



# Entry 1 School Information and Cover Page

Created: 07/16/2018 • Last updated: 08/02/2018

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer (**as of June 30, 2018**) or you may not be assigned the correct tasks.

**a. SCHOOL NAME** DEMOCRACY PREP ENDURANCE CS (REGENTS)

(Select name from the drop down menu)

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

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

**c. DISTRICT / CSD OF LOCATION** NYC CSD 5

## d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	240 E 123rd Street New York, NY 10035			

## d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Kent Anker
Title	Executive VP and General Counsel
Emergency Phone Number (###-###-####)	

**e. SCHOOL WEB ADDRESS (URL)** [dpehs.democracyprep.org](http://dpehs.democracyprep.org)

**f. DATE OF INITIAL CHARTER** 12/2010

**g. DATE FIRST OPENED FOR INSTRUCTION** 08/2012

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

## MISSION STATEMENT

The mission of Democracy Prep Endurance Charter School is to educate responsible citizen-scholars for success in the college of their choice and a life of active citizenship

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

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

Variable 1	Rigorous college-prep academics. Democracy Prep operates academically rigorous, college preparatory campuses. All DPPS scholars study two hours of math, three hours of literacy, one hour of science, and one hour of social studies every day as well as art, theater, music, health, and physical education. In DPPS high schools, Korean language, speech and debate, a cappella music, and AP courses are offered to all students. This content-rich curriculum provides the basic knowledge that makes students more effective learners later in their academic careers.
Variable 2	More time to learn. By lengthening the school day and calendar year, DPPS provides extended literacy and math instructional blocks while building content-rich courses in music, speech, debate, art, physical education, design, and Korean into the regular academic program. The school year includes approximately 190 days of instruction, and students in need of additional individual support or required remediation receive after-dismissal tutoring and attend school on additional Saturdays.
Variable 3	Data-driven decision-making. DPPS relies on a sophisticated feedback loop of frequent data collection and analysis including a network-wide dashboard tool, interim assessments, and comparative academic measures to drive effective instruction at the student, class, teacher, grade, school, and network levels. DPPS utilizes student-level data (including nationally normed assessments and individually administered reading inventories) to inform all decisions around instruction, staffing, and spending.
Variable 4	Safe and supportive school culture. Democracy Prep is founded on the belief that a safe, structured, and supportive

	<p>school community is essential to ensure dramatic academic gains for all students. School culture is based on the "DREAM Values": Discipline, Respect, Enthusiasm, Accountability, and Maturity. DPPS focuses relentlessly on school culture and maintains high expectations, not just for our students, but also for the adults charged with creating and maintaining high standards.</p>
Variable 5	<p>Exemplary talent. Democracy Prep has an extremely selective staff application process. Lead teachers receive a base salary that exceeds the local scale and are eligible for performance-based raises and benefits designed to incentive excellence and longevity. All staff members receive weekly professional development (PD) during the school year and are afforded ample opportunities for growth.</p>
Variable 6	<p>Educating all students, in all subjects, in all grades. DPPS actively recruits students at risk of academic failure -- including those with ELL classifications, IEPs, and 504 plans - - and consistently enrolls students in high-need subgroups in numbers greater than or equal to those of zoned public schools located in the surrounding districts. Special Education students and ELL students (i.e. students supported by DPPS's Academic Collaboration Team, or "ACT" students) benefit from the same transformational education and support that all students receive, including all elective offerings. In many charter schools, students who exit through natural attrition are not replaced through a policy of "backfill." By contrast, DPPS welcomes new students at virtually all grade levels each year.</p>
Variable 7	<p>Authentic civic leadership and engagement. Unique among its peers, DPPS places an explicit focus on preparing students to become civic leaders. Through civic initiatives, community engagement, and authentic student and family advocacy, DPPS reminds educators, policymakers, and all Americans that the founding purpose of public education was to prepare our nation's youth for self-government in our democracy, and that restoring the civic mission of education must be a national priority.</p>
Variable 8	<p>Running schools on public funds. Democracy Prep funds all of our schools with the public money it receives from the city, state, and federal government. Failing districts often use resources in a manner that runs counter to the evidence on the practices that most improve the effectiveness of teaching and learning in the classroom. Democracy Prep efficiently spends money as close to the student as possible, spending the most on great teachers and much less on our comparatively lean administration.</p>
Variable 9	<p>(No response)</p>
Variable 10	<p>(No response)</p>

**i. TOTAL ENROLLMENT ON JUNE 30, 2018** 551

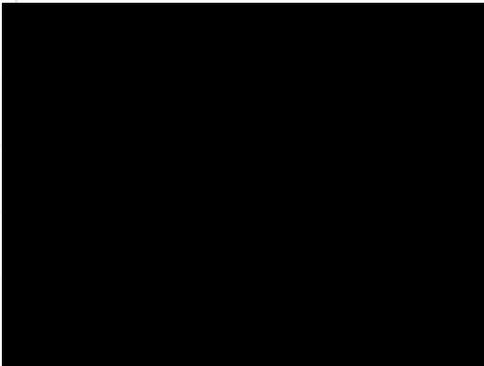
**j. GRADES SERVED IN SCHOOL YEAR 2017-18**

Check all that apply

Grades Served	6, 7, 8, 9, 10, 11
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**k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?** Yes

**k2. NAME OF CMO/EMO AND ADDRESS**

NAME OF CMO/EMO	Democracy Prep Public Schools
PHYSICAL STREET ADDRESS	
CITY	
STATE	
ZIP CODE	
EMAIL ADDRESS	

**l1. FACILITIES**

Does the school maintain or operate multiple sites?

	Yes, 2 sites
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## 12. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site (K-5, 6-9, etc.)	Receives Rental Assistance	Rental Assistance for Which Grades (write N/A if applicable)
Site 1 (same as primary site)	240 E 123rd Street New York, NY 10035		NYC CSD 4	9-11	N/A	
Site 2	250 W 127th Street New York, NY 10027		NYC CSD 5	6-8	N/A	
Site 3						

### 12a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Pia Dandiya			
Operational Leader	Michelle Quimi			
Compliance Contact	Kent Anker			
Complaint Contact	Kent Anker			
DASA Coordinator				

**13. Please provide the contact information for Site 2.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Katherine Perez			
Operational Leader	Ken Francis			
Compliance Contact	Kent Anker			
Complaint Contact	Kent Anker			
DASA Coordinator				

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

**m2. Please list the terms of your current co-location.**

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1 (primary site)	N/A	No		No		No
Site 2	Permanent Siting	No		No		Yes
Site 3						

**n1. Were there any revisions to the school's charter during the 2017-18 school year? (Please include approved or pending material and non-material charter revisions).** No

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

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

Yes

**Signature, Head of Charter School**



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



**Date** 2018/08/01

**Thank you.**



# Entry 2 NYS School Report Card Link

Last updated: 07/16/2018

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## DEMOCRACY PREP ENDURANCE CS (REGENTS)

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

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

### 2. NEW YORK STATE REPORT CARD

<https://data.nysed.gov/reportcard.php?year=2017&instid=800000070174>

**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).



# Entry 3 Progress Toward Goals

Created: 08/07/2018 • Last updated: 11/12/2018

## PROGRESS TOWARD CHARTER GOALS

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

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

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

#### 2017-18 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
Academic Goal 1	Each year, the percent of students performing at or above level 3 on the NY State ELA Exam in each tested grade will, in the majority of grades, exceed the average performance of students tested in the same grades of CSD 5.	Measured by an analysis of performance of CSD 5 conducted by the NYC DOE.	Met	
Academic Goal 2	Each year, the percent of students performing at or above level 3 on the NY State Math exam in each tested grade will, in the majority of grades, exceed the average performance of students tested in the same grades of CSD 5.	Measured by an analysis of performance of CSD 5 conducted by the NYC DOE.	Met	
				ELA curriculum is being adjusted in the

<p>Academic Goal 3</p>	<p>Each year, 75% of 6th-8th graders who have been at the school on BEDS day for at least two consecutive years will perform at or above level 3 on the NY State ELA exam.</p>	<p>NYSED: State ELA exam</p>	<p>Not Met</p>	<p>2018-19 school year to include more specific and targeted questions and lessons aligned with state standards. DPPS curriculum specialists are helping teachers refine lesson plans to include more opportunities for direct instruction and independent practice for scholars. The Office of the Superintendent will meet with all school leaders to ensure they have thoroughly analyzed 17-18 test results and developed a school-wide action plan to demonstrate growth in this school year. They will focus on best practices from our schools with the strongest track records on these assessments.</p>
<p>Academic Goal 4</p>	<p>Each year, 75% of 6th-8th graders who have been at the school on BEDS day for at least two consecutive years will perform at or</p>	<p>NYSED: State Math Exam</p>	<p>Not Met</p>	<p>DPE continues to refine its curriculum to align with state standards, with a focus on student growth throughout the year. Going forward, scholars will have a longer block of math instruction, allowing teachers to incorporate group projects designed to provide scholars a better depth of understanding. The Office of the Superintendent will</p>

	above level 3 on the NY State Math exam.			meet with all school leaders to ensure they have thoroughly analyzed 17-18 test results and developed a school-wide action plan to demonstrate growth in this school year. They will focus on best practices from our schools with the strongest track records on these assessments.
Academic Goal 5	Each year, 75% of 8th graders who have been at the school on BEDS day for at least two consecutive years will perform at or above level 3 on the NY State Science exam.	NYSED: State Science exam	Not Met	DPE Science teachers are working with Curriculum specialists to ensure unit plans and lesson materials focus on building knowledge aligned with state standards. Coupled with this, teachers are receiving targeted professional development around instruction in order to promote scholar ability to write about scientific concepts and to include and cite quantitative evidence.
Academic Goal 6	Each year, grade-level cohorts of the same students (i.e. students who are in the school for two years in a row) will reduce by one-half the gap between the percent at or above Level 3 on the previous year's State ELA exam and 75 percent at or above Level 3 on the	NYSED: State ELA exam	Not Met	While grade-level cohorts at DPE did show an increase in ELA proficiency compared to last year, they did not reduce the gap by one-half. As above, DPE continues to better structure lesson plans to more closely align with state standards to ensure measured improvements in

	current year's State ELA exam.			student proficiency continue year over year.
Academic Goal 7	Each year, grade-level cohorts of the same students (i.e. students who are in the school for two years in a row) will reduce by one-half the gap between the percent at or above Level 3 on the previous year's State math exam and 75 percent at or above Level 3 on the current year's State Math exam.	NYSED: State Math Exam	Not Met	While grade-level cohorts at DPE did show an increase in Math proficiency compared to last year, they did not reduce the gap by one-half. As above, DPE continues to better structure lesson plans to more closely align to state standards to ensure measured improvements in student proficiency continue year over year.
Academic Goal 8	Each year, 75% of students enrolled in grades 9-12 will accumulate 10 or more credits toward graduation.	Internal academic data	Met	

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

**2017-18 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 9	Each year, at least 75% of students in the high school accountability cohort passing an English Regents exam will have a score of 75 or above by the end of their fourth year.	NY State Regents exam	Met	
	Each year, at least 75% of students in			

Academic Goal 10	the high school accountability cohort passing a Math Regents exam will have a score of 75 or above by the end of their fourth year.	NY State Regents exam	Met	
Academic Goal 11	Each year, at least 75% of students in the high school accountability cohort passing a Science Regents exam will have a score of 75 or above by the end of their fourth year.	NY State Regents exam	Met	
Academic Goal 12	Each year, at least 75% of students in the high school accountability cohort passing a History Regents exam will have a score of 75 or above by the end of their fourth year.	NY State Regents exam	Met	
Academic Goal 13	Each year, the average performance of students in the 10th grade will exceed the state average on the PSAT tests in Critical Reading and Mathematics.	College Board; It is expected that the participation rate for this test will be 75% or greater.	Met	
Academic Goal 14	Each year, the average performance of students in the 12th grade will exceed the state average on the SAT or ACT tests in reading and mathematics.	College Board; It is expected that the participation rate for this test will be 75% or greater.		N/A  DPE has enrolled its first class of 12th grade scholars in 2018-2019, and results from Fall SAT/ACT exams are not yet available.
Academic Goal	Each year, Democracy Prep Endurance will perform at the 60th percentile or above	Internal enrollment data and NYC DOE		N/A DPE will graduate its first 4-year HS

15	compared with citywide averages for its 4-year and 6-year graduation rates.	graduation data.		Accountability cohort in 2018-2019.
Academic Goal 16	75% of students who graduate within 5 years will graduate with an Advanced Regents Diploma.	Internal enrollment data and NYC DOE graduation data.		N/A DPE will graduate its first 4-year HS Accountability cohort in 2018-2019.

**3. Do we have more academic goals to add?** No

#### 4. ORGANIZATIONAL GOALS

##### 2017-18 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Democracy Prep Endurance will prepare students for success in college and a life of active democratic citizenship.	We measure our progress based in academic metrics, earned visits to colleges, demonstration of mastery in all areas of Democracy Prep curriculum, required public service, advocacy efforts, summer internships, and a College Preparation Portfolio (CPP) required for promotion to the high school, among other civic activities. The CPP includes a transcript, a complete college application with essays, interviews, extracurricular activities,	Met	

		recommendations, and an academic honors thesis.		
Org Goal 2	Each year, Democracy Prep Endurance will maintain a waiting list of at least 40% of available seats.	Internal enrollment data.	Met	
Org Goal 3	Each year Democracy Prep Endurance will have an average daily student attendance rate of 95% or better.	Internal enrollment data- SIS; reported from an attendance tracking system (ATS)	Met	
Org Goal 4	Each year, Democracy Prep Endurance will have a parent satisfaction rate that meets or exceeds citywide average.	NYC DOE School Survey; the school will only have met this goal if 50% or more parents participate in the survey		NYC DOE data not yet available
Org Goal 5	Each year, Democracy Prep Endurance will have a staff satisfaction rate that meets or exceeds citywide average.	NYC DOE School Survey; the school will only have met this goal if 50% or more staff participate in the survey		NYC DOE data not yet available

**5. Do you have more**

Yes

**organizational goals to add?**

## 2017-18 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 6	Each year, Democracy Prep Endurance will have a student satisfaction rate that meets or exceeds citywide average.	NYC DOE School Survey; the school will only have met this goal if 50% or more students participate in the survey		NYC DOE data not yet available
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				

## 6. FINANCIAL GOALS

**2017-18 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	Each year, Democracy Prep Endurance will operate on a balanced budget and maintain a stable cash flow.	Measured by results from external audit.	Met	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



# Entry 4 Expenditures per Child

Created: 07/16/2018 • Last updated: 07/30/2018

## DEMOCRACY PREP ENDURANCE CS (REGENTS)Section Heading

### Financial Information

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

### 1. Total Expenditures Per Child

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

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

Line 1: Total Expenditures	9844017
Line 2: Year End FTE student enrollment	563
Line 3: Divide Line 1 by Line 2	17485

## 2. Administrative Expenditures per Child

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

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

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

**Notes:**  
***The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:***  
**<http://www.p12.nysed.gov/psc/AuditGuide.html>.**  
**Employee benefit costs or expenditures should not be reported in the above calculations.**

Line 1: Relevant Personnel Services Cost (Row)	5928110
Line 2: Management and General Cost (Column)	1989844
Line 3: Sum of Line 1 and Line 2	7917954
Line 5: Divide Line 3 by the Year End FTE student enrollment	14063

***Thank you.***

**Democracy Prep  
Endurance Charter School**

Financial Statements

June 30, 2018 and 2017



## **Independent Auditors' Report**

**Board of Trustees  
Democracy Prep Endurance Charter School**

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

We have audited the accompanying financial statements of Democracy Prep Endurance Charter School (the "School"), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditors' Responsibility***

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

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

PKF O'CONNOR DAVIES, LLP  
500 Mamaroneck Avenue, Harrison, NY 10528 | Tel: 914.381.8900 | Fax: 914.381.8910 | [www.pkfod.com](http://www.pkfod.com)

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**Board of Trustees  
Democracy Prep Endurance Charter School**

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***Opinion***

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

***Report on Summarized Comparative Information***

We have previously audited the School's 2017 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 27, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017 is consistent, in all material respects, with the audited financial statements from which it has been derived.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 29, 2018, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

*PKF O'Connor Davies, LLP*

Harrison, New York  
October 29, 2018

**Democracy Prep Endurance Charter School**

Statement of Financial Position

June 30, 2018

(with comparative amounts at June 30, 2017)

	<u>2018</u>	<u>2017</u>
<b>ASSETS</b>		
Current Assets		
Cash and cash equivalents	\$ 1,519,271	\$ 1,805,003
Grants and contracts receivable	565,540	598,948
Due from related party	313,051	-
Prepaid expenses and other current assets	<u>331,406</u>	<u>73,332</u>
Total Current Assets	2,729,268	2,477,283
Property and equipment, net	652,725	678,795
Restricted cash	75,308	75,308
Security deposit	<u>108,860</u>	<u>108,010</u>
	<u>\$ 3,566,161</u>	<u>\$ 3,339,396</u>
<b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Accounts payable and accrued expenses	\$ 153,561	\$ 344,617
Accrued payroll and payroll taxes	672,193	415,030
Due to related party	273,588	214,174
Capital lease obligation	63,136	57,418
Refundable advances	<u>18,516</u>	<u>4,829</u>
Total Current Liabilities	1,180,994	1,036,068
Deferred rent	383,104	269,780
Capital lease obligation, less current portion	<u>156,316</u>	<u>187,801</u>
Total Liabilities	<u>1,720,414</u>	<u>1,493,649</u>
Net Assets		
Unrestricted		
Undesignated	1,700,141	1,702,243
Board-designated	<u>135,800</u>	<u>135,800</u>
Total Unrestricted	1,835,941	1,838,043
Temporarily restricted	<u>9,806</u>	<u>7,704</u>
Total Net Assets	<u>1,845,747</u>	<u>1,845,747</u>
	<u>\$ 3,566,161</u>	<u>\$ 3,339,396</u>

See notes to financial statements

**Democracy Prep Endurance Charter School**

Statement of Activities  
 Year Ended June 30, 2018  
 (with summarized totals for the year ended June 30, 2017)

	2018			2017
	Unrestricted	Temporarily Restricted	Total	Total
<b>OPERATING REVENUE</b>				
Public School District				
Regular student enrollment	\$ 8,352,948	\$ -	\$ 8,352,948	\$ 7,621,535
Students with disabilities	692,116	-	692,116	879,821
Facilities funding	784,514	-	784,514	589,134
Grants and Contracts				
Federal E-Rate, IDEA, and Titles	464,918	-	464,918	422,751
State and local	-	-	-	39,562
Total Operating Revenue	<u>10,294,496</u>	<u>-</u>	<u>10,294,496</u>	<u>9,552,803</u>
<b>EXPENSES</b>				
Program Services				
Regular education	6,461,955	-	6,461,955	6,392,767
Special education	<u>1,671,698</u>	<u>-</u>	<u>1,671,698</u>	<u>1,591,555</u>
Total Program Services	8,133,653	-	8,133,653	7,984,322
Supporting Services				
Management and general	<u>2,181,945</u>	<u>-</u>	<u>2,181,945</u>	<u>1,687,791</u>
Total Expenses	<u>10,315,598</u>	<u>-</u>	<u>10,315,598</u>	<u>9,672,113</u>
(Deficit) from Operations	<u>(21,102)</u>	<u>-</u>	<u>(21,102)</u>	<u>(119,310)</u>
<b>SUPPORT AND OTHER REVENUE</b>				
Contributions	4,500	7,500	12,000	16,343
Donated services	-	-	-	121,457
Other income	9,102	-	9,102	2,863
Net assets released from restrictions	<u>5,398</u>	<u>(5,398)</u>	<u>-</u>	<u>-</u>
Total Support and Other Revenue	<u>19,000</u>	<u>2,102</u>	<u>21,102</u>	<u>140,663</u>
Change in Net Assets	(2,102)	2,102	-	21,353
<b>NET ASSETS</b>				
Beginning of year	<u>1,838,043</u>	<u>7,704</u>	<u>1,845,747</u>	<u>1,824,394</u>
End of year	<u>\$ 1,835,941</u>	<u>\$ 9,806</u>	<u>\$ 1,845,747</u>	<u>\$ 1,845,747</u>

See notes to financial statements

**Democracy Prep Endurance Charter School**

Statement of Functional Expenses  
Year Ended June 30, 2018  
(with summarized totals for the year ended June 30, 2017)

	No. of Positions	2018			2017		
		Program Services		Total	Management and General	Total	Total
		Regular Education	Special Education				
Personnel service costs:							
Administrative staff personnel	15	\$ 65,606	\$ 16,972	\$ 82,578	\$ 1,231,037	\$ 1,313,615	\$ 892,624
Instructional personnel	62	3,228,648	835,247	4,063,895	-	4,063,895	3,745,510
Non-instructional personnel	1	42,499	10,994	53,493	-	53,493	55,956
Total salaries and staff	78	3,336,753	863,213	4,199,966	1,231,037	5,431,003	4,694,090
Fringe benefits and payroll taxes		589,027	152,381	741,408	217,311	958,719	837,340
Retirement		118,554	30,670	149,224	43,739	192,963	161,932
Management fees		439,459	113,687	553,146	162,131	715,277	1,212,386
Legal services		-	-	-	1,575	1,575	293
Donated legal services		-	-	-	-	-	121,457
Accounting/audit services		-	-	-	20,000	20,000	20,250
Other purchases/professional/consulting services		122,237	31,623	153,860	45,097	198,957	51,579
Occupancy		634,222	164,073	798,295	233,985	1,032,280	888,997
Repairs and maintenance		111,081	28,737	139,818	40,979	180,797	216,530
Insurance		30,207	7,814	38,021	11,144	49,165	44,999
Utilities		37,951	9,818	47,769	14,001	61,770	-
Supplies/materials		234,164	60,577	294,741	-	294,741	389,581
Equipment/furnishings		1,108	286	1,394	408	1,802	-
Staff development		140,721	36,404	177,125	51,917	229,042	118,786
Marketing/recruitment		12,722	3,291	16,013	4,693	20,706	16,037
Technology		71,894	18,599	90,493	26,525	117,018	150,968
Food services		-	-	-	-	-	9,655
Student services		372,047	96,248	468,295	-	468,295	400,246
Office expense		40,696	10,528	51,224	15,013	66,237	89,505
Depreciation and amortization		126,349	32,686	159,035	46,615	205,650	189,668
Travel		3,429	887	4,316	1,266	5,582	-
Other		39,334	10,176	49,510	14,509	64,019	57,814
Total Expenses		<u>\$ 6,461,955</u>	<u>\$ 1,671,698</u>	<u>\$ 8,133,653</u>	<u>\$ 2,181,945</u>	<u>\$ 10,315,598</u>	<u>\$ 9,672,113</u>

See notes to financial statements

**Democracy Prep Endurance Charter School**

Statement of Cash Flows  
Year Ended June 30, 2018  
(with summarized amounts for the year ended June 30, 2017)

	2018	2017
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ -	\$ 21,353
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	205,650	189,668
Deferred rent	113,324	269,780
Changes in operating assets and liabilities		
Grants and contracts receivable	33,408	(268,667)
Due from related parties	(313,051)	-
Prepaid expenses and other current assets	(258,074)	(17,304)
Security deposit	(850)	(108,010)
Accounts payable and accrued expenses	(191,056)	68,610
Accrued payroll and payroll taxes	257,163	153,191
Due to related parties	59,414	198,519
Refundable advances	13,687	(44,210)
Net Cash from Operating Activities	(80,385)	462,930
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchases of property and equipment	(179,580)	(190,535)
Restricted cash	-	(75)
Net Cash from Investing Activities	(179,580)	(190,610)
 <b>CASH FLOWS FROM FINANCING ACTIVITY</b>		
Payments made on capital lease obligation	(25,767)	(65,096)
Net Change in Cash and Cash Equivalents	(285,732)	207,224
 <b>CASH AND CASH EQUIVALENTS</b>		
Beginning of year	1,805,003	1,597,779
End of year	\$ 1,519,271	\$ 1,805,003
 <b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</b>		
Cash paid during the year for interest	\$ 25,484	\$ 29,225
 <b>SUPPLEMENTAL SCHEDULE OF NONCASH INVESTING AND FINANCING ACTIVITIES</b>		
Computers and equipment acquired under capital leases	53,400	281,928

See notes to financial statements

# Democracy Prep Endurance Charter School

Notes to Financial Statements  
June 30, 2018 and 2017

## 1. Organization and Tax Status

Democracy Prep Endurance Charter School (the "School") is a New York State, not-for-profit educational corporation that was incorporated to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on July 16, 2012, valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The Board of Regents approved and issued a renewal to the School's charter expiring on June 30, 2022. The School's mission is to educate students and build scholars by providing them with a demanding academic program that prepares them for success in college and citizenship. Classes commenced in Harlem, New York in September 2012, and the School provided education to approximately 560 students in grades sixth through eleventh during the 2017-2018 academic year.

The School has an agreement with the New York City Department of Education ("NYCDOE") to share public school space at no annual cost. The School occupies approximately 13,715 square feet on one floor of a public school building. The School also shares the gymnasium, auditorium, and cafeteria with the public school, which approximates 8,484 square feet. The School is not responsible for rent, utilities, custodial services, and school safety services other than those required for days and times the School operates outside of the traditional NYCDOE schedule. The School was unable to determine a value for the contributed space and related services and did not record any value for use of donated facilities or services. This location is the home of Democracy Prep Endurance Middle School and houses grades sixth through eighth.

The New York City Department of Education provides free lunches and transportation directly to some of the School's students. Such costs are not included in these financial statements. The School covers a portion of the cost of lunches for children not entitled to the free lunches.

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

## 2. Summary of Significant Accounting Policies

### ***Basis of Presentation and Use of Estimates***

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

## Democracy Prep Endurance Charter School

Notes to Financial Statements  
June 30, 2018 and 2017

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

#### ***Net Asset Presentation***

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

*Unrestricted* - consist of resources available for the general support of the School's operations. Unrestricted net assets may be used at the discretion of the School's management and Board of Trustees. Board designated net assets was established by the Board of Trustees for the Dream Dollar Scholarship Fund which is a college scholarship fund for students who graduate from the School.

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

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

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

#### ***Cash and Cash Equivalents***

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

#### ***Restricted Cash***

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

## Democracy Prep Endurance Charter School

Notes to Financial Statements  
June 30, 2018 and 2017

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

#### ***Property and Equipment***

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$1,000 and a useful life in excess of one year. Purchased property and equipment are recorded at cost at the date of acquisition. Minor costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

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

Furniture and fixtures	7 years
Computers and equipment	3 and 5 years
Software	3 and 5 years

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

#### ***Refundable Advances***

The School records certain government operating revenue as refundable advances until related services are performed, at which time they are recognized as revenue.

#### ***Revenue and Support***

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

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

## Democracy Prep Endurance Charter School

Notes to Financial Statements  
June 30, 2018 and 2017

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

#### ***Donated Services***

Donated services are recognized as contributions in accordance with U.S. GAAP if the services create or enhance non-financial assets, or require specialized skills, are performed by people with those skills, and would otherwise be purchased by the School, and are measurable. One entity provided legal services to the School at no charge. The value of these services meets the criteria for recognition in the financial statements and was recorded at fair value of \$0 and \$121,457 for the years ended June 30, 2018 and 2017. The value of these services is allocated to management and general services in the accompanying statement of activities and functional expenses

#### ***Functional Expense Allocation***

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

#### ***Accounting for Uncertainty in Income Taxes***

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for years prior to June 30, 2015.

#### ***Reclassification***

Certain accounts in the 2017 financial statements have been reclassified to conform to the 2018 financial statement presentation.

#### ***Prior Year Summarized Comparative Financial Information***

The financial statements include prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such information should be read in conjunction with the School's financial statements as of and for the year ended June 30, 2017, from which the summarized information was derived.

#### ***Subsequent Events Evaluation by Management***

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 29, 2018.

## Democracy Prep Endurance Charter School

Notes to Financial Statements  
June 30, 2018 and 2017

### 3. Grants and Contracts Receivable

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

### 4. Property and Equipment

Property and equipment consists of the following at June 30:

	2018	2017
Furniture and fixtures	\$ 366,017	\$ 282,563
Computers and equipment	789,819	729,924
Software	18,045	18,045
Leasehold improvements	<u>18,663</u>	<u>18,663</u>
	1,192,544	1,049,195
Accumulated depreciation and amortization	<u>(539,819)</u>	<u>(370,400)</u>
	<u>\$ 652,725</u>	<u>\$ 678,795</u>

Assets with a cost basis and accumulated depreciation of \$36,231 were disposed of during the year ended June 30, 2018.

### 5. Related Party Transactions (not disclosed elsewhere)

The School is affiliated with Democracy Prep New York Charter Schools (“DPNY”), a New York State not-for-profit education corporation that operates four charter schools in New York City. The School and DPNY schools are managed by Democracy Prep Public Schools (“DPPS”).

The School is an affiliate of DPPS, a New York State not-for-profit charter management organization. The School entered into a management agreement with DPPS to assume responsibility for the School’s educational process, management, and operations. As compensation to DPPS for these services rendered, the School shall pay to DPPS an annual fee equal to 15% of the School’s non-competitive public revenue in the initial term of one year. The percentage will decrease by one-half percent (0.5%) in each renewal term until it reaches a minimum of 12% of the non-competitive public revenue of the School and will remain in effect for all subsequent renewal terms. Following the initial term, the agreement will automatically extend for successive one-year periods unless terminated by either party. For the years ended June 30, 2018 and 2017, DPPS charged an annual management fee to the School of 12.5% and 13.0%. On July 1, 2015, the School and DPPS amended the management agreement to include a provision which states that in the event the School incurs an operating deficit due to management fees charged, the management fees will be reduced to an amount that would result in a zero change in net assets. For the year ended June 30, 2018, management fees charged by DPPS were reduced by \$355,496 to reduce the operating deficit to zero. For the years ended June 30, 2018 and 2017, the School incurred \$715,277 and \$1,212,386 in management fees.

## Democracy Prep Endurance Charter School

Notes to Financial Statements  
June 30, 2018 and 2017

### 5. Related Party Transactions (not disclosed elsewhere) (continued)

The School entered into a 30 year sub-lease agreement with DPPS for use of classroom facilities expiring on August 30, 2016, and was renewed on September 20, 2016 for 30 years expiring on August 30, 2047. This location is the home of Democracy Prep Endurance High School and housed the 9<sup>th</sup> through 11<sup>th</sup> grade students during fiscal year 2018 (See Note 9).

By contract with DPNY, the School's students participate in DPNY's Pathways program. The School provides the per pupil revenue for each of its scholars in the program to DPNY.

For operational efficiency and purchasing power, the School shares expenses with DPNY and DPPS. The net balance due from (to) related parties consists of the following at June 30:

	2018	2017
DPNY	\$ (273,588)	\$ (41,847)
DPPS	313,051	(172,327)
Net balance due from (to) related parties	<u>\$ 39,463</u>	<u>\$ (214,174)</u>

### 6. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and cash equivalents on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. As of June 30, 2018 and 2017, approximately \$1,269,000 and \$1,550,000 of cash was maintained with an institution in excess of FDIC limits.

### 7. Concentration of Revenue and Support

The School receives a substantial portion of its support and revenue from the New York City Department of Education. For the years ended June 30, 2018 and 2017, the School received approximately 95% and 94% of its total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

### 8. Temporarily Restricted Net Assets

Temporarily restricted net assets of \$ 9,806 and \$7,704 at June 30, 2018 and 2017 were restricted for the Korean dual language program.

Net assets of \$5,398 and \$2,215 were released from restriction in fiscal 2018 and 2017 by incurring expenses for the Korean dual language program.

## Democracy Prep Endurance Charter School

Notes to Financial Statements  
June 30, 2018 and 2017

### 9. Commitments

#### *Facility Leases*

On September 20, 2016, the School entered into a sub-lease agreement with DPPS for use of classroom facilities at the 2<sup>nd</sup> floor of the building located at 230 East 123<sup>rd</sup> Street, New York, N.Y. The lease term is 30 years, expiring on June 30, 2047.

The future minimum lease payments under this facility lease are as follows for the years ending June 30:

2019	\$ 921,805
2020	940,214
2021	940,214
2022	949,418
2023	967,827
Thereafter	<u>24,860,713</u>
	<u>\$29,580,191</u>

The School recognizes rent expense on a straight-line basis over the term of the lease. Rent expense in excess of payments is recorded as deferred rent in the accompanying statements of financial position. Occupancy expense for the years ended June 30, 2018 and 2017 amounted to \$1,032,280 and \$888,997.

### 10. Capital Lease Obligation

The School leases computers and equipment under capital leases that expire at various dates through August 2022. The asset and liability under the capital lease are recorded at the present value of the minimum lease payments. The asset is being depreciated over its estimated useful life.

Following is a summary of property and equipment held under capital leases at June 30:

	<u>2018</u>	<u>2017</u>
Computers and Equipment	\$ 395,713	\$ 342,313
Accumulated Depreciation	<u>(171,905)</u>	<u>(104,462)</u>
	<u>\$ 223,808</u>	<u>\$ 237,851</u>

**Democracy Prep Endurance Charter School**

Notes to Financial Statements  
June 30, 2018 and 2017

**10. Capital Lease Obligation (continued)**

The future minimum lease payments are as follows for the years ending June 30:

2019	\$ 82,732
2020	82,201
2021	82,201
2022	8,604
2023	<u>1,434</u>
Total minimum lease payments	257,172
Amounts representing interest	<u>(37,720)</u>
Present value of minimum lease payments	219,452
Current portion	<u>(63,136)</u>
Capital lease obligation, less current portion	<u><u>\$ 156,316</u></u>

**11. Employee Benefit Plan**

The School maintains a retirement plan qualified under Internal Revenue Code 403(b), for the benefit of its eligible employees. Under the plan, the School provided matching contributions up to 5% of the participant's annual compensation. Employer match for the years ended June 30, 2018 and 2017 amounted to \$190,886 and \$161,293.

**12. Contingency**

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

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

**Independent Auditors' Report**

**Board of Trustees  
Democracy Prep Endurance Charter School**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Democracy Prep Endurance Charter School (the "School"), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, functional expenses, and cash flows for the year ended, and the related notes to the financial statements, and have issued our report thereon dated October 29, 2018.

***Internal Control Over Financial Reporting***

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify a deficiency in internal control, described in the accompanying schedule of findings and responses as item 2018-001 that we consider to be a material weakness.

**Board of Trustees  
Democracy Prep Endurance Charter School**

Page 2

***Compliance and Other Matters***

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

***The School's Response to the Finding***

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

***Purpose of this Report***

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

*PKF O'Connor Davies, LLP*

Harrison, New York  
October 29, 2018

## Democracy Prep Endurance Charter School

Schedule of Findings and Responses  
Year Ended June 30, 2018

### **Section I - Financial Statement Findings**

#### **2018-001- General Ledger Maintenance and Account Analysis**

##### ***Criteria***

An effective financial closing process provides the School with accurate and timely financial statements

##### ***Condition***

Schedules and reconciliations were not prepared and updated throughout the fiscal year. This delayed management's preparation of the year-end financial statements and the completion of the audit package. We noted that improvements are needed in the financial statement closing process to address the timeliness of the School's year-end financial reporting.

##### ***Cause***

The finance department appears to be understaffed and continual training is required to enable a good understanding of effective internal controls.

##### ***Effect***

The School's system of internal control is not effective for managing its resources and resulted in difficulties with meeting external deadlines for submission of the audited financial statements.

##### ***Recommendation***

We recommend that the School assess the adequacy of resources in the finance department in relation to its periodic reporting responsibility. The School may consider an increased level of financial analysis of significant accounts on a regular basis, as well as providing additional support to the Chief Financial Officer in the area of financial reporting.

##### ***Views of Responsible Officials***

See management corrective action plan in Exhibit A.



# DEMOCRACY PREP

## ENDURANCE CHARTER SCHOOL

*Work Hard. Go to College. Change the World!*

The State Education Department of the State University of New York

Exhibit A: Management Corrective Action Plan

### **2018-001 – General Ledger Maintenance and Account Analysis**

With the conversion from QuickBooks to Intacct, there were transactions imported from one system to the other that impacted the AP subledger differently. As well, the two systems function differently within the AP GL account wherein vendors are tagged in QB and automatically flow through the subledger but in Intacct, those same transactions are simply journal entries that do not interact with the subledger. Reconciliation required both journal entries as well as entries that would process through the AP subledger in order to get the accounts to tie out. As well, the initial set up was limiting the automatic entry of due to/due from transactions which took time to manually reconcile. While the transition has been lengthy, ultimately, the new accounting program has many benefits over our previous accounting package and is allowing us to operate more quickly and efficiently. In addition, we are performing a quarterly reconciliation of the AP Trial Balance amount vs. the AP subledger in order to ensure that they continue to tie out.

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# Annual Financial Statement Audit Report

<b>School Name:</b>	<b>Democracy Prep Endurance Charter School</b>
Date (Report is due Nov. 1):	November 1, 2018
Primary District of Location (If NYC select NYC DOE):	New York City Department of Education
If located in NYC DOE select CSD:	NYCSD #5
School Fiscal Contact Name:	Greg Spreeman
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	PKF O'Connor Davies, LLP
School Audit Contact Name:	Gus Saliba
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2017-18
Prior Year:	2016-17

**The following items are required to be included:**

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

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

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	
Management Letter Response	
Federal Single Audit (A-133)	
Corrective Action Plan	



**Democracy Prep Endurance Charter School**  
**Statement of Financial Position**  
**as of June 30**

	<u>2018</u>	<u>2017</u>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 1,519,271	\$ 1,805,003
Grants and contracts receivable	565,540	598,948
Accounts receivables	-	-
Prepaid Expenses	331,406	73,332
Contributions and other receivables	-	-
Other current assets	313,051	-
<b>TOTAL CURRENT ASSETS</b>	<b>2,729,268</b>	<b>2,477,283</b>
<b>NON-CURRENT ASSETS</b>		
Property, Building and Equipment, net	\$ 652,725	\$ 678,795
Restricted Cash	75,308	75,308
Security Deposits	108,860	108,010
Other Non-Current Assets	-	-
<b>TOTAL NON-CURRENT</b>	<b>836,893</b>	<b>862,113</b>
<b>TOTAL ASSETS</b>	<b><u>3,566,161</u></b>	<b><u>3,339,396</u></b>
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 153,561	\$ 344,617
Accrued payroll, payroll taxes and benefits	672,193	415,030
Current Portion of Loan Payable	63,136	57,418
Due to Related Parties	273,588	214,174
Refundable Advances	18,516	4,829
Deferred Revenue	-	-
Other Current Liabilities	-	-
<b>TOTAL CURRENT</b>	<b>1,180,994</b>	<b>1,036,068</b>
<b>LONG-TERM LIABILITIES</b>		
Loan Payable; Due in More than One Year	\$ 156,316	\$ 187,801
Deferred Rent	383,104	269,780
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
<b>TOTAL LONG-TERM</b>	<b>539,420</b>	<b>457,581</b>
<b>TOTAL LIABILITIES</b>	<b><u>1,720,414</u></b>	<b><u>1,493,649</u></b>
<b>NET ASSETS</b>		
Unrestricted	\$ 1,835,941	\$ 1,838,043

Temporarily restricted	9,806	7,704
Permanently restricted	-	-
<b>TOTAL NET ASSETS</b>	<u>1,845,747</u>	<u>1,845,747</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>3,566,161</u></u>	<u><u>3,339,396</u></u>

**Democracy Prep Endurance Charter School**  
**Statement of Activities**  
**as of June 30**

	2018			2017
	Unrestricted	Temporarily Restricted	Total	Total
<b>OPERATING REVENUE</b>				
State and Local Per Pupil Revenue - Reg. Ed	\$ 8,352,948	\$ -	\$ 8,352,948	\$ 7,621,535
State and Local Per Pupil Revenue - SPED	692,116	-	692,116	879,821
State and Local Per Pupil Facilities Revenue	784,514	-	784,514	589,134
Federal Grants	464,918	-	464,918	422,751
State and City Grants	-	-	-	39,562
Other Operating Income	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	10,294,496	-	10,294,496	9,552,803
<b>EXPENSES</b>				
Program Services				
Regular Education	\$ 6,461,955	\$ -	\$ 6,461,955	\$ 6,392,767
Special Education	1,671,698	-	1,671,698	1,591,555
Other Programs	-	-	-	-
Total Program Services	8,133,653	-	8,133,653	7,984,322
Management and general	2,181,945	-	2,181,945	1,687,791
Fundraising	-	-	-	-
<b>TOTAL EXPENSES</b>	10,315,598	-	10,315,598	9,672,113
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	(21,102)	-	(21,102)	(119,310)
<b>SUPPORT AND OTHER REVENUE</b>				
Interest and Other Income	\$ 9,102	\$ -	\$ 9,102	\$ 2,863
Contributions and Grants	4,500	7,500	12,000	16,343
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	121,457
Other Support and Revenue	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	13,602	7,500	21,102	140,663
<b>Net Assets Released from Restrictions / Loss on Disposal</b>	\$ 5,398	\$ (5,398)	\$ -	\$ -
<b>CHANGE IN NET ASSETS</b>	(2,102)	2,102	-	21,353
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 1,838,043	\$ 7,704	\$ 1,845,747	\$ 1,824,394
<b>PRIOR YEAR/PERIOD ADJUSTMENTS</b>	-	-	-	-

NET ASSETS - END OF YEAR

\$ 1,835,941 \$ 9,806 \$ 1,845,747 \$ 1,845,747

**Democracy Prep Endurance Charter School  
Statement of Cash Flows**

**as of June 30**

	<u>2018</u>	<u>2017</u>
<b>CASH FLOWS - OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ -	\$ 21,353
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	205,650	189,668
Grants Receivable	33,408	(268,667)
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	(258,074)	(17,304)
Accounts Payable	(191,056)	68,610
Accrued Expenses	257,163	-
Accrued Liabilities	-	153,191
Contributions and fund-raising activities	-	-
Miscellaneous sources	(313,051)	(108,010)
Deferred Revenue	13,687	269,780
Interest payments	-	-
Other	112,474	198,519
Other	59,414	(44,210)
<b>NET CASH PROVIDED FROM OPERATING ACTIVITIES</b>	<b>\$ (80,385)</b>	<b>\$ 462,930</b>
<b>CASH FLOWS - INVESTING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Purchase of equipment	(179,580)	(190,535)
Other	-	(75)
<b>NET CASH PROVIDED FROM INVESTING ACTIVITIES</b>	<b>\$ (179,580)</b>	<b>\$ (190,610)</b>
<b>CASH FLOWS - FINANCING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Principal payments on long-term debt	(25,767)	(65,096)
Other	-	-
<b>NET CASH PROVIDED FROM FINANCING ACTIVITIES</b>	<b>\$ (25,767)</b>	<b>\$ (65,096)</b>
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>\$ (285,732)</b>	<b>\$ 207,224</b>
Cash at beginning of year	1,805,003	1,597,779
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>\$ 1,519,271</b>	<b>\$ 1,805,003</b>

**Democracy Prep Endurance Charter School  
Statement of Functional Expenses  
as of June 30**

		<b>2018</b>						
		<b>Program Services</b>				<b>Supporting Services</b>		
	No. of Positions	<b>Regular</b>	<b>Special</b>	<b>Other</b>	<b>Total</b>	<b>Fundraising</b>	<b>Management and General</b>	<b>Total</b>
		<b>Education</b>	<b>Education</b>	<b>Education</b>				
Personnel Services Costs		\$	\$	\$	\$	\$	\$	\$
Administrative Staff Personnel	15.00	65,606	16,972	-	82,578	-	1,231,037	1,231,037
Instructional Personnel	62.00	3,228,648	835,247	-	4,063,895	-	-	-
Non-Instructional Personnel	1.00	42,499	10,994	-	53,493	-	-	-
<b>Total Salaries and Staff</b>	<b>78.00</b>	<b>3,336,753</b>	<b>863,213</b>	<b>-</b>	<b>4,199,966</b>	<b>-</b>	<b>1,231,037</b>	<b>1,231,037</b>
Fringe Benefits & Payroll Taxes		589,027	152,381	-	741,408	-	217,311	217,311
Retirement		118,554	30,670	-	149,224	-	43,739	43,739
Management Company Fees		439,459	113,687	-	553,146	-	162,131	162,131
Legal Service		-	-	-	-	-	1,575	1,575
Accounting / Audit Services		-	-	-	-	-	20,000	20,000
Other Purchased / Professional / Consulting Services		122,237	31,623	-	153,860	-	45,097	45,097
Building and Land Rent / Lease		634,222	164,073	-	798,295	-	233,985	233,985
Repairs & Maintenance		111,081	28,737	-	139,818	-	40,979	40,979
Insurance		30,207	7,814	-	38,021	-	11,144	11,144
Utilities		37,951	9,818	-	47,769	-	14,001	14,001
Supplies / Materials		234,164	60,577	-	294,741	-	-	-
Equipment / Furnishings		1,108	286	-	1,394	-	408	408
Staff Development		140,721	36,404	-	177,125	-	51,917	51,917
Marketing / Recruitment		12,722	3,291	-	16,013	-	4,693	4,693
Technology		71,894	18,599	-	90,493	-	26,525	26,525
Food Service		-	-	-	-	-	-	-
Student Services		372,047	96,248	-	468,295	-	-	-
Office Expense		40,696	10,528	-	51,224	-	15,013	15,013
Depreciation		126,349	32,686	-	159,035	-	46,615	46,615
OTHER		42,763	11,063	-	53,826	-	15,775	15,775
<b>Total Expenses</b>		<b>\$ 6,461,955</b>	<b>\$ 1,671,698</b>	<b>\$ -</b>	<b>\$ 8,133,653</b>	<b>\$ -</b>	<b>\$ 2,181,945</b>	<b>\$ 2,181,945</b>

	<b>2017</b>
<b>Total</b>	
\$	\$
1,313,615	892,624
4,063,895	3,745,510
53,493	55,956
5,431,003	4,694,090
958,719	837,340
192,963	161,932
715,277	1,212,386
1,575	121,750
20,000	20,250
198,957	51,579
1,032,280	888,997
180,797	216,530
49,165	44,999
61,770	-
294,741	389,581
1,802	21,032
229,042	100,593
20,706	39,929
117,018	124,237
-	9,655
468,295	400,246
66,237	89,505
205,650	189,668
69,601	57,814
<b>\$ 10,315,598</b>	<b>\$ 9,672,113</b>



# Entry 5c Additional Financial Docs

Last updated: 11/01/2018

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

## Section Heading

### 1. Management Letter

<https://nysed-cso-reports.fluidreview.com/resp/20314308/8mMlunnVv3/>

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

### 2. Form 990

(No response)

**Explanation for not uploading the Form 990.** N/A

### 3. Federal Single Audit

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

(No response)

**Explanation for not uploading the Federal Single Audit.** N/A

### 4. CSP Agreed Upon Procedure Report

(No response)

**Explanation for not uploading the procedure report.** N/A

## 5. Evidence of Required Escrow Account

<https://nysed-cso-reports.fluidreview.com/resp/20314308/pN6H0Nalce/>

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

## 6. Corrective Action Plan

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

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

(No response)

**Explanation for not uploading the Corrective Action Plan.** N/A

**Democracy Prep Endurance Charter School**

Independent Auditors' Report on Communication of  
Internal Control Matters

June 30, 2018

**Independent Auditors Communication on  
Internal Control Matters**

**The Board of Trustees  
Democracy Prep Endurance Charter School**

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

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or 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.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. We consider the deficiency in the School's internal control presented in Addendum A to this letter to be a material weakness.

We have other observations and recommendations that are opportunities for strengthening internal control and/or operating efficiency, presented in Addendum B to this letter.

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

*PKF O'Connor Davies, LLP*

October 29, 2018

## **Democracy Prep Endurance Charter School**

### **Addendum A**

#### **Deficiency in Internal Control that We Consider to be a Material Weakness**

##### **1. General Ledger Maintenance and Account Analysis (Prior Year Comment)**

During our audit, we noted that schedules and reconciliations were not prepared and updated throughout the fiscal year. This delayed management's preparation of the year-end financial statements and the completion of the audit package. We noted that improvements are needed in the financial statement closing processes to address the timeliness of the Organization's year-end financial reporting.

Management should assess the adequacy of resources in the finance department in relation to its periodic reporting responsibility. The Organization may consider an increased level of financial analysis of significant accounts on a regular basis, as well as providing additional support to the Chief Financial Officer in the area of financial reporting.

**Democracy Prep Endurance Charter School**

**Addendum B**

**Other Observations and Recommendations for Strengthening  
Internal Control and/or Operating Efficiency**

**2. Bank Reconciliation – Operating Account**

During our audit, we noted that the list of outstanding checks included several stale checks. Most of these checks have been remained outstanding for more than a year.

We recommend that management investigate the status of these checks. In the meantime, the total amount of these checks should be transferred to accounts payable until their disposition is resolved.



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ESCROW ACCOUNT  
250 W 127TH ST  
NEW YORK NY 10027-2957

Page: 1 of 2  
Statement Period: Sep 01 2018-Sep 30 2018  
Cust Ref #: [REDACTED]  
Primary Account #: [REDACTED]

TD Small Business Money Market Plus  
DEMOCRACY PREP ENDURANCE CHARTER SCHOOL

Account [REDACTED]

ACCOUNT SUMMARY

Beginning Balance	75,395.89	Average Collected Balance	75,396.09
Other Credits	6.20	Interest Earned This Period	6.20
Ending Balance	75,402.09	Interest Paid Year-to-Date	56.37
		Annual Percentage Yield Earned	0.10%
		Days in Period	30

DAILY ACCOUNT ACTIVITY

POSTING DATE	DESCRIPTION	AMOUNT
09/28	INTEREST PAID	6.20
	Subtotal:	6.20

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
08/31	75,395.89	09/28	75,402.09

Begin by adjusting your account register as follows:

- fi Subtract any services charges shown on this statement.
- fi Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- fi Add any interest earned if you have an interest-bearing account.
- fi Add any automatic deposit or overdraft line of credit.
- fi Review all withdrawals shown on this statement and check them off in your account register.
- fi Follow instructions 2-5 to verify your ending account balance.

1. Your ending balance shown on this statement is:
2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.
3. Subtotal by adding lines 1 and 2.
4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

<b>1</b>	Ending Balance		75,402.09
<b>2</b>	Total Deposits	+	
<b>3</b>	Sub Total		
<b>4</b>	Total Withdrawals	-	
<b>5</b>	Adjusted Balance		

<b>2</b>	DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
	Total Deposits		<b>2</b>

<b>4</b>	WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
	Total Withdrawals		<b>4</b>

	WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
	Total Withdrawals		<b>4</b>

**FOR CONSUMER ACCOUNT ONLY IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUND TRANSFERS:**

If you need information about an electronic fund transfer or if you believe there is an error on your bank statement or receipt relating to an electronic fund transfer, telephone the bank immediately at the phone number listed on the front of your statement or write to:

TD Bank, N.A., Deposit Operations Dept, P.O. Box 1377, Lewiston, Maine 04243-1377

We must hear from you no later than sixty (60) calendar days after we sent you the first statement upon which the error or problem first appeared. When contacting the Bank please explain as clearly as you can why you believe there is an error or why more information is needed. Please include:

- fi Your name and account number.
- fi A description of the error or transaction you are unsure about.
- fi The dollar amount and date of the suspected error.

When making a verbal inquiry the Bank may ask that you send us your complaint in writing within ten (10) business days after the first telephone call.

We will investigate your complaint and will correct any error promptly if we take more than ten (10) business days to do this, we will credit your account for the amount you think is in error so that you have the use of the money during the time it takes to complete our investigation.

**INTEREST NOTICE:**

Total interest credited by the Bank to you this year will be reported by the Bank to the Internal Revenue Service and State tax authorities. The amount to be reported will be reported separately to you by the Bank.

**FOR CONSUMER LOAN ACCOUNT ONLY BILLING RIGHTS SUMMARY**

**In case of Error or Questions about your Bill:**

If you think your bill is wrong or if you need more information about a transaction on your bill, write us at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter give us the following information:

- fi Your name and account number.
- fi The dollar amount of the suspected error.
- fi Describe the error and explain if you can, why you believe there is an error. If you need more information describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating but you are still obligated to pay the part of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount in question.

**FINANCE CHARGE:** Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "ODP" refers to Overdraft Protection) the Bank discloses the Average Daily Balance on the periodic statements as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advance and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advance has been added and payments or credits have been subtracted plus or minus any other adjustment that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.



# Entry 5d Financial Services Contact Information

Last updated: 11/01/2018

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

## DEMOCRACY PREP ENDURANCE CS (REGENTS)Section Heading

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Greg Spreeman	[REDACTED]	

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Gus Saliba	[REDACTED]		

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm
	PKF O'Connor Davies, LLP	Gus Saliba	[REDACTED]			2

# New York State Education Department

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

## 2018-19 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 accommodate 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.

**Democracy Prep Endurance**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	10,396,655	989,682	351,650	-	924,135	12,662,122
Total Expenses	8,580,284	563,310	179,000	-	3,020,813	12,343,407
Net Income	1,816,371	426,372	172,650	-	(2,096,678)	318,716
Actual Student Enrollment	474	176				
Total Paid Student Enrollment	-	-				

**PROGRAM SERVICES**

**SUPPORT SERVICES**

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

**REVENUE**

**REVENUES FROM STATE SOURCES**

Per Pupil Revenue

CY Per Pupil Rate

**NYC CHANCELLOR'S OFFICE**

\$15,307.00

- School District 2 (Enter Name)
- School District 3 (Enter Name)
- School District 4 (Enter Name)
- School District 5 (Enter Name)

9,950,200	-	-	-	-	9,950,200
-	-	351,650	-	-	351,650
-	-	-	-	921,805	921,805
-	-	-	-	-	-
-	-	-	-	-	-
<b>9,950,200</b>		<b>351,650</b>		<b>921,805</b>	<b>11,223,655</b>

Special Education Revenue

-	898,889	-	-	-	898,889
---	---------	---	---	---	---------

Grants

- Stimulus
- Other

-	-	-	-	-	-
-	-	-	-	-	-

Other State Revenue

-	-	-	-	-	-
---	---	---	---	---	---

**TOTAL REVENUE FROM STATE SOURCES**

<b>9,950,200</b>	<b>898,889</b>	<b>351,650</b>		<b>921,805</b>	<b>12,122,544</b>
------------------	----------------	----------------	--	----------------	-------------------

**REVENUE FROM FEDERAL FUNDING**

IDEA Special Needs

-	90,793	-	-	-	90,793
---	--------	---	---	---	--------

Title I

304,091	-	-	-	-	304,091
---------	---	---	---	---	---------

Title Funding - Other

90,699	-	-	-	-	90,699
--------	---	---	---	---	--------

School Food Service (Free Lunch)

-	-	-	-	-	-
---	---	---	---	---	---

Grants

- Charter School Program (CSP) Planning & Implementation
- Other

-	-	-	-	-	-
-	-	-	-	-	-

Other Federal Revenue

-	-	-	-	-	-
---	---	---	---	---	---

**TOTAL REVENUE FROM FEDERAL SOURCES**

<b>394,790</b>	<b>90,793</b>				<b>485,583</b>
----------------	---------------	--	--	--	----------------

**LOCAL and OTHER REVENUE**

Contributions and Donations, Fundraising

-	-	-	-	-	-
---	---	---	---	---	---

Erate Reimbursement

-	-	-	-	-	-
---	---	---	---	---	---

Interest Income, Earnings on Investments,

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

-	-	-	-	2,330	2,330
---	---	---	---	-------	-------

Food Service (Income from meals)

-	-	-	-	-	-
---	---	---	---	---	---

Text Book

51,665	-	-	-	-	51,665
--------	---	---	---	---	--------

Other Local Revenue

-	-	-	-	-	-
---	---	---	---	---	---

**TOTAL REVENUE FROM LOCAL and OTHER SOURCES**

<b>51,665</b>				<b>2,330</b>	<b>53,996</b>
---------------	--	--	--	--------------	---------------

**TOTAL REVENUE**

<b>10,396,655</b>	<b>989,682</b>	<b>351,650</b>		<b>924,135</b>	<b>12,662,122</b>
-------------------	----------------	----------------	--	----------------	-------------------

**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

No. of Positions

Executive Management

-

-	-	-	-	-	-
---	---	---	---	---	---

Instructional Management

5.00

497,670	-	-	-	-	497,670
---------	---	---	---	---	---------

Deans, Directors & Coordinators

5.00

-	-	-	-	267,120	267,120
---	---	---	---	---------	---------

CFO / Director of Finance

-

-	-	-	-	-	-
---	---	---	---	---	---

Operation / Business Manager

2.00

-	-	-	-	140,450	140,450
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**Democracy Prep Endurance**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	10,396,655	989,682	351,650	-	924,135	12,662,122
Total Expenses	8,580,284	563,310	179,000	-	3,020,813	12,343,407
Net Income	1,816,371	426,372	172,650	-	(2,096,678)	318,716
Actual Student Enrollment	474	176				
Total Paid Student Enrollment	-	-				

**PROGRAM SERVICES**

**SUPPORT SERVICES**

		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Administrative Staff	7.00	-	-	-	-	344,500	344,500
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>19</b>	<b>497,670</b>				<b>752,070</b>	<b>1,249,740</b>
<b>INSTRUCTIONAL PERSONNEL COSTS</b>							
Teachers - Regular	37.00	2,527,610	-	-	-	-	2,527,610
Teachers - SPED	9.00	-	563,310	-	-	-	563,310
Substitute Teachers	-	-	-	-	-	-	-
Teaching Assistants	2.00	120,000	-	-	-	-	120,000
Specialty Teachers	10.00	708,358	-	-	-	-	708,358
Aides	-	-	-	-	-	-	-
Therapists & Counselors	6.00	385,807	-	-	-	-	385,807
Other	-	-	-	-	-	-	-
<b>TOTAL INSTRUCTIONAL</b>	<b>64</b>	<b>3,741,776</b>	<b>563,310</b>				<b>4,305,086</b>
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>							
Nurse	-	-	-	-	-	-	-
Librarian	1.00	-	-	-	-	45,050	45,050
Custodian	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Other	-	373,709	-	-	-	-	373,709
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>1</b>	<b>373,709</b>				<b>45,050</b>	<b>418,759</b>
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>84</b>	<b>4,613,154</b>	<b>563,310</b>			<b>797,120</b>	<b>5,973,585</b>
<b>PAYROLL TAXES AND BENEFITS</b>							
Payroll Taxes		421,454	-	-	-	-	421,454
Fringe / Employee Benefits		728,307	-	-	-	-	728,307
Retirement / Pension		269,902	-	-	-	-	269,902
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>1,419,664</b>					<b>1,419,664</b>
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>6,032,818</b>	<b>563,310</b>			<b>797,120</b>	<b>7,393,248</b>
<b>CONTRACTED SERVICES</b>							
Accounting / Audit		-	-	-	-	22,000	22,000
Legal		-	-	-	-	-	-
Management Company Fee		-	-	-	-	1,349,277	1,349,277
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-	-
Payroll Services		-	-	-	-	22,029	22,029
Special Ed Services		-	-	-	-	-	-
Titlement Services (i.e. Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		68,000	-	-	-	-	68,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>68,000</b>				<b>1,393,306</b>	<b>1,461,306</b>
<b>SCHOOL OPERATIONS</b>							
Board Expenses		1,366	-	-	-	-	1,366
Classroom / Teaching Supplies & Materials		81,681	-	-	-	-	81,681
Special Ed Supplies & Materials		-	-	-	-	-	-
Textbooks / Workbooks		186,297	-	-	-	-	186,297

**Democracy Prep Endurance**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	10,396,655	989,682	351,650	-	924,135	12,662,122
Total Expenses	8,580,284	563,310	179,000	-	3,020,813	12,343,407
Net Income	1,816,371	426,372	172,650	-	(2,096,678)	318,716
Actual Student Enrollment	474	176				
Total Paid Student Enrollment	-	-				

**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Supplies & Materials other	187,681	-	-	-	-	187,681
Equipment / Furniture	88,451	-	-	-	-	88,451
Telephone	60,480	-	-	-	-	60,480
Technology	166,500	-	-	-	-	166,500
Student Testing & Assessment	27,259	-	-	-	-	27,259
Field Trips	316,300	-	-	-	-	316,300
Transportation (student)	-	-	-	-	-	-
Student Services - other	79,054	-	-	-	-	79,054
Office Expense	-	-	-	-	32,782	32,782
Staff Development	-	-	-	-	305,077	305,077
Staff Recruitment	-	-	-	-	22,927	22,927
Student Recruitment / Marketing	-	-	-	-	60,927	60,927
School Meals / Lunch	-	-	-	-	-	-
Travel (Staff)	-	-	-	-	-	-
Fundraising	-	-	-	-	-	-
Other	61,742	-	-	-	-	61,742
<b>TOTAL SCHOOL OPERATIONS</b>	<b>1,256,811</b>				<b>421,713</b>	<b>1,678,524</b>

**FACILITY OPERATION & MAINTENANCE**

Insurance	-	-	-	-	31,550	31,550
Janitorial	115,588	-	-	-	-	115,588
Building and Land Rent / Lease	1,012,260	-	-	-	-	1,012,260
Repairs & Maintenance	50,000	-	-	-	-	50,000
Equipment / Furniture	-	-	-	-	-	-
Security	34,973	-	-	-	-	34,973
Utilities	9,834	-	-	-	-	9,834
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>1,222,655</b>				<b>31,550</b>	<b>1,254,205</b>

**DEPRECIATION & AMORTIZATION**

**DISSOLUTION ESCROW & RESERVES / CONTIGENCY**

DEPRECIATION & AMORTIZATION			179,000	-	-	179,000
DISSOLUTION ESCROW & RESERVES / CONTIGENCY			-	-	377,123	377,123
<b>TOTAL EXPENSES</b>	<b>8,580,284</b>	<b>563,310</b>	<b>179,000</b>		<b>3,020,813</b>	<b>12,343,407</b>
<b>NET INCOME</b>	<b>1,816,371</b>	<b>426,372</b>	<b>172,650</b>		<b>(2,096,678)</b>	<b>318,716</b>

**ENROLLMENT - \*School Districts Are Linked To Above Entries\***

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
NYC CHANCELLOR'S OFFICE	474	176	650
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
<b>TOTAL ENROLLMENT</b>	<b>474</b>	<b>176</b>	<b>650</b>
<b>REVENUE PER PUPIL</b>	<b>21,911</b>	<b>5,639</b>	<b>541</b>
<b>EXPENSES PER PUPIL</b>	<b>18,083</b>	<b>3,210</b>	<b>275</b>









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

← None →

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p>← None →</p>				

Signature \_\_\_\_\_ Date 7/24/17

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

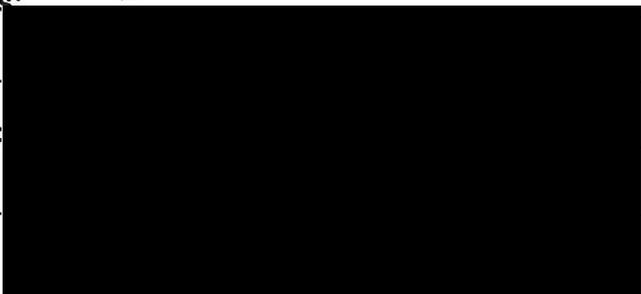
Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_



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

Trustee Name:

Kathryn Stanton (Katu Duffy)

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

Democracy Prep Endurance Charter School

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

member

2. Is the trustee an employee of any school operated by the Education Corporation?

Yes  No

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

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

Yes  No

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

CEO, Management, \$275,000, 7/1/13 (as CEO)

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

7/1/16 - 6/30/17	Please write None if applicable. Do not leave this space blank.	management renewed agreement votes	self
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
DPPS	Management	\$127	self	Renewed

Signature: [Signature] Date: 7/24/17

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

Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_



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

Trustee Name:

Sanya Crosswell

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

Democracy Prep Endurance

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

Secretary

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

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

Yes  No

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

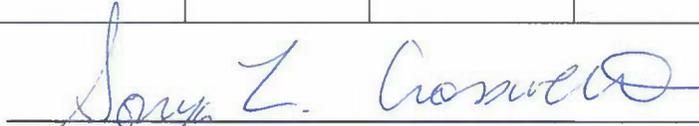
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

<i>None</i>	<i>Please write "None" if applicable. Do not leave this space blank.</i>
-------------	--

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
<i>None.</i>				


7/11/2017  
 Signature Date

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

**Business Telephone**  
**Business Address**  
**E-mail Address**  
**Home Telephone**  
**Home Address**

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

Trustee Name:

Ross Frommer

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

Democracy Prep Endurance

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

Member, Chair of Community Affairs

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

Committee

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

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

Yes  No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

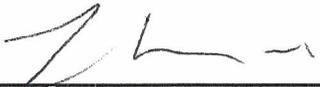
Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
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None

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank.				
	None			

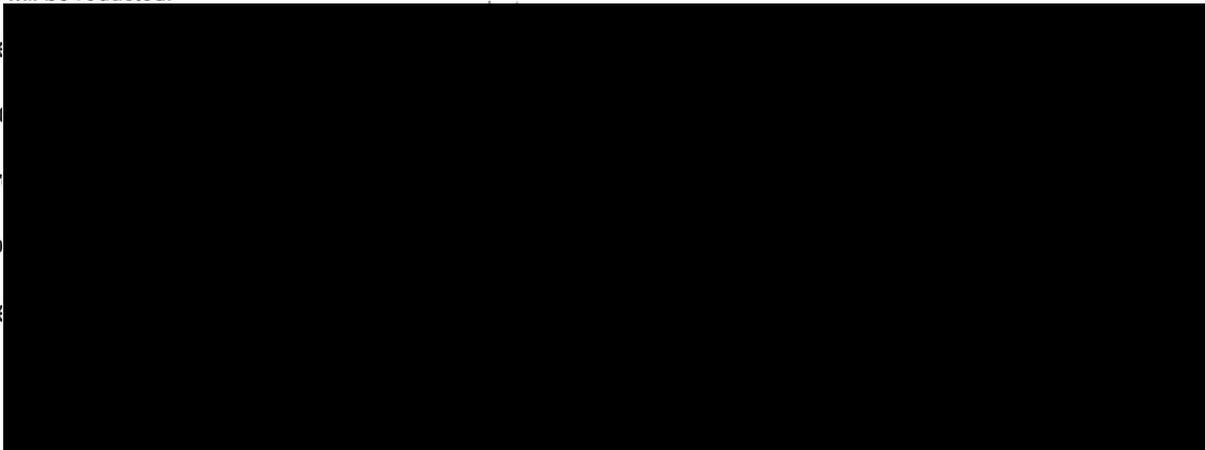

6/22/2017

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Signature Date

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

Business Telephone  
 Business Address  
 E-mail Address  
 Home Telephone  
 Home Address

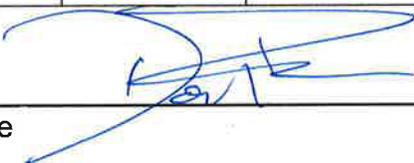




Please write "None" if applicable. Do not leave this space blank.

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="text-align: center;">None</p>				

Signature  Date 6/21/17

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

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:





# Entry 8 BOT Table

Created: 07/16/2018 • Last updated: 07/23/2018

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

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
1	Khary Barnes [Redacted]	Chair	N/A	Yes	4	07/12/2018	08/01/2020	5 or less
2	Sonya Crosswell [Redacted]	Secretary	N/A	Yes	4	06/13/2017	08/01/2019	5 or less
3	Ross Frommer [Redacted]	Trustee/Member	Chair of Family and Community Committee	Yes	3	06/13/2017	08/01/2019	5 or less
4	Donald Porter [Redacted]	Treasurer	Chair of Finance and Audit Committee	Yes	3	06/13/2017	08/01/2019	5 or less
5	Katie [Redacted]	Trustee/Member	N/A	Yes	4	07/12/2018	08/01/2020	5 or less
6								
7								
8								
9								

- |   |    |
|---|----|
| <b>1a. Are there more than 9 members of the Board of Trustees?</b>                          | No |
| <b>2. Total number of members on June 30, 2018</b>  | 5  |
| <b>3. Total number of members joining the Board during the 2017-18 school year</b>          | 0  |
| <b>4. Total number of members departing the Board during the 2017-18 school year</b>        | 3  |
| <b>5. Number of voting members in 2017-18, as set by the by-laws, resolution or minutes</b> | 8  |
| <b>6. Number of Board meetings conducted during the 2017-18 School Year</b>                 | 4  |
| <b>7. Number of Board meetings scheduled for the coming 2018-19 school year</b>             | 12 |

**Thank you.**



# Entry 9 - Board Meeting Minutes

Last updated: 07/23/2018

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

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

### **DEMOCRACY PREP ENDURANCE CS (REGENTS)**

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

No

the charter school's website.

**B. Upload all monthly Board meeting minutes, which should match the number of meetings held during the 2017-18 school year.**

Combine all monthly meeting minutes into one .PDF file.

<https://nysed-cso-reports.fluidreview.com/resp/17812646/wNFCVDEEJA/>



# DEMOCRACY PREP

## ENDURANCE CHARTER SCHOOL

*Work Hard. Go to College. Change the World!*

### Democracy Prep Endurance Charter School Board of Trustees Meeting

Thursday, October 12, 2017  
240 East 123rd Street, New York, NY 10027

#### Meeting Minutes

##### PRESENT

Khary Barnes  
Rashida La Lande  
Sonya Crosswell  
Donald Porter  
Ross Fromer

##### ABSENT

Craig Canton  
Christina Grant  
Katie Duffy

##### GUESTS

Kent Anker  
Rick Abare  
Benjamin Feit  
Greg Spreeman  
Kimberly Mendez

**Khary Barnes, Board Chair, called the meeting to order at 6:47 pm.**

#### **School Update:**

Rick Abare, Special Assistant to the CEO of Democracy Prep Public Schools (DPPS), delivered an update on the school's 2016-17 New York State and Regents Exam results. At the middle school level, students in all grades significantly outperformed peers attending district schools, and students in grades 7 and 8 surpassed city and state proficiency levels. Math student proficiency decreased slightly from 2016, which was consistent with a trend observed at other DPNY schools. The Office of the Superintendent is conducting item analyses to better target instruction in advance of the 2018 administration. On ELA state exams, DPE performed in line with other DPNY schools. Proficiency levels continue to improve as students progress the DPPS curriculum into higher grade levels. Median growth percentiles for both Math and ELA surpassed last year's performance.

Benjamin Feit, Chief of Staff at DPPS, mentioned that school culture at the middle school has remained positive and consistent since the school's new principal, Katherine Perez, joined the leadership team. There has been relative continuity with regards to teachers and staff. In the first year of the school's renewal term, the high school is now serving grades 9-11. With Pia Dandiya continuing as Campus Director, the school is fully staffed and close to full enrollment.

#### **Network Update:**

Mr. Feit confirmed that DPPS's newest campus, Democracy Prep at the Agassi Campus, is now open in Las Vegas, NV. The DPPS community in Las Vegas, though new, has come together in support of those community members that were affected by the recent mass shooting. The school

has provided social workers to counsel students, families, and staff, and DPPS community members in NY and NJ have sent letters of support to those in Las Vegas.

Kent Anker, General Counsel for DPPS, mentioned that many schools initiated service projects addressing disaster relief to aid the communities affected by the most recent hurricanes. Although Baton Rouge was affected by last year's flooding, no DPPS campuses were directly affected by this year's natural disasters.

Mr. Anker also shared exciting news that Freedom Prep High School in Camden received its first college acceptance. A female ACT student received a full scholarship offer to the University of Harrisburg.

Mr. Feit advised that School Reviews are beginning to take place under the direction of the new superintendent, Natasha Trivers. She has taken over leadership of the curriculum team, ensuring that the network's instructional programs are as cohesive and rigorous as possible across all campuses.

Democracy Prep has hired Rochelle Ritchie to join the team as Director of External Affairs. Ms. Ritchie has extensive press experience and will lead the current communications team of eight members. Her key roles will include promoting the DPPS brand in a cohesive manner to ensure we attract high-quality talent and reach parents, students, and prospective colleges effectively; acting as the key spokesperson with members of the press; and developing and executing a differentiated external affairs strategy, especially in DPPS regions outside of NY.

DPPS received a second round of federal expansion funding that requires the network to expand by about twelve schools by the 2020-21 school year. Mr. Feit expressed confidence that the network has developed the efficient and scalable models necessary to execute this level of growth within that time period. The success and scaling capabilities are supported by both the tech systems and personnel structures already in place at the network level. School Reviews, as well as Operational Reviews, allow individual schools and staff members within the network to leverage the benefits of being part of the larger DPPS professional and network community. The CMO will not need to grow extensively in order to accommodate these additional campuses, though it will continue to grow its expertise and focus on scaling efficiencies and cost-effective measures that have been successful across the network thus far.

In response to a question from Mr. Frommer, Mr. Feit explained that SUNY had recently adopted new regulations that will allow certain high-performing SUNY-authorized charter schools to develop their own teacher certification programs. This is a major step forward in the efforts to reduce barriers to entry in the workplace for teachers, as well as to allow schools to take the steps necessary in hiring and training in order to achieve the student outcomes for which they are held accountable. DPPS currently provides extensive training and professional development for teachers. Because DPE is not a SUNY-authorized school, it will not be eligible to apply for approval to certify its teachers.

#### **Finance & Audit Committee Update:**

Greg Spreeman, Democracy Prep's Chief Financial Officer, delivered finance report. Board members should expect to see a draft FY17 audit shortly. DPE appears to be roughly on track to satisfy its FY18 projections, but a more firm determination will be made shortly once the first audited enrollment count is taken into consideration.

**Pathways Update:**

With Democracy Prep's Pathways program having moved from DPPS to DPNY, the MOU setting forth the terms of DPE's participation in the program must be revised. In this MOU, DPE will transfer per-pupil funds for students that have shifted out of DPE into the Pathways program to DPNY. DPNY has already ratified the agreement.

**MOTION: Motion to authorize Khary Barnes to negotiate and execute the Pathways Agreement with Democracy Prep New York Charter Schools on behalf of DPE.**

*Motion unanimously approved at 7:51pm.*

Mr. Spreeman proposed increasing the threshold for capital assets that require board approval from \$1,000 to \$2,500.

**MOTION: Motion to empower the Finance & Audit Committee to review the Financial Policies & Procedures Handbook and to make updates as appropriate.**

*Motion unanimously approved at 7:59pm.*

**MOTION: Motion to approve the Board Meeting calendar, with the November meeting likely to be rescheduled.**

*Motion unanimously approved at 8:03pm.*

**MOTION: Motion to approve the minutes from the Board's June 13, 2017 meeting.**

*Motion unanimously approved at 8:04pm.*

**MOTION: Motion to adjourn the meeting.**

*Motion unanimously approved at 8:06pm.*



# DEMOCRACY PREP

## ENDURANCE CHARTER SCHOOL

*Work Hard. Go to College. Change the World!*

### Democracy Prep New York Charter Schools Board of Trustees Meeting

Thursday, December 14, 2017  
240 East 123<sup>rd</sup> St. New York, NY 10035

#### Meeting Minutes

#### PRESENT

Khary Barnes  
Sonya Crosswell  
Ross Frommer  
Donald Porter  
Katie Duffy

#### ABSENT

Craig Canton  
Rashida La Lande  
Christina Grant

#### GUESTS

Greg Spreeman  
Kent Anker  
Rick Abare

Khary Barnes, Board Chairperson, called the meeting to order at 6:52 p.m.

MOTION: Motion to approve the minutes from the Board's October 12, 2017 meeting.

*Motion approved unanimously at 6:55 p.m.*

#### Schools Update

Katie Duffy, Chief Executive Officer of Democracy Prep Public Schools ("DPPS"), began her DPE update by noting that Trimester 1 had recently come to an end, with report card distribution and parent teacher conferences happening this week.

Kent Anker, Vice President of Policy & General Counsel for DPPS, updated the board on how the school was settling into its expanded space in Taino, noting that folks have settled in well after last summer's construction. Mr. Anker briefly touched on ongoing work to the HVAC systems and the collective leverage of the DPPS co-located schools in getting work prioritized.

Khary Barnes, Chairperson of Democracy Prep Endurance Charter School, asked Ms. Duffy and Mr. Anker if they would have chosen to expand had they had possessed their present knowledge of the organization's experience operating in Taino Towers before making the decision. Mr. Anker stated that despite DPPS' need to perform work on the space, the facility's funding considerations and the emergence of synergies between the DPPS schools are highly beneficial. Ms. Duffy added that she was constantly encouraged by the community that has taken shape amongst the various DPPS schools in Taino.

Ms. Duffy updated the board on the structure of the interactions between DPECS Principals and the Superintendent's Team, noting that this year's added bandwidth has been critical to improving

the feedback supports to the school leaders. She also mentioned that the scope of this structure would be examined further.

### **Network Update**

Ms. Duffy updated the DPECS Board on goings-on throughout the network. She touched briefly on recent college acceptances for scholars at Freedom Prep High in Camden, the first class of seniors to graduate from the charter. Ms. Duffy also discussed the recent hiring of Rochelle Ritchie in the role of Director of External Affairs. Formerly working in PR and Media in DC and Baltimore, DPPS is excited to have a veteran of the press heading up its Communications Team. Ms. Duffy also noted the departure of Benjamin Feit, formerly Chief of Staff for DPPS, who left in favor of long sought-after work in Massachusetts politics.

Ms. Duffy moved on to comments on current expansion potential in San Antonio, Indianapolis, Detroit and Pine Bluff. In response to an inquiry from Mr. Frommer, Ms. Duffy briefly contrasted the differing situations in each locale and noted that organizations from these areas had approached DPPS to begin these conversations.

Mr. Barnes inquired about the status of SUNY's initiative to allow qualified organizations to self-certify teachers. Ms. Duffy noted that SUNY was currently facing some opposition but that DPPS would be prepared to put a plan in place as soon as possible, should the initiative be finalized.

### **Finance Update**

Greg Spreeman, Chief Financial Officer for DPPS, updated the board on the current status of the DPECS budget. Mr. Spreeman noted the typical early year expenditures on books and other instructional resources. He also noted that both revenues and expenses were down, but in lockstep. This is primarily due to less than expected enrollment in 11<sup>th</sup> grade. Ms. Duffy commented that the Superintendent's team was aware of the issue and have been working aggressively with Ms. Dandiya, Campus Director for DPE High School, to ensure this does not become an ongoing issue.

In response to a question from the board, Mr. Spreeman went into detail about the location and meaning of some individual line items.

MOTION: Motion to adjourn the meeting.

*Motion approved unanimously at 7:52 p.m.*



# DEMOCRACY PREP

## ENDURANCE CHARTER SCHOOL

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### Democracy Prep New York Charter Schools Board of Trustees Meeting

Thursday, May 3, 2018  
240 East 123<sup>rd</sup> St. New York, NY 10035

#### Meeting Minutes

#### PRESENT

Khary Barnes  
Sonya Crosswell  
Ross Frommer  
Donald Porter  
Craig Canton

#### ABSENT

Katie Duffy  
Rashida La Lande  
Christina Grant

#### GUESTS

Greg Spreeman  
Kent Anker  
Kimberly Mendez

Khary Barnes, Board Chairman, called the meeting to order at 6:54 p.m.

**MOTION:** Motion to approve the minutes from the previous Board meeting, held on December 14, 2017.

*Motion approved unanimously at 6:55 p.m.*

Kent Anker, Executive Vice President of Policy & General Counsel for DPPS, begins the meeting by explaining the process by which the Board can reduce the number of trustees per the DPE Board bylaws. Before the reduction is official, the State Department of Education will need to approve the signed resolution stating intent to reduce the number of trustees. Mr. Anker states, in response to a question from Mr. Barnes, that if the Board wishes to add trustees in the future, the same process would need to take place.

Mr. Anker reads the resolution aloud, and distributes copies of the resolution to all present.

**MOTION:** Motion to approve the resolution to reduce the number of trustees on the DPE Board from Eight trustees to Five.

*Motion approved unanimously at 7:01 p.m.*

Mr. Anker reads aloud the resolution for the resignation of Rashida LaLande.

**MOTION:** Motion to approve the resignation of Rashida LaLande.

*Motion approved unanimously at 7:08 p.m.*

Mr. Anker reads aloud the resolution for the resignation of Craig Canton.

**MOTION:** Motion to approve the resignation of Craig Canton.

*Motion approved unanimously at 7:09 p.m.*

### **Network Update**

Mr. Anker begins the Network Update by stating that schools across the network continue to receive positive news regarding college admissions. One student from Democracy Prep Charter High was named a recipient of the Jack Kent Cooke Scholarship for attendance at Brown University. Additionally, two students from Democracy Prep Harlem High won the duo state championship in Speech & Debate. A number of students were semifinalists and quarterfinalists in various sub-categories at the State Speech & Debate competitions.

The network teams have been busy preparing to take over management of a turnaround school in San Antonio, Texas. This is one of the first district-charter partnerships in Texas, so there is a deep interest in making this partnership work in the region. An Executive Director for DP Texas has recently been hired, and he is busy recruiting and hiring staff for the upcoming 2018-19 school year. In response to a question from Mr. Barnes, Mr. Anker states that Leader U will not play an immediate role in staffing leadership positions in San Antonio; however, as the school grows from an elementary to middle school, over time Leader U will come to play a bigger role in leadership training in the region.

Mr. Anker also gives an update on the conclusion of the CSP monitoring visit. He gives a general overview of the terms of the federal CSP grant and how the network has been using grant funds, as one of the few CMOs across the nation that has received the grant twice. The monitoring team did a deep dive into network operations and the measures in place to evaluate successful implementation of the grant program. The recent Mathematica study on civic engagement is one of the external evaluations funded by the federal CSP grant. Mr. Barnes gives a brief overview of his interview with the monitoring team.

### **Schools Update**

Mr. Anker gives a brief school update, stating that the end of the school year is always a challenging time for middle and high schools with regards to behavioral issues. Mr. Barnes asks how the school typically deals with stakeholders and parents when there are behavioral challenges. Mr. Anker explains the role of the Director of Crisis Management, Dr. Amier Carmel, who liaises between school staff, parents, mental health professionals, and ACS when necessary. At Taino, specifically, an additional security guard and increased screening for visitors has been implemented. Thus far in the school year, there have been no complaints from parents and families to the Board directly.

School trips across the network have also recently concluded, and DPEH's 11<sup>th</sup> grade students completed their first trip to Korea.

### **Finance Update**

Greg Spreeman, Chief Financial Officer for DPSS, updates the board on the current status of the DPECS budget. He informs the Board that we will be seeing about an 8.5% increase in GenEd per-pupil funding in the next school year. At the current per-pupil funding level, DPEH is running a healthy budget, projecting an end-of-year profit. The Board will need to approve the budget in next

month's meeting. In response to a question from Ross Frommer about additional programming to come from surplus funds, Mr. Anker replies that when construction on Taino is finished in the next year, discussions on how best to spend surplus will resume.

MOTION: Motion to adjourn the meeting.

*Motion approved unanimously at 7:51 p.m.*



# DEMOCRACY PREP

## ENDURANCE CHARTER SCHOOL

*Work Hard. Go to College. Change the World!*

### Democracy Prep New York Charter Schools Board of Trustees Meeting

Thursday, June 7, 2018  
240 East 123<sup>rd</sup> St. New York, NY 10035

#### Meeting Minutes

##### PRESENT

Khary Barnes  
Ross Frommer  
Donald Porter

##### ABSENT

Katie Duffy  
Sonya Crosswell

##### GUESTS

Greg Spreeman  
Kent Anker  
Kimberly Mendez

Khary Barnes, Board Chairman, calls the meeting to order at 6:53 p.m.

**MOTION:** Motion to approve the minutes from the previous Board meeting, held on December 14, 2017.

*Motion approved unanimously at 6:54 p.m.*

#### Schools Update

Kent Anker briefly discusses updates being made to Personnel and Student and Family Handbooks. All updates will be reviewed and approved in next month's meeting.

Mr. Anker also mentions that the theatre program at DPEH is performing *Cinderella* this week. The Speech and Debate team at DPEH was featured in a documentary by The Guardian, which follows a group of students going to the National tournament.

High school graduations across the network are coming up. DPCHS, BPHS, and DPHHS will all be graduating on June 25, 2018. DPAC had its first graduating class this year – 7 out of 40 seniors will graduate. Freedom Prep High School will also graduate its first senior class on June 14, 2018.

#### Network Update

Mr. Barnes asks if there are any updates regarding the Federal CSP Monitoring Visit. Mr. Anker responds that we should be receiving the first draft of the report by the end of June, and we will be given the opportunity to make suggestions and edits.

Mr. Anker mentions that the CMO is looking forward to the possibility of certifying teachers through SUNY if their proposal is accepted. Mr. Anker explains some of the benefits of being able to certify teachers and further develop a contained classroom model for 9<sup>th</sup> grade students.

In response to a question from Mr. Frommer, the group discusses the Mayor's new proposal regarding specialized high school admissions. Mr. Anker responds that he does not think charter schools would be affected if this proposed policy goes into effect. He also mentions that DPPS has not historically steered students toward the specialized high school exam.

In response to a question from Mr. Barnes about school leadership, Mr. Anker replies that Pia Dandiya and Katherine Perez will continue to be the school leaders at DPEHS and DPEMS, respectively. Margaret Marrer, Assistant Superintendent, will be focusing on regions outside of New York going forward, while Natasha Trivers, Superintendent, will continue to directly coach Ms. Dandiya and Steve Popper, Assistant Superintendent, will continue to directly coach Ms. Perez.

Though there are no pending issues to discuss with the Community & Family Committee, there have recently been more behavioral issues at DPEMS than normal. Mr. Anker mentions that though there is significant gang activity in the surrounding community, altercations at school do not appear to be gang-related. Schools have been depending more on crisis intervention support from the network, and Dr. Amier Carmel, Director of Crisis Management, has been focusing more time on DPEMS and DPEHS than previously. So far, there has been no police activity at schools, and issues are not hindering education in schools.

Mr. Anker mentions that there has been more training for staff members and students regarding social media use and cyberbullying. There has been a strong community effort to steer scholars away from this behavior and engagement, and to reemphasize the tenets of being part of this community and being respectful and responsible on social media. As a result, the CMO has made some shifts in Codes of Conduct, based on local occurrences and national trends.

## **Finance Update**

Greg Spreeman, Chief Financial Officer, reviewed the initial draft of the school budget for the upcoming year with Mr. Porter, and the budget will be approved at next month's meeting.

Mr. Spreeman mentions there will be an increase in per-pupil funding next year, and the budget reflects a significant surplus planned. Mr. Porter and Mr. Frommer ask if there are any spending opportunities we should consider for the schools. Mr. Spreeman responds, saying that he will brainstorm and present options for capital expenditures at a later meeting. He mentions that across the network, school leaders are asked to be thoughtful about budgets and to build from the perspective of Special Education needs first, then build outward to General Education. Priorities that could lead to additional expenditures in budget include: hiring a greater number of certified teachers, more tenured staff with varied experience, and staff benefits.

**MOTION:** Motion to adjourn the meeting.

*Motion approved unanimously at 7:50 p.m.*



# Entry 10 Enrollment and Retention of Special Populations

Created: 07/16/2018 • Last updated: 07/25/2018

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2017-18 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2018-19.

### DEMOCRACY PREP ENDURANCE CS (REGENTS)Section Heading

#### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2017-18	Describe Recruitment Plans in 2018-19)
Economically Disadvantaged	Democracy Prep Endurance is open to any child who is eligible under the laws of the State of New York for admission to a public school, and the school ensures compliance with all applicable anti-discrimination laws governing public schools, including Title VI of the Civil Rights Act and § 2854(2) of the New York Education Law, governing admission to a charter school. DPE uses various outreach efforts to attract and retain students who are at risk of academic failure and will continue to adopt and implement new measures designed to sustain its comparatively large proportion of such students in 2016- 17 and beyond. Specifically, we contact guidance counselors in elementary, middle and high schools in Community School District 5 in order to identify high-needs students who could naturally feed into Democracy Prep Endurance Charter School. Because a reliance on data pervades all aspects of Democracy Prep’s no excuses culture, we also depend on analytical tools to inform recruitment decisions. With support from network resources, our school is informed on neighborhood demographic trends, application to acceptance conversion rates, and previous year’s retention rates. This equips canvassers with more targeted walk-	Moving forward, Democracy Prep Endurance Charter School will continue to advertise open registration in January each year. Interested families will meet with staff and review the expectations of the school. Canvassing staff will visit, with permission, local elementary schools, after-school programs, and youth centers, organize numerous open houses, attend school enrollment fairs, canvass neighborhoods door-to-door to further reach interested families, mail applications to every eligible family in Harlem, and post flyers and notices in local newspapers, supermarkets and community centers.

	lists and recruitment strategies.	
English Language Learners	DPE contacts ELL instructors, and guidance counselors in the elementary, middle and high schools in Community School District 5 in order to identify high-needs students who could naturally feed into Democracy Prep Endurance Charter School. The school directly mails applications to all students in Upper Manhattan and the Bronx and canvasses each housing development in Upper Manhattan in order to drop off enrollment applications at each door irrespective of whether a school-aged student resides in that apartment. Native Spanish speakers, and in some cases French speakers, accompany canvassing efforts to ensure that Spanish and Francophone families are not precluded from applying. Most printed material also includes a Spanish version.	DPE will provide translation services, if necessary, for all promotional materials (e.g. billboards, public transportation advertisements, and canvassing fliers) and any person-to-person interaction requiring an English translation. The school will continue to directly mail applications to all students in Upper Manhattan and the Bronx and canvass each housing development in Upper Manhattan in order to drop off enrollment applications at each door, particularly in areas where a language other than English is primarily spoken.
Students with Disabilities	DPE contacts special education instructors and guidance counselors in elementary, middle and high schools in Community School District 5 in order to identify high-needs students who could naturally feed into Democracy Prep Endurance Charter School. DPE does not collect SPED or ELL data during the application phase. Instead, authentic community engagement works in tandem with data metrics to form the crux of DPE's enrollment efforts. Through programming such as DP Hearts Harlem and summer family ice cream socials, our school is able to establish a footprint in the community we serve and develop meaningful relationships with families by providing opportunities for them to meet principals and staff members in person to discuss DPE's special education services.	DPE strongly encourages a diverse community of students and families and does not discriminate against or limit the admission of any student on any unlawful basis including on the basis of disability or intellectual ability. DPE will continue to contact special education instructors and guidance counselors in elementary, middle and high schools in Community School District 5 in order to identify high-needs students who could naturally feed into Democracy Prep Endurance Charter School. DPE was founded with the intent of recruiting and serving an equal or higher proportion of students with disabilities than the surrounding district and will make a specific effort to recruit into the lottery applicant pool approximately 20% of students who have disabilities.

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2017-18	Describe Retention Plans in 2018-19)
	Learning support for DPE scholars comes through multiple means, including: clear, engaging, high-quality lessons in the classroom with low student-to-teacher ratios; increased learning time relative to schools in the surrounding district; pull-out and push-in	DPE's instructional model will continue to incorporate supports for all students struggling academically. All students falling substantially below grade level in reading and math — regardless of classification — will

Economically Disadvantaged	instruction by DPE's Academic Collaboration Team (ACT) members and related services such as counseling, speech, and occupational and physical therapy for student who require it; and mandatory after-school and Saturday program tutoring for students who require additional individual and small-group attention, as determined by assessment data regardless of Special Education or English Language Learner classification.	receive increased attention through small-group instruction, individual tutoring, and other intensive academic supports designed to accelerate their academic growth. DPE also will provide appropriate accommodations to all students progressing through the initial evaluation process prior to confirmation that the student is disabled and eligible for special education and related services.
English Language Learners	During the school year, the Academic Collaboration Team (or ACT Team), teachers, and leadership actively review the progress of ELL students to ensure scholars are supported to meet their goals. Teachers meet with scholars' families at the mid- and end-points of each trimester to monitor the progress towards their language development goals alongside the overarching promotional criteria. At the middle school level, this criteria includes reading level, math proficiency, number of classes passed, and attendance rates; at the high school, this criteria includes major courses being passed, cumulative GPA, SAT scores, and attendance rates.	Armed with an awareness of students' individualized learning plans, the ACT team, teachers, and leadership will work with scholars and families to ensure they are aware of both their individual development and progress towards promotion. The LAB-R test will be used to identify students who are entitled to our Structured English Immersion program for English Language Learners.
Students with Disabilities	During the school year, the Academic Collaboration Team (or ACT Team), teachers, and leadership actively review the progress of IEP students to ensure scholars are supported to meet their goals. Outside of IEP evaluations, teachers meet with scholars' families at the mid- and end-points of each trimester to monitor the progress towards their IEP goals alongside the overarching promotional criteria. At the middle school level, this criteria includes reading level, math proficiency, number of classes passed, and attendance rates; at the high school, this criteria includes major courses being passed, cumulative GPA, SAT scores, and attendance rates.	Armed with an awareness of students' individualized learning plans, the ACT team, teachers, and leadership will work with scholars and families to ensure they are aware of both their individual development and progress towards promotion. The upfront and transparent communication will allow for a richer academic dialogue around growth to better support the retention of our highest need students.



# Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/16/2018 • Last updated: 07/30/2018

Report changes in teacher and administrator staffing.

## Instructions for completing the Classroom Teacher and Administrator Attrition Tables

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

### 1. Classroom Teacher Attrition Table

FTE Classroom Teachers on 6/30/17	FTE Classroom Teachers Departed 7/1/17 - 6/30/18	FTE Classroom Teachers Filling Vacant Positions 7/1/17 - 6/30/18	FTE Classroom Teachers Added in New Positions 7/1/17 - 6/30/18	FTE of Classroom Teachers on 6/30/18
47	17	17	7	54

### 2. Administrator Position Attrition Table

FTE Administrative Positions on 6/30/17	FTE Administrators Departed 7/1/17 - 6/30/18	FTE Administrators Filling Vacant Positions 7/1/17 - 6/30/18	FTE Administrators Added in New Positions 7/1/17 - 6/30/18	FTE Administrative Positions on 6/30/18
20	12	12	3	23

### 3. Tell your school's story

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

(No response)

4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability \(OSPRA\)](#) prior to employment. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

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

Yes

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

	Not Applicable
--	----------------

Thank you



# Entry 12 Uncertified Teachers

Created: 07/23/2018 • Last updated: 08/02/2018

**FTE Count of All Teachers 54  
(Certified and Uncertified) as of  
6/30/18**

**FTE Count of All Certified 25  
Teachers as of 6/30/18**

## Instructions for Reporting Percent of Uncertified Teachers

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

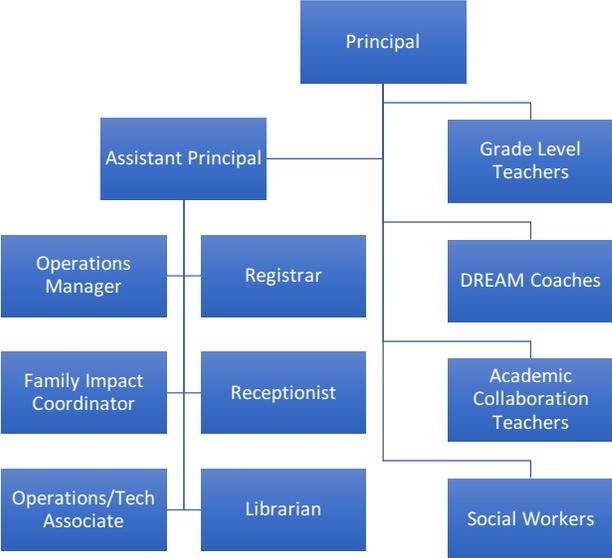
**FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.**

	FTE Count
1. Total FTE count of uncertified teachers (6-30-18)	29
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-18)	
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-18)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-18)	
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-18)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-18)	

**Thank you.**



**Democracy Prep Endurance – 2017-18 School Organizational Chart**



**NY Regional Calendar**

**Jul 2018 (Eastern Time - New York)**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	<b>Summer Academy 2018</b> <b>School Leader PD 2018</b>					
15	16	17	18	19	20	21
<b>Summer Academy 2018</b>						
22	23	24	25	26	27	28
<b>Summer Academy 2018</b>						
29	30	31	1	2	3	4
<b>Summer Academy 2018</b>						

**NY Regional Calendar**

**Aug 2018 (Eastern Time - New York)**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
Summer Academy 2018						
5	6	7	8	9	10	11
	Summer PD					
12	13	14	15	16	17	18
Summer PD						
		2:30pm - Curriculum	2:30pm - K-12	August Regents Exams		
19	20	21	22	23	24	25
Summer PD						
	Prep Academy Window					
	HS College Counselor PD- ALL Regions, Full Day			4 pm - ACT and ELL		
26	27	28	29	30	31	1
Summer PD						
Prep Academy Window						

NY Regional Calendar

Sep 2018 (Eastern Time - New York)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
<b>Summer PD</b>						
<b>Prep Academy Window</b>						
2	3	4	5	6	7	8
<b>Labor Day</b>		<b>ES Bi-Monthly 1</b>				
		<b>First Day of</b>				
9	10	11	12	13	14	15
<b>ES STEP Round 1</b>						
16	17	18	19	20	21	22
<b>ES STEP Round 1</b>						
<b>Map Test Window</b>						
				<b>4pm - Civics, ACT,</b>		
23	24	25	26	27	28	29
<b>Map Test Window</b>						
30	1	2	3	4	5	6
				<b>T1 Doctor Day, 1:</b>		

NY Regional Calendar

Oct 2018 (Eastern Time - New York)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
					T1 Doctor Day, 1:	
7	8	9	10	11	12	13
Columbus Day					2:30pm - K-12	
14	15	16	17	18	19	20
	4pm - ELL		HS T1 Midterm Exams 4pm - ACT			
21	22	23	24	25	26	27
					DP YOU	DP YOU
28	29	30	31	1	2	3
		Halloween Early				

**NY Regional Calendar**

**Nov 2018 (Eastern Time - New York)**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31 Halloween Early	1	2	3
4	5	6 Election Day	7	8 4pm - ACT and ELL	9	10
11	12 Veteran's Day	13	14	15	16	17
		ES Bi-Monthly 2				
		ES NYSE Practice Test 1				
						2:30pm - K-12
18	19	20	21	22	23	24
ES STEP Round 2						
		Thanksgiving Vacation				
25	26	27	28	29	30	1
ES STEP Round 2						
				MS Trimester 1 Exams		

NY Regional Calendar

Dec 2018 (Eastern Time - New York)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
ES STEP Round 2						
					MS Trimester 1 Exams	
2	3	4	5	6	7	8
ES STEP Round 2					Data Day	
MS Trimester 1 Exams						
		HS Trimester 1 Exams				
				T1 End		
9	10	11	12	13	14	15
T2 Start		T1 Gradebooks				
16	17	18	19	20	21	22
T1 Family Conference Window						
23	24	25	26	27	28	29
Winter Vacation						
30	31	1	2	3	4	5
Winter Vacation			Data Day			

**NY Regional Calendar**

**Jan 2019 (Eastern Time - New York)**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
Winter Vacation			Data Day			
6	7	8	9	10	11	12
				4pm - Civics		
13	14	15	16	17	18	19
					2pm - Chaperone	
20	21	22	23	24	25	26
	MLK Day			HS T2 Midterm Exams		
					MS NYSE ELA Practice Test	
27	28	29	30	31	1	2
Map Test Window						
					MS NYSE Math Practice Test	
					2:30pm - K-12	

NY Regional Calendar

Feb 2019 (Eastern Time - New York)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
Map Test Window						
					MS NYSE Math Practice Test 2:30pm - K-12	
3	4	5	6	7	8	9
Map Test Window						
				4pm - ELL	3pm - NY Network	
10	11	12	13	14	15	16
ES NYSE Practice Test 2					T2 Doctor Day, 1:	
17	18	19	20	21	22	23
Midwinter Vacation						
24	25	26	27	28	1	2
ES STEP Round 3						

NY Regional Calendar

Mar 2019 (Eastern Time - New York)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2
ES STEP Round 3						
3	4	5	6	7	8	9
ES STEP Round 3						
ES Bi-Monthly 3						
					2:30pm - K-12	
10	11	12	13	14	15	16
					MS Trimester 2 Exams	
17	18	19	20	21	22	23
MS Trimester 2 Exams					Data Day	
		HS Trimester Exams				
				T2 End		
24	25	26	27	28	29	30
T3 Start		T2 Gradebooks				
31	1	2	3	4	5	6
T2 Family Conference Window						
			NYS ELA Exam			

NY Regional Calendar

Apr 2019 (Eastern Time - New York)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
T2 Family Conference Window						
NYS ELA Exam						
7	8	9	10	11	12	13
T2 Family Conference Window					2:30pm - K-12	
14	15	16	17	18	19	20
						Spring Vacation
21	22	23	24	25	26	27
Spring Vacation						
28	29	30	1	2	3	4
NYS Math Exam						

NY Regional Calendar

May 2019 (Eastern Time - New York)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
			NYS Math Exam			
5	6	7	8	9	10	11
AP Exams						
				HS T3 Midterm Exams		
12	13	14	15	16	17	18
AP Exams						
					T3 Doctor Day, 1:	
19	20	21	22	23	24	25
		NYS Science Exam -		NYS Science Exam	2:30pm - NY	
26	27	28	29	30	31	1
Memorial Day		Map Testing Window				
		ES Practice Test 3				

NY Regional Calendar

Jun 2019 (Eastern Time - New York)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
	Memorial Day	Map Testing Window				
		ES Practice Test 3				
2	3	4	5	6	7	8
Map Testing Window						
	ES STEP Round 4					
	ES Bi-Monthly 4					
	NYS Science Exam -					
9	10	11	12	13	14	15
ES STEP Round 4						
	MS Trimester 3 Exams					
	NYS Science Exam			HS Trimester 3 &		HS Trimester 3 &
	T3 Coursework					
16	17	18	19	20	21	22
	HS Trimester 3 &	HS Trimester 3 &	HS Trimester 3 &	HS Trimester 3 &	HS Trimester 3 &	
					T3 Gradebooks	
23	24	25	26	27	28	29
	HS Trimester 3 &	HS Trimester 3 &	Regents Scoring Day	Last Day for ES and	Last Day for HS	
			T3 End-Last day for	Last Day for HS	Report Card Pick Up	
				Report Card Pick Up		
30	1	2	3	4	5	6