

# Application: Harlem Village Academy West 2 Charter School

Joe Morales - jmorales@harlemvillage.org  
2023-2024 Annual Report

## Entry 1 – School Information and Cover Page

Completed - Aug 1 2024

### 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 Annual Report Portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 – School Information and Cover Page

(New schools that were not open for instruction for the 2023-2024 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2024**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. LEGAL SCHOOL NAME (as chartered)

(Select name from the drop down menu)

HARLEM VILLAGE ACADEMY WEST 2 CHARTER SCHOOL 800000090259

**b. Unofficial or Popular School Name**

HVA West 2

**c. CHARTER AUTHORIZER (As of June 30th, 2024)**

Please select the correct authorizer as of June 30, 2024 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

**c. School Unionized**

Is your charter school unionized?

No

**d. District/CSD of Location**

CSD # 5 - MANHATTAN

**e. Date of Approved Initial Charter**

Aug 1 2018

**f. Date School First Opened for Instruction**

Aug 1 2019

**g. Approved School Mission and Key Design Elements**

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

N/A

**h. School Website Address**

<http://harlemvillageacademies.org/>

**i. Total Approved Charter Enrollment for 2023-2024 School Year**

300

**j. Total Enrollment on June 30, 2024 - excluding Pre-K program enrollment**

214

**k. Grades Served**

**Grades served during the 2023-2024 school year (exclude Pre-K program students):**

**Responses Selected:**

Kindergarten

1

2

3

4

5

## I. Charter Management Organization/Educational Management Organization

Do you have a [Charter Management Organization](#)?

No

## FACILITIES INFORMATION

m. FACILITIES: Owned, rented, leased to educate students

Will the school maintain or operate multiple sites in 2024-2025?

Yes, 2 sites

School Site 1 (Primary)

**m1. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to be Served at Site for 2024-2025 school year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	74 West124th Street, New York, NY10027	646-812-9700	NYC CSD 5	K, 3-5	K-4	K, 3-5

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

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Melissa Ortiz	Principal	646-812-9200		<a href="mailto:mortiz@harlemvillage.org">mortiz@harlemvillage.org</a>
Operational Leader	Kasia Szymanska	Network Director of School Operations	646-939-2382		<a href="mailto:kszymanska@harlemvillage.org">kszymanska@harlemvillage.org</a>
Compliance Contact	Garrett Block	Managing Director of Network Operations	860-753-1941		<a href="mailto:gblock@harlemvillage.org">gblock@harlemvillage.org</a>
Complaint Contact	Yohana De Los Santos	Chief of Community and Culture	646-316-8225		<a href="mailto:ydelossantos@harlemvillage.org">ydelossantos@harlemvillage.org</a>
DASA Coordinator	Yohana De Los Santos	Chief of Community and Culture	646-316-8225		<a href="mailto:ydelossantos@harlemvillage.org">ydelossantos@harlemvillage.org</a>
Phone Contact for After Hours Emergencies	Kasia Szymanska	Network Director of School Operations	646-939-2382		<a href="mailto:kszymanska@harlemvillage.org">kszymanska@harlemvillage.org</a>

**m1b. Is site 1 in public space or in private space?**

Private Space

**m1c. Is site 1 in a co-located or not in a co-located facility?**

**Responses Selected:**

Not Co-Located

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

**m1e. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC.**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2024.**

**Fire inspection certificates must be updated annually. For the upcoming school year 2024-2025, please submit a current fire inspection certificate.**

**If the fire inspection certificate will expire between the August 1, 2024, submission of the Annual Report and the November 1 Annual Report submission please submit the new certificate with the Annual Report entries due no later than 11:59 PM on November 1, 2024.**

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

[Site 4 - 74 W. 124th St. COO\\_FINAL.pdf](#)

**Filename:** Site 4 - 74 W. 124th St. COO\_FINAL.pdf **Size:** 259.6 kB

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**Site 1 Fire Inspection Report**

*This is required, marked optional for administrative purposes.*

[S28987.pdf](#)

**Filename:** S28987.pdf **Size:** 520.8 kB

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**School Site 2**

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**m2. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to Be Served at Site for 2024-2025 School Year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	132 West 124th Street, New York, NY 10027	646-812-9800	NYC CSD 5	1-2	N/A	2

**m2a. Please provide the contact information for Site 2.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Kevin Tallat-Kelpsa	Principal	646-812-9800		<a href="mailto:kelpsa@harlemvillage.org">kelpsa@harlemvillage.org</a>
Operational Leader	Kasia Szymanska	Network Director of School Operations	646-939-2382		<a href="mailto:kszymanska@harlemvillage.org">kszymanska@harlemvillage.org</a>
Compliance Contact	Garrett Block	Managing Director of Network Operations	860-753-1941		<a href="mailto:gblock@harlemvillage.org">gblock@harlemvillage.org</a>
Complaint Contact	Yohana De Los Santos	Chief of Community and Culture	646-316-8225		<a href="mailto:ydelossantos@harlemvillage.org">ydelossantos@harlemvillage.org</a>
DASA Coordinator	Yohana De Los Santos	Chief of Community and Culture	646-316-8225		<a href="mailto:ydelossantos@harlemvillage.org">ydelossantos@harlemvillage.org</a>
Phone Contact for After Hours Emergencies	Kasia Szymanska	Network Director of School Operations	646-939-2382		<a href="mailto:kszymanska@harlemvillage.org">kszymanska@harlemvillage.org</a>

**m2b. Is site 2 in public space or in private space?**

Private Space

**m2c. Is site 2 in a co-located or not in a co-located facility?**

**Responses Selected:**

No Co-Located

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

**m2e. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 if located in private space in NYC or located outside of NYC.**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2024.**

**Fire inspection certificates must be updated annually. For the upcoming school year 2024-2025, please submit a current fire inspection certificate.**

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**Site 2 Certificate of Occupancy (COO)**

[\(07\) Certificate of Occupancy.pdf](#)

**Filename:** (07) Certificate of Occupancy.pdf **Size:** 63.5 kB

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**Site 2 Fire Inspection Report**

*This is required, marked optional for administrative purposes.*

[2020\\_07\\_30\\_14\\_28\\_12.pdf](#)

**Filename:** 2020\_07\_30\_14\_28\_12.pdf **Size:** 464.1 kB

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**School Site 5**

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**m5. SCHOOL SITES**

Please provide information on Site 5 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to be Served at Site for 2024-2025 school year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 5						

**m5a. Please provide the contact information for Site 5.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader					
Operational Leader					
Compliance Contact					
Complaint Contact					
DASA Coordinator					
Phone Contact for After Hours Emergencies					

**m5b. Is site 5 in public space or in private space?**

(No response)

**m5c. Is site 5 in a co-located or not in a co-located facility?**

**No Responses Selected**

**m5d. 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 5						

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

**m5e. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 5 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2024.**

**Fire inspection certificates must be updated annually. For the upcoming school year 2024-2025, please submit a current fire inspection certificate.**

**If the fire inspection certificate will expire between the August 1, 2024, submission of the Annual Report and the November 1 Annual Report submission please submit the new certificate with the Annual Report entries due no later than 11:59 PM on November 1, 2024.**

**Site 5 Certificate of Occupancy (COO)**

## Site 5 Fire Inspection Report

*This is required, marked optional for administrative purposes.*

**n. List of owned, rented, leased facilities not used to educate students and the purpose of each.**

Separate by semi-colon (;)

N/A

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**o1. Total Number of School Calendar Days**

180

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**o2. Total Number of Instructional Hours by Month (Entries are required for all months. Enter a zero for months with no instructional hours.)**

January 2024	148
February 2024	119
March 2024	153
April 2024	127
May 2024	161
June 2024	74
July 2023	0
August 2023	15
September 2023	131
October 2023	153
November 2023	122
December 2023	111

**CHARTER REVISIONS DURING THE 2023-2024 SCHOOL YEAR**

**p. Summary of Material and Non-Material Charter Revisions approved or pending in 2023-2024, including updates to the school’s board of trustees’ bylaws, enrollment policy, discipline policy, or complaint policy.**

*Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.*

Does the school have any material or non-material revisions approved or pending?

No

## ATTESTATIONS

q. Name/Position of Person Completing/Submitting the 2023-2024 Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Garrett Block
Position	Managing Director of Network Operations
Phone/Extension	860-753-1941
Email	<a href="mailto:gblock@harlemvillage.org">gblock@harlemvillage.org</a>

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 7 (Employee Fingerprint Requirements Attestation):

Our E-Signatures (not digital 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 7 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

### Responses Selected:

Yes

**Signature, Head of Charter School**

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "J. Leary".

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

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "J. Leary".

**Date**

Aug 1 2024



Thank you.

## Entry 2 – Links to Critical Documents on School Website

Completed - Aug 1 2024

### Instructions

**Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (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. All links must be readily found on the school's website.

1. Current Annual Report (i.e., 2023-2024 Annual Report);<sup>[1]</sup>
2. Board meeting notices, agendas and documents;
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law;<sup>[2]</sup> (Even if there is no school data yet reported, provide a direct web link to the most recent [New York State School Report Card](#) for the charter school.
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 July 2023 [Emergency Response Plan Memo](#) – Charter Schools Only);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

<sup>[1]</sup> 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., Report when financials have been submitted in November.)

<sup>[2]</sup> SRC data is included in the reporting requirements for New York charter schools in 8 NYCRR 119.3.

## Entry 2 – Links to Critical Documents on School Website

School Name: Harlem Village Academy West 2 Charter School

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**Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (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. All links must be readily found on the school's website.

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2023-2024 Annual Report)	<a href="https://harlemvillageacademies.org/wp-content/uploads/2024/07/Annual-Report-Submission-West-2.pdf">https://harlemvillageacademies.org/wp-content/uploads/2024/07/Annual-Report-Submission-West-2.pdf</a>
2. Board meeting notices, agendas and documents	<a href="https://harlemvillageacademies.org/wp-content/uploads/2023/12/HVA-West-Notice-rev-1.pdf">https://harlemvillageacademies.org/wp-content/uploads/2023/12/HVA-West-Notice-rev-1.pdf</a> <a href="https://harlemvillageacademies.org/wp-content/uploads/2024/07/Agendas-December-2023.pdf">https://harlemvillageacademies.org/wp-content/uploads/2024/07/Agendas-December-2023.pdf</a> <a href="https://harlemvillageacademies.org/wp-content/uploads/2024/07/Minutes-for-12-7-23.pdf">https://harlemvillageacademies.org/wp-content/uploads/2024/07/Minutes-for-12-7-23.pdf</a> <a href="https://harlemvillageacademies.org/wp-content/uploads/2024/07/June-2024-Meeting-Notice.png">https://harlemvillageacademies.org/wp-content/uploads/2024/07/June-2024-Meeting-Notice.png</a> <a href="https://harlemvillageacademies.org/wp-content/uploads/2024/07/Board-Agenda-6-21-24.pdf">https://harlemvillageacademies.org/wp-content/uploads/2024/07/Board-Agenda-6-21-24.pdf</a> <a href="https://harlemvillageacademies.org/wp-content/uploads/2024/07/Board-Meeting-Minutes-06-21-24.pdf">https://harlemvillageacademies.org/wp-content/uploads/2024/07/Board-Meeting-Minutes-06-21-24.pdf</a>
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law; (Even if there is no school data yet reported, provide a direct web link to the most recent New York State School Report Card for the charter school.	<a href="https://data.nysed.gov/essa.php?year=2023&amp;instid=800000090259">https://data.nysed.gov/essa.php?year=2023&amp;instid=800000090259</a>
4a. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	

4b. Authorizer-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)	<a href="https://harlemvillageacademies.org/wp-content/uploads/2019/11/DISTRICT-WIDE-SCHOOL-SAFETY-PLAN.pdf">https://harlemvillageacademies.org/wp-content/uploads/2019/11/DISTRICT-WIDE-SCHOOL-SAFETY-PLAN.pdf</a>
6. Authorizer-approved FOIL Policy	<a href="https://harlemvillageacademies.org/wp-content/uploads/2023/08/FOIL-Notice-West-K-12.pdf.pdf">https://harlemvillageacademies.org/wp-content/uploads/2023/08/FOIL-Notice-West-K-12.pdf.pdf</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://harlemvillageacademies.org/wp-content/uploads/2023/08/FOIL-Notice-West-K-12.pdf.pdf">https://harlemvillageacademies.org/wp-content/uploads/2023/08/FOIL-Notice-West-K-12.pdf.pdf</a>



Thank you.

## Entry 3 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2024

### 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 2023-2024 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) due **no later than 11:59 PM on August 1, 2024**. 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 2023-2024 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.

### A

Filename: A\_Gee\_Financial\_Disclosure\_Form\_PWY4icn.pdf Size: 316.1 kB

### E

Filename: E\_Newman\_Financial\_Disclosure\_For\_JtqN5j8.pdf Size: 418.9 kB

### R

Filename: R\_Sernau\_Financial\_Disclosure\_For\_oqnbPNF.pdf Size: 332.7 kB

[D](#)

Filename: D\_Zwiebel\_Financial\_Disclosure\_Fo\_UhIX19v.pdf Size: 395.2 kB

[D](#)

Filename: D\_Kenny\_Financial\_Disclosure\_Form\_38z7TVe.pdf Size: 1.7 MB

[D](#)

Filename: D\_Pianko\_Financial\_Disclosure\_For\_UCLinyG.pdf Size: 326.6 kB

[A](#)

Filename: A\_August\_Financial\_Disclosure\_For\_Xco9kjB.pdf Size: 317.5 kB

## Entry 4 – Board of Trustees Membership Table

Completed - Aug 1 2024

### 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 4 – Board of Trustees Membership Table

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

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#### Authorizer:

Who is the authorizer of your charter school?

SUNY

**1. 2023-2024 Board Member Information (Enter info for each BOT member)**

	Voting Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliation (s)	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2023-2024
1	David Zwiebel	dz1000@gmail.com	Chair	N/A	Yes	23	07/01/2023	06/30/2024	5 or less
2	Daniel Pianko	danielpianko@gmail.com	Treasurer	N/A	Yes	11	07/01/2023	06/30/2024	5 or less
3	Deborah Kenny	dkenny@harlemvillage.org	Trustee/Member	N/A	Yes	23	07/01/2023	06/30/2024	5 or less
4	Andrew August	axa24@psu.edu	Vice Chair	N/A	Yes	23	07/01/2023	06/30/2024	5 or less
5	Aria Gee	ariagee@gmail.com	Trustee/Member	N/A	Yes	4	07/01/2023	06/30/2024	5 or less
6	Ronald Sernau	rsernau@proskauer.com	Trustee/Member	N/A	Yes	6	07/01/2023	06/30/2024	5 or less
7	Erica Newmann	ehunt22@gmail.com	Vice Chair	N/A	Yes	6	07/01/2023	06/30/2024	5 or less
8									
9									

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

No

**2. Number of board meetings conducted in 2023-2024**

2

**3. Number of board meetings scheduled for the 2024-2025 school year**

4

**4. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

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

a. Total number of Voting Members on June 30, 2024	7
b. Total number of Voting Members added during the 2023-2024 school year	0
c. Total number of Voting Members who left the board during 2023-2024 school year	0
d. Total Maximum Number of Voting Members in 2023-2024; as set by the board in bylaws, resolution, or minutes	7

Thank you.

**Entry 6 – Enrollment & Retention**

Completed - Aug 1 2024

## Instructions for submitting Enrollment and Retention Efforts

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

Describe the good faith efforts the charter school has made in 2023-2024 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWD), English Language Learner(s) (ELL), 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 2024-2025.

### **\*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 6 – Enrollment and Retention of Special Populations**

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**Good Faith Efforts to Meet Recruitment Targets (Attract)**

	Describe Recruitment Efforts in 2023-2024	Describe Recruitment Plans in 2024-2025
Students with Disabilities	<p>The school anticipates using the following strategies to attract students with disabilities in the 2023-24 school year:</p> <ul style="list-style-type: none"> <li>• Developing relationships with programs such as Head Start, the Children's Aid Society and other schools and organizations that serve high-needs populations</li> <li>• Attending community fairs that attract high-needs populations</li> <li>• Conducting open houses focused on the Special Education services offered by the school</li> <li>• Posting fliers in buildings frequented by high-needs populations</li> </ul>	<p>The school anticipates using the following strategies to attract students with disabilities in the 2024-25 school year:</p> <ul style="list-style-type: none"> <li>• Developing relationships with programs such as Head Start, the Children's Aid Society and other schools and organizations that serve high-needs populations</li> <li>• Attending community fairs that attract high-needs populations</li> <li>• Conducting open houses focused on the Special Education services offered by the school</li> <li>• Posting fliers in buildings frequented by high-needs populations</li> </ul>
English Language Learners	<p>The school anticipates using the following strategies to attract multilingual learners in the 2023-24 school year:</p> <ul style="list-style-type: none"> <li>• Mailing fliers and postcards to prospective parents in languages other than English, particularly Spanish</li> <li>• Targeting mailings at zip codes with high concentrations of multilingual learners</li> <li>• Conducting open houses in languages other than English and/or providing translation</li> <li>• Posting fliers in buildings frequented by multilingual populations</li> <li>• Posting bus stop advertisements in neighborhoods with high concentrations of multilingual learners and noting in the advertisements that "se habla espanol"</li> </ul>	<p>The school anticipates using the following strategies to attract multilingual learners in the 2024-25 school year:</p> <ul style="list-style-type: none"> <li>• Mailing fliers and postcards to prospective parents in languages other than English, particularly Spanish</li> <li>• Targeting mailings at zip codes with high concentrations of multilingual learners</li> <li>• Conducting open houses in languages other than English and/or providing translation</li> <li>• Posting fliers in buildings frequented by multilingual populations</li> <li>• Posting bus stop advertisements in neighborhoods with high concentrations of multilingual learners and noting in the advertisements that "se habla espanol"</li> </ul>

	<ul style="list-style-type: none"> <li>• Posting print advertisements in bilingual editions of neighborhood newspapers</li> <li>• Soliciting referrals from parents of multilingual learners currently enrolled at HVA</li> </ul>	<ul style="list-style-type: none"> <li>• Posting print advertisements in bilingual editions of neighborhood newspapers</li> <li>• Soliciting referrals from parents of multilingual learners currently enrolled at HVA</li> <li>• New student applications are available in Spanish</li> </ul>
Economically Disadvantaged	<p>The school anticipates using the following strategies to attract economically disadvantaged students in the 2023-24 school year:</p> <ul style="list-style-type: none"> <li>• Targeting mailings at zip codes with high concentrations of students eligible for free or reduced lunch</li> <li>• Developing relationships with programs such as Head Start, the Children's Aid Society and other schools and organizations, including transitional housing programs that serve high-needs populations</li> <li>• Attending community fairs that attract high-needs populations</li> <li>• Posting fliers in buildings frequented by economically disadvantaged populations and door-dropping literature in affordable housing buildings affordable housing complexes</li> <li>• Posting bus stop advertisements in neighborhoods with high concentrations of students eligible for free or reduced lunch. In addition, the school sets aside the first 30% of its seats for students eligible for free or reduced lunch.</li> <li>• Street Teams in neighborhoods with high concentrations of students eligible for free or reduced lunch</li> </ul>	<p>The school anticipates using the following strategies to attract economically disadvantaged students in the 2024-25 school year:</p> <ul style="list-style-type: none"> <li>• Targeting mailings at zip codes with high concentrations of students eligible for free or reduced lunch</li> <li>• Developing relationships with programs such as Head Start, the Children's Aid Society and other schools and organizations, including transitional housing programs that serve high-needs populations</li> <li>• Attending community fairs that attract high-needs populations</li> <li>• Posting fliers in buildings frequented by economically disadvantaged populations and door-dropping literature in affordable housing buildings affordable housing complexes</li> <li>• Posting bus stop advertisements in neighborhoods with high concentrations of students eligible for free or reduced lunch. In addition, the school sets aside the first 30% of its seats for students eligible for free or reduced lunch.</li> <li>• Street Teams in neighborhoods with high concentrations of students eligible for free or reduced lunch</li> </ul>

## Good Faith Efforts To Meet Retention Targets

	Describe Retention Efforts in 2023-2024	Describe Retention Plans in 2024-2025
Students with Disabilities	<p>HVA has a preventive and comprehensive approach towards retention. Our teachers and principals develop retention strategies and execute them together. The school anticipates using the same strategies moving forward, including: Overall Family Relationships and Communications. Take steps to further develop positive family relationships, such as</p> <ul style="list-style-type: none"> <li>• Family engagement events in the first month of school</li> <li>• Positive phone calls home during the first week of school and throughout the year</li> <li>• Increased communication with incoming families</li> <li>• Regular Coffee and Conversations hosted by school leaders for families</li> <li>• Chatting with parents outside during arrival and dismissal even when not officially on duty</li> <li>• When parents become frustrated and want to leave because of how hard it is for their child to adjust to the higher behavioral and/or academic standards, staff members will meet with and reach out to make sure the person is heard to have an opportunity to reconsider.</li> <li>• Deans, Education Support Coordinators and Social Workers collaborating as the Student and Family Support team to proactively create home-school partnership opportunities as well as being available to immediately address parent concerns.</li> </ul> <p>New Student Acclimation. Strategies</p>	<p>HVA has a preventive and comprehensive approach towards retention. Our teachers and principals develop retention strategies and execute them together. The school anticipates using the same strategies moving forward, including: Overall Family Relationships and Communications. Take steps to further develop positive family relationships, such as</p> <ul style="list-style-type: none"> <li>• Family engagement events in the first month of school</li> <li>• Positive phone calls home during the first week of school and throughout the year</li> <li>• Increased communication with incoming families</li> <li>• Regular Coffee and Conversations hosted by school leaders for families</li> <li>• Chatting with parents outside during arrival and dismissal even when not officially on duty</li> <li>• When parents become frustrated and want to leave because of how hard it is for their child to adjust to the higher behavioral and/or academic standards, staff members will meet with and reach out to make sure the person is heard to have an opportunity to reconsider.</li> <li>• Deans, Education Support Coordinators and Social Workers collaborating as the Student and Family Support team to proactively create home-school partnership opportunities as well as being available to immediately address parent concerns.</li> </ul> <p>New Student Acclimation. Strategies</p>

to help students who have a hard time adjusting to our higher behavior standards, include:

- Beginning each day with a whole group Morning Meeting where students are greeted respectfully and joyfully by all members of the class. Morning Meeting includes opportunities to discuss feelings and expectations. A portion of Morning Meeting is dedicated to self-reflection and goal setting.
- Ending each day with a Closing Circle which allows students to reflect on their day, acknowledge peers who supported their learning, provide apologies for any harm done to the community and set goals for the following day.
- Throughout September, teachers observe each other's classrooms during their free periods, then meet every evening to debrief about their students and devise strategies to improve behavior and habits
- Identify students who will struggle with behavior as follows:
  - Teachers intensively co-observe in classrooms throughout the day during the first month of school
  - Principals put students in strategic situations in the first week of the school year, and observe them closely
  - Interview the students during orientation - teachers developed a 20-question interview protocol focused on behavior
  - Provide intensive support to students on a daily basis, coaching them in how to change their behavior habits and insisting that they do so
  - Increase communication early in the year by teachers and deans with

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	<p>new parents of students who are struggling with behavior. Follow-up calls daily during September regarding student behavior, progress, and to build the relationship with the families so that we're on the same team working together to help the child successfully meet the higher behavior standards</p> <ul style="list-style-type: none"> <li>• Provide advice to parents regarding how they can reinforce our behavior expectations at home, e.g. respectful speech, actions and gestures, etc. We do this through a variety of pre-planned workshops.</li> </ul> <p>Academic Supports: Strategies to maximize the number of students who are promoted to the next each year grade include:</p> <ul style="list-style-type: none"> <li>• Focus the school's staffing, scheduling and budget on our reading program to provide more instructional time and smaller class sizes</li> <li>• Conduct running records frequently, so reading teachers get to know each new student individually, early in the year</li> <li>• Ensure adequate quantity and quality of tutoring and SGI (Small Group Instruction)</li> <li>• Support students who are struggling academically by providing SGI, lunch, after school, and Saturday instruction</li> </ul>	<p>new parents of students who are struggling with behavior. Follow-up calls daily during September regarding student behavior, progress, and to build the relationship with the families so that we're on the same team working together to help the child successfully meet the higher behavior standards</p> <ul style="list-style-type: none"> <li>• Provide advice to parents regarding how they can reinforce our behavior expectations at home, e.g. respectful speech, actions and gestures, etc. We do this through a variety of pre-planned workshops.</li> </ul> <p>Academic Supports: Strategies to maximize the number of students who are promoted to the next each year grade include:</p> <ul style="list-style-type: none"> <li>• Focus the school's staffing, scheduling and budget on our reading program to provide more instructional time and smaller class sizes</li> <li>• Conduct running records frequently, so reading teachers get to know each new student individually, early in the year</li> <li>• Ensure adequate quantity and quality of tutoring and SGI (Small Group Instruction)</li> <li>• Support students who are struggling academically by providing SGI, lunch, after school, and Saturday instruction</li> </ul>
English Language Learners	HVA has a preventive and comprehensive approach towards retention. Our teachers and principals develop retention strategies and execute them together. The school anticipates using the same strategies moving forward, including: Overall Family	HVA has a preventive and comprehensive approach towards retention. Our teachers and principals develop retention strategies and execute them together. The school anticipates using the same strategies moving forward, including: Overall Family

Relationships and Communications.

Take steps to further develop positive family relationships, such as

- Family engagement events in the first month of school
- Positive phone calls home during the first week of school and throughout the year
- Increased communication with incoming families
- Regular Coffee and Conversations hosted by school leaders for families
- Host regular family engagement events, including movie nights and parent support workshops
- Chatting with parents outside during arrival and dismissal even when not officially on duty
- When parents become frustrated and want to leave because of how hard it is for their child to adjust to the higher behavioral and/or academic standards, staff members will meet with and reach out to make sure the person is heard to have an opportunity to reconsider.
- Deans and Social Workers collaborating as the Student and Family Support team to proactively create home-school partnership opportunities as well as being available to immediately address parent concerns.

New Student Acclimation. Strategies to help students who have a hard time adjusting to our higher behavior standards, include:

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hosted by school leaders for families

- Chatting with parents outside during arrival and dismissal even when not officially on duty
- When parents become frustrated and want to leave because of how hard it is for their child to adjust to the higher behavioral and/or academic standards, staff members will meet with and reach out to make sure the person is heard to have an opportunity to reconsider.

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New Student Acclimation. Strategies to help students who have a hard time adjusting to our higher behavior standards, include:

- Beginning each day with a whole group Morning Meeting where students are greeted respectfully and joyfully by all members of the class. Morning Meeting includes opportunities to discuss feelings and expectations. A portion of Morning Meeting is dedicated to self-reflection and goal setting.

- Ending each day with a Closing Circle which allows students to reflect on their day, acknowledge peers who supported their learning, provide apologies for any harm done to the community and set goals for the following day.

- Throughout September, teachers observe each other's classrooms during their free periods, then meet every evening to debrief about their students and devise strategies to improve behavior and habits

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- Identify students who will struggle

with behavior as follows:

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- Provide intensive support to students on a daily basis, coaching them in how to change their behavior habits and insisting that they do so
- Increase communication early in the year by teachers and deans with new parents of students who are struggling with behavior. Follow-up calls daily during September regarding student behavior, progress, and to build the relationship with the families so that we're on the same team working together to help the child successfully meet the higher behavior standards
- Provide advice to parents regarding how they can reinforce our behavior expectations at home, e.g. respectful speech, actions and gestures, etc. We do this through a variety of pre-planned workshops.

Academic Supports Strategies to maximize the number of students who are promoted to the next each year grade include:

- Focus the school's staffing, scheduling and budget on our reading program to provide more instructional time and smaller class sizes
- Conduct running records frequently, so reading teachers get to know each new student individually, early in the year
- Ensure adequate quantity and quality of tutoring and SGI (Small Group Instruction)
- Support students who are struggling academically by providing

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- Support students who are struggling academically by providing

## Entry 7 – Employee Fingerprint Requirements Attestation

Completed - Aug 1 2024

# Entry 7 – Employee Fingerprint Requirements Attestation

### A. TEACH System – Employee Clearance

#### Required of ALL Charter Schools

Charter schools must ensure that all prospective employees<sup>[1]</sup> 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 not employed by the school.

<sup>[1]</sup> 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 [NYSED CSO Employee Clearance and Fingerprint Memo](#) or visit the NYSED website at [Who Must Be Fingerprinted Charts](#) for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

## **B. Emergency Conditional Clearances**

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo](#).

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### **Attestation**

#### **Responses Selected:**

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

## **Entry 9 – School Calendar**

Completed - Aug 1 2024

[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 it **no later than 11:59 PM on August 1, 2024**. Charter schools must upload a final school calendar into the portal and may do so at any time but **no later than 11:59 PM on September 16, 2024**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (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 and ensure there is a monthly tally of instructional days.

Sample Calendar:

**12 Month Calendar 2021-2022**  
**184 Instructional Days**

**July**

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**January (20)**

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**August**

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**February (15)**

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

**September (18)**

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**March (23)**

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**October (20)**

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**April (15)**

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**November (18)**

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**May (21)**

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**December (17)**

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**June (17)**

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Staff Report - August 23rd
  Early Dismissal Days
  Holiday/Recess (No Students or Staff)

Superintendent's Conference Day (No School for Students)
  Regents and School-level Exams

September 8, 2021 All Grade Levels Report
  June 24, 2022 - Last Day of School

[2024-25 School Calendar 07-02-2024](#)

Filename: 2024-25\_School\_Calendar\_07-02-2024.pdf Size: 241.3 kB

**Entry 11 – Progress Toward Goals**

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 [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system **no later than 11:59 PM on September 16, 2024**.

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters **no later than 11:59 PM on November 1, 2024**.

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

## **Entry 11 – Progress Toward Goals**

### **PROGRESS TOWARD CHARTER GOALS**

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2024.

---

### **1. ACADEMIC STUDENT PERFORMANCE GOALS**

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2024**.

**2023-2024 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

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

(No response)

**2023-2024 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
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Academic Goal 60				
Academic Goal 61				
Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

**4. ORGANIZATION GOALS**

**For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

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**2022-2023 Progress Toward Attainment of Organization Goals**

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

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

(No response)

**6. FINANCIAL GOALS**

**2022-2023 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

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

(No response)

**2021-2022 Progress Toward Attainment of Financial Goals**

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

**Thank you.**

## Entry 11 – Progress Toward Goals (SUNY-Authorized Charter Schools Only)

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 [Accountability Plan Progress Report](#). 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, 2024.

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

## Entry 12 – 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 Annual Report Portal and into the SUNY Epicenter document management system **no later than 11:59 PM on November 1, 2024**. 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 Annual Report Portal **no later than 11:59 PM on November 1, 2024**. 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 2024 but will be identified as a required task thereafter and due on November 1, 2024. This is a required task, and it is marked optional for administrative purposes only.**

## Entry 12a – Audited Financial Report Template (SUNY)

Incomplete

#### Instructions - SUNY-Authorized Charter Schools ONLY

The Audited Financial Statement Template is no longer required by the SUNY Charter Schools Institute for school year 2023-24 annual reporting. This section is marked optional and no response is required for this section.

## Entry 13 – Fiscal Year 2024-2025 Budget

Incomplete

**SUNY-authorized charter schools** should download the [2024-2025 Budget and Quarterly Report Template and the 2024-2025 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due no later than 11:59 PM on November 1, 2024.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY25 Budget using the [2024-2025 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due no later than 11:59 PM on November 1, 2024.**

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.**

## Optional Additional Documents to Upload (BOR)

Incomplete

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

---

**Name 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.

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.

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**

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

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**

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

-

*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:**

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

---

**Home Address:**

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7/18/2024

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**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

---

**Name 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.

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.

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**

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

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**

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

-

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

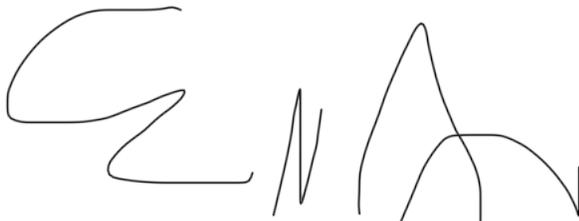
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**Home Telephone:**

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**Home Address:**

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A handwritten signature in black ink, appearing to be 'S. N. M.', written over a horizontal line.

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

---

**Name 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.

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**

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**None**

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**None**

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

-

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

---

**Name 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.

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.

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**

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

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**

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

-

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Deborah Kenny

---

**Name of Charter School Education Corporation:**

Harlem Village Academies Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

None

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.

Founder of CMO and Charter Schools; employed by CMO.

Salary information is publicly available in Form 990 for Village Academies Network, Inc.

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 you
Since Inception	Employed by Village Academies Network, Inc.	Do not vote or participate in discussions involving Village Academies Network, Inc.	Self

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:**

(646) 812-9501

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**Business Address:**

74 West 124th Street, New York, NY 10027

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**E-mail Address:**

dkenny@harlemvillage.org

---

**Home Telephone:**

(646) 812-9501

---

**Home Address:**

available upon request

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**Signature**

4/20/2024

**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**

**Trustee Name:**

---

**Name 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**

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**

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

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**

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

-

*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** **Date**

Acceptable signature formats include:

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

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

---

**Name of Charter School Education Corporation:**

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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.

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**

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

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**

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

-

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*



# 2024–25 HVA Family Calendar

## AUGUST 2024

Thu 8/22	First Day of School: Half Day	6
Mon 8/26	First Day of School: Half Day	PreK, K, 3, 5
Tue 8/27	First Day of School: Half Day	9–12
Wed 8/28	First Day of School: Half Day	1, 2, 4, 7, 8
Thu 8/22 – Fri 8/30	Half Days	PreK–12

## SEPTEMBER 2024

*Back to School Nights, Hispanic Heritage Month*

Mon 9/2	No School: Labor Day	PreK–12
Fri 9/27	No School: PL Day for Teachers	PreK–12

## OCTOBER 2024

*Hispanic Heritage Month*

Mon 10/14	No School: Indigenous People's Day	PreK–12
Thu 10/31	Half Day: No After School Enrichment	PreK–8
Thu 10/31	No School: PL Day for Teachers	9–12

## NOVEMBER 2024

Fri 11/1	No School: PL Day for Teachers	PreK–8
Fri 11/1	Student Led Family Conferences	9–12
Tue 11/5	Election Day: Half Day	PreK–12
Mon 11/25 – Fri 11/29	No School: Thanksgiving Break	PreK–12

## DECEMBER 2024

*Winter Arts Showcases*

Mon 12/23 – Wed 1/1	No School: Winter Break	PreK–12
---------------------	-------------------------	---------

## JANUARY 2025

Thu 1/2 – Fri 1/3	No School: PL Days for Teachers	PreK–12
Mon 1/20	No School: MLK Day of Service	PreK–12

## FEBRUARY 2025

*Black History Month, Network Arts Night*

Fri 2/14	No School: PL Day for Teachers	PreK–12
Mon 2/17 – Fri 2/21	No School: Mid-Winter Break	PreK–12

## MARCH 2025

*Women's History Month*

Mon 3/31 – Fri 4/4	No School: Spring Break	PreK–12
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## APRIL 2025

Wed 4/23 – Fri 5/16	IB* Exams	11–12
---------------------	-----------	-------

## MAY 2025

*Science Fairs, Reading/Literacy Family Events, AAPI Heritage Month*

Mon 5/26	No School: Memorial Day	PreK–12
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## JUNE 2025

*End of Year Celebrations (Graduation, Passages, and Arts Showcases)*

Wed 6/18	Last Day of School: Half Day	PreK–8
Thu 6/19	No School: Juneteenth	9–12
Thu 6/26	Last Day of School	9–12
Fri 6/27	HVA High Graduation	12

# PREVENTIVE MAINTENANCE REPORT

**NEW YORK CITY ALARM CORP.**  
**160-32 WILLETS POINT BLVD.**  
**WHITESTONE, N.Y. 11357**  
 TELE. (718) 352-2800 FAX. (718) 352-0374  
 NYS LICENSE # 12000020098

DATE: 2/20/2020

PAGE 1 OF 5

INITIAL # OF PAGES SIGNED FOR: \_\_\_\_\_

CSID/ACCT #: 672713

NAME: W. L. Bonner

ADDRESS: 130-36 W. 124TH ST,

W. Y N.Y

PHONE #: 212-866-1700

CONTACT: Freddy

	DAY 1	DAY 2	DAY 3
DATE	2-20-2020		
TIME IN:	10:00		
TIME OUT:	4:00		
TECHNICIANS:	DRS LJ		

HAS WORK BEEN COMPLETED:  YES  NO

PANEL LOCATION

958 FX PHONE LINES & ENTER NUMBERS	TEST
PHONE LINE #1: <u>(212) 280-2728</u>	<u>Good</u>
PHONE LINE #2: <u>(212) 280-3260</u>	<u>Good</u>

FACP MFG	<u>Simplex</u>
MOD #	<u>4100</u>
FCS MFG	<u>Main Lobby</u>
MOD #	
FX MFG	<u>Fire Life</u>
MOD #	<u>MS 5012</u>
STARLINK	<u>NO</u> <u>Celkran Elec Room</u>

### CENTRAL OFFICE TRANSMITTER INSPECTION

ZONE NUMBER	ZONE TYPE	SIGNAL SENT	SIGNAL RECEIVED	SIGNAL RESTORED	CENTRAL STATION DESCRIPTION	COMMENTS
EXAMPLES:	PULL,SMK,Wf,ETC.	YES/NO	CODE:11,31,F1,ETC.	YES/NO	PULL,SMK,GEN ALARM,UNKN,ETC.	
1	<u>Pull</u>	<u>Yes</u>	<u>11</u>	<u>Yes</u>	<u>FIRE</u>	Do not HIT Trouble Silence while Resetting FUND. TAKE OFF Bottom 2-RIGHT W/RC CARS - FOR QUIET
2	<u>Smoke</u>	<u>Yes</u>	<u>12</u>	<u>Yes</u>	<u>FIRE</u>	
3	<u>Trouble</u>	<u>Yes</u>	<u>13</u>	<u>Yes</u>	<u>Trouble</u>	
4	<u>TAMPER</u>	<u>Yes</u>	<u>84</u>	<u>Yes</u>	<u>Supervisory</u>	
5	<u>W/F</u>	<u>Yes</u>	<u>15</u>	<u>Yes</u>	<u>FIRE</u>	
6						
7						
8						

ARE NYCA DECALS PLACED ON FACPI/FCS?	YES	NO	DEVICE TYPE	MANUFACTURER & MOD #
ARE NYCA DECALS PLACED AT FRONT ENTRANCE?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SMOKE DETECTOR	<u>Simplex 4098-9714</u>
ARE C.O. DECALS ON FX?	<input type="checkbox"/>	<input type="checkbox"/>	DUCT/SMOKE DETECTOR	<u>11</u>
ARE C.O. SPRINKLER SIGNS INSTALLED?	<input type="checkbox"/>	<input type="checkbox"/>	HEAT DETECTOR	
INSTALL SPRINKLER SIGNS IF NECESSARY.	<input type="checkbox"/>	<input type="checkbox"/>	MANUAL PULL	<u>Simplex/AAME2</u>
CHECK FX FOR DAMAGE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WARDEN STATION	
CHECK BATTERIES FOR CORROSION OR LEAKS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SPEAKER OR HORN/STROBE	<u>Simplex 757-7A-T</u>
CHECK BATTERY VOLTAGE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SPEAKER	
REPLACE BATTERIES IF NECESSARY.	<input type="checkbox"/>	<input type="checkbox"/>	HORN	
			STROBE	<u>Simplex 757-7D</u>
			WATERFLOW SWITCH	<u>WFD-40</u>
			TAMPER SWITCH	<u>Potter 051-2</u>

### MATERIAL RECORD

QUANTITY USED	QUANTITY NEEDED	DESCRIPTION	MANUFACTURER & PART NUMBER	PRIORITY

CUSTOMER SIGNATURE: X Nigeria Wang

DATE: 2/20/20

ACCOUNT NUMBER: 672713 DATE: 2 120 2020 PAGE: 2 OF 5  
 ACCOUNT NAME: W.H. BONNER (Cruiser Refuge) TECHNICIANS: DRS - L.J

LOCATION		DEVICE		MAINTENANCE				
FLOOR NUM	LOCATION	CONTROL DISPLAY	TYPE	ADDRESS / ZONE	CODE	CONDITION	TEST RESULT	CLEANED
R			Purge			DID NOT	Activate	
M	o/s STAIR B	MEZZANINE STAIR 2 Pull Station	Pull			GOOD	GOOD	
M	" " "		HIS			"	"	
M	MER-1 (by Elevator)	RTU-4 Return Duct Detector	Duct			GOOD	GOOD	✓
M	" STAIR B		FSD			"	"	* ✓
M	CORRIDOR o/s Mens Room 1		HIS			"	"	
M	Mens Room 1		STABO			"	"	
M	CORRIDOR o/s Mens Room 2		HIS			"	"	
M	Mens Room 2		STABO			"	"	
M		Mezzanine Elevator Lobby Smoke	Smoke			GOOD	GOOD	✓
M		Mezzanine Elevator Lobby Smoke	Smoke			GOOD	GOOD	✓
M	MER by STAIR A	Mezzanine RTU-6 Duct Detector	Duct			GOOD	GOOD	✓
M	" "		FSD			"	"	
M	" "		Duct			NOT TESTED		
M	" "		FSD			"	"	
M		Mezzanine STAIR 1 Pull Station	Pull			GOOD	GOOD	

NOTES:  
 \* OLD CODE HAS DELAY ON SHUTDOWNS

ACCOUNT NUMBER: 672713      DATE: 2 120 12020      PAGE: 3 OF 5

ACCOUNT NAME: W.L. BONNER (Greatest Refuge)      TECHNICIANS: DRS-LJ

LOCATION		DEVICE		MAINTENANCE				
FLOOR NUM	LOCATION	CONTROL DISPLAY	TYPE	ADDRESS / ZONE	CODE	CONDITION	TEST RESULT	CLEANED
3		3RD Floor Mechanical Room Heat	Heat			Good	Good	
3	Room 104 MER	3RD Floor Mechanical Room Water Flow Monitor	W/F			Good	Good	
3	" "	3RD Floor Mechanical Room Tamper Switch	TAMPER			Good	Good	
3	O/S M.E.R		H/S			"	"	
3	GYM STORAGE		H/S			"	"	
3	O/S STAIR B	3RD FLOOR STAIR 2 Pull Station	Pull			Good	Good	
3	" " C	3RD FLOOR STAIR 1 Pull Station	Pull			Good	Good	
3		3RD FLOOR Elevator Lobby Smoke Detector	SUCK			Good	Good	
3		3RD FLOOR Elevator Lobby Smoke Detector	SUCK			Good	Good	
3	Room 104 MER	Mechanical Fan RTU-1 (Duct Detector)	DUCT			Good	Good	
3	" " "		FSD			"	"	
2	O/S STAIR B	2ND FLOOR STAIR 2 Pull Station	Pull			Good	Good	
2		2ND FLOOR Elevator Lobby Smoke Detector	SUCK			Good	Good	
2		2ND FLOOR Elevator Lobby Smoke Detector	SUCK			Good	Good	
2	O/S M.E.R		H/S			"	"	
2	O/S 208		H/S			"	"	
2	O/S STAIR A	2ND FLOOR WATERFLOW MONITOR	W/F			Good	Good	
2	O/S 203	2ND FLOOR TAMPER SWITCH SPINKLE MONITOR	TAMPER			Good	Good	
2	WOMENS ROOM		STRABE			"	"	
2	MENS ROOM		STRABE			"	"	
2	O/S 208		H/S			"	"	
2	Rm 207 IN CEILING	2ND FLOOR WATERFLOW MONITOR	W/F			Good	Good	
2	" " "	2ND FLOOR TAMPER SWITCH SPINKLE MONITOR	H/S			Good	Good	

NOTES: + This TAMPER Latched!

ACCOUNT NUMBER: G72713 DATE: 2 120 2020 PAGE: 4 OF 5

ACCOUNT NAME: W.L. Bonner TECHNICIANS: DRS L.S

LOCATION		DEVICE		MAINTENANCE				
FLOOR NUM	LOCATION	CONTROL DISPLAY	TYPE	ADDRESS / ZONE	CODE	CONDITION	TEST RESULT	CLEANED
1	STAIR B Street EXIT	Cellar EXIT Pull Station	Pull			Good	Good	
1		1st Floor Elevator Lobby Smoke	Smoke			Good	Good	✓
1		1st Floor Elevator Lobby Smoke	Smoke			Good	Good	✓
1	ABOVE FACD		Bell					
1	"		Bell					
1	"		Bell					
1	Class Room By Street	1st Floor Proposed Rental space Pull Station	Pull			Good	Good	
1	" " " " EXIT E		A/S					
1	MEN'S ROOM O/S 103		STrobe					
1	WOMEN'S ROOM O/S 103		STrobe					
1	103 IN CEILING	1ST FLOOR WATER FLOW MONITOR	W/F			Good	Good	
1	" " "	1ST FLOOR TAMPER SWITCH SPRINKLER MONITOR	TAMPER			Good	Good	
1	Room 103		STrobe					
1	O/S ROOM 101		A/S					
1	Room 104		STrobe					
1	" 105		STROBE					
1	" 106		A/S					
1	" 107		STROBE					
1	" 108		STROBE					
1	" 109		H/I					
1	MEN'S ROOM By 107		STrobe					
1	WOMEN'S ROOM " "		STrobe					
1		1st Floor stairwell #2 Pull Station	Pull			Good	Good	
1	MAIN ENTRANCE		A/S			N/A	N/A	

NOTES: + Must Get To From BsmT

ACCOUNT NUMBER: 672713 DATE: 2 12 2000 PAGE: 5 OF 5  
 ACCOUNT NAME: W.L. BONNER TECHNICIANS: DRS-LJ

LOCATION		DEVICE		MAINTENANCE				
FLOOR NUM	LOCATION	CONTROL DISPLAY	TYPE	ADDRESS / ZONE	CODE	CONDITION	TEST RESULT	CLEANED
C	water meter / sprinkler	cellar water meter	flow monitor			good	good	
C	"	cellar TAMPER switch	MONITOR			good	good	
C	"	cellar TAMPER switch	MONITOR			good	good	
C	"	cellar WATER MAPPING foam	sucker detector			good	good	✓
C	"	cellar Mechanical Room	sucker detector			good	good	✓
C	MER. Behind kitchen	cellar Mechanical Room	sucker detector			good	good	✓
C	"	cellar Mechanical Room	Duct detector			good	good	✓
C	"	"	EST			DISCONNECTED		
C	"	cellar mechanical	Heat			good	1254	✓
C	KITCHEN	cellar kitchen	Heat			good	1254	✓
C	"	"	Heat			good	2254	✓
C	"	"	ATS			good	good	
C	o/s kitchen		ATS			"	"	
C	WOMEN'S ROOM		STREP			"	"	
C	MEN'S ROOM		STREP			"	"	
C	E.M.F	cellar Elevator Machine	Relay			good	good	✓
C	"	cellar Elevator Machine	Relay			good	good	✓
C	"	cellar Elevator Machine	Relay			DISCONNECTED		✓
C	"	cellar Elevator Lobby	sucker detector			good	good	✓
C	"	cellar Elevator Lobby	sucker detector			good	good	✓
C	"	cellar stair 1	Pull Station			good	good	
C	"	cellar stair 2	Pull Station			good	good	
C	ELECTRIC ROOM	cellar Electric meter room	sucker detector			good	good	✓

NOTES:

# FIRETRONICS

**A Full Service System Integrator**  
 20 Wood Avenue, Secaucus, NJ 07094  
 Phone: 800-284-9112  
 E-mail: ftronicinc@aol.com

SERVICE REQUEST NO.

S28987

DATE OF REQUEST 02/19/20	REQUESTED BY	TELEPHONE NO.	PURCHASE ORDER	REQUISITION NO.
-----------------------------	--------------	---------------	----------------	-----------------

JOB LOCATION: \_\_\_\_\_ INVOICE TO: (SAME AS JOB LOCATION UNLESS OTHERWISE INDICATED)

HVA  
 74W 124TH ST  
 N.Y N.Y

JOB CONTACT:	TELEPHONE NO.	EXT.
--------------	---------------	------

DESCRIPTION OF PROBLEM: SEMI ANNUAL INSPECTION

WARRANTY	NON WARRANTY	CONTRACT	TECHNICIAN FELIPE / EDWIN	DATE OF JOB 02/19/20
----------	--------------	----------	------------------------------	-------------------------

CONDITIONS FOUND:

REPAIRS MADE:

SYSTEM WAS TAKEN OFFLINE BEFORE START OF WORK.  
 WE PROCEED TO VERIFY STATUS OF F.A SYSTEM AND  
 FOLLOWED TO TEST, CLEAN AND VERIFY COMMUNICATION  
 OF AUTOMATIC FIRE ALARM SENSORS, INCLUDING MANUAL  
 DEVICES.  
 - SMOKE DETECTORS / DUCT DETECTORS, HEAT DETECTORS.  
 - MANUAL PULL STATIONS AND OUTPUTS.  
 - NOTIFICATION, VISUALS AND AUDIO AND 2WAY COMMUNICATION.  
 ALL RESULTS LOGGED TO F.A MAINTENANCE BOOKS.  
 SYSTEM RESTORED BACK TO NORMAL.

PARTS USED:  
 SYSTEM BACK ONLINE UPON DEPARTURE OF SITE

REPAIR INCOMPLETE - DATE(S)	REPAIR COMPLETE DATE
-----------------------------	----------------------

PARTS/WORK REQUIRED:  
 ITEMS REQUIRED FOR REPAIR:

<p>FIELD LABOR - MINIMUM SERVICE CHARGE:</p> <p>Regular Time Labor Hours <u>5</u> Travel Hours <u>A</u> Total Hours <u>1</u></p> <p>Overtime Time Labor Hours _____ Travel Hours _____ Total Hours _____</p> <p>Holiday Time Labor Hours _____ Travel Hours _____ Total Hours _____</p> <p><i>Boydell M. Jr</i>                  CUSTOMER SIGNATURE</p>	<p>SHOP LABOR:</p> <p>LABOR HOURS @ _____ HR. = _____</p>	<p>TOTALS</p> <table border="1"> <tr> <td>LABOR</td> <td></td> <td></td> </tr> <tr> <td>PARTS</td> <td></td> <td></td> </tr> <tr> <td>TAX</td> <td></td> <td></td> </tr> <tr> <td>TOTAL AMOUNT</td> <td></td> <td></td> </tr> </table>	LABOR			PARTS			TAX			TOTAL AMOUNT		
LABOR														
PARTS														
TAX														
TOTAL AMOUNT														

02/19/20  
DATE



THAT THE ZONING LOT ON WHICH THE PREMISES IS LOCATED IN BOUNDED AS FOLLOWS:

BEGINNING at a point on North side of WEST 188TH STREET  
 distant 79' WEST feet from the corner formed by the intersection of  
 AMSTERDAM AVENUE and WEST 188TH STREET  
 running thence NORTH 94.10 1/2 feet; thence EAST 16.8' feet;  
 thence SOUTH 94.10 1/2 feet; thence WEST 16.8' feet;  
 thence feet; thence feet;  
 thence feet; thence feet;  
 to the point or place of beginning.

N.B. or ALT. No. 101496295 DATE OF COMPLETION 05/19/2000 CONSTRUCTION CLASSIFICATION 3NFP  
 BUILDING OCCUPANCY GROUP CLASSIFICATION RES. HEIGHT Bsmt., 1-3 STORIES 45 FEET

THE FOLLOWING FIRE DETECTION AND EXTINGUISHING SYSTEMS ARE REQUIRED AND WERE INSTALLED IN COMPLIANCE WITH APPLICABLE LAWS

	YES	NO		YES	NO
STANDPIPE SYSTEM		X	AUTOMATIC SPRINKLER SYSTEM		X
YARD HYDRANT SYSTEM		X			
STANDPIPE FIRE TELEPHONE AND SIGNALLING SYSTEM		X			
SMOKE DETECTOR					
FIRE ALARM AND SIGNAL SYSTEM		X			

STORM DRAINAGE DISCHARGES INTO:

- A) STORM SEWER  B) COMBINED SEWER  C) PRIVATE SEWAGE DISPOSAL SYSTEM

SANITARY DRAINAGE DISCHARGES INTO:

- A) SANITARY SEWER  B) COMBINED SEWER  C) PRIVATE SEWAGE DISPOSAL SYSTEM

LIMITATIONS OR RESTRICTIONS:

BOARD OF STANDARDS AND APPEALS CAL. NO. \_\_\_\_\_

CITY PLANNING COMMISSION CAL. NO. \_\_\_\_\_

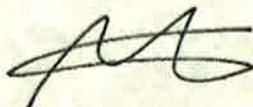
OTHERS: \_\_\_\_\_

*Certificate of Occupancy*

**CO Number: 121551114F**

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

<b>A.</b>	<b>Borough:</b> Manhattan	<b>Block Number:</b> 01721	<b>Certificate Type:</b> Final
	<b>Address:</b> 74 WEST 124TH STREET	<b>Lot Number(s):</b> 70	<b>Effective Date:</b> 04/14/2016
	<b>Building Identification Number (BIN):</b> 1053438	<b>Building Type:</b> Altered	
<b>This building is subject to this Building Code: 1968 Code</b>			
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>			
<b>B.</b>	<b>Construction classification:</b> 1	(Prior to 1968 Code designation)	
	<b>Building Occupancy Group classification:</b> E	(2008 Code)	
	<b>Multiple Dwelling Law Classification:</b> None		
	<b>No. of stories:</b> 8	<b>Height in feet:</b> 90	<b>No. of dwelling units:</b> 0
<b>C.</b>	<b>Fire Protection Equipment:</b> None associated with this filing.		
<b>D.</b>	<b>Type and number of open spaces:</b> None associated with this filing.		
<b>E.</b>	<b>This Certificate is issued with the following legal limitations</b> None		
<b>Borough Comments:</b> None			



Borough Commissioner



Commissioner

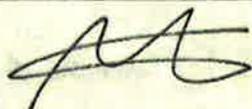
*Certificate of Occupancy*

CO Number: **121551114F**

**Permissible Use and Occupancy**

All Building Code occupancy group designations below are 2008 designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
BAS	250	75	E		3	CLASSROOM, BOOK STORE, STORAGE
BAS	155	75	A-3		3	EXERCISE ROOM
SC1		OG	E		3	MECHANICAL ROOM, BOILER ROOM
001	276	40	A-3		3	CAFETERIA
001	240	40	E		3	LIBRARY, OFFICE STORAGE
002	300	40	E		3	CLASSROOM, OFFICES, STORAGE
003	285	40	E		3	CLASSROOM, OFFICES
004	200	75	E		3	CLASSROOM, OFFICES
005	215	100	E		3	CLASSROOM
006	174	100	A-3		3	GYM
007	66	100	A-5		3	OFFICE
RO F	170	100	A-5		3	PLAY AREA
RO F		100			3	ELEVATOR MAINTENANCE ROOM, MH AREA



Borough Commissioner

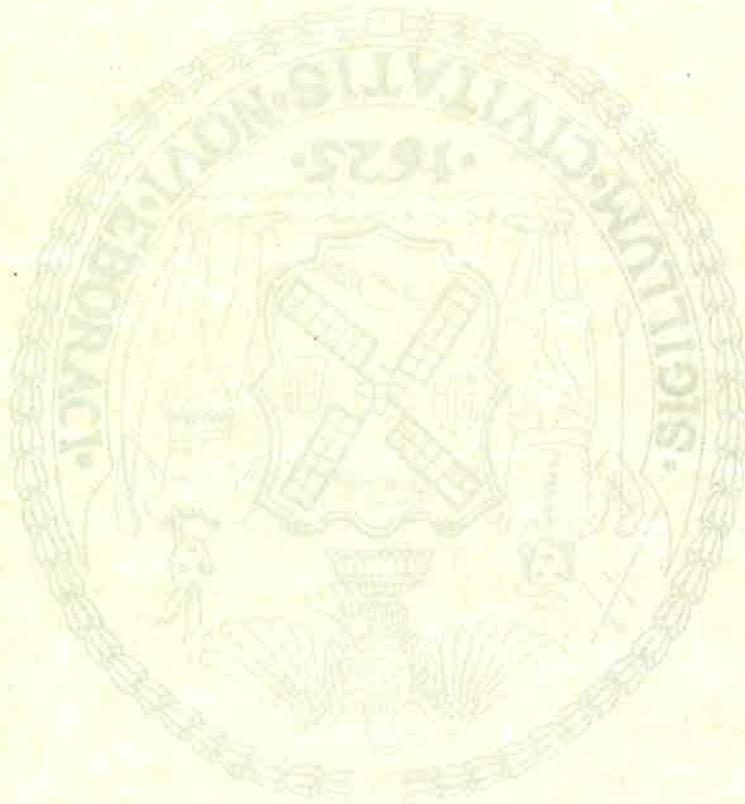


Commissioner

*Certificate of Occupancy*

CO Number: 121551114F

END OF SECTION



A handwritten signature in black ink, appearing to be "AA", is written over a horizontal line.

Borough Commissioner

A handwritten signature in black ink, appearing to be "Rub Chandler", is written over a horizontal line.

Commissioner