

Application: Valence College Preparatory Charter School

Mitchell Flax - [REDACTED]
Annual Reports

Summary

ID: 0000000329

Status: Annual Report Submission

Last submitted: Sep 27 2020 08:28 PM (EDT)

Entry 1 School Info and Cover Page

Completed Aug 3 2020

[Instructions](#)

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

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

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

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

VALENCE COLLEGE PREPARATORY CHARTER SCHOOL 343000861152

a1. Popular School Name

Valence College Prep

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

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

SUNY BOARD OF TRUSTEES

c. DISTRICT / CSD OF LOCATION

CSD #24 - QUEENS

d. DATE OF INITIAL CHARTER

10/2018

e. DATE FIRST OPENED FOR INSTRUCTION

9/2019

h. SCHOOL WEB ADDRESS (URL)

www.valencecollegeprep.org

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

112

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

116

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

Check all that apply

Grades Served

5

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

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

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	32-20 108th St East Elmhurst, NY 11369	[REDACTED]	NYC CSD 24	5-6	5-6

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Mitchell Flax			
Operational Leader	AJ Bute			
Compliance Contact	Mitchell Flax			
Complaint Contact	Angie Guerrero			
DASA Coordinator	Nicole Kone			
Phone Contact for After Hours Emergencies	Mitchell Flax			

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

Private Space

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

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

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

Site 1 Certificate of Occupancy (COO)

[32-20 PermanentCO.pdf](#)

Filename: 32-20 PermanentCO.pdf **Size:** 36.6 kB

Site 1 Fire Inspection Report

[FireDept-3220 108th-Printout.pdf](#)

Filename: FireDept-3220 108th-Printout.pdf **Size:** 61.7 kB

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

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

No

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

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

Yes

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Mitchell Flax
Position	Head of School
Phone/Extension	[REDACTED]
Email	[REDACTED]

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

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees

Date

Aug 3 2020

Thank you.



Entry 2 NYS School Report Card

Completed Aug 3 2020

[Instructions](#)

SUNY-authorized charter schools only

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

Entry 2 NYS School Report Card Link

VALENCE COLLEGE PREPARATORY CHARTER SCHOOL 343000861152

NEW YORK STATE REPORT CARD

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

(Charter schools completing year one will not yet have a School Report Card or link to one.

Please type "URL is not available" in the space provided.)

URL for first year's report is not available: <https://data.nysed.gov/profile.php?instid=800000090262>

Entry 3 Progress Toward Goals

Incomplete

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

2019-20 Progress Toward Attainment of Academic Goals

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

2019-2020 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	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add?

(No response)

2019-2020 Progress Toward Attainment of Academic Goals

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	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				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				

4. ORGANIZATION GOALS

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

2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
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

2019-2020 Progress Toward Attainment of Financial Goals

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

7. Do have more financial goals to add?

(No response)

2019-2020 Progress Toward Attainment of Financial Goals

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

Thank you.

Entry 3 Accountability Plan Progress Reports

Completed Sep 15 2020

Instructions

SUNY-Authorized Charter Schools ONLY

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

[2019-20-Accountability-Plan-Progress-Report-Template-K-8_ValenceCollegePrep](#)

Filename: 2019 20 Accountability Plan Progress eYgjhJH.docx Size: 75.2 kB

Entry 7 Disclosure of Financial Interest Form

Completed Aug 3 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

Each member of the charter school's Board of Trustees who served on a charter school education

corporation governing one or more charter schools for any period during the 2019-2020 school year must complete a signed:

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

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

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

[chopra](#)

Filename: chopra.pdf **Size:** 185.9 kB

[Soffer_Trustee-Financial-Disclosure-Form](#)

Filename: Soffer Trustee Financial Disclosure Form.pdf **Size:** 273.6 kB

[Sandra Matthews_Disclosure of Financial Interest 7-29-20](#)

Filename: Sandra Matthews Disclosure of Financia je5G6DD.pdf **Size:** 159.5 kB

[kapoor](#)

Filename: kapoor.pdf **Size:** 219.1 kB

[yang](#)

Filename: yang.pdf **Size:** 277.0 kB

[santiago](#)

Filename: santiago.pdf **Size:** 277.9 kB

[Trustee-Financial-Disclosure-Form_Duroseau](#)

Filename: Trustee Financial Disclosure Form Duroseau.pdf **Size:** 132.5 kB

[Trustee-Financial-Disclosure-Form Shovers 2020](#)

Filename: Trustee Financial Disclosure Form Shovers 2020.pdf **Size:** 296.2 kB

[Trustee-Financial-Disclosure-Form](#)

Filename: Trustee Financial Disclosure Form.Tony Shan.pdf **Size:** 217.4 kB

[Trustee-Financial-Disclosure-Form - AG](#)

Filename: Trustee Financial Disclosure Form AG.pdf **Size:** 933.1 kB

Entry 8 BOT Membership Table

Completed Aug 3 2020

Instructions

Required of All charter schools

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






Entry 8 BOT Table

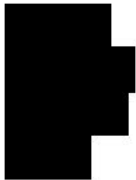


1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

VALENCE COLLEGE PREPARATORY CHARTER SCHOOL 343000861152

1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	Rashid Duroseau 	Trustee/Member	Academic Achievement	Yes	1	10/27/2018	10/27/2020	5 or less

2	Angela Guerrero 	Chair	Governance, Facilities	Yes	1	10/27/2018	10/27/2021	12
3	Arjun Kapoor 	Vice Chair	Finance, Facilities	Yes	1	10/27/2018	10/27/2021	12
4	Jose Santiago 	Trustee/Member	Academic Achievement	Yes	1	10/27/2018	10/27/2020	10
5	Elisabeth Shovers 	Trustee/Member	Achievement	Yes	2	10/27/2019	10/27/2022	10
6	Rona Yang 	Treasurer	Finance	Yes	1	10/27/2018	10/27/2021	8
	Shruti Chopra							

7		Trustee/Member	Governance	Yes	1	10/27/2018	10/27/2020	5 or less
8	Dena Soffer 	Trustee/Member	Academic Achievement	Yes	1	10/27/2018	10/27/2021	11
9	Tony Shan 	Secretary	Governance	Yes	1	4/29/2019	10/27/2021	12

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

Yes

1b. Current Board Member Information

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
10	Sandra Matthews [REDACTED]	Trustee/Member	Finance	Yes	1	2/20/2020	10/27/2022	5 or less
11								
12								
13								
14								
15								

1c. Are there more than 15 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2020	10
b.Total Number of Members Added During 2019-2020	1
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	10

3. Number of Board meetings held during 2019-2020

13

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed Aug 3 2020

Instructions

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

[VCP Board Meeting Minutes - May 21, 2020](#)

Filename: VCP Board Meeting Minutes May 21 2020.pdf **Size:** 364.4 kB

[VCP Board Meeting Minutes - April 16, 2020](#)

Filename: VCP Board Meeting Minutes April 16 2020.pdf **Size:** 364.1 kB

[VCP Board Meeting Minutes - Special Meeting April 9, 2020](#)

Filename: VCP Board Meeting Minutes Special Me Hk6xWLd.pdf **Size:** 347.5 kB

[VCP Board Meeting Minutes - June 18, 2020](#)

Filename: VCP Board Meeting Minutes June 18 2020.pdf **Size:** 372.5 kB

[VCP Board Meeting Minutes - January 16, 2020](#)

Filename: VCP Board Meeting Minutes January 16 2020.pdf **Size:** 372.6 kB

[VCP Board Meeting Minutes - December 19, 2019](#)

Filename: VCP Board Meeting Minutes December 19 2019.pdf **Size:** 365.8 kB

[VCP Board Meeting Minutes - November 21, 2019](#)

Filename: VCP Board Meeting Minutes November 21 2019.pdf **Size:** 379.5 kB

[VCP Board Meeting Minutes - October 17, 2019](#)

Filename: VCP Board Meeting Minutes October 17 2019.pdf **Size:** 362.2 kB

[VCP Board Meeting Minutes - July 18 2019](#)

Filename: VCP Board Meeting Minutes July 18 2019.pdf **Size:** 345.9 kB

[VCP Board Meeting Minutes - August 1 2019](#)

Filename: VCP Board Meeting Minutes August 1 2019.pdf **Size:** 347.2 kB

[VCP Board Meeting Minutes - September 19, 2019](#)

Filename: VCP Board Meeting Minutes September 19 2019.pdf **Size:** 365.1 kB

[VCP Board Meeting Minutes - February 20, 2020](#)

Filename: VCP Board Meeting Minutes February 20 2020.pdf **Size:** 382.2 kB

[VCP Board Meeting Minutes - March 19, 2020](#)

Filename: VCP Board Meeting Minutes March 19 2020.pdf **Size:** 370.6 kB

Entry 10 Enrollment & Retention

Completed Aug 3 2020

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

VALENCE COLLEGE PREPARATORY CHARTER SCHOOL 343000861152

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	Continued in-person, direct mail, and word-of-mouth recruitment in neighborhoods that are predominantly low-income	Continued direct mail and digital recruitment in neighborhoods that are predominantly low-income and using platforms that reach low-income residents
English Language Learners/Multilingual Learners	Bilingual materials and informational sessions, access to bilingual staff and families	Continued use of bilingual materials and information sessions; access to bilingual staff and families
Students with Disabilities	Promotional materials explicitly naming services and welcome to students with special needs; access to special education staff at information sessions and by phone; word-of-mouth through current families of students with special needs	Continuation of all previous methods: promotional materials explicitly naming services and welcome to students with special needs; access to special education staff at information sessions and by phone; word-of-mouth through current families of students with special needs, strengthening as current population grows

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	Intervention programs and support of students with academic gaps to ensure all students grow; provision of school supplies to all families and specifically needed supplies to families with a need	Continued intervention and support programs; hiring of a social worker, partially to support connections of families to community resources and services
English Language Learners/Multilingual Learners	Support for MLLs in core classes and pull-out support, programs including Performing Arts and Family Meeting that develop voice for all students and support MLLs specifically in language development	Continued programs to support MLLs and benefits of scale to increasingly target supports
Students with Disabilities	Close tracking of student mastery and evaluation of whether IEP supports are supporting growth; RTI model for identifying students with undiagnosed needs	Continued tracking of mastery and growth to support all students with IEPs and who need IEPs

Entry 12 Percent of Uncertified Teachers

Completed Aug 3 2020

Instructions

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

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

Entry 12 Uncertified Teachers

School Name: VALENCE COLLEGE PREPARATORY CHARTER SCHOOL 343000861152

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	3
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category B: not to exceed 5	1.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category C: not to exceed 5	0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	6

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	12



Thank you.

Entry 13 Organization Chart

Completed Aug 3 2020

[Instructions](#)

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

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

[Valence College Prep Organizational Chart - Year 1 - Actual \(1\)](#)

Filename: Valence College Prep Organizational Ch qsid0a4.pdf **Size:** 13.0 kB

Entry 14 School Calendar

Completed Aug 3 2020

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

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

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

[2020-2021 Calendar - DRAFT - COVID Calendar \(1\)](#)

Filename: 2020 2021 Calendar DRAFT COVID Calendar 1.pdf **Size:** 78.6 kB

Entry 15 Links to Critical Documents on School Website

Completed Aug 3 2020

Instructions

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

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

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

Form for Entry 15 Links to Critical Documents on School Website

School Name: **Valence College Preparatory Charter School**

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	https://www.valencecollegeprep.org/reporting
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	https://www.valencecollegeprep.org/our-board
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://www.valencecollegeprep.org/our-board
3. Link to NYS School Report Card	https://www.valencecollegeprep.org/reporting
4. Most Recent Lottery Notice Announcing Lottery	https://www.valencecollegeprep.org/enroll
5. Authorizer-Approved DASA Policy	https://www.valencecollegeprep.org/s/Valence-College-Prep-Student-Family-Handbook.pdf
6. District-wide Safety Plan	https://www.valencecollegeprep.org/reporting
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.valencecollegeprep.org/s/Valence-College-Prep-Student-Family-Handbook.pdf
7. Authorizer-Approved FOIL Policy	https://www.valencecollegeprep.org/s/VCP-FOIL-Policy.pdf
8. Subject matter list of FOIL records	https://www.valencecollegeprep.org/s/VCP-FOIL-Policy.pdf
9. Link to School Reopening Plan	https://www.valencecollegeprep.org/reopening

Thank you.



Entry 16 COVID 19 Related Information

Completed Aug 3 2020

Instructions

Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the

last day such programming was offered for the 2019-2020 school year.

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

Entry 16 COVID 19 Related Information

School Name: Valence College Preparatory Charter School

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

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

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	116	116	116

Table 2: 2019-2020 Assessments and Grade Participation

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

Assessment	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of

		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
Tota															0

Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Completed Aug 3 2020 Hidden from applicant

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

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

[VCP_emps_20200803](#)

Filename: VCP_emps_20200803.xlsx **Size:** 10.9 kB

**DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: _____
2. Trustee's name (print): _____
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): _____

4. Home address: _____
5. Business address: _____
6. Daytime phone: _____
7. E-mail: _____

8. Is Trustee an employee of the education corporation? Yes. No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 - June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

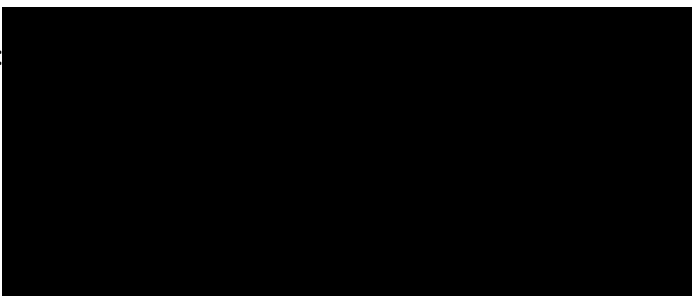
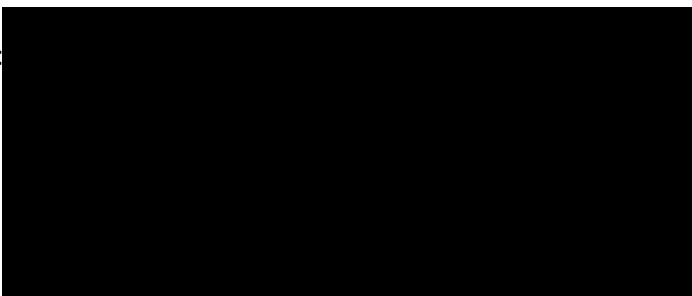
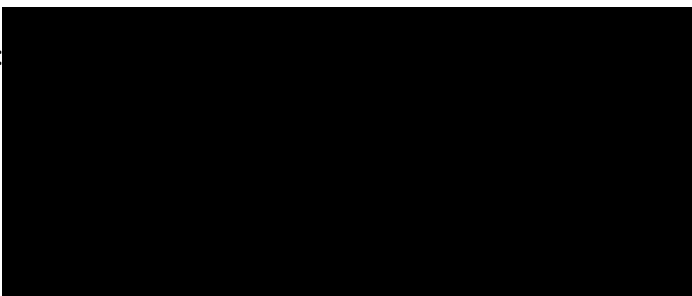
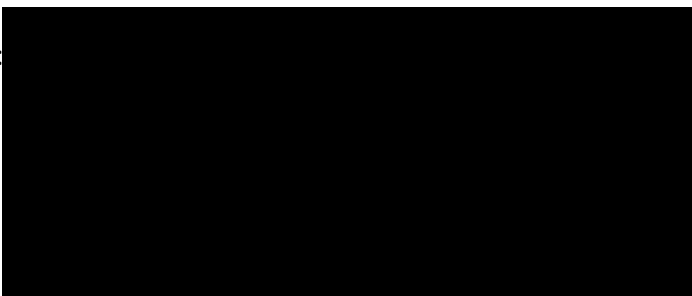
Signature

Date



**DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE**

- Name of education corporation: Valence College Prep
- Trustee's name (print): Dena Soffer
- Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): N/A

-
- Home address: 
 - Business Address: 
 - Daytime phone: 
 - E-mail: 

- Is Trustee an employee of the education corporation? Yes. No. If you checked yes, please provide a description of the position you hold, your salary and your start date.
-

- Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<p>NONE</p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p>NONE</p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

Dena Soffer

Signature

August 3rd, 2020

Date

**DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Valence College Prep

2. Trustee's name (print): Sandra T. Matthews

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): _____

Board Member

4. Home address: _____

5. Business address: _____

6. Daytime telephone: _____

7. E-mail: _____

8. Is Trustee an employee of the education corporation? ___ Yes. No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
4	None		D
Please write "None" if applicable. Do not leave this space blank.			
	None		

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p><i>none</i></p>				
<p>Please write "None" if applicable. Do not leave this space blank.</p>				
<p><i>none</i></p>				

Sancho Matthews

 Signature

07/29/20

 Date



FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR: _____
DATE RECEIVED: _____

**DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Valence College Preparatory Charter School
2. Trustee’s name (print): Arjun Kapoor
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Vice Chair _____

4. _____

5. _____

6. _____

7. _____

8. Is Trustee an employee of the education corporation? ___Yes. No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc. 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)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*
 NONE

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Signature

7/29/2020
Date



**DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE**

- 1. Name of education corporation: Valence College Prep
- 2. Trustee's name (print): Rona Yang
- 3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Treasurer

4. _____

5. _____

6. _____

7. _____

8. Is Trustee an employee of the education corporation? Yes. No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
None	None	None	None

10. Identify each individual, business, corporation, union association, firm, partnership, committee

proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Signature

8/2/20
Date



**DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: _____ Valence College Prep _____
2. Trustee’s name (print): _____ Jose Santiago _____
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): _____
_____ Academic Committee _____

4. _____
5. _____
6. _____
7. _____

8. Is Trustee an employee of the education corporation? ___Yes. X No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write “None.”* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<p>NONE</p> <p><i>Please write “None” if applicable. Do not leave this space blank.</i></p>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p>NONE</p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

Jose Santiago
Signature

 07/29/2020
Date

**DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: _____
2. Trustee's name (print): _____
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): _____

4		
5		
6		
7		

8. Is Trustee an employee of the education corporation? Yes. No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 - June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

Signature

Date

**DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Valence College Prep
2. Trustee's name (print): Elisabeth Shovers
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): _____

Academic Achievement Committee Chair

4. _____
5. _____
6. _____
7. _____

8. Is Trustee an employee of the education corporation? ___ Yes. No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
None			
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 - June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p>None</p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

Elisabeth Shovers
Signature

8/2/2020
Date

**DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: _____
2. Trustee's name (print): _____
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): _____

4. _____
5. _____
6. _____
7. _____

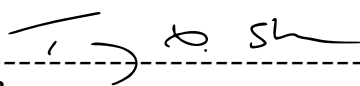
8. Is Trustee an employee of the education corporation? Yes. No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 - June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

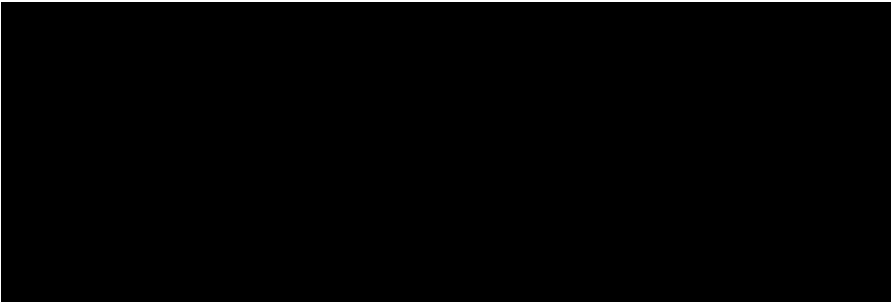
Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

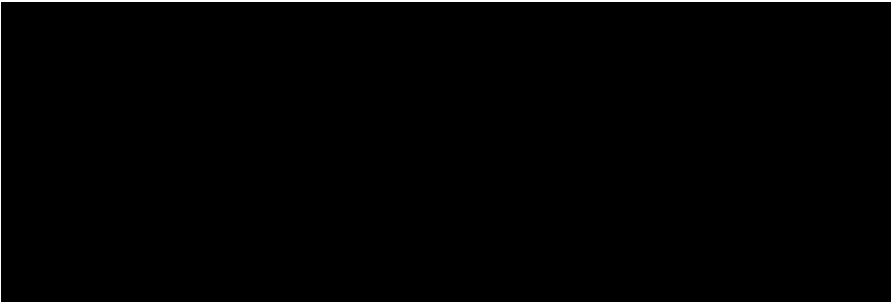
Signature 

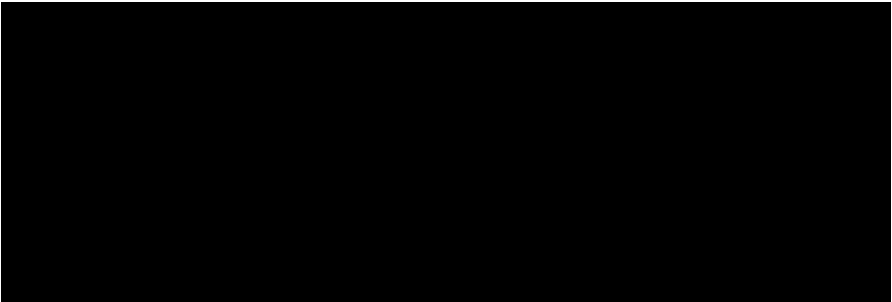
Date

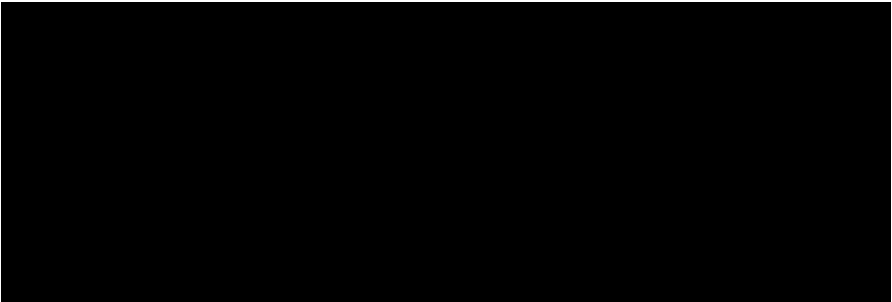
**DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Valence College Preparatory Charter School
2. Trustee’s name (print): Angela Guerrero
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Board Chair, Governance Committee Chair

4. 

5. 

6. 

7. 

8. Is Trustee an employee of the education corporation? ___ Yes. X No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

NA

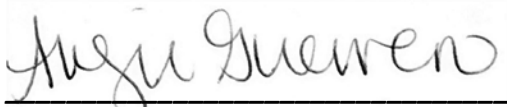
9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write “None.”* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NA	None	NA	NA

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June

30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
NA	None	NA	NA	NA



Signature

8/3/2020
Date

MINUTES**Call to Order**

The May 2020 meeting of the Board of Trustees of Valence College Preparatory Charter School was held remotely via Zoom video conference on Thursday, May 21, 2020, at 7:00pm.

The Board Chair presiding. The meeting was called to order at 7:02 pm.

Board Member Attendance

Present by Video Call	Absent
Shruti Chopra Angie Guerrero Arjun Kapoor Sandy Matthews Tony Shan Elisabeth Shovers Dena Soffer	Rashid Duroseau Jose Santiago Rona Yang

Quorum was met.

Non-Board Member Attendance

Present by Video Call
AJ Bute (Director of Ops) Lydia Orr (Dean of Academics) Brad Blosser (EdTec) Derian De La Torre (EdTec) Bryson Wilson (EdTec)

Approval of Agenda

- Liz motioned to adopt the May meeting agenda, and Dena seconded. The motion was approved unanimously.

Approval of Minutes

- Arjun motioned to approve the minutes from the April meeting of the Board of Trustees on April 16, 2020, and Tony seconded. The motion was approved unanimously.

Public Comment

No public comment was made.

Reports of the Committees

Report Of	Presented By	Notes
Finance Committee	Bryson, Derian & Brad (EdTec) Arjun Kapoor	<p>April Financial Updates:</p> <ul style="list-style-type: none"> ● No change to enrollment for previous month ● Revenue is higher than budgeted due to higher number of enrollment ● Expense generally inline with budget ● Operating income has positive variance due to savings from school closure ● Received final per pupil payment in April ● May and June will include CSP spending that need to be drawn down <p>FY 21 Budget 2nd Draft Review:</p> <ul style="list-style-type: none"> ● Reduced enrollment projections ● Projected spending per category is consistent year over year ● Contingency planning to include potential funding cuts during the school year ● 2% of revenue reserved for potential COVID-19 related expenses <p>PPP Discussion:</p> <ul style="list-style-type: none"> ● Scenario planning for potential revenue impacts ● If PPP is available again, will further review the guidance of the law and monitor if it would fit our needs at that time and bring to Board for vote <p>Line of Credit from Bank:</p> <ul style="list-style-type: none"> ● Will explore for emergency usage
Academic Achievement Committee	Liz Shovers	<p>Enrollment/Recruitment Update:</p> <ul style="list-style-type: none"> ● Currently at 115 for enrollment ● Recruitment for 2020: 103 seats filled for 5th grade, and all seats filled for 6th grade (120) ● Welcome Zoom meetings conducted with families <p>Transition to Remote Learning Update:</p> <ul style="list-style-type: none"> ● At least 90% of students logging in for check-ins ● Next goal: At least log into 3 classes with teachers per day ● Increase in work completion; calling students who have not completed work daily to check in on status ● All scholars have chromebooks to get work done and complete check-in ● Some scholars still have internet issues, looking into using board-generated donations for internet access solutions
Governance Committee	Angie Guerrero	<p>Governance Academy</p> <ul style="list-style-type: none"> ● Building Excellent Schools in partnership with Education Board Partners to help capacity building for



		<p>Boards</p> <ul style="list-style-type: none"> ● 3 Zoom sessions over the summer in July (tentative dates: July 15, 22, 29), exact times to be confirmed ● Sessions will be recorded and shared after ● Potential Topics: <ul style="list-style-type: none"> ○ Governance 101: Autonomy for Accountability, Governance vs. Management ○ Committee Action Planning ● All sessions will be added to the VCP calendar once finalized and board members will be invited to join <p>Fundraising:</p> <ul style="list-style-type: none"> ● Annual Goal: 100% participation totaling \$15,000 (10 board members * \$1,500 give/get expectation) ● Progress to date: 60% participation so far, 50% at or above give/get expectation ● Deadline is 6/30/2020, end of our fiscal year ● Potential Uses of Fundraising <ul style="list-style-type: none"> ○ Physical books to support scholars' reading goals ○ New uniforms (full sets for all students and include reusable cloth masks) ○ Technology (chromebooks, software for computer science curriculum, e-readers, internet access) ● Documenting the "Get" option on the school's donation link <ul style="list-style-type: none"> ○ "Write a comment" to have donor include Board member's name ○ Added "referred by" optional field on the donor information collection page ○ Fundraising team will send out updates each month if someone donated on your behalf so you can follow up with a personal thank-you ○ For donations over a certain threshold (to be determined), we are considering special follow-ups like a student thank-you note ● Resources folder in Google Drive called "Fundraising" ● For Fiscal 2021 <ul style="list-style-type: none"> ○ Start early ○ Keep "wishlist" actively updated ○ Roll out board-wide campaigns ○ Proactively identify good opportunities to ask for donations ex: First Day of School, Giving Tuesday
Facilities Committee	Angie Guerrero	<ul style="list-style-type: none"> ● Long-term Facility Update <ul style="list-style-type: none"> ● Happy with our current representation (legal, architect) ● Landlord hired land-use specialist to look at zoning ● Exploring other options as backups



Other Reports

Report Of	Presented By	Notes
State of School	Aj Bute	<p>Distance Learning:</p> <ul style="list-style-type: none"> ● 5 weeks of school year left ● Stay the course with asynchronous learning ● Work completion: 80-95% daily <p>COVID Needs Assessment of Families:</p> <ul style="list-style-type: none"> ● Family Check-in Survey <p>Calendar Updates:</p> <ul style="list-style-type: none"> ● Gov. Cuomo Announcements: <ul style="list-style-type: none"> ○ No on-site summer school ○ Aiming for Sept. opening ● Summer School: <ul style="list-style-type: none"> ○ VCP is not currently planning to run summer school <p>Contingency Planning:</p> <ul style="list-style-type: none"> ● School leadership team outlining contingency plans: <ul style="list-style-type: none"> ○ Full return with all scholars ○ Return in the Fall with ½ scholars at one time ○ No return in the Fall <p>Enrollment Update:</p> <ul style="list-style-type: none"> ● 2 Zoom sessions for families, over 50 families attended ● Both sessions went over an hour answering questions from families <p>Classroom Planning:</p> <ul style="list-style-type: none"> ● Can open an additional 6th grade class and reduce 5th grade class to 3 ● Cannot go over total student cap but allocation is up to the school ● More financially secure <p>Hiring Update:</p> <ul style="list-style-type: none"> ● Changed 1 associate teaching position to a social worker ● Look to complete all hiring in June

New Business

Executive Session raised by Angie Guerrero to discuss school personnel:

Vote: Enter Executive Session

Motioned by: Arjun

Seconded by: Tony

Motion was approved unanimously and session entered at 8:26pm.

Vote: Adjourn Executive Session



Motioned by: Dena
Seconded by: Arjun
Motion was approved unanimously and session ended at 8:31 pm

Meeting Adjournment

Tony moved to adjourn the meeting, and Liz seconded. The motion to adjourn was approved unanimously at 8:32 pm.



05/21/2020

Tony Shan
Board Secretary
Valence College Preparatory Charter School

Date of Approval



MINUTES
Call to Order

The April 2020 meeting of the Board of Trustees of Valence College Preparatory Charter School was held remotely on Thursday, April 16, 2020, at 7:00pm.

The Board Chair presiding. The meeting was called to order at 7:03 pm.

Board Member Attendance

Present by Video Call	Absent
Shruti Chopra Angie Guerrero Sandy Matthews Jose Santiago Tony Shan Elisabeth Shovers Dena Soffer Rona Yang Arjun Kapoor (@7:08pm)	Rashid Duroseau

Quorum was met.

Non-Board Member Attendance

Present by Video Call
Mitch Flax (Head of School) AJ Bute (Director of Ops) Lydia Orr (Dean of Academics) Nicole Kone (Dean of Student Support) Brad Blosser (EdTec) Derian De La Torre (EdTec) Bryson Wilson (EdTec)

Approval of Minutes

- Shruti motioned to approve the minutes from the March meeting of the Board of Trustees from March 19, 2020 and the April special meeting from April 9th, 2020, and Jose seconded. The motion was approved unanimously.

Approval of Agenda

- Rona motioned to adopt the April meeting agenda, and Jose seconded. The motion was approved unanimously.

Public Comment

Mitch Flax: Thank you to everyone for their support. Will leave today's meeting to the senior leadership team of the school to report current status.

Reports of the Committees

Report Of	Presented By	Notes
Finance Committee	Derian & Brad (EdTec)	<p>PPP Application Update:</p> <ul style="list-style-type: none"> • The Paycheck Protection Program is part of the federal coronavirus relief fund to cover payroll expenses (2.5x of payroll) for certain businesses and nonprofits. • Board approved moving forward with the application last week during the special meeting, but after the meeting, the finance committee collected more information on the loan program and wanted to present them to the board at this meeting. • The finance committee suggested that it is not in the spirit of this loan as it is geared towards small businesses who cannot make payroll. Since the school is still receiving federal funding and not laying off employees, it seems that the loan is not intended for the school. • Edtec stated there is no current risk to revenue projection or to cash flow to cover expenses for the next two months • Current funding to PPP has already exhausted and Chase has stopped accepting applications • Vote: To rescind the authorization to apply for the PPP loan <ul style="list-style-type: none"> ○ Motion by: Arjun ○ Seconded by: Dena ○ Result: Unanimously approved to rescind authorization to apply for the loan <p>FY 21 Preliminary Budget Review:</p> <ul style="list-style-type: none"> • Projected spending per category is consistent year over year • Per pupil funding and state grants to become major revenue contributor • Per pupil funding estimated to remain flat YoY • No longer receiving Charter School Program grant
Academic Achievement Committee	Liz Shovers	<p>Recruitment Update:</p> <ul style="list-style-type: none"> • Lottery happened on April 3 for new 5th grade recruitment: 86 families said yes or started application for 5th grade next year; Another 46 spots have been offered; 15 on the waitlist • Moving to online recruitment strategy: online ads, info



		<p>sessions online, get current families involved to talk to potential new families via online forums</p> <p>Transition to Remote Learning Update:</p> <ul style="list-style-type: none"> ● Lack of access to technology and Wi-Fi to stay connected for families ● New remote learning strategy consists of pre-recorded lessons to be viewed by scholars and then complete work and submit through google classroom ● Challenges with scholars submitting work online ● There will be pre-set time with teachers for students to join online learning to have more defined learning environment ● Starting Monday (after spring break), scholars need to log into Advisory everyday as a way to track attendance
Governance Committee	Tony	<p>Fundraising</p> <ul style="list-style-type: none"> ● Robinhood COVID-19 Relief Grant <ul style="list-style-type: none"> ○ Funds New York City 501c organizations serving vulnerable populations or have unexpected expenses ○ Applied on Friday via online application ○ Applications are being accepted on a rolling basis, but no clear information on evaluation criteria or review period ○ Will follow up this week to see if there has been any update on the application ● Board-wide Fundraising Campaign <ul style="list-style-type: none"> ○ Need to setup school as an official nonprofit organization on GoFundMe ○ Governance committee agreed that fundraising for a recognized nonprofit is more ideal so the donations can directly go to the school's account ○ Will follow up with Mitch on account setup and let the Board know of the campaign and language to use once ready ● Board Give & Get via Valence Support link <ul style="list-style-type: none"> ○ Board members can utilize existing Valence online donation link at valencecollegeprep.org/support to donate or to share with network ○ Reminder: Board Give & Get of \$1500 for this school year ending on June 30th
Facilities Committee	Arjun	<ul style="list-style-type: none"> ● Long-term Facility Update <ul style="list-style-type: none"> ● Working with architect who produced a preliminary floor plan ● Intended to be operational for Fall 2021 in District 24 ● All parties continue to be excited for this opportunity



and committed to providing necessary resources

Other Reports

Report Of	Presented By	Notes
State of School	School Leadership Team	<p>Evolution of Distance Learning:</p> <ul style="list-style-type: none">● Version 1: 4 weeks of work packets and optional office hours● Version 2: Videos created by teachers, Google classroom assignments, mandatory office hours and family meetings● Support for Scholars with additional needs:<ul style="list-style-type: none">○ Telemedicine○ ELD small group○ Teacher meeting times built into schedule● Zoom Software Usage<ul style="list-style-type: none">○ Any scholar not logged into a @valenecollegeprep.org email is auto sent to a waiting room○ Zoom has breakout rooms to send scholars to○ Extensions are easy to push to school chromebooks○ Gallery view allows for up to 20 scholars on screen so teachers can see more students than other software● Attendance<ul style="list-style-type: none">○ Taken by teachers in a school wide spreadsheet○ Average of 33% of students logged in each day last week○ Starting Monday, attendance calls will happen after advisory○ Goal: 85% logging into office hours by End of April <p>Calendar Updates:</p> <ul style="list-style-type: none">● Most recent update is school closure through at least to May 15th● Working on contingency plans for various starting date scenarios● State testing has been suspended as of now <p>Final Updates:</p> <ul style="list-style-type: none">● Teachers off this week during Spring Break but can sign up for optional office hours● Scholars feedback is that they miss each other, so looking at social opportunities like



		having virtual lunches together
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New Business

No new business was raised.

Meeting Adjournment

Rona moved to adjourn the meeting, and Jose seconded. The motion to adjourn was approved unanimously at 8:51 pm.



04/16/2020

Tony Shan
Board Secretary
Valence College Preparatory Charter School

Date of Approval

MINUTES
Call to Order

The April 2020 Special Meeting of the Board of Trustees of Valence College Preparatory Charter School was held remotely on Thursday, April 9, 2020, at 7:00pm.

The Board Chair presiding. The meeting was called to order at 7:04 pm.

Board Member Attendance

Present by Video Call	Absent
Angie Guerrero Arjun Kapoor Tony Shan Elisabeth Shovers Dena Soffer Rona Yang	Shruti Chopra Rashid Duroseau Sandy Matthews Jose Santiago

Quorum was met.

Non-Board Member Attendance

Present in Person	Present by Video Call
	AJ Bute (Director of Operations, Valence)

Public Comment

No public comment was provided.

Approval of Agenda

- Rona motioned to adopt the April Special Meeting agenda, and Liz seconded. The motion was approved unanimously.

Reports of the Committees

Report Of	Presented By	Notes
Finance Committee	Arjun	● Application for Paycheck Protection Program under CARES

		<p>Legislation</p> <ul style="list-style-type: none"> ● 2.5x of monthly payroll loan which can be forgiven if following certain government-set criteria ● First-come, first-serve for application to this program, so time is of essence ● Needs board approval since loan is an incurrence of debt ● Application through our bank, Chase ● Working closely with EdTec to put together paperwork ● EdTec and Finance committee recommend to apply for this loan <p>● Vote: Approve Application for PPP and Incurrence of Debt</p> <ul style="list-style-type: none"> ● Motioned by: Liz ● Seconded by: Dena ● Result: Approved unanimously to apply for loan under Paycheck Protection Program and incur debt once application is accepted and approved
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New Business

No new business was raised.

Meeting Adjournment

Tony moved to adjourn the meeting, and Liz seconded. The motion to adjourn was approved unanimously at 7:11 pm.



Tony Shan
 Board Secretary
 Valence College Preparatory Charter School

04/09/2020

Date of Approval



MINUTES**Call to Order**

The June 2020 meeting of the Board of Trustees of Valence College Preparatory Charter School was held remotely via Zoom video conference on Thursday, June 18, 2020, at 7:00pm.

The Board Chair presiding. The meeting was called to order at 7:08 pm.

Board Member Attendance

Present by Video Call	Absent
Shruti Chopra Angie Guerrero Arjun Kapoor Sandy Matthews Jose Santiago Tony Shan Rona Yang Elisabeth Shovers (@7:12)	Rashid Duroseau Dena Soffer

Quorum was met.

Non-Board Member Attendance

Present by Video Call
AJ Bute (Director of Ops) Lydia Orr (Dean of Academics) Nicole Kone (Director of Student Support) Brad Blosser (EdTec) Derian De La Torre (EdTec) Bryson Wilson (EdTec)

Approval of Minutes

- Arjun motioned to approve the minutes from the May meeting of the Board of Trustees on May 21, 2020, and Rona seconded. The motion was approved unanimously.

Approval of Agenda

- Tony motioned to adopt the June meeting agenda, and Jose seconded. The motion was approved unanimously.

Public Comment

No public comment was made.

Reports of the Committees

Report Of	Presented By	Notes
Finance Committee	<p>Bryson Wilson Brad Blosser (EdTec)</p> <p>Arjun Kapoor</p>	<p>May Financial Updates:</p> <ul style="list-style-type: none"> ● No change to enrollment ● Revenue is higher than budgeted due to per pupil funding for higher number of enrollment vs. budgeted ● Removed DYCD grant from forecast due to uncertainty of receiving the fund ● Variance in federal grants due to timing of CSP payments ● Expenses include both years 0 and 1 ● Positive variances in expenses due to school closure leading to savings ● First FY21 per pupil payment is expected first week of July <p>PPP Discussion:</p> <ul style="list-style-type: none"> ● New guidance for the PPP program: <ul style="list-style-type: none"> ○ Any loan under \$2 million is considered taken in good faith ○ 24 weeks to spend on payroll and/or approved expenses ● Estimated to seek \$140K in PPP loan ● Vote: To approve the application for the PPP loan in the amount discussed <ul style="list-style-type: none"> ○ Motioned by: Shruti ○ Seconded by: Jose ○ Result: Approved unanimously for submission of loan application under PPP ● Vote: To authorize Rona Yang as an authorized applicant on Valence's behalf <ul style="list-style-type: none"> ○ Motioned by: Shruti ○ Seconded by: Liz ○ Result: Approved with Rona's abstention. Rona is authorized to apply for the PPP loan on behalf of Valence <p>Expense Approvals:</p> <ul style="list-style-type: none"> ● Furniture: 2 years worth of office furniture and student desks. Under CSP approved spending and also include storage for furniture purchased but in use. Total: \$61,429.92. Compared across two vendors. <ul style="list-style-type: none"> ○ Vote: Approve furniture vendor that AJ Bute recommended <ul style="list-style-type: none"> ■ Motioned by: Rona



- Seconded by: Jose
 - Results: Approved unanimously and furniture contract is approved.
- Technology: Total of \$100,890. Chromebooks for the next two years, secure storage for the technology, projectors, networking/wiring equipment and installation, phone system and service, printers, service support. Same provider from before.
 - **Vote:** Approve tech contract as described by AJ Bute
 - Motioned by: Rona
 - Seconded by: Tony
 - Result: Approved unanimously and technology contract is approved
- Insurance: Total of \$63,265. Received quotes from two companies. The one recommended is more comprehensive and the school worked with before.
 - **Vote:** Approve Gallagher for insurance coverage
 - Motioned by: Jose
 - Seconded by: Rona
 - Result: Approved unanimously and insurance quote is approved.

Executive Session Requested to Discuss Personnel:

Vote: Enter executive session

- Motioned by: Arjun
- Seconded by: Rona
- Result: Approved unanimously and executive session entered at 7:54pm

Vote: Exit executive session

- Motioned by: Rona
- Seconded by: Liz
- Result: Approved unanimously and executive session ended at 8:06pm

FY 21 Budget Review:

- Similar to previous draft reviewed last month
- Spending line items are consistent year over year
- Projected to end the year at \$166K operating income
- Per pupil revenue projected to remain flat YoY, budgeted conservatively at 218 scholars
- Facility rental assistance covers rent expenses for the year
- 2% of revenue reserved for COVID contingency
- Areas of potential savings if further funding is reduced have been identified
- **Vote:** To approve the budget as presented by Edtec
 - Motioned by: Jose
 - Seconded by: Tony



Report Of	Presented By	Notes
State of School	AJ Bute	<ul style="list-style-type: none"> ○ Result: Approved unanimously and FY21 Budget adopted <p>Current school update:</p> <ul style="list-style-type: none"> ● 1 week of school left ● Virtual “Stepping Up” ceremony on June 26 ● Attendance: 70% at 5 or more office hours/advisory check-ins ● Work completion: 80-95% ● Pandemic Electronic Benefit Transfer Food Benefits: \$420 to all families from DOE <p>Cuomo Announcement:</p> <ul style="list-style-type: none"> ● State is moving forward with preparation for a fall reopening, but final decision not made ● Specific concern around multisystem inflammatory syndrome in children <p>On-site work:</p> <ul style="list-style-type: none"> ● Leadership team and Ops onsite starting July 13 ● Brainstorming different iterations of Staff PD <p>Enrollment Update:</p> <ul style="list-style-type: none"> ● 96 accepted 5th graders for 90 seats ● 27 accepted 6th graders for 35 seats ● Tracking towards full enrollment ● Zoom “Home Visits” to prep families ● Higher number of potential new scholars with IEPs <p>Staffing Update:</p> <ul style="list-style-type: none"> ● Teach For America Partnership: application was approved. Interviewing for Corp members starting next Monday. Hiring focus likely on SPED learning specialists. ● New hire retention <ul style="list-style-type: none"> ○ PD next week and invited new hires to join ○ Send Valence swag to new hires <p>Facilities:</p> <ul style="list-style-type: none"> ● Moving done by next week at 108 street location
Academic Committee	Liz Shovers	Academic updates were covered by Director of Ops’ State of School report
Governance Committee	Angie Guerrero	<p>Governance update:</p> <ul style="list-style-type: none"> ● Sync with Mitch on Year 2 program development and lead to a new board member onboarding kit ● Building Excellent Schools in partnership with Education Board Partners Zoom session dates still pending. Will be added to the VCP calendar once finalized and board members will be invited to join <p>Fundraising:</p> <ul style="list-style-type: none"> ● Progress to date: 90% board participation



		<ul style="list-style-type: none"> ● Exceed \$15K board fundraising goal ● Work with finance committee to accurately track and reconcile fundraising funds in the budget
Facilities Committee	Angie Guerrero	<ul style="list-style-type: none"> ● Long-term Facility Update <ul style="list-style-type: none"> ● Landlord working on zoning- 6 weeks process for intended long-term facility ● Backgrounding more options with reputable developers for plan B and plan C

Other Reports

New Business

No new business was raised.

Meeting Adjournment

Rona moved to adjourn the meeting, and Jose seconded. The motion to adjourn was approved unanimously at 9:08 pm.



06/18/2020

Tony Shan
Board Secretary
Valence College Preparatory Charter School

Date of Approval

MINUTES
Call to Order

The January 2020 meeting of the Board of Trustees of Valence College Preparatory Charter School was held on Thursday, January 16, 2020, at 7:00pm, at 75-01 31st Avenue, Jackson Heights, NY 11370, with remote access available at the following locations:

10 Hanover Square, New York, NY 10005

1 College Drive, Bennington VT 05201

305 W. 105th Street, New York 10025

Calle de Los Libres 400, Ruta Independencia, Centro, 68000 Oaxaca de Juárez, Oax., Mexico

The Board Chair presiding. The meeting was called to order at 7:06 pm.

Board Member Attendance

Present in Person	Present by Video Call	Absent
Angie Guerrero Jose Santiago Arjun Kapoor (at 7:07pm)	Tony Shan Elisabeth Shovers Dena Soffer Rona Yang	Shruti Chopra Rashid Duroseau

Quorum was met.

Non-Board Member Attendance

Present in Person	Present by Video Call
Mitch Flax (Head of School)	Sandy Matthews (Board Member-elect)

Approval of Minutes

- Tony motioned to approve the minutes from the meeting of the Board of Trustees from December 19, 2019, and Dena seconded. The motion was approved unanimously.

Approval of Agenda

- Jose motioned to adopt the January meeting agenda, and Rona seconded. The motion was approved unanimously.

Public Comment

No public comment was provided.

Reports of the Committees

Report Of	Presented By	Notes
Academic Achievement Committee	Liz Shovers	<ul style="list-style-type: none"> ● Enrollment Update: <ul style="list-style-type: none"> ● 114 students, down 3 from previous month due to dropouts over winter break ● Enrollment number still inline for budgeting purposes ● Recruitment has begun for next school year ● Culture <ul style="list-style-type: none"> ● Attendance at 98% last month; 95% this month due to some sickness and holiday travels ● No major culture issues at school ● Staff changes- need to back-fill 2 teaching positions ● Academics Data <ul style="list-style-type: none"> ● ELA and math testing results- scores lower than expected but comparable to other charter schools at this time frame ● More time for reading and prepare for skills needed for state testing coming in March
Governance Committee	Angie Guerrero	<ul style="list-style-type: none"> ● Fundraising <ul style="list-style-type: none"> ● AmazonSmile program setup for Board members and friends with proceeds going to Valence ● Action plan for fundraising in Feb board meeting including Board Member Give & Get tools ● Board Prospecting <ul style="list-style-type: none"> ● Once Sandy is approved by SUNY, Board membership will be back at 10 ● Looking for new prospective members, send potential prospects to Angie ● Head of School Evaluation Update <ul style="list-style-type: none"> ● Setup for futuring evaluation procedures ● Chief Executive Policy <ul style="list-style-type: none"> ● Outlines what Board delegates to Head of School ● Vote: <ul style="list-style-type: none"> ○ Moved by: Arjun ○ Seconded by: Rona ○ Result: Approved unanimously and Chief Executive Policy adopted
Facilities Committee	Mitch Flax	<ul style="list-style-type: none"> ● Long-term Facility Update <ul style="list-style-type: none"> ● Negotiating term sheets with current facilities options ● Purchase vs. lease facilities discussion ● Once term sheets are finalized, will present to full Board for vote

Other Reports



Report Of	Presented By	Notes
Head of School	Mitch Flax	<ul style="list-style-type: none"> ● Y2 Staffing Update <ul style="list-style-type: none"> ● Nearly doubling in staff size for next school year ● First offer out for the new hiring season ● 2 leadership team members already on hiring + 1 more coming onboard to get more staff involvement and additional perspectives ● Queens-based recruiting focus to reduce potential commute issues ● Staff Retention: keep best staff onboard for the next year

New Business

- Look into potential April's Board Meeting date change as there are 5 Thursdays and also current scheduled date is during DOE Spring Break. Doodle will be sent to Board to collect feedback.

Meeting Adjournment

Jose moved to adjourn the meeting, and Rona seconded. The motion to adjourn was approved unanimously at 8:27 pm.



01/16/2020

Tony Shan
Board Secretary
Valence College Preparatory Charter School

Date of Approval



MINUTES
Call to Order

The December 2019 meeting of the Board of Trustees of Valence College Preparatory Charter School was held on Thursday, December 19, 2019, at 7:00pm, at 75-01 31st Avenue, Jackson Heights, NY 11370, with remote access available at the following locations:

305 W. 105th Street, New York, NY 10025

7811 35th Avenue, Jackson Heights, NY 11372

50 Lexington Ave, New York, NY 10010

909 Third Avenue, New York, NY 10022

14317 NE 106th Street, Vancouver, WA 98682

The Board Chair presiding. The meeting was called to order at 7:04 pm.

Board Member Attendance

Present in Person	Present by Video Call	Absent
	Shruti Chopra Angie Guerrero Arjun Kapoor Tony Shan Rona Yang Rashid Duroseau (at 7:16pm)	Jose Santiago Elisabeth Shovers Dena Soffer Sandy Matthews

Quorum was met.

Non-Board Member Attendance

Present in Person	Present by Video Call
Mitch Flax (Head of School)	

Approval of Minutes

- Arjun motioned to approve the minutes from the meeting of the Board of Trustees from November 21, 2019, and Rona seconded. The motion was approved unanimously.

Approval of Agenda

- Tony motioned to adopt the December meeting agenda, and Rona seconded. The motion was approved unanimously.

Public Comment

No public comment was provided.

Reports of the Committees

Report Of	Presented By	Notes
Academic Achievement Committee	Mitch Flax	<ul style="list-style-type: none"> ● Enrollment Update: <ul style="list-style-type: none"> ● Currently at 117, same as previous month ● Keeping an eye on potential post-holiday drop-offs, which is normal during this time frame ● Culture <ul style="list-style-type: none"> ● Merit/Deductions usage has declined, but not a major concern, making sure teachers are still using it ● Academics Data <ul style="list-style-type: none"> ● Families now receiving weekly updates on reading progress ● IA Round 2 is happening this week, more to share in January from that assessment ● First two days of the new year will be professional development days with focus on literacy instruction and rigor in the classroom
Facilities Committee	Mitch Flax	<ul style="list-style-type: none"> ● Long-term Facility Update <ul style="list-style-type: none"> ○ Multiple potential options to consider <ul style="list-style-type: none"> ● Option 1: <ul style="list-style-type: none"> ○ Advantages and disadvantages to the location ○ Ground-up construction ○ Square footage is good ○ In District 30 ○ Available in 2022 ● Option 2: <ul style="list-style-type: none"> ○ Test fit was done ○ In District 24 ○ Available in 2021
Governance Committee	Angie Guerrero	<ul style="list-style-type: none"> ● Attendance and Participation of the Board in 2020 <ul style="list-style-type: none"> ● In January, we will look at the year's meeting schedule and can make adjustments if needed ● 100% Board Participation on Give or Get <ul style="list-style-type: none"> ○ Update in January meeting for current participation progress ○ Potential fundraising ideas in January meeting ○ https://www.valencecollegeprep.org/support for contribution or employer matching ● Angie will join all committee meetings once a quarter, please let her know of specific meetings she should join
Finance Committee	Rona Yang	<ul style="list-style-type: none"> ● November Financials Update: <ul style="list-style-type: none"> ○ Revenue is higher due to enrollment numbers greater than budgeted ○ Expenses in line with budget



		<ul style="list-style-type: none"> ○ Completing 990 questionnaire ● Finance committee will look at the next round of multi-year budget projections in Feb.
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Other Reports

Report Of	Presented By	Notes
Head of School	Mitch Flax	<ul style="list-style-type: none"> ● Update on schoolwide culture and Y2 staffing <ul style="list-style-type: none"> ● Began hiring for Year 2 <ul style="list-style-type: none"> ○ In person interviews starting in a few weeks ● Staff culture: Focusing time on retention, provide potential leadership opportunities to strong staff ● Professional development in January to continue to improve academic environment

New Business

No new business was raised.

Meeting Adjournment

Rona moved to adjourn the meeting, and Shruti seconded. The motion to adjourn was approved unanimously at 8:38 pm.



 Tony Shan
 Board Secretary
 Valence College Preparatory Charter School

12/19/2019

 Date of Approval

MINUTES
Call to Order

The November 2019 and annual meeting of the Board of Trustees of Valence College Preparatory Charter School was held on Thursday, November 21, 2019, at 7:00pm, at 75-01 31st Avenue, Jackson Heights, NY 11370, the Board Chair presiding. The meeting was called to order at 7:09 pm.

Board Member Attendance

Present in Person	Present by Video Call	Absent
Angie Guerrero Jose Santiago Dena Soffer Tony Shan	Rona Yang Shruti Chopra (at 7:14pm)	Rashid Duroseau Arjun Kapoor Elisabeth Shovers

Quorum was met.

Non-Board Member Attendance

Present in Person	Present by Video Call
Mitch Flax (Head of School)	Slav Sobkov (EdTec) at 7:25pm Sandy Matthews (Prospective Board Trustee)

Approval of Minutes

- Dena motioned to approve the minutes from the meeting of the Board of Trustees from October 17, 2019, and Jose seconded. The motion was approved unanimously.

Approval of Agenda

- Jose motioned to adopt the November meeting agenda, and Dena seconded. The motion was approved unanimously.

Public Comment

No public comment was provided.

Reports of the Committees

Report Of	Presented By	Notes
Academic Achievement Committee	Dena Soffer	<ul style="list-style-type: none"> ● Enrollment/Attendance Update: <ul style="list-style-type: none"> ○ Currently at 117 ○ Daily attendance has been strong ● Culture: <ul style="list-style-type: none"> ○ Moving closer to goal merit ratio range ○ Uptick in minor-moderate misbehaviors but nothing unexpected ● Data collection update: <ul style="list-style-type: none"> ○ Grades reflect effort over mastery ○ IA Round 1: Rough data, good test analysis and learnings for next steps ○ Reading level growth <ul style="list-style-type: none"> ■ Saw good gains in reading level proficiencies after 6 weeks of reading circle ■ Dean of Academics will increase coaching during Reading Circle ■ Bringing parents in as partners to support reading growth at home
Governance Committee	Angie Guerrero	<ul style="list-style-type: none"> ● New Trustee Update <ul style="list-style-type: none"> ○ Prospective board trustee Sandy Matthews is present on the phone and has gone through the full new trustee prospecting and selection process ○ Sandy shared her background and interest to join the Board ○ Motion to nominate Sandy Matthews to join the Board of Trustees <ul style="list-style-type: none"> ■ Moved by: Dena ■ Seconded by: Jose ■ Vote & Result: Unanimous ■ Sandy Matthews to join the Board pending SUNY approval ● Conflict of Interest Notice <ul style="list-style-type: none"> ○ Angie has declared a Conflict of Interest for her current employer being considered for future facilities option <ul style="list-style-type: none"> ■ She will provide factual information only and recuse from any voting
Finance Committee	Slav Sobkov	<ul style="list-style-type: none"> ● Oct Financials Update: <ul style="list-style-type: none"> ○ Revenue projection is using enrollment of 113 and Expenses is using 120 ○ Revenues and expenses in line with YTD budget ○ Cash balance: Increase in October is due to receiving 3rd per pupil payment in late October instead of early November



		<ul style="list-style-type: none"> ● Fiscal Dashboard: ratios in line with expectations for Year 1 school; next set of calculations will be made at the end of Q2 ● 990 Extension was filed by November 15th for 6-month extension
Facilities Committee	Mitch Flax	<ul style="list-style-type: none"> ● Year 2 Facility Update <ul style="list-style-type: none"> ○ Working with landlords at A Child's Place for Year 2 to move in July 2020 ○ Will occupy three floors of that building ● Long-term Facility Update <ul style="list-style-type: none"> ○ Multiple potential options to consider ○ Facilities committee will review options closely and present further findings and recommendations to the Board

Other Reports

Report Of	Presented By	Notes
Head of School	Mitch Flax	<ul style="list-style-type: none"> ● Executive session: Head of School requested to enter executive session to discuss school personnel issues <ul style="list-style-type: none"> ○ Executive session started at 8:12pm and ended at 8:23pm ● Update on School <ul style="list-style-type: none"> ○ Increase coaching in English classes ○ Increase reading volume and parent involvement in independent reading ● Upcoming Opportunities for Board Participation <ul style="list-style-type: none"> ○ Science Fair on December 17th and 18th, would be great to have Board Members come to be judges in classrooms; Mitch will send out details ○ Board members are welcomed to visit the school any time

New Business

Annual Meeting Items:

1. Board Member Terms
 - Liz and Tony need to be re-appointed to the Board for an additional 3-year term and to approve Sandy's 3 year-term on the Board
 - Motion to re-appoint Liz and Tony and approve Sandy's 3-year term to the Board
 - Moved by: Jose
 - Seconded by: Dena



- Vote & Result: Unanimous
§ Liz, Tony and Sandy are appointed to the Board for a 3-year term

2. Officer Appointments

- Re-nominated current officers for another 1-year term
- Motion to nominate current officers to 1-year term
 - Moved by: Dena
 - Seconded by: Jose
 - Vote & Result: Unanimous
§ Officers remain as the following:
 - Chair: Angie Guerrero
 - Vice Chair: Arjun Kapoor
 - Treasurer: Rona Yang
 - Secretary: Tony Shan

3. Committee Assignments

- Re-confirm current committee membership and assign new trustee Sandy Matthews to the Finance committee for 1-year term
- Motion to extend current committee memberships and place Sandy onto Finance for 1-year term
 - Moved by: Jose
 - Seconded by: Dena
 - Vote & Result: Unanimous
§ Committee membership as the following:
 - Governance: Angie Guerrero, Shruti Chopra, Tony Shan
 - Finance: Rona Yang, Arjun Kapoor, Sandy Matthews
 - Academics: Dena Soffer, Liz Shovers, Rashid Duroseau, Jose Santiago
 - Facilities: Angie Guerrero, Arjun Kapoor, Vacancy
 - Evaluation: Angie Guerrero, Rona Yang, Dena Soffer, Shruti Chopra

Meeting Adjournment

Rona moved to adjourn the meeting, and Arjun seconded. The motion to adjourn was approved unanimously at 8:30 pm.



Tony Shan
Board Secretary
Valence College Preparatory Charter School

11/21/2019

Date of Approval



MINUTES
Call to Order

The October 2019 meeting of the Board of Trustees of Valence College Preparatory Charter School was held on Thursday, October 17, 2019, at 7:00pm, at 75-01 31st Avenue, Jackson Heights, NY 11370, the Board Chair presiding. The meeting was called to order at 7:05pm.

Board Member Attendance

Present in Person	Present by Video Call	Absent
Angie Guerrero Jose Santiago Dena Soffer Tony Shan Rona Yang Arjun Kapoor (at 7:07pm)	n/a	Shruti Chopra Rashid Duroseau Elisabeth Shovers

Quorum was met.

Non-Board Member Attendance

Present in Person	Present by Video Call
Mitch Flax (Head of School)	Slav Sobkov (EdTec) Derian (EdTec)

Public Comment

No public comment was provided.

Approval of Minutes

- Rona motioned to approve the minutes from the meeting of the Board of Trustees from September 19, 2019, and Dena seconded. The motion was approved unanimously.

Approval of Agenda

- Jose motioned to adopt the October meeting agenda, and Rona seconded. The motion was approved unanimously.

Reports of the Committees

Report Of	Presented By	Notes
Academic Achievement Committee	Dena Soffer	<ul style="list-style-type: none"> ● Enrollment update: <ul style="list-style-type: none"> ○ Currently at 115, with SPED scholars higher than expected ○ Gender breakdown fairly even and majority of scholars identify as Latino/Hispanic <ul style="list-style-type: none"> ■ Strong positive culture from scholars so far, with more merits than deductions, will see more normalization as time progresses ● Data collection update: <ul style="list-style-type: none"> ○ Math: wide range of incoming skills <ul style="list-style-type: none"> ■ Saturday Academy begins this Saturday <ul style="list-style-type: none"> ● Strongly encouraged to attend with special attention given ○ Reading: ELA baseline is averaging below 5th grade level for scholars <ul style="list-style-type: none"> ■ Reading circle provide volume of reading and practice reading with guidance ○ IA data should be available next month that could offer more richness in terms of standards
Finance Committee	Slav Sobkov	<ul style="list-style-type: none"> ● Sept financials update: Revenue is using current enrollment and demographics for the rest of the year. ● Ratios: Mostly as expected for beginning of Year 1; will be tracking on a quarterly basis ● Initial multi-year projections: used charter application budget model for initial projections with updates to reflect current funding levels ● CSP update: Reviewing items for CSP spending, mostly on capital expenditures <ul style="list-style-type: none"> ○ ● SUNY update: need to submit quarterly reports and outline Q1 spending; Reports are due Nov. 15th, so will be putting together in SUNY templates and share
Governance Committee	Angie Guerrero	<ul style="list-style-type: none"> ● Committee membership changes <ul style="list-style-type: none"> ○ Move Jose out of Governance Committee and into Academic Achievement Committee ○ Move Tony out of Finance Committee and into Governance Committee ○ There is one vacancy now on Finance Committee ○ Motion to make committee membership



		<p>changes:</p> <ul style="list-style-type: none"> ■ Moved by: Dena ■ Seconded by: Rona ■ Vote & Result: Unanimous <ul style="list-style-type: none"> ● Jose to Academic Achievement Committee ● Tony to Governance Committee ● Vacancy on Finance Committee <ul style="list-style-type: none"> ● Evaluation committee formation <ul style="list-style-type: none"> ○ Formation of ad-hoc Evaluation Committee that will form the evaluation criteria and perform the Head of School evaluation ○ Committee membership proposal: Board chair- Angie, Academic Achievement committee member- Dena, Finance committee chair- Rona, Governance committee member- Shruti ○ Motion to form Evaluation Committee: <ul style="list-style-type: none"> ■ Moved by: Jose ■ Seconded by: Arjun ■ Vote & Result: Unanimous <ul style="list-style-type: none"> ● Evaluation Committee is formed as an ad-hoc committee ● Committee membership: Angie, Dena, Rona, Shruti
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Other Reports

Report Of	Presented By	Notes
Head of School	Mitch Flax	<ul style="list-style-type: none"> ● Executive session: Head of School requested to enter executive session to discuss personnel issues ● Motion to enter Executive Session: <ul style="list-style-type: none"> ○ Moved by: Angie ○ Seconded by: Jose ○ Vote & Result: Unanimous <ul style="list-style-type: none"> ■ Executive session started at 7:55pm and ended at 8:19pm ● Current growth priorities: Culture - currently strong in the building with scholars who are invested in the school and learning, focused on continuing to strengthen. Looking ahead to Year 2: <ul style="list-style-type: none"> ○ Hiring Year 2 team ○ Preparation of facility ○ Recruiting for next class

New Business



No new business was raised.

Meeting Adjournment

Rona moved to adjourn the meeting, and Arjun seconded. The motion to adjourn was approved unanimously at 8:30 pm.



10/17/2019

Tony Shan
Board Secretary
Valence College Preparatory Charter School

Date of Approval



MINUTES
Call to Order

The July 2019 meeting of the Board of Trustees of Valence College Preparatory Charter School was held on Thursday, July 18, 2019 at 7pm, at 32-20 108th St, East Elmhurst, NY, the Board Chair presiding. The meeting was called to order at 7:07pm.

Board Member Attendance

Present in Person	Present by Video Call	Absent
Arjun Kapoor Angie Guerrero Tony Shan Dena Soffer	Elisabeth Shovers	Jose Santiago Rona Yang Shruti Chopra Rashid Duroseau

Quorum was met.

Non-Board Member Attendance

Present in Person	Present by Video Call
Mitch Flax (Head of School)	

Public Comment

No public comment was provided.

Approval of Minutes & Agenda

- Arjun motioned to approve the minutes from the meeting of the Board of Trustees from June 20, 2019, and Dena seconded. The motion was approved unanimously.
- The agenda was amended to move all presentations considering votes to the beginning of the agenda. Arjun motioned to adopt the July agenda with this reordering, and Tony seconded. The motion was approved unanimously.

Reports of the Committees

Report Of	Presented By	Notes
Governance Committee	Angie Guerrero	All board members have now reviewed the Board Giving Policy. <ul style="list-style-type: none"> • Vote: Approval of the Board Giving Policy <ul style="list-style-type: none"> ○ Moved By: Arjun

		<ul style="list-style-type: none"> ○ Seconded By: Tony ○ Vote & Result: Unanimously approved
Finance Committee	Tony Shan	<ul style="list-style-type: none"> ● The Finance Committee has discussed a change to the Financial Policies and Procedures to increase the limit for credit card purchases, given the sufficient controls in place for these purchases and the substantial needs upcoming as the school begins operation. ● Vote: Amendment to the Financial Policies and Procedures <ul style="list-style-type: none"> ○ Moved By: Arjun ○ Seconded By: Dena ○ Vote & Result: Unanimously approved
Facilities Committee	Arjun Kapoor	<ul style="list-style-type: none"> ● Construction completion issues at Forte Prep’s new facility are causing them to consider staying and opening the year at the planned incubation space on 108th St ● We’re aggressively pursuing multiple secondary options for opening and planning operations around this need ● Updates happening daily between management and facilities committee; board should be ready for a special meeting to approve a new lease or lease amendment ● Communications rollout with families and staff happening next week
Academic Achievement Committee	Elisabeth Shovers	<ul style="list-style-type: none"> ● Enrollment update: Valence is fully enrolled with a waitlist over 100 students; anticipate small amount of movement if a facility move is required
Finance Committee	Tony Shan	<ul style="list-style-type: none"> ● June financials <ul style="list-style-type: none"> ○ Year financials not closed yet, but close to budget on both revenue and expenses

Other Reports

Report Of	Presented By	Notes
Head of School	Mitch Flax	<ul style="list-style-type: none"> ● Team is fully staffed and confirmed to start 8/1 ● Most of leadership team has started and is leading work to prepare multiple areas of academic and operational readiness to open ● Over 100 families have had a family conference; family orientations upcoming

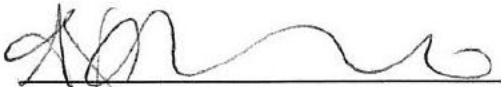


New Business

No new business was raised.

Meeting Adjournment

Tony moved to adjourn the meeting, and Dena seconded. The motion to adjourn was approved unanimously at 7:43pm.



Angie Guerrero
Board Chair
Valence College Preparatory Charter School

07/30/2019
Date of Approval



MINUTES
Call to Order

The August 2019 special meeting of the Board of Trustees of Valence College Preparatory Charter School was held on Thursday, August 1, 2019 at 7pm. The meeting's primary location was 32-20 108th St, 3rd Floor, Queens, NY 11369, with remote access available at the following locations:

7811 35th Avenue, Jackson Heights, NY 11372

50 Lexington Ave, New York, NY 10010

740 W 187th Street, New York, NY 10033

11 Horatio Street, New York, NY 10014

305 W 105th Street, New York, NY 10025

909 Third Avenue, New York, NY 10022

The Board Chair presided. The meeting was called to order at 7:06pm.

Board Member Attendance

Present in Person	Present by Video Call	Absent
None	Elisabeth Shovers Angie Guerrero Shruti Chopra Tony Shan Arjun Kapoor Dena Soffer	Jose Santiago Rona Yang Rashid Duroseau

Quorum was met.

Non-Board Member Attendance

Present in Person	Present by Video Call
Mitch Flax (Head of School)	None

Public Comment

No public comment was provided.

Approval of Minutes & Agenda

- Dena motioned to adopt the August special meeting agenda, and Elisabeth seconded. The motion was approved unanimously.

Reports of the Committees

Report Of	Presented By	Notes
Facilities Committee	Angie Guerrero	<ul style="list-style-type: none"> Construction completion issues at Forte Prep's new facility have caused them to make a decision to open the year at VCP's planned incubation space on 108th St In response, VCP sought out and seriously considered three potential sites for incubation, considering the impact on families, staff, programming and overall flexibility of terms. Updates have been ongoing daily between management and facilities committee, ultimately leading to a decision to amend the lease with the landlord from 108th St on another facility in Jackson Heights (District 30). Key considerations included: <ul style="list-style-type: none"> Closest option for families coming from Corona Access to parking and public transportation for staff Flexibility to move into 108th St mid-year if Forte is able to transition to its permanent facility before Fall 2020 Vote: Approval of the amended lease for the facility on 31st Ave <ul style="list-style-type: none"> Motion: Arjun Second: Dena Vote and Result: Unanimously approved

Other Reports

Report Of	Presented By	Notes
Head of School	Mitch Flax	<ul style="list-style-type: none"> Professional development kicked off today - all staff were present Currently, there are no concerns about the ability to retain staff as a result of the change in location All families have been contacted and notified of the location change. Management remains confident in the ability to retain families and to enroll additional students from the wait-list if needed to meet full enrollment targets.

New Business

No new business was raised.

Meeting Adjournment



Tony moved to adjourn the meeting, and Dena seconded. The motion to adjourn was approved unanimously at 7:25pm.



Angie Guerrero
Board Chair
Valence College Preparatory Charter School

08/01/2019
Date of Approval



MINUTES
Call to Order

The September 2019 meeting of the Board of Trustees of Valence College Preparatory Charter School was held on Thursday, September 19, 2019, at 7:00pm, at 75-01 31st Avenue, Jackson Heights, NY 11370, the Board Chair presiding. The meeting was called to order at 7:11.

Board Member Attendance

Present in Person	Present by Video Call	Absent
Arjun Kapoor Angie Guerrero Elisabeth Shovers Jose Santiago Dena Soffer	Shruti Chopra	Tony Shan Rona Yang Rashid Duroseau

Quorum was met.

Non-Board Member Attendance

Present in Person	Present by Video Call
Mitch Flax (Head of School) Slav Sobkov (EdTec) Darien (EdTec)	

Public Comment

No public comment was provided.

Approval of Agenda

- Dena motioned to adopt the September meeting agenda, and Arjun seconded. The motion was approved unanimously.

Approval of Minutes

- Arjun motioned to approve the minutes from the meeting of the Board of Trustees from August 15, 2019, and Jose seconded. The motion was approved unanimously.

Reports of the Committees

Report Of	Presented By	Notes
Academic Achievement Committee	Elisabeth Shovers	<ul style="list-style-type: none"> ● Enrollment update: <ul style="list-style-type: none"> ○ Currently at 115, waitlist of 67 students; will continue to actively manage through September with a target of 118 ○ SPED higher than expected, making adjustments and planning for Saturday support to compensate ● Data collection update: <ul style="list-style-type: none"> ○ Baseline reading scores (MAP, FP) and math (MAP) in October; demographic and school culture meeting also to come in October
Governance Committee	Angie Guerrero	<ul style="list-style-type: none"> ● Evaluation committee membership finalized and draft evaluation document circulated to governance committee
Finance Committee	Slav Sobkov	<ul style="list-style-type: none"> ● August financials update: Using 118 as our latest enrollment projection and updated SPED figures ● CSP update: Can only draw 90% in the fiscal year - waiting on last 10% from fiscal 2019, showing slightly behind as a result. In the past, available for years 0, 1 and 2. Recent change means years 1 and 2 all needs to be spent in fiscal 2020. May need to add additional expenses this year to fully spend down CSP available. ● P&L: No material variance on revenues; expenses are generally under budget, but will catch up throughout the year ● Cash Flows: SUNY targets 90 days cash on hand in liquidity - starting to track; by year-end, we will hit 3 months payroll, but not fully loaded expenses - multi-year budgets will be thoughtful about how to achieve the full 90 days ● Ratios: Tracking toward renewal ratios - quick, debt-to-asset, days cash on hand will be reported quarterly

Other Reports

Report Of	Presented By	Notes
Head of School	Mitch Flax	<ul style="list-style-type: none"> ● Update on school opening: SUNY will be back for standard compliance tasks, but nothing remaining from opening ● Wins and challenges sharing <ul style="list-style-type: none"> ○ Enrollment: Families have stayed committed



		<ul style="list-style-type: none"> ○ Student culture: Kids are excited to be here, excited to learn ○ Family investment: Parents are amazing and have been flexible handling logistical hurdles ○ Staff culture: has been tested due to the move, founding year issues ○ Range of scholar abilities: starting to make itself known, even outside of formal testing; some skills fundamental to the curriculum need to be reinforced, reiterated
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New Business

No new business was raised.

Meeting Adjournment

Liz moved to adjourn the meeting, and Jose seconded. The motion to adjourn was approved unanimously at 7:48pm.



Angie Guerrero
 Board Chair
 Valence College Preparatory Charter School

09/19/2019
 Date of Approval



MINUTES
Call to Order

The March 2020 meeting of the Board of Trustees of Valence College Preparatory Charter School was held on Thursday, March 19, 2020, at 7:00pm, at 75-01 31st Avenue, Jackson Heights, NY 11370, with remote access available at the following locations:

305 West 105th Street, New York 10025

7811 35th Avenue #5F, Jackson Heights, NY 11372

197 Prospect Pl, Brooklyn, NY 11238

909 Third Avenue, New York, NY 10022

The Board Chair presiding. The meeting was called to order at 7:04 pm.

Board Member Attendance

Present in Person	Present by Video Call	Absent
Arjun Kapoor Elisabeth Shovers Jose Santiago (@7:05pm)	Shruti Chopra Angie Guerrero Tony Shan Dena Soffer	Rashid Duroseau Sandy Matthews Rona Yang

Quorum was met.

Non-Board Member Attendance

Present in Person	Present by Video Call
Mitch Flax (Head of School)	Derian De La Torre (EdTec)

Approval of Minutes

- Liz motioned to approve the minutes from the meeting of the Board of Trustees from January 16, 2020, and Arjun seconded. The motion was approved unanimously.

Approval of Agenda

- Arjun motioned to adopt the February meeting agenda, and Jose seconded. The motion was approved unanimously.

Public Comment

No public comment was provided.

Reports of the Committees

Report Of	Presented By	Notes
Academic Achievement Committee	Liz Shovers	<ul style="list-style-type: none"> ● Enrollment Update: <ul style="list-style-type: none"> ● 114 students, no change from prior; enrollment has been stabilized at this number ● Recruitment for next school year is fully underway: 90+ applications for 5th grade, also 90+ application for 6th grade as well ● Canvassing Day in March for recruitment in the neighborhood; Date TBD ● Culture <ul style="list-style-type: none"> ● Attendance maintained at 95% this month; Some absences due to sickness ● Staffing changes- Have already back-filled 2 teaching positions; 1 open position right now to fill, interviews in progress ● Academics Data <ul style="list-style-type: none"> ● Interim assessments: ELA proficiency has gone up since last reporting; Math proficiency has also seen increase ● Solid gains over every lever; Prepping for state-wide testing underway ● Continue to push reading at home
Governance Committee	Angie Guerrero	<ul style="list-style-type: none"> ● Board Size Increase <ul style="list-style-type: none"> ● Increase to 10 to include new Board Member Sandy Matthews ● Vote: <ul style="list-style-type: none"> ○ Moved by: Arjun ○ Seconded by: Liz ○ Result: Approved unanimously and Board size increased from 9 to 10 ● Meeting Participation <ul style="list-style-type: none"> ● Be present and on-time to meetings would be priority whether in person or video-in ● Work towards a meeting where attendance in person is encouraged quarterly or semi-annually to help with Board Trustee interactions ● Fundraising <ul style="list-style-type: none"> ● Fiscal year ends on June 30th, Give & Get policy of \$1,500 per year; Current board participation is low ● Resources: Liz has graciously put together a guide with tips on Give & Get options. We plan to organize Board-wide fundraising campaigns in association with major time frames such as End of School Year, Back to School, Holiday/Giving Tuesday to provide more structured way for Board Members to engage with Give & Get



		<ul style="list-style-type: none"> Other Fundraising Ideas: Community Block Parties, New York City Runs in Corona, School Events Governance Committee will continue to discuss fundraising opportunities at monthly committee meetings Mitch to look into school venmo account to increase ease of donations
Finance Committee	Derian	<ul style="list-style-type: none"> ● January Financials <ul style="list-style-type: none"> For revenue, budget is for 112 students and currently projected is 115 for the rest of the year; Operating expenses are using a budget of 120 students No changes in projection for SpEd vs. prior month Timing of capex spending will be in line with CSP payments to help maintain cash balance Positive variance on operating income due to increase in revenue FY21 budget draft has begun, preliminary board presentation is planned for April Board Meeting ● Dissolution Account <ul style="list-style-type: none"> \$75,000 needs to be deposit into a dissolution account one lump sum or \$25,000 per year for 3 years ● Vote: Setup Dissolution Account and fund \$25,000 <ul style="list-style-type: none"> ○ Moved by: Liz ○ Seconded by: Jose ○ Result: Approved unanimously; Dissolution account established and \$25,000 will be funded
Facilities Committee	Mitch Flax	<ul style="list-style-type: none"> ● Long-term Facility Update <ul style="list-style-type: none"> Progress is made on terms for multiple options of long-term facility Pros and cons with the different options were presented If negotiation goes well, lease could be up for approval in a next month or so

Other Reports

Report Of	Presented By	Notes
Head of School	Mitch Flax	<ul style="list-style-type: none"> ● Y2 Staffing Update <ul style="list-style-type: none"> Evaluate salary ranges to be competitive in the market Additional screening for cultural fit has been added Two new hires already confirmed for next year ● SUNY visit on April 29th, put on Board Trustees' calendar



New Business

No new business was raised.

Meeting Adjournment

Liz moved to adjourn the meeting, and Jose seconded. The motion to adjourn was approved unanimously at 8:13 pm.



02/20/2020

Tony Shan
Board Secretary
Valence College Preparatory Charter School

Date of Approval



MINUTES
Call to Order

The March 2020 meeting of the Board of Trustees of Valence College Preparatory Charter School was held on Thursday, March 19, 2020, at 7:00pm, with remote access available at the following locations:

- 305 West 105th Street, New York 10025
- 7811 35th Avenue #5F, Jackson Heights, NY 11372
- 197 Prospect Pl, Brooklyn, NY 11238
- 10 Hanover square, New York, NY 10005
- 7811 35th Avenue #5F, Jackson Heights, NY 11372
- 37-46 72nd Street, Jackson Heights NY 11372
- 40 Shadow Lane, New Rochelle, NY 10801

The Board Chair presiding. The meeting was called to order at 7:04 pm.

Board Member Attendance

Present by Video Call	Absent
Angie Guerrero Arjun Kapoor Jose Santiago Tony Shan Elisabeth Shovers Dena Soffer Rashid Duroseau Rona Yang	Shruti Chopra Sandy Matthews

Quorum was met.

Non-Board Member Attendance

Present in Person	Present by Video Call
Mitch Flax (Head of School)	Derian De La Torre (EdTec) Peter Laub (EdTec)

Public Comment

No public comment was provided.

Approval of Agenda

- Liz motioned to adopt the March meeting agenda, and Jose seconded. The motion was approved unanimously.

Approval of Minutes

- Arjun motioned to approve the minutes from the meeting of the Board of Trustees from February 20, 2020, and Jose seconded. The motion was approved with Rona abstaining.

Other Reports

Report Of	Presented By	Notes
Head of School	Mitch Flax	<ul style="list-style-type: none"> ● School Closure Update <ul style="list-style-type: none"> ● COVID-19 closure since March 16 ● 4 weeks of work in ELA, Math and some supplemental work now in every scholar's hands ● All staff working remotely, office hours established daily; Merit points given to scholars for joining office hours ● Priority #1: Get every scholar working and in regular contact with teachers ● Near Term Impacts <ul style="list-style-type: none"> ● Progress across all areas slowed ● Scholar culture tools less effective remotely ● Accountability for teachers and scholars ● Staff culture and cohesiveness becoming challenging ● Mitigation: rally staff and scholars behind mission and the future ● Opportunities <ul style="list-style-type: none"> ● Adult learning kickstart ● New tools for long-term as part of regular program planning ● Year 2 Program Impacts <ul style="list-style-type: none"> ● Enrollment challenges from time lost ● Ramp up online recruitment methods and volume ● Planning for summer recruitment push ● Planning budget scenarios for low 5th grade enrollment ● Budgetary challenges from state and city budgets, need to watch closely ● Hiring challenges: pivoting to an all-remote strategy; involve more staff members for interviews ● Higher intervention needs for 6th grade promotion-in-doubts <ul style="list-style-type: none"> ○ Consider beefing up summer camp academy ○ Early assessment and orientation in



Reports of the Committees

Report Of	Presented By	Notes
Finance Committee	Derian	<ul style="list-style-type: none"> ● February Financials <ul style="list-style-type: none"> ● No changes in enrollment numbers from previous month ● Per pupil positive variance in revenue due to higher actual enrollment number than budget ● Working through FY 21 budget draft
Academic Achievement Committee	Liz Shovers	<ul style="list-style-type: none"> ● Enrollment/Recruitment Update: <ul style="list-style-type: none"> ● 116 students, +2 from waitlist since last month ● Recruitment done digitally ● Culture <ul style="list-style-type: none"> ● Student and family handbook for next year in progress ● Academics Data <ul style="list-style-type: none"> ● Reading and math scores have increased ● Growth in line with expectation ● State testing timeline unknown at this point
Governance Committee	Angie Guerrero	<ul style="list-style-type: none"> ● Fundraising <ul style="list-style-type: none"> ● Board-wide fundraising campaign for remote learning in April with a goal of \$3,000 ● Rally network to support a cause during this time
Facilities Committee	Mitch Flax	<ul style="list-style-type: none"> ● Long-term Facility Update <ul style="list-style-type: none"> ● Broad agreement on terms for long-term facility ● Architect has completed survey of facility and working on plans ● If negotiation continues to go well, lease could be up for approval in special board meeting

New Business

No new business was raised.

Meeting Adjournment

Rona moved to adjourn the meeting, and Liz seconded. The motion to adjourn was approved unanimously at 8:22 pm.



03/19/2020



Tony Shan
Board Secretary
Valence College Preparatory Charter School

Date of Approval



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DRAFT - SUBJECT TO CHANGE

July 2020							August 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

September 2020							October 2020							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5						1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	
27	28	29	30		15		25	26	27	28	29	30	31	

November 2020							December 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30				17		27	28	29	30	31		14

January 2021							February 2021							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2			1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	
24	25	26	27	28	29	30	28					15		
31					18									

March 2021							April 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6						1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31		23		25	26	27	28	29	30	16

May 2021							June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30		22	
30	31				20								

July 2021							August 2021								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
				1	2	3			1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14		
11	12	13	14	15	16	17	15	16	17	18	19	20	21		
18	19	20	21	22	23	24	22	23	24	25	26	27	28		
25	26	27	28	29	30	31	29	30	31						

Current Teaching Days	180		
Days per Quarter	45		
	Length of Quarter		
Professional Development		1	51
Vacation/Holidays		2	41
Report Card Conferences		3	30
Actual Quarter Ends		4	43
Proposed Quarter Ends			
Family Office Hours			
New Student Orientation/Last Day			

	Start	End
20-21 Professional Development	08/10	08/31
5th Grade Orientation	09/01	09/02
September Cafecito	09/03	
Labor Day	09/07	
Columbus Day	10/12	
Data/PD Day	10/13	
October Cafecito	10/14	
Election Day	11/3	
November OH	11/16	
Thanksgiving Holiday	11/25	11/29
Family Conferences	12/10	12/11
December OH	12/15	
Winter Break	12/21	01/01
Winter PD Day	01/04	
January OH	01/06	
MLK Day	01/18	
February OH	02/04	
Mid-Winter Break	02/15	02/19
March OH	03/10	
Spring Family Conferences	04/01	04/02
Spring Break	04/12	04/16
PD Day	04/19	
April OH	04/20	
May OH	05/10	
Memorial Day	05/31	
June OH	06/03	
Last Day of School	06/30	
Summer Academy	07/12	07/23
2020-2021 PD	08/02	08/31



FIRE DEPARTMENT PERMIT

Status PERMIT GENERATED

Agency Name
FIRE DEPARTMENT

Account Number



Owner Name
A CHILD'S PLACE

Permit Information

Permit Status	PERMIT GENERATED
Permit Expiration Date	N/A

Fee Details

No Fee	FALSE
Yearly Fee	210

Inspection Information

Inspection Date (Last Visit)	03/03/2020
Inspection Type (Last Visit)	REGULAR/SCHEDULED
Inspection Status (Last Visit)	APP
Violation Issued	FALSE

Facility Information

Location

Borough/Block/Lot (BBL)

BIN



Certificate of Occupancy

CO Number: [REDACTED]

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.*

A.	Borough: Queens	Block Number: [REDACTED]	Certificate Type: Final
	Address: 32-16 108 STREET	Lot Number(s): [REDACTED]	Effective Date: 05/01/2019
	Building Identification Number (BIN): [REDACTED]	Building Type: Altered	
This building is subject to this Building Code: 1968 Code			
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification: [REDACTED]	(1968 Code designation)	
	Building Occupancy Group classification: [REDACTED]	(2014/2008 Code)	
	Multiple Dwelling Law Classification: None		
	No. of stories: [REDACTED]	Height in feet: [REDACTED]	No. of dwelling units: 0
C.	Fire Protection Equipment: None associated with this filing.		
D.	Type and number of open spaces: None associated with this filing.		
E.	This Certificate is issued with the following legal limitations: None		
Borough Comments: None			




Borough Commissioner



Acting

Commissioner

Certificate of Occupancy

CO Number: 

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
END OF SECTION						



Borough Commissioner


Acting

Commissioner

END OF DOCUMENT 