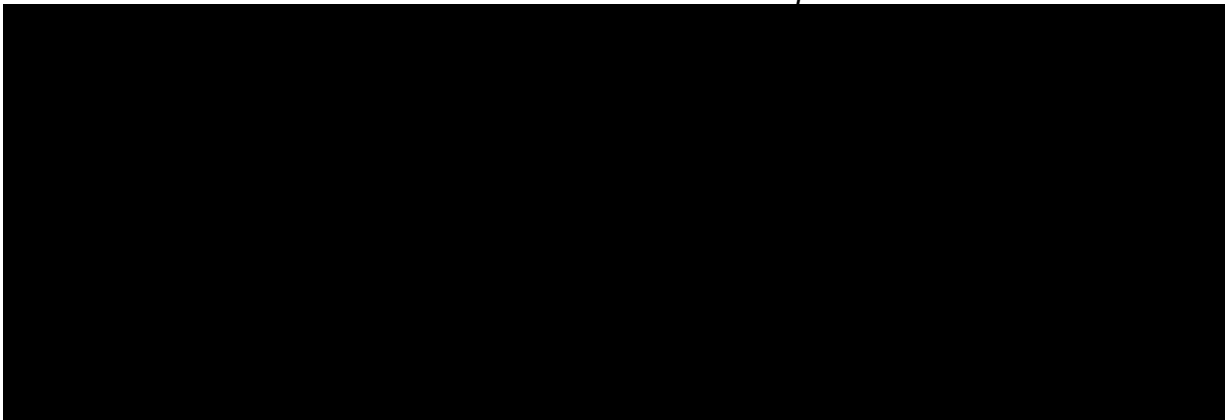
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None

Signature

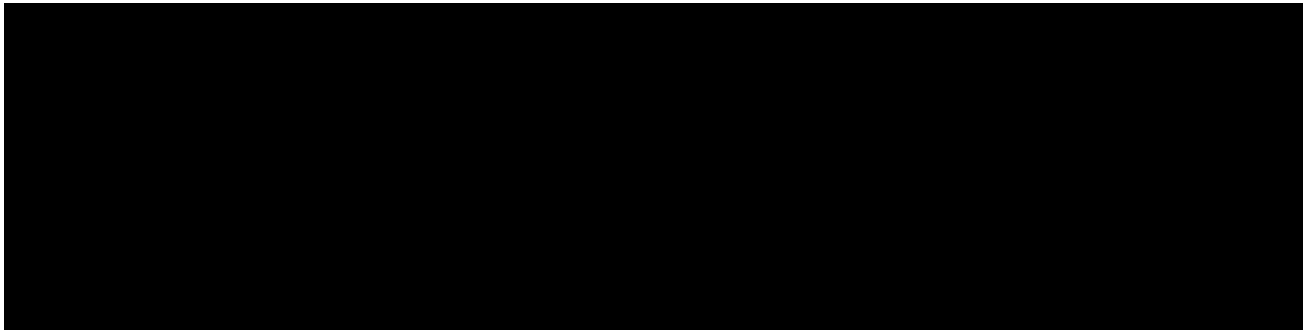
Date

8/1/2020

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







<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:** Erin Dunn-Franklin

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

**Creo College Preparatory Charter School**

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

**Treasurer**

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

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

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

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

No

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

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

No

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

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

No

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

**Yes x No**

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>
None	None	None	None

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

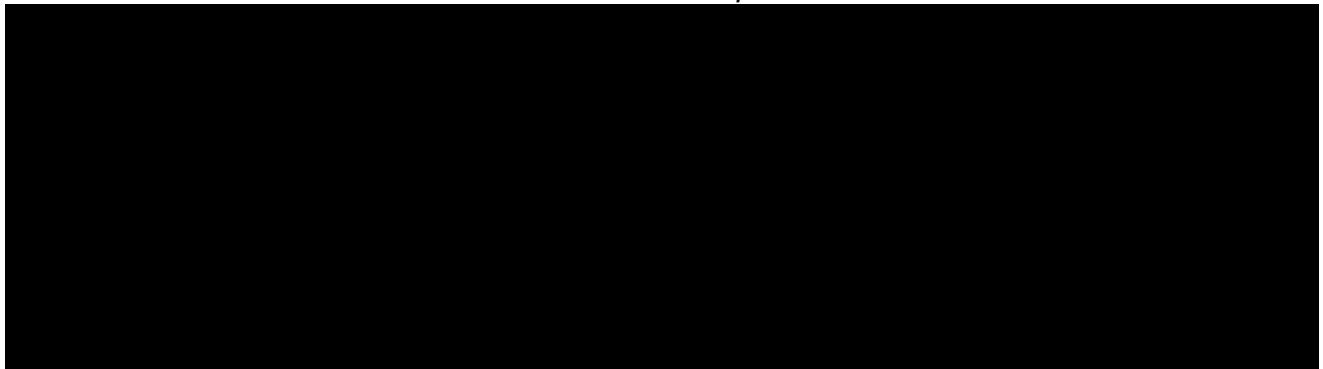
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None

Signature

Date

8/1/2020

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



*last revised 06/8/2020*

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:** Aditi Gupta

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

**Creo College Preparatory Charter School**

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

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

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

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

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

No

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

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

No

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

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

No

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

**Yes x No**

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>
None	None	None	None

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

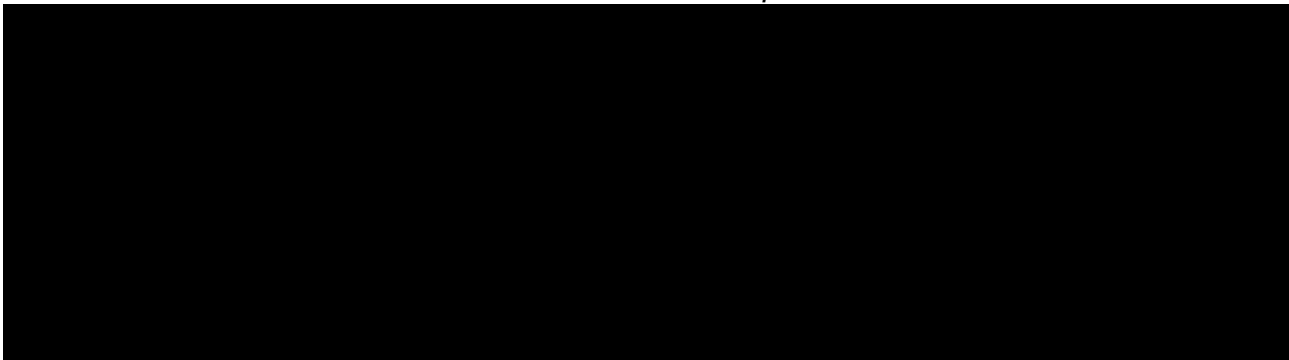
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None

Signature

Date

8/1/2020

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







<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:** Laura Reyes

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

**Creo College Preparatory Charter School**

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

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

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

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

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

No

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

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

No

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

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

No

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

**Yes x No**

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>
None	None	None	None

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

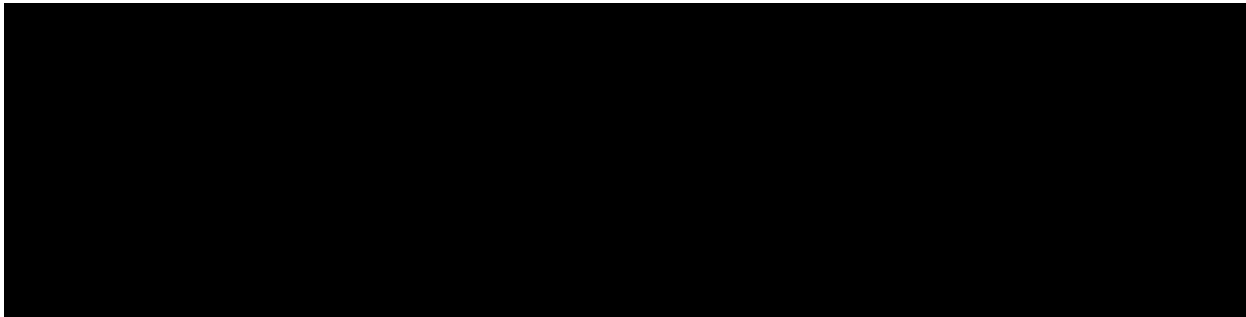
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None

8/1/2020

Signature

Date

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





<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:** Jerelyn Rodriguez

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

**Creo College Preparatory Charter School**

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

**Chair**

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

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

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

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

No

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

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

No

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

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

No

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

**Yes x No**

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>
None	None	None	None

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

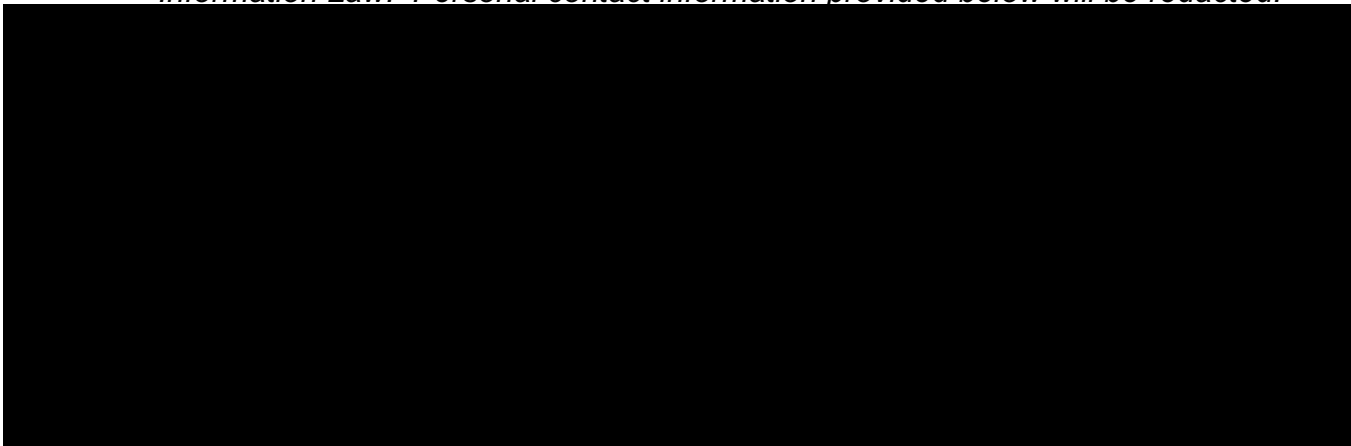
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None

8/1/2020

Signature

Date

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





**CHARTER SCHOOL ALL INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF ROSTER AS**

(include all who are required to be fingerprinted per Part 87 of the Regulations of the Commission  
Against Violence in Education (SAVE) legislation (Chapter 180 of the Laws

[illegible]

[illegible]

[illegible]

**OF AUGUST 3, 2020**

## Department of Education and the Safe Schools Program (2001)

Employment Start Date
-----------------------

9/1/2018

1/2/2019

6/1/2019

8/1/2019

8/1/2019

8/1/2019

8/1/2019

8/1/2019

8/1/2019

8/1/2019

8/1/2019

11/1/2019

11/18/2019

1/2/2020

1/2/2020

6/15/2020

[illegible]

[illegible]


<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name: Michael Stoll**

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

**Creo College Preparatory Charter School**

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

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

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

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

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

No

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

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

No

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

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

No

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

**Yes x No**

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>
None	None	None	None

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real



estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “**None.**”

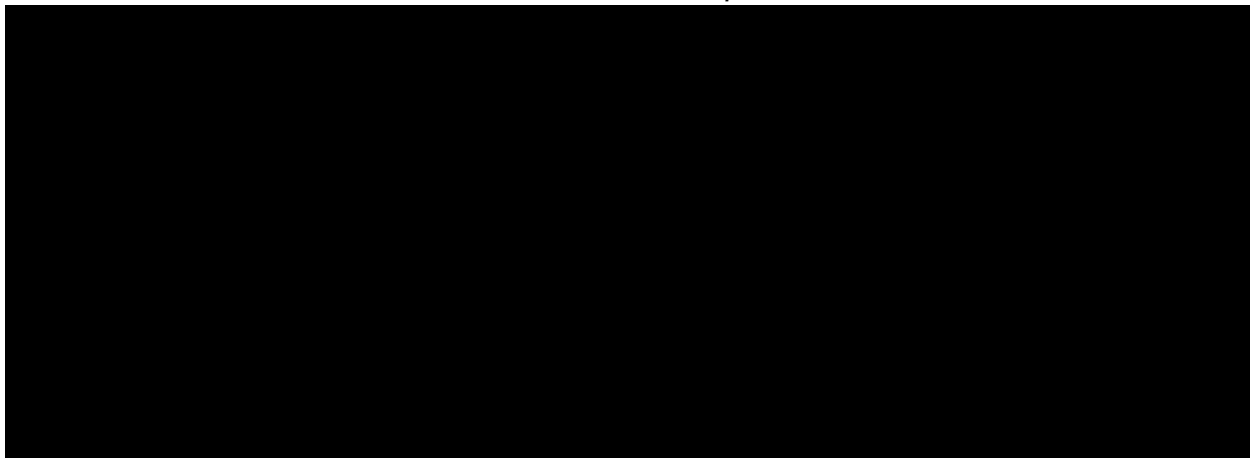
<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>
None	None	None	None	None

Signature

Date

8/1/2020

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



<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name: Ellison Ward Merkel**

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

**Creo College Preparatory Charter School**

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

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

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

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

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

No

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

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

No

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

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

No

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

**Yes x No**

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>
None	None	None	None

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None

Signature

Date

8/1/2020

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

