Application: University Prep Charter High School

Gretchen Liga - gliga@csbm.com 2022-2023 Annual Report

Summary

ID: 000000171

Status: Annual Report Submission

Entry 1 School Info and Cover Page

Completed - Aug 1 2023

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) <u>before</u> all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (as of June 30, 2023) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

UNIVERSITY PREP CHARTER HIGH SCHOOL 800000061083

a1. Popular School Name
UPrep High
b. CHARTER AUTHORIZER (As of June 30th, 2023)
Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.
SUNY BOARD OF TRUSTEES
c. School Unionized
Is your charter school unionized?
Yes
c1. Name of Union
Select the name of the Union representing your school?
United Federation of Teachers
c2. Date Unionized
Aug 1 2008
d. DISTRICT / CSD OF LOCATION
CSD # 7 - BRONX

e. Date of Approved Initial Charter
Oct 1 2007
f. Date School First Opened for Instruction
Sep 1 2008
g. Approved School Mission and Key Design Elements
(Regents, NYCDOE and Buffalo BOE authorized schools only)
The mission of University Prep Charter High School is to prepare students for success in college, leadership, and life. Ensuring growth in all three areas is our professional commitment and privilege.
h. School Website Address
https://www.uppublicschools.org/
i. Total Approved Charter Enrollment for 2022-2023 School Year
430
j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment
423

k. Grades Served

0 1 1 1 1 11	0000 0000		/ 1 1	D 1/		
Grades served during th	ie 2022-2023	school vear	(exclude	Pre-K	program	students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

9		
10		
11		
12		

I. Charter Management Organization

Do you have a **Charter Management Organization**?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

	No, just one site.
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School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical	Phone	District/CSD	Grades to be	Grades to be	Receives
	Address	Number		Served at Site	Served at Site	Rental
				for previous	for coming	Assistance for
				year (K-5, 6-9,	year (K-5, 6-9,	Which Grades
				etc.)	etc.)	(If yes, enter
						the
						appropriate
						grades. If no,
						enter No).
Site 1	600 St. Ann's Avenue, 4th floor, Bronx, NY 10455	718-585-0560	NYC CSD 7	9-12	9-12	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Andrew Ayers	Principal	718-292-6543	917-804-8343	aayers@uppubli cschools.org
Operational Leader	Mayreni Arias	Chief Operating Officer	718-292-6543	347-848-7401	marias@uppublic schools.org
Compliance Contact	Andrea d'Amato	Executive Director	718-292-6543	740-272-3516	adamato@uppu blicschools.org
Complaint Contact	Andrew Ayers	Principal	718-292-6543	917-804-8343	aayers@uppubli cschools.org
DASA Coordinator	Francesca DiBlasi	School Counselor	718-292-6543	516-643-1843	fdiblasi@uppubli cschools.org
Phone Contact for After Hours Emergencies	Andrew Ayers	Principal	718-292-6543	917-804-8343	aayers@uppubli cschools.org

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

Co-located Space

m1c. Please list the terms of your current co-location.

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

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC colocations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024,
 submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

CHARTER REVISIONS DURING THE 2022-2023 SCHOO	L YEAR
o. Were there any revisions to the school's charter durapproved or pending material and non-material charter	
Please note, listing the revisions here does not constitute through their authorizer directly.	a request. Schools are advised to seek revision requests
No	
ATTESTATIONS	
extension, please use this format: 123-456-7890-3. Th	Annual Report. (To write type in a phone number with an ne dash and number 3 at the end of the phone number in the work extension or the abbreviation for it - just the r).
Name	Mayreni Arias
Position	Chief Operating Officer
Phone/Extension	718-292-6543

n. List of owned, rented, leased facilities <u>not used</u> to educate students

Separate by semi-colon (;)

NA

Email

marias@uppublicschools.org

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

Responses Selected:

Yes

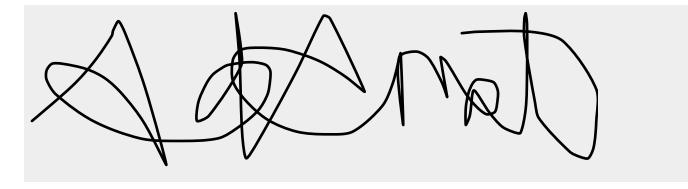
As outlined in ENTRY 10:

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

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 1 2023



Entry 2 Links to Critical Documents on School Website

Completed - Aug 1 2023

Instructions

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

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

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

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

Form for Entry 2 Links to Critical Documents on School Website

School Name: University Prep Charter High School

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

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

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

New York State Report Card

Emergency Response Plan Memo

NYSED Subject Matter List

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://www.uppublicschools.org/results
2. Board meeting notices, agendas and documents	https://www.uppublicschools.org/about/board
3. New York State School Report Card	https://www.uppublicschools.org/results
4. Authorizer-approved DASA Policy and NYSED- Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.uppublicschools.org/resources
6. Authorizer-approved FOIL Policy	https://www.uppublicschools.org/resources
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.uppublicschools.org/resources



Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at <u>Accountability Plan Progress Report</u>. After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, **and** into the SUNY Epicenter document management system by September 15, 2023.

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

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

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

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

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

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Statement Template" at http://www.newyorkcharters.org/fiscal/. After completing, schools must upload the document into the Annual Report Portal and into the SUNY Epicenter document management system no later than November 1, 2023.

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

Entry 5 - Fiscal Year 2023-2024 Budget

Incomplete

<u>SUNY-authorized charter schools</u> should download the <u>2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire</u> from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023**.

<u>Regents, NYCDOE, and Buffalo BOE authorized charter schools</u> should upload a copy of the school's FY22 Budget using the <u>2023-2024 Budget Template</u> into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023**.

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

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

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee Disclosure of Financial Interest Form is due on August 1, 2023. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

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

M

Filename: M. Suarez 22-23 Disclosure.pdf Size: 400.3 kB

<u>N</u>

Filename: N. Benavides 22-23 Disclosure.pdf Size: 318.5 kB

B

Filename: B._Sacks_22-23_Disclosure.pdf Size: 421.0 kB

<u>R</u>

Filename: R. Weingarten 22-23 Disclosure.pdf Size: 158.8 kB

<u>J</u>

Filename: J._Bergtraum_22-23_Disclosure.pdf Size: 425.8 kB

<u>S</u>

Filename: S._Barr_22-23_Disclosure.pdf Size: 323.6 kB

J

Filename: J._Pasternak_22-23_Disclosure.pdf Size: 1.3 MB

Entry 7 BOT Membership Table

Completed - Aug 1 2023

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

2	. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information
	for allVOTING and NON-VOTING trustees.

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.

Authorizer:

Who is the authorizer of your charter school?

SUNY

1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committe e Affiliation s	Voting Member Per By- Laws (Y/N)	Number of Complet ed Terms Served	Start Date of Current Term (MM/DD/ YYYY)	End Date of Current Term (MM/DD/ YYYY)	Board Meetings Attended During 2022- 2023
1	Steve Barr	sbarr@fi nschools .org	Chair	None	Yes	5	5/1/2023	5/1/2026	7
2	Nelly Benavid es	Nelly.Ben avides@ slu.cuny. edu	Trustee/ Member	None	Yes	1	6/1/2022	6/1/2025	9
3	Judith Bergtrau m	bergtrau m@cuny. edu	Trustee/ Member	None	Yes	2	2/1/2021	2/1/2024	8
4	Justin Pasterna k	jpasterna k@uppu blicschoo ls.org	Other	Teacher Represe ntative	Yes	2	11/1/202	11/1/202 4	9
5	Burton Sacks	burt.sack s@cuny. edu	Treasure r	Finance	Yes	5	5/1/2023	5/1/2026	9
6	Miguel Suarez	msuarez 429@gm ail.com	Secretar y	Negotiati on	Yes	1	6/18/202 0	9/1/2024	9
7	Randi Weingart en	rweingart en@aft.o rg	Trustee/ Member	None	Yes	5	5/1/2023	5/1/2026	5 or less
8									
9									

No						
2. INFORMATION ABOUT MEMBERS OF THE BOARD OF	2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES					
 SUNY-AUTHORIZED charter schools provide response. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide response. 	onse relative to VOTING Trustees only. ORIZED charter schools provide a response relative to all					
a. Total Number of BOT Members on June 30, 2023	7					
b.Total Number of Members Added During 2022-2023	1					
c. Total Number of Members who Departed during 2022- 2023	0					
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7					
3. Number of Board meetings held during 2022-2023						
9						
4. Number of Board meetings scheduled for 2023-2024						
12						
Total number of Voting Members on June 30, 2023:						
7						

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

Total number of Voting Members added during the 2022-2023 school year:
1
Total number of Voting Members who departed during the 2022-2023 school year:
0
Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:
11
Thank you.
Entry 9 Enrollment & Retention
Completed - Aug 1 2023
Instructions for submitting Enrollment and Retention Efforts
Required of ALL Charter Schools
Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs). English Language Learners (ELLs), and students who are

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

*SUNY-authorized charter schools

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

Entry 9 Enrollment and Retention of Special Populations

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023- 2024	
Economically Disadvantaged	University Prep Charter High School's recruitment efforts focus on Districts 7, 8, 9, and 12, areas of the Bronx with high levels of families living in poverty. Therefore, we consider all of our recruitment efforts to be targeted toward Economically Disadvantaged students, and our high percentage of this subgroup (90%) reflects the validity of that philosophy. Our efforts include presentations at middle schools, attendance at high school fairs, distribution of brochures and flyers, and open houses held throughout the year.	As we surpassed our enrollment target (89%) for this subgroup by four percentage points, no changes are planned for the school's efforts to recruit Economically Disadvantaged students in 2023-24.	
English Language Learners	Learners in 2022-23, we visited all middle schools with higher than district averages for ELL students. In our presentations and open houses, we stress the various programs we provide to serve this subgroup as well as our high graduation rates. All recruitment materials, applications, and enrollment documents are available in Spanish, and translators are brought to all recruitment events. Using these strategies, English Language Learners comprised 6% of our total enrollment in 2022-23.		
Students with Disabilities	Our efforts to recruit Students with Disabilities included strategic visits to schools that high percentages of students with IEP's, during which we outlined the special education program and additional support provided to all special needs	Although we were 3 percentage points below our enrollment target (20%) for this subgroup, we are confident that we are implementing a strong recruitment plan. Therefore, no changes are planned for the	

students. When parents of students with IEPs ask, we proudly point out that we are open to all students. In addition to instructional and emotional support, we stated that we provide speech and hearing services to students who require them. Using these strategies, Students with Disabilities comprised 17% of our total enrollment in 2022-23.

school's efforts to recruit Students with Disabilities in 2023-24.

	Describe Retention Efforts in 2022- 2023	Describe Retention Plans in 2023- 2024
Economically Disadvantaged	We make every effort to retain all Economically Disadvantaged students who enroll in our school. We believe the best way to prevent students from leaving due to their or their families' discontent is to provide as much support as possible. For emotional guidance, we have five counselors for four grade levels. This allows students who qualify for free or reduced-price lunch to receive counseling if mandated or simply if they are at risk of failure or emotional crisis. Every counselor knows every student in his/her cohort and every student knows at least one adult outside of the classroom that he/she can go to for help. In addition, we cover any fees for special programs and uniforms for any student who cannot afford to pay.	As retention of Economically Disadvantaged students was strong, we will implement similar strategies in 2023-24.
English Language Learners	To retain English Language Learners, we employ a full-time certified ELL teacher to provide all mandated services and to support subject matter teachers in working with ELL strategies in the least restrictive environment. ELL students can attend teacher office hours to receive supplemental instruction or to complete assignments. Translators are provided for all parent-teacher conferences and school events.	As retention of English Language Learners was strong, we will implement similar strategies in 2023- 24.
Students with Disabilities	We also provide numerous academic interventions for our students with IEPs, including office hours with any of their teachers.	As retention of Students with Disabilities was strong, we will implement similar strategies in 2023- 24.

During this supplemental instruction time, students can get tutoring, extra help, or make up work as needed. For students with IEPs, we also revised the schedule/staffing to provide the least restrictive environment so that students received academic support in all of their core classes by a highly qualified special education teacher using an integrated co-teaching model. In addition, we held two series of Saturday/Afterschool academies throughout the year to help students prepare for the Regents Exams. Our general strategy for retaining at-risk students is to highlight the benefits of taking eight classes per year, especially with respect to graduating from high school and being accepted to college. We frequently meet with parents of students that are demonstrating characteristics that make them at-risk of failure like poor attendance, excessive lateness, poor behavior, significant academic struggles, and low student achievement. These students receive at-risk counseling.

Entry 10 – Teacher and Administrator Attrition

Completed - Aug 1 2023

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

A. TEACH System - Employee Clearance

Required of ALL Charter Schools

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

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

1. Emergency Conditional Clearances

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

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

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

[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers. See NYSED memorandum dated October 1, 2019 at http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf or visit the NYSED website at: http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 13 School Calendar

Completed - Aug 1 2023

Instructions for submitting School Calendar

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

School calendars must meet the <u>minimum instructional requirements</u> as required of other public schools "... unless the school's charter requires more instructional time than is required under the regulations."

Board of Regents-authorized charter schools also are required to submit school calendars that clearly <u>indicate the start and end date of the instructional year AND</u> the number of instructional hours and/or instructional days for each <u>month (also used to align to schools with extended days/years referenced in their mission statements/key design elements), See an example of a calendar showing the requested information. Schools **must** use a calendar format <u>and ensure there is a monthly tally of instructional days.</u></u>

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

UPPS 2023-24 CALENDAR FINAL 07-26-23

Filename: UPPS_2023-24_CALENDAR_FINAL_07-26-23.pdf Size: 292.4 kB

Optional Additiona	I Documents to	Upload	(BOR)
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Incomplete

Disclosure of Financial Interest by a Current or Former Trustee

Tr	Trustee Name: Name of Charter School Education Corporation:			
Na				
1.	List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).			
2.	Are you related, by blood or marriage, to any person employed by the school and/or education corporation? Yes No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.			
3.	Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation? Yes No If Yes, please describe the nature of your relationship and if the student could benefit from your participation.			

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

Yes No

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

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

Yes No

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

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

None

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

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

None

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

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

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

Signature O Date

Acceptable signature formats include:

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

Disclosure of Financial Interest by a Current or Former Trustee

Tr	Trustee Name: Name of Charter School Education Corporation:			
Na				
1.	List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).			
2.	Are you related, by blood or marriage, to any person employed by the school and/or education corporation? Yes No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.			
3.	Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation? Yes No If Yes, please describe the nature of your relationship and if the student could benefit from your participation.			

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

Yes No

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

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

Yes No

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

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None

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Signature	Date	
Home Address:		
Home Telephone:		
E-mail Address:		
Business Address:		
Puoiness Address:		
Business Telephone:		

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3.	Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation? Yes No If Yes, please describe the nature of your relationship and if the student could benefit from your participation.			

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

Yes No

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

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Yes No

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

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

None

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Signature	Date	
Home Address:		
Home Telephone:		
E-mail Address:		
Business Address:		
P Add		
Business Telephone:		

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

Tr	RANDI WEINGARTEN
Na	university Prep Rublic Charter School
1.	List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
2.	Are you related, by blood or marriage, to any person employed by the school and/or education corporation? Yes No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.
3.	Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation? Tyes No If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	Yes No If Yes, please describe the nature of your relationship and if this person could benefit from your participation.
5.	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
	Yes No
	If Yes , please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

Business Telephone:
202-879-4400
Business Address:
555 NEW JERSEY AVE, NW, WDC 20001
E-mail Address:
randiweingarten Egmail.com
Home Telephone:
202-316-4361
Home Address:
675 Academy St, NYC 10034
Rallet 7/18/23
Signature Date

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

Tr	rustee Name:
	Judith Bergtraum
ĸr.	
N	ame of Charter School Education Corporation:
	Unnersity Piep Charter School
	The state of the s
1.	List all positions held on the education corporation Board of Trustees ("Board")
	(e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
2	Are you related, by blood or marriage, to any person employed by the school
	and/or education corporation?
	Yes No
	If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.
	perman, job description, and other responsibilities with the school.
3,	Are you related by blood, or marriage, or legal adoption/guardianship to any
	student currently enrolled in a school operated by the education corporation?
	Yes V No
	If Yes, please describe the nature of your relationship and if the
	student could benefit from your participation

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation? Yes No			
	If Yes, please describe the nature of your relationship and if this person could benefit from your participation.			
	And the second s			
5.	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?			
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	transaction, check None.

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Business Teleph	ione:				
Business Addre	ss:				
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E-mail Address:	atrum Ca	gm411.0	cam		
Home Telephone		J			
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Ju a	tell 6	Eglean		July 2	7 202
Signature		/	Date	/	

Acceptable signature formats include:
 Digitally certified PDF signature

- · Print form, manually sign, scan to PDF

Tr	rustee Name:					
Na	ame of Charter School Education Corporation:					
1.	List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).					
2.	Are you related, by blood or marriage, to any person employed by the school and/or education corporation? Yes No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.					
3.	Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation? Yes No If Yes, please describe the nature of your relationship and if the student could benefit from your participation.					

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Yes No

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Yes No

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

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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

Signature	Date	
Home Address:		
Home Telephone:		
E-mail Address:		
Business Address:		
P Add		
Business Telephone:		

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

Trustee Name:	
JUSTIN Pasternak	THE STREET OF COMMITTEE THE CITY
Name of Charter School Education Corp	blic Charter Schools
1. List all positions held on the education content (e.g., chair, vice-chair, treasurer, secretary) Teacher Replesenta	ary, parent representative, etc.).
2. Are you related, by blood or marriage, to and/or education corporation? Yes No	o any person employed by the school office any person employed by the s
3. Are you related by blood, or marriage, o student currently enrolled in a school open to the student currently enrolled in a school open to the student could benefit from your participation.	erated by the education corporation? ur relationship and if the

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	Yes No If Yes, please describe the nature of your relationship and if this person could benefit from your participation.
-	
	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
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	responsibilities, your salary and your start date. or high peak each in a 9 High conduction and make a look and make a
	First concerned by blood, or maniage, or legal adoption/guardianship to an strident currently emphed in a school operated by the education corporation Yes
	If Yes, please describe the nature of your relationship and it the student sould benefit from your participation.

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None is a series of the contact of the partition of the p

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Provided of the Sea of	and or impurity to feet when the member of members in the members with the senaction of the members of the memb	ent to out av	880	Natural Natura Natur) 10. 3.		

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Business Telephone:				
Business Address:				
E-mail Address: Spaste (nak 1776 @ Home Telephone:	g mail. con	ኅ		
Home Address:	East	Meadow	MY	11559
MALL	_ 7	-20-2	3023	}
Signature	Da	nte		-

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



UNIVERSITY PREP PUBLIC SCHOOLS

2023-2024 CALENDAR

AUGUST 2023									
S	М	Т	w	Th	F	S			
		1	2	3	4	5			
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					

UPDATED JULY 24, 2023 — FINAL VERSION

AUGUST 2023							
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27	28	29	30	31			

FEBRUARY 2024 S S M Т w Th F 3 2 1 5 6 7 8 9 10 15 11 12 13 14 16 17 18 19 20 21 22 23 24 26 27 28 29 25

Midwinter Recess 19-23 (no school)

26 Students return to school

4	Labor	Day ((no	school	١

5	First day of school,				
	Quarter 1 and the Fall				
	Semester				

- 21 Back-to-school night for high school
- 25 Yom Kippur (no school)
- Back-to-school night for 28 middle school

SEPTEMBER 2023								
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	MARCH 2024							
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24	25	26	27	28	29	30		
31								

Q3 conferences HS (night)

8 Q3 conferences HS (day)school is in regular session

12 Q3 conferences MS (night)

15 Q3 conferences MS (day)school is in regular session

22 Staff PL Day (no students)

28 **End of Quarter 3**

5

29 Good Friday (no school)

9	Indigenous Peoples' Day /
	Columbus Day (no school)

- 10 Q1 conferences HS (night)
- 11 **PSAT** (grades 9, 10, and 11)
- 13 Q1 conferences HS (day)school is in regular session
- 17 Q1 conferences MS (night)
- 20 Q1 conferences MS (day)school is in regular session

OCTOBER 2023								
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	APRIL 2024								
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28	29	30							

1	Easter Monday	(no school)

2 Start of Quarter 4

10 Eid al-Fitr (no school)

17-18 **ELA State Exams (MS)**

Spring Recess (no school)

- 3 **End of Quarter 1**
- 6 Start of Quarter 2

7

- Election Day & Staff PL Day (no students)
- 10 **Veterans Day observed**
- Thanksgiving holiday 22-24 (no school)

NOVEMBER 2023									
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MAY 2024								
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26	27	28	29	30	31			

- 1 Students return to school 8-9 Math State Exams (MS)
- 14 Science Grade 5 State Exam
- Q4 conferences HS (day)-17 school is in regular session
- 24 Q4 conferences MS (day)school is in regular session
- 27 Memorial Day (no school)

5 Q2 conf	erences HS ((night)
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- 8 Q2 conferences HS (day)school is in regular session
- 12 Q2 conferences MS (night)
- 15 Q2 conferences MS (day)school is in regular session
- Winter Recess (no school) 21 -Jan 3

DECEMBER 2023						
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31

JUNE 2024						
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30						

Algebra 1 Regents Exam (school is in session)

14-25 Regents Exams (MS & HS)

4

17

26

Eid al-Adha (school is in session)

19 Juneteenth (no school)

> Last Day of school and end of Quarter 4

27 Staff PL Day (no students)

1-3	Winter Recess continues
	(no school)

- 4 Students return to school
- 15 Martin Luther King, Jr. Day (no school)
- 23-26 Regents Exams
- **End of Quarter 2** 26
- 29 Staff Professional Learning Day (no students)
- 30 Start of Quarter 3 and the Spring Semester

JANUARY 2024						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



HIGH SCHOOL 600 ST. ANN'S AVENUE (718) 292-6543

MIDDLE SCHOOL 470 JACKSON AVENUE (917) 985-8300

UPPUBLICSCHOOLS.ORG

NO SCHOOL FOR STUDENTS / HOLIDAYS
QUARTER START & END DATES

FAMILY & PARENT CONFERENCE DAYS

STATE EXAM / MAJOR ASSESSMENT DAYS

STAFF PROFESSIONAL LEARNING DAYS