

Application: Community Roots Charter School

sandy lee - slee@communityroots.org
2022-2023 Annual Report

Summary

ID: 0000000025

Status: Annual Report Submission

Entry 1 School Info and Cover Page

Completed - Jul 27 2023

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [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 2022-2023 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) 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, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

COMMUNITY ROOTS CHARTER SCHOOL 800000059312

a1. Popular School Name

Community Roots Charter School

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

NEW YORK CITY CHANCELLOR OF EDUCATION

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD #13 - BROOKLYN

e. Date of Approved Initial Charter

Dec 9 2005

f. Date School First Opened for Instruction

Sep 7 2006

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

Mission Statement:

Community Roots Charter School is a rigorous learning community where education is embedded in meaningful real-world contexts and children are deliberately taught to see the connections between school and the world.

Community Roots students will meet or exceed the New York State standards and be prepared to excel in the 21st century by becoming independent thinkers and working productively within a diverse group of learners.

At Community Roots, students learn to combine curiosity with appropriate application, which leads to deep understanding and the confidence to become who they want to be.

Key Design Elements:

INCLUSIVE EDUCATION

CRCS is an inclusive environment where all educators share the responsibility of accepting and supporting all learners. Learner variability is acknowledged, valued, and supported and there is an expectation for all students to do their individual best. Students benefit from support to become aware of the ways in which they learn, understand, and advocate for their needs, feel empowered to make choices, and develop independence. Our success in maintaining this inclusive environment has built our reputation as a school where students with varied needs thrive; we continue to meet or exceed our district in the enrollment of students with varied needs, exceed our district and the city in the retention of students with varied needs, and exceed our district, the city, and the state in ELA and math proficiency for students with varied needs.

Integrated Co-Teaching (ICT)

Since our school's founding, we have implemented an integrated co-teaching (ICT) structure. This approach is one of the most effective strategies we use to serve a variety of learners. To allow for maximum flexibility in supporting students with and without disabilities in the general education classroom, all classrooms at CRCS have an ICT model. In this arrangement, one teacher certified in special education and one general education teacher share responsibility for assessing, planning, implementing lessons, and engaging in a reflective process to meet the needs of the students in their classroom. Two full-time teachers in the classroom allow for a variety of approaches

to delivering instruction based on the lesson and student needs. Recently, we have refined our ICT model by introducing an emphasis on planning and instruction using the principles of Universal Design for Learning, described below.

Universal Design for Learning (UDL)

Universal Design for Learning (UDL) is a set of principles designed to guide learning environments that are accessible and effective for all learners. The principles were developed based on what brain science research has shown about the three main neural networks associated with learning. Learners differ in the ways that they perceive and comprehend information, the ways in which they can be engaged or motivated to learn, and ways that they can navigate a learning environment and express what they know. To ensure that these varying learning styles are met within CRCS classrooms, teachers participate in professional development to learn how the principles of UDL can be paired with our Integrated Co-Teaching (ICT) model to provide learning experiences that are designed to make learning accessible for all students.

Integrated Studies

The elementary Integrated Studies units are designed using the Bank Street College of Education method whereby students study themselves first, then explore increasingly outward: from self, to family, neighborhood, city, country, and world. Each unit integrates a combination of reading, writing, listening and speaking, art, music, math and/or science in a context that is rich and meaningful. The Integrated Studies curriculum is a key method in which CRCS upholds our mission, because the emphasis on social studies provides an entry-point to spur connections between self, school and the world.

In addition to the Integrated Studies units, students receive direct instruction in content areas. CRCS has always utilized a method of instruction for all content areas that encourages student talk, close reading of authentic texts, and small group activities.

Support Provider Teams

CRCS has Support Provider Teams for both the elementary and middle school. Led by the Director of Student Support in the elementary school and the Middle School Special Education Coordinator in middle school, the teams include the Learning Specialists, Reading Specialist, Math Specialist, Social Workers, and other related services providers (e.g., occupational therapist, physical therapist, speech and language therapist).

CRCS has three Learning Specialists in elementary school and a Math Learning Specialist and Reading Learning

Specialist in the middle school. This allows each grade team to have a designated learning specialist. Learning Specialists collaborate with classroom teachers to develop and support implementation of interventions, accommodations, and modifications that maximize academic, social, emotional, and behavioral learning and development. Together with each classroom teacher team, they reflect on students' reading and writing profiles and help design differentiated whole-group, small-group and individual instruction. Learning Specialists and faculty work together to initiate intervention plans for students not meeting academic benchmarks. In addition each Co-Director meets with co-teaching teams every other week to discuss student progress. In the elementary school, at one of these meetings each month a Social Worker joins to focus on social emotional development and wellbeing.

The Director of Student Support coordinates with the support provider team at CRCS and the Committee on Special Education (CSE) team. This work includes creating and reinforcing opportunities for collaboration and communication so that students receive uninterrupted services, evaluations, and updated Individualized Education Programs (IEPs) when they need them. This includes monitoring student goals, services and accommodations to keep them current.

CRCS also uses outside providers for occupational therapy, physical therapy, hearing education and audiological services, and speech and language therapy. These services are offered on site for students who require this support to fully access the school environment and curriculum and take place in group or individual sessions depending on which will best support the student in reaching their goals.

Child Study Team / Kid Talk

CRCS uses the Child Study Team (referred to as "Kid Talk" at the CRCS Middle School) to design and implement a plan to address students' individual needs and those students deemed at risk of not meeting standards. The team is used to help teachers assess, adapt, and modify their teaching and curriculum to meet the needs of the children in their classroom on a case-by-case basis. The make-up of the CST/Kid Talk teams varies based on the individual student that is recommended to a team and the staff members that have the necessary experience and expertise to provide a full, top-quality review. Members of CST/Kid Talk consist of, but are not limited to, the Director of Student Support, Middle School Special Education Coordinator, related service providers, and grade level teams. Kid Talk meetings are held on a monthly basis as part of weekly meetings with grade level teams. CST meetings are scheduled at the elementary school, as needed based on teacher/learning specialist referral related to concerns about an individual student's performance and response to instruction and intervention. The purpose of these meetings is to support staff in identifying interventions and accommodations that will better support the learning needs of the students in their class.

Counseling Services

Our social work team—consisting of two Social Workers at the elementary school and a Social Worker and Director of Social Work and Community Programs at the middle school—supports the social, behavioral, and emotional growth of students. Social workers provide individual and small group counseling, crisis intervention, family support, and facilitate groups that address specific social and emotional topics. Counseling services are available to help enhance problem solving and conflict resolution skills, build empathy, improve self-esteem, encourage the discussion of feelings and help students develop and strengthen appropriate social skills. Social workers collaborate with teachers in developing positive intervention strategies to increase academic success and foster healthy peer relationships. Social workers also work closely with families to problem solve home and school challenges and are available to meet with families regarding their child's social and emotional development, explore and design positive behavioral interventions, and to connect families to community resources.

The Inclusive Practices Group

Professional development is another crucial element in creating a strong infrastructure for diversity and inclusion. The Inclusive Practices Group (IPG) was established in 2015 to support our school's inclusive learning environment. This group, comprised of faculty members from within our school community, meets regularly to discuss the research on inclusive education, various educational theories, and ways to incorporate these ideas into our classrooms. IPG members commit to thinking creatively about how to support each individual student to the best of our ability. We do this by providing opportunities for staff, families, and students to collaborate and learn more about how to foster an inclusive environment.

Parent Connection

We believe relationships and collaboration between all major stakeholders—families, staff, and students—contributes to the growth of all involved. Our work with families begins when they enroll at CRCS. Whether or not a child has an IEP or specific needs, we aim to get to know each individual child academically, socially, and emotionally. Our work with families is transparent and ongoing. If a child has existing support services, needs new services, or needs to discontinue special education services, we work to build bridges between the family, school, and CSE or other agencies that conduct evaluations, so that each child receives the appropriate services to meet their needs. CRCS works to provide families with the resources and support they need to make informed decisions while also developing understanding about each child so that we may better support them in feeling engaged and connected to the classroom and community.

Support for Multilingual Learners (MLL)

CRCS believes that a structured English immersion program is the best approach to supporting Multilingual Learners (MLLs) to master the language. Our students of limited English proficiency receive the same academic content as those students who are native English speakers. All instruction is in English. However, the level of English used for instruction—both oral and written—is modified appropriately for each student who is an MLL. CRCS' co-teaching structure allows for flexibility for small grouping and individualized instruction that supports students who are MLLs.

All teachers receive professional development on communicating with students designated as MLLs and in techniques for detecting whether a student has English language deficiencies. CRCS is prepared to address the needs of students who are struggling with the sheltered English immersion program by providing, if it is determined to be the best course of action, pull-out instruction and/or assignment to a certified aide, teacher or qualified consultant under contract who speaks that student's non-English language. Learning Specialists deliver support to students when necessary, one-on-one and/or in small groups. Parents of students receiving this support are kept abreast of their child's progress in English language acquisition, preferably in the language that the parents best understand.

Social-Emotional Support

CRCS is a safe environment where students can grow academically, socially, and emotionally. We work to maintain an inclusive learning environment that supports students' social and emotional growth through several strategies: a focus on our core values, an anti-bias approach, and middle school crew. In addition, our Integrated Studies and Humanities units are designed to provide students with the skills and perspectives necessary to become fully engaged members of their communities.

h. School Website Address

www.communityroots.org

i. Total Approved Charter Enrollment for 2022-2023 School Year

474

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

469

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

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

Responses Selected:

k
1
2
3
4
5
6
7
8

I. Charter Management Organization

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

Yes

I1. Charter Management Organization Name

Charter School Business Management

I2. Charter Management Organization Email Address

info@csbm.com

I3. Charter Management Organization Email Phone Number

888-710-2726

FACILITIES INFORMATION

m. FACILITIES

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

	Yes, 2 sites
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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 previous year (K-5, 6-9, etc.)	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	51 Saint Edwards Street, Brooklyn, NY 11205	718-858-1629	NYC CSD 13	K-5	K-5	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Allison Keil	Co-Director	718-858-1629	917-972-2285	akeil@communityroots.org
Operational Leader	Sandy Lee	Director of Operations	718-858-1629	718-344-0276	slee@communityroots.org
Compliance Contact	Sandy Lee	Director of Operations	718-858-1629	718-344-0276	slee@communityroots.org
Complaint Contact	Allison Keil	Co-Director	718-858-1629	917-972-2285	akeil@communityroots.org
DASA Coordinator	Andrew Ngeseyan	Director of Finance	718-858-1629	973-978-1317	andrew@communityroots.org
Phone Contact for After Hours Emergencies	Allison Keil	Co-Director	917-972-2285	917-972-2285	akeil@communityroots.org

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

Co-located Space

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

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

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC 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, 2023.

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

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

School Site 2

m2. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	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 2	50 Navy Street, Brooklyn, NY 11201	718-522-2166	NYC CSD 13	6-8	6-8	no

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Erin Carstensen	MS Co-Director	718-522-2166	860-916-5571	erin@communityroots.org
Operational Leader	Sandy Lee	Director of Operations	718-858-1629	718-344-0276	slee@communityroots.org
Compliance Contact	Sandy Lee	Director of Operations	718-858-1629	718-344-0276	slee@communityroots.org
Complaint Contact	Erin Carstensen	MS Co-Director	718-522-2166	860-916-5571	erin@communityroots.org
DASA Coordinator	Andrew Ngeseyan	Director of Finance	718-858-1629	973-978-1317	andrew@communityroots.org
Phone Contact for After Hours Emergencies	Erin Carstensen	MS Co-Director	860-916-5571	860-916-5571	erin@communityroots.org

m2b. Is site 2 in public (co-located) space or in private space?

Co-located Space

m2c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 2	na	No		No		Yes

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

none

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

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

No

ATTESTATIONS

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

Name	Sandy Lee
Position	Director of Operations
Phone/Extension	718-858-1629
Email	slee@communityroots.org

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

Responses Selected:

Yes

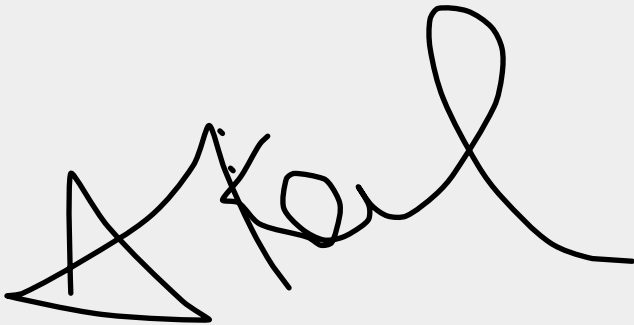
As outlined in ENTRY 10:

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

Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is stylized and cursive, starting with a large 'A' and ending with a long horizontal stroke.

Signature, President of the Board of Trustees



Date

Jul 27 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Jul 27 2023

Instructions

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

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

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

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

Form for Entry 2 Links to Critical Documents on School Website

School Name: Community Roots Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://communityroots.org/about/compliance/
2. Board meeting notices, agendas and documents	https://communityroots.org/about/governance/
3. New York State School Report Card	https://data.nysed.gov/essa.php?year=2022&instid=800000059312
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://communityroots.org/about/compliance/
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://communityroots.org/about/compliance/
6. Authorizer-approved FOIL Policy	https://communityroots.org/about/compliance/
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://communityroots.org/about/compliance/

Thank you.



Entry 3 Progress Toward Goals

Instructions

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

2022-2023 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)

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
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Academic Goal 41				

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Academic Goal 61				
Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

4. ORGANIZATION GOALS

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

2022-2023 Progress Toward Attainment of Organization Goals

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

5. Do have more organizational goals to add?

(No response)

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

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

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

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

Thank you.

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

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

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

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

Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Incomplete

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

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

Entry 4c – Additional Financial Documents

Incomplete

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

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

Entry 4d - Financial Contact Information

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Andrew Ngeseyan	andrew@communityroots.org	973-978-1317

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	PKF O'Connor Davies	andrew@communityroots.org	973-978-1317	7

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	CSBM	Lola Barbarash		lbarbarash@csbm.com	888-710-2726	13

Entry 5 – Fiscal Year 2023-2024 Budget

Incomplete

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

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

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption

being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

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

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 27 2023

Required of ALL Charter Schools

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

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

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

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

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

[Fogarty, Suzanne annual-report-current-and-former-trustee-financial-disclos \(3\)](#)

Filename: Fogarty_Suzanne_annual-report-curr_Z1OOHfV.pdf Size: 396.4 kB

[Khan, Cavel annual-report-current-and-former-trustee-financial-disclos \(2\)](#)

Filename: Khan_Cavel_annual-report-current-a_4irYDD3.pdf Size: 395.3 kB

[Manheimer, David annual-report-current-and-former-trustee-financial-disclos \(6\)](#)

Filename: Manheimer_David_annual-report-curr_eJi06w2.pdf Size: 398.0 kB

[Pugh, Nigel annual-report-current-and-former-trustee-financial-disclos \(5\)](#)

Filename: Pugh_Nigel_annual-report-current-a_oNIFgl4.pdf Size: 397.1 kB

[Stone, Sara annual-report-current-and-former-trustee-financial-disclos](#)

Filename: Stone_Sara_annual-report-current-a_ZO7ZnrQ.pdf Size: 399.3 kB

[Thomases, Josh annual-report-current-and-former-trustee-financial-disclos \(1\)](#)

Filename: Thomases_Josh_annual-report-curren_o9cfOLi.pdf Size: 398.3 kB

[Benjamin Van Lierop, Tracie annual-report-current-and-former-trustee-financial-disclos \(8\)](#)

Filename: Benjamin_Van_Lierop_Tracie_annual-_noZLdeZ.pdf Size: 398.5 kB

[Spadaro, Christine annual-report-current-and-former-trustee-financial-disclos \(7\)](#)

Filename: Spadaro_Christine_annual-report-cu_nYwMZC7.pdf Size: 395.6 kB

[Malik, Swati annual-report-current-and-former-trustee-financial-disclos \(9\)](#)

Filename: Malik_Swati_annual-report-current-_lu9iyf0.pdf Size: 402.5 kB

[Strauss, Tracey annual-report-current-and-former-trustee-financial-disclos \(10\)](#)

Filename: Strauss_Tracey_annual-report-curre_fs4rxPF.pdf Size: 398.4 kB

[Sedeh, Milad annual-report-current-and-former-trustee-financial-disclos \(12\)](#)

Filename: Sedeh_Milad_annual-report-current-_Y5J6tMy.pdf Size: 398.9 kB

[Keil, Allison annual-report-current-and-former-trustee-financial-disclos \(11\)](#)

Filename: Keil_Allison_annual-report-current_PESNpT2.pdf Size: 397.3 kB

[Petit-Frere, Jerry annual-report-current-and-former-trustee-financial-disclos \(13\)](#)

Filename: Petit-Frere_Jerry_annual-report-cu_GLfELwz.pdf Size: 397.7 kB

[Strasser, Scott annual-report-current-and-former-trustee-financial-disclos \(14\)](#)

Filename: Strasser_Scott_annual-report-curre_WdYOzaI.pdf Size: 396.8 kB

[Shaw, Brian annual-report-current-and-former-trustee-financial-disclos \(15\)](#)

Filename: Shaw_Brian_annual-report-current-a_36oOKJ7.pdf Size: 395.9 kB

Entry 7 BOT Membership Table

Completed - Jul 27 2023

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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.

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Shawn Clark	shawnm.clark@gmail.com	Secretary	Development	Yes	4	04/09/2018	10/17/2023	5 or less
2	Suzanne Fogarty	suzanne.fogarty@gmail.com	Trustee/Member	Education	Yes	10	04/29/2013	04/29/2013	5 or less
3	Cavel Khan	cavelk@gmail.com	Trustee/Member	Development	Yes	5	07/17/2018	07/17/2018	8
4	Allison Keil	akeil@communityroots.org	Trustee/Member	Finance; Board Development; Education	No	17	08/01/2006	08/01/2006	9
5	David Manheimer	manheimerd@gmail.com	Treasurer	Board Development; Finance	Yes	8	04/27/2015	04/27/2015	11
6	Jerry Petit-Frere	jpetitf@gmail.com	Trustee/Member	Finance	Yes	5	04/09/2018	04/09/2018	10
7	Nigel Pugh	nigelpugh100@gmail.com	Trustee/Member	Education	Yes	5	09/14/2018	09/14/2018	9
8	Brian Shaw	b.joseph.shaw@gmail.com	Trustee/Member	Development	Yes	7	04/27/2015	04/27/2015	5 or less
9	Christine	caspadar	Trustee/	Develop	Yes	10	04/29/20	04/29/20	6

	Spadaro	o77@gmail.com	Member	ment; Education			13	13	
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1a. Are there more than 9 members of the Board of Trustees?

Yes

1b. Board Member Information

	Trustee Name	Trustee 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 2022-2023
10	Sara Stone	sstone@communityroots.org	Trustee/Member	Education; Board Development; Development	No	17	08/01/2006	08/01/2006	10
11	Scott Strasser	sfstrasser@gmail.com	Chair	Board Development; Finance	Yes	13	08/01/2010	08/01/2010	11
12	Tracey Strauss	tracey@strausst.com	Chair	Board Development; Education; Development	Yes	17	08/01/2006	08/01/2006	8
13	Josh Thomases	joshthomases@gmail.com	Trustee/Member	Board Development; Education	Yes	8	08/17/2015	08/17/2015	10
14	Tracie Benjamin-Van Lierop	tbvanlierop@gmail.com	Trustee/Member	Education	Yes	3	2/11/2020	2/11/2020	9
15	Milad Sedeh	msedeh@gmail.com	Trustee/Member	Finance	Yes	3	09/21/2020	09/21/2020	9

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

Yes

1d. 2022-2023 Board Member Information

	Trustee Name	Trustee 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 2022- 2023
16	Swati Malik	smalik789@gmail.com	Secretary	Development	Yes	1	05/03/2022	05/03/2022	10
17									
18									
19									
20									
21									

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, 2023	15
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	not fewer than 7 and shall not exceed 21

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

13

Total number of Voting Members added during the 2022-2023 school year:

0

Total number of Voting Members who departed during the 2022-2023 school year:

1

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

not fewer than 7 and shall not exceed 21

Total number of Non-Voting Members on June 30, 2023:

2

Total number of Non-Voting Members added during the 2022-2023 school year:

0

Total number of Non-Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

NA

Board members attending 8 or fewer meetings during 2022-2023

5

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 27 2023

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 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 1, 2023**.

[CRCS July 2022 Board Minutes](#)

Filename: CRCS_July_2022_Board_Minutes.pdf Size: 81.5 kB

[CRCS August 2022 Board Minutes \(1\)](#)

Filename: CRCS_August_2022_Board_Minutes_1.pdf Size: 13.5 kB

[CRCS September 2022 Board Minutes](#)

Filename: CRCS_September_2022_Board_Minutes.docx_1.pdf Size: 51.7 kB

[CRCS October 2022 Board Minutes \(2\)](#)

Filename: CRCS_October_2022_Board_Minutes_2.pdf Size: 82.4 kB

[CRCS November 2022 Board Minutes \(2\)](#)

Filename: CRCS_November_2022_Board_Minutes_2.pdf Size: 59.6 kB

[CRCS December 2022 Board Minutes \(1\)](#)

Filename: CRCS_December_2022_Board_Minutes_1.pdf Size: 49.2 kB

[CRCS January 2023 Board Minutes \(4\)](#)

Filename: CRCS_January_2023_Board_Minutes_4.pdf Size: 69.0 kB

[CRCS 2023 February Board Minutes \(1\)](#)

Filename: CRCS_2023_February_Board_Minutes_1.pdf Size: 67.4 kB

[CRCS 2023 March Board Minutes \(2\)](#)

Filename: CRCS_2023_March_Board_Minutes_2.pdf Size: 67.6 kB

[CRCS 2023 April Board Minutes \(2\)](#)

Filename: CRCS_2023_April_Board_Minutes_2.pdf Size: 69.4 kB

[CRCS 2023 May Board Minutes \(2\)](#)

Filename: CRCS_2023_May_Board_Minutes_2.pdf Size: 66.8 kB

[CRCS 2023 June Board Minutes \(2\)](#)

Filename: CRCS_2023_June_Board_Minutes_2.pdf Size: 67.7 kB

Entry 9 Enrollment & Retention

Completed - Jul 27 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

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

***SUNY-authorized charter schools**

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

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>This year, we redesigned all marketing collateral and student applications with access at the center. Our Director of Student Recruitment and Co-Director researched local charter schools to examine best practices for efficient and complete application completion, ensuring that confusing questions were clarified, the online application was easily accessible from our website, via QR codes printed on all marketing materials and that our lottery application deadline included sufficient time for families to submit paper applications as needed. To do this, we extended our application deadline. Upon solidifying our application accessibility and legibility, we worked with a company recommended by the DOE to schedule specific targeted mailings from November through March, and again, in June, to families living in poverty with school aged children. Our first mailing included a postcard with a QR code to the application and explicit concise language highlighting our NYCHA preference. This mailing was sent to all families living in poverty with children ages 4 to 8 who opted in to the DOE to receive mail regarding charter schools. We mailed this subgroup a total of three times between November and March. The first mailing was just a postcard with the application QR code; the second mailing contained the same QR</p>	<p>We will continue with our efforts from this past year as the various approaches we took through mailing endeavours allowed us to ensure that local households with incomes of \$50,000 or less received notification of our lottery at various times throughout the enrollment season as well as access to our application. Our community outreach is essential to our work and builds off of our mission as an intentionally diverse space. Marketing efforts that increased our accessibility across the borough such as bud ads and posterong likewise aid us in broadening our reach to families outside of our immediate radius. We will also continue to post ads in local family magazines.</p> <p>Our Director of Recruitment and our Coordinator of Student Recruitment will continue to lead our efforts under the direct supervision of our Co-Director with support from our operations staff and guidance from our Board of Trustees. Through our trustees, we began work this year with a company examining our google analytic data and traffic to better understand who is coming to our website and how they are accessing our student enrollment application (e.g. via iphones, accessing us via google first, directly from our QR code). We plan to continue to work with them to use their findings to inform our internet accessibility, online marketing efforts and creation of various URLs and</p>

code and language along with a printed application and stamped return envelope to accommodate any families without internet; the third mailing was an insert with the deadline and QR code for the online application along with pertinent information (e.g. a map indicating our school locations and proximity to public transportation and major roads). Additionally, we continued to mail households living in poverty through the United States Postal Service Every Door Direct Mail (EDDM) program. Through this program, 501c3s pay to deliver marketing materials to specific mail routes. All mail routes are defined by the USPS and indicate the household income of the mail routes via this program. As such, we mailed over 14,000 households surrounding our school living in poverty—we mailed this group twice. As such, we relied heavily this year on utilizing mail—both via the DOE's lists and the USPS' lists—to ensure that all families categorized as low income—by either the DOE or the USPS' metrics—received multiple forms of collateral with CRCS' application (via QR code or printed application) and contact information. We mailed our second EDDM mailing after our lottery to ensure that families living in poverty are made aware of their lottery preference and how, even after the lottery has been drawn, they can still submit an application and get preference for any open seat.

We worked very hard to ensure that we connected with all head starts and community centers in our District as well as those in neighboring

application landing pages. We will continue to develop relationships that have been in place over the last 15 years as well as capitalize on some new relationships that were developed this year with key people in the neighborhood. We will continue offering in person and virtual tours and open houses. We will likewise continue with bilingual marketing collateral.

Districts 46 / 61 with high populations of economically disadvantaged students. Our Coordinator of Student Recruitment followed a series of steps to reach out to all of these establishments including: an introduction email with related marketing and recruitment collateral included along with offers to table on site, virtual or in person open houses and tours, and set up a registration table on site when given the opportunity. Upon connecting with each establishment, our Coordinator of Student Recruitment visited each venue at least twice with printed materials (brochures and applications) to leave on site as well as staying on site to table and assist with registration when permitted. These efforts began in early December and lasted through April; our Coordinator of Student Recruitment routinely visited these identified establishments as well as passed out and posted materials (all with our application QR code, contact information and listed preferences) throughout the neighborhood, including shelters, local stores, lobbies of NYCHA buildings, libraries, on telephone poles and in business windows.. We created marketing materials that had leaflets to be pulled off and retained for contact information as well. Upon receipt of any enrollment application from a family living in poverty our recruitment team would reach out to them via phone and email and invite them in for a private tour; our outreach team followed up with each priority application multiple times to ensure that we made contact.. Our Coordinator of Student

Recruitment also connected with current enrolled families connected to these special populations and enlisted their partnership—whether passing out CRCS’ enrollment collateral directly to families in their communities, connected our enrollment team with workers and educators at local headstarts to create customizable open houses. s. Our Director of Development also mailed out an invitation to all Head Start Directors in Brooklyn for a special breakfast and tour of Community Roots Charter School. In addition to individual tours especially for applicants within these populations, our Co-Director and student recruitment team led multiple in-person open houses from December through March for families in addition to providing virtual options. We provided Zoom open houses for local head starts who expressed an interest in having these.

We also continued our advertisement on a local MTA bus route for 8 weeks—from late December through February—on a bus route we’ve identified as passing through an array of NYCHA buildings. We consulted our Board of Trustees on technical ways of tracking where applicants apply from (in addition to asking them to identify on the application) and will implement an application URL specifically for families applying to us via the bus ads to track its efficacy this coming year.

Recognizing the amount of traffic being directed to our website for student recruitment via the heavy

	<p>proliferation of our application QR codes, we amplified our student recruitment presence and accessibility on our website by adding a pop up on the home page that immediately led to the application along with a banner detailing open house information in realtime and the application deadline and lottery preferences.</p> <p>This past year, we held two carnivals for our currently enrolled families, families from our two co-located schools as well as for families living in the nearest NYCHA buildings. We hope that opening our school to our community through activities rooted to community engagement and fellowship further breaks down any barriers to local families living in public housing to accessing our public charter school community. This gives us another avenue through which we can showcase our mission rooted to community engagement across lines of difference.</p>	
English Language Learners	<p>We use the same strategies described above to retain our ELL and multilingual learners. In addition, postcards were translated into Spanish, and Cantonese, all of the applications that were left at Community Centers were translated into Spanish and Cantonese, and information about the school was left at Chinese restaurants, laundromats, and bodegas in the immediate neighborhood.</p>	<p>Same strategies as indicated above, with the addition that insuring that translation is available as needed for the above mentioned lines of action</p>
Students with Disabilities	<p>We use the same strategies described above to recruit and enroll our students with disabilities and ensure that all of our marketing and</p>	<p>Same strategies as indicated above.</p>

recruitment materials highlight our inclusive approach to education. This includes all of our classrooms being CTT environments and having all related services on site.	
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Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>We believe that our high retention rate/low student attrition rate is based on: Meeting the academic and social emotional needs of the child.</p> <p>Building meaningful relationships with families.</p> <p>At CRCS we hire and train teachers who understand the connection between student's academic progress and social emotional well being. We regularly assess our students in reading, writing, and math to ensure that adequate progress is being made using a combination of formal and informal assessments. After rounds of data collection team meetings are held where Learning Specialists and faculty come together to initiate intervention plans for students not meeting academic benchmarks or not making adequate progress. In addition each Co-Director meets with co-teaching teams every other week to discuss student progress and one of these meetings each month a social worker joins to focus on social emotional development and well being.</p> <p>We have open communication between families and teachers to communicate both formally and informally about children's academic progress and social emotional development. This is done through 3 formal reporting cycles a year and through classroom pick up and drop</p>	<p>We will ensure that families can come to the Welcome to Kindergarten workshop at the beginning of the year either remotely or in person. For families who cannot attend in either format, we will set up a separate meeting to ensure that the content is covered and most importantly questions are answered.</p> <p>Additionally, we will make contact with all new families during first 2 weeks of school individually to check-in and answer any questions. Additionally, classroom meetings (every two weeks) with Co- Director, Social Worker and classroom teams allows for open communication about any families who may be struggling with entry into CRCS and allows for targeted and individualized outreach and support to be developed. Additionally our Community Coordinator will do specific outreach to families of students in Special population categories to ensure a sense of belonging and strategize community programming to increase belonging overall. .</p> <p>Through on-going conversations throughout the year, the Community Coordinator will identify areas of interest and engagement from new community members and plan to incorporate these ideas into yearly programming either virtually or in person or in combination of these two.</p>

off as well as by ensuring that families have access to teachers via text, email, phone, in person contact (whatever means works best for that family).

Additionally, the following retention efforts are in place to support all new economically disadvantaged families:

Call all families immediately and directly who have been accepted into this years enrollment schedule a time to answer questions and remove any barriers to enrollment.

This year, we also extended this care and outreach to families applying to enroll in our school and being accepted into seats prior to their start as official CRCS families in September 2023. This is to say that from the moment we received a submitted application from our lottery preference categories (Socioeconomically Disadvantaged, ELL and Students with Disabilities) we employed a number of strategies to guide them through the acceptance of their seat post-lottery as well as feel an immediate sense of belonging from the onset of their time at CRCS. Our student recruitment team followed up with each family from these subgroups who submitted an application to ensure they came in for a tour or at the very least had all their questions answered via phone or email; and, then, upon receiving a seat from CRCS, we would directly call them (follow up with email if unreachable via phone) to answer any questions they may have and alleviate any potential barriers keeping them from accepting their seat. Our Coordinator of Student Recruitment

	<p>physically visited the homes of those we were unable to reach as well as called the schools currently attended by these students who we could not reach via phone or email to ensure their current administrators were aware of their seat at CRCS and could ensure they knew their lottery spot and how to enroll. Upon enrollment, we bring the families to the school to meet with their teaching teams. We are likewise creating newsletters for our incoming families to keep them engaged over the summer and keep our lines of communication open through their entrance into the school in September.</p>	
English Language Learners	<p>We use the same strategies described above to retain our ELL students as we know that meeting student's academic and social emotional needs as well as building deep relationships with families is essential for all students.</p> <p>We continue to work with outside translation services to ensure that we are communicating with families for report cards, IEP meetings and conferences in the language the family chooses. We have also expanded our use of phone translation services for all parent phone calls.</p> <p>English Language Learners (ELLs) are identified through the New York State LEP identification process. Once identified, ELL students are supported through a fully inclusive program within their regular classrooms.</p> <p>Students take the NYSESLAT</p>	<p>We will continue the efforts from the 2022-2023 school year. We will expand our use of translation services and are researching alternatives to the translation services we are currently using to expand the information we are translating each year.</p> <p>Additionally, we will work towards: Scheduling a time for families to come in and see the school upon lottery acceptance, if they have not done so already and fill out paperwork, ensure translation to help with the process. Reach out with translation to invite to Welcome to Kindergarten workshop at the beginning of the year and set up a separate meeting to ensure that the content is covered if any families cannot make it; Special invitations to community programming to ensure connection to the community and ensure that other families with same language background can participate;</p>

	<p>annually to determine their progress and whether they qualify for additional support (learning specialist or additional classroom supports) for the following school year.</p>	<p>Provide translation, where possible, for all community programming opportunities. Ensure that all major correspondence for family programming is shared with translation.</p>
Students with Disabilities	<p>We believe our high retention rate/low student attrition rate is based on:</p> <ul style="list-style-type: none"> - Meeting the academic and social emotional needs of the child. - Building meaningful relationships with families. - We use the same strategies described above to retain our students with disabilities as we know that meeting students academic and social emotional needs as well as building deep relationships with families is essential for all students. - We meet with prospective and accepted families in order to discuss student specific needs and supports. - We utilize a full time co-teaching model and train staff in Universal Design for Learning to increase access to the general education curriculum and state standards. Learning specialists work collaboratively with classroom teachers in order to plan inclusive instruction and ensure embedded and supplementary support. Through this Multi-Tiered System of Support (MTSS) framework we also offer appropriate interventions and support in addition to classroom instruction including academic support, counseling as well as speech/language, physical therapy and occupational therapy. - Our website includes information regarding special education services 	<p>Continue with the strategies from the 2021-2022 school year and focus on building a strong and inclusive program in each of our classrooms, allowing all learners to thrive.</p>

and our inclusive education approach.

This includes a description of services, our approach to teaching and learning, and structures and strategies to improve access for all of our students (UDL and co-teaching).

Entry 10 – Teacher and Administrator Attrition

Completed - Jul 27 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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

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

1. Emergency Conditional Clearances

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

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

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

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Jul 27 2023

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.

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.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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.

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, 2023)	9
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	9.0

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

	FTE Count
i. Mathematics	3
ii. Science	2
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category C: not to exceed 5	5.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(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	19

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	35

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	54

Thank you.



Entry 12 Organization Chart

Completed - Jul 28 2023

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[CRCS 2022-2023 Org Chart](#)

Filename: CRCS_2022-2023_Org_Chart.pdf Size: 40.5 kB

Entry 13 School Calendar

Completed - Jul 27 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

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

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

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

[2023-2024 School Calendar v](#)

Filename: 2023-2024_School_Calendar_v_June__qSASD4G.pdf Size: 62.5 kB

Entry 14 Staff Roster

Completed - Jul 28 2023

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

[12](#)

Filename: 12_CRCS_2022-2023_Staff_Roster_w_7J6aCXY.xlsx Size: 14.3 kB

Optional Additional Documents to Upload (BOR)

Incomplete

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

Trustee Name:

suzanne fogarty

Name of Charter School Education Corporation:

community roots

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

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

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

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

☐ Yes ☐ No

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

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

☐ Yes ☐ No

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

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

☒ **None**

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

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

☒ **None**

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

-

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

Business Telephone:

9176480184

Business Address:

100 East End Avenue

E-mail Address:

suzanne.fogarty@gmail.com

Home Telephone:

same

Home Address:

555 West 23rd street, Ny NY 10011



7.11.23

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Cavel Khan

Name of Charter School Education Corporation:

Community Roots Charter School

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

Board member

Committee chair -development Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

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

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

☐ **Yes** ☐ **No**

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

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

☐ **Yes** ☐ **No**

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

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

☒ **None**

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

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

☒ **None**

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

-

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

Business Telephone:

Business Address:

E-mail Address:

cavelk@gmail.com

Home Telephone:

6318067354

Home Address:

201 Clinton Ave, BRooklyn ny 11205



07/11/23

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

David Manheimer

Name of Charter School Education Corporation:

Community Roots Charter School

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

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☐ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☐ **No**

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

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

☐ Yes ☐ No

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

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

☐ Yes ☐ No

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

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

☒ **None**

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

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

☒ **None**

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

-

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

Business Telephone:

9177635217

Business Address:

2585 Broadway #136 NY NY 10025

E-mail Address:

manheimerd@gmail.com

Home Telephone:

Home Address:

2628 broadway #12A NY NY 10025



7/11/23

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Nigel Pugh

Name of Charter School Education Corporation:

Community Roots Charter School

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

Chair of Education Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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

-

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Business Telephone:

8459012854

Business Address:

PO Box 63, Lake Hill, NY 12448

E-mail Address:

nigelough100@gmail.com

Home Telephone:

8459012854

Home Address:

PO Box 63, Lake Hill, NY 12448



7.11.23

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Sara Stone

Name of Charter School Education Corporation:

Community Roots Charter School

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

N/A

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☒ Yes ☐ No

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

My three kids attend Community Roots Charter School as of September 2023. Any concerns or needs involving my children are addressed by the other co-director.

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

Co-Director of the Elementary School, Supervision of teaching staff, June 2006. \$194,904.41

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

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

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

☒ **None**

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

-

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

Business Telephone:

718.858.1629

Business Address:

15 St Edwards Street, 3rd Floor, Brooklyn NY 11205

E-mail Address:

sstone@communityroots.org

Home Telephone:

917.885.5757

Home Address:

272A Halsey Street, Brooklyn NY 11216

Sara Stone

07/09/2023

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Joshua Sean Thomases

Name of Charter School Education Corporation:

Community Roots Charter School

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

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☐ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☐ **No**

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

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

☐ Yes ☐ No

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

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

☐ Yes ☐ No

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

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

☒ **None**

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

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

☒ **None**

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

-

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

Business Telephone:

917-816-2247

Business Address:

135 Washington Avenue, First floor Brooklyn NY 11205

E-mail Address:

Josh@IPsquared.org

Home Telephone:

718-857-9193

Home Address:

135 Washington Avenue, Brooklyn NY 11205

Joshua Sean Thomases

7/8/23

Signature

Date

Acceptable signature formats include:

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- Print form, manually sign, scan to PDF

last revised 04/2022

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

Trustee Name:

Tracie Benjamin-Van Lierop

Name of Charter School Education Corporation:

Community Roots Charter School

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

Board of Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☐ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☐ **No**

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

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

☐ **Yes** ☐ **No**

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

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

☐ **Yes** ☐ **No**

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

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

☒ **None**

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

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

☒ **None**

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

-

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Business Telephone:

9346429679

Business Address:

110 William Street; NY, NY 10007

E-mail Address:

tbvanlierop@schools.nyc.gov

Home Telephone:

9178477669

Home Address:

126 Clifton Place; Jersey City, NJ 07304

Tracie Benjamin Van Lierop

071423

Signature

Date

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last revised 04/2022

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

Trustee Name:

Christine Spadaro

Name of Charter School Education Corporation:

Community roots Charter School

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

Board member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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

-

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Business Telephone:

718-522-1660 x259

Business Address:

129 Pierrepont St, Brooklyn NY 11201

E-mail Address:

caspadaro77@gmail.com

Home Telephone:

NA

Home Address:

45 Sidney Place, Brooklyn, NY 11201

Christine Spadaro

07/114/23

Signature

Date

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last revised 04/2022

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

Trustee Name:

swati malik

Name of Charter School Education Corporation:

community roots charter school

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

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

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

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

☐ **Yes** ☐ **No**

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

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

☐ **Yes** ☐ **No**

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

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

☒ **None**

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

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

☒ **None**

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

-

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Business Telephone:

347-556-7359

Business Address:

53 Beach Street, New York

E-mail Address:

smalik789@gmail.com

Home Telephone:

Home Address:

41 Pierrepont Street, Apt 4, Brooklyn, NY 11201



07/17/2023

Signature

Date

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last revised 04/2022

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

Trustee Name:

Tracey Strauss

Name of Charter School Education Corporation:

Community Roots Charter School

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

Co-Chair

Member, Development Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☐ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☐ **No**

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

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

☐ **Yes** ☐ **No**

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

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

☐ **Yes** ☐ **No**

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

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

☒ **None**

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

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

☒ **None**

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

-

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Business Telephone:

310-463-0032

Business Address:

N/A

E-mail Address:

tracey@strauss.me

Home Telephone:

212-655-9282

Home Address:

180 Riverside Drive, #7A
New York, NY 10024



07/14/2023

Signature

Date

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last revised 04/2022

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

Trustee Name:

Milad Sedeh

Name of Charter School Education Corporation:

Community Roots Charter School

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

Trustee, member of finance committee.

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

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

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

☐ **Yes** ☐ **No**

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

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

☐ **Yes** ☐ **No**

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

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

☒ **None**

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

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

☒ **None**

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

-

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Business Telephone:

212-883-3632

Business Address:

399 Park Avenue, 4th Floor. New York, NY 10022

E-mail Address:

msedeh@gmail.com

Home Telephone:

503-313-4662

Home Address:

125 N 10th Brooklyn NY 11249



07/20/2023

Signature

Date

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last revised 04/2022

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

Trustee Name:

Allison Keil

Name of Charter School Education Corporation:

Community Roots Charter School

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

Non-Voting Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☒ Yes ☐ No

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

My daughter Juno Eastman attends Community Roots. I do not weigh in or participate on any issues that pertain to Juno's individual experience or evaluation.

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

I am the Co-Founder and K-8 Co-Director of Community Roots which is why I am a non-voting Board member.

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

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

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

☒ **None**

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

-

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Business Telephone:

7188581629

Business Address:

51 Saint Edwards Street, Brooklyn, NY 11205

E-mail Address:

akeil@communityroots.org

Home Telephone:

9179722285

Home Address:

42 Herkimer Street, Brooklyn, NY 11216



7/20/23

Signature

Date

Acceptable signature formats include:

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last revised 04/2022

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

Trustee Name:

Jerry Petit-Frere

Name of Charter School Education Corporation:

Community Roots Charter School

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

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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

-

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Business Telephone:

Business Address:

E-mail Address:

jpettf@gmail.com

Home Telephone:

9176865199

Home Address:

2107 Bedford Avenue, Brooklyn, NY 11226



7/24/2023

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Scott Strasser

Name of Charter School Education Corporation:

Community Roots Charter School

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

Co-Chair of the Board; Member, Finance Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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

-

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

Business Telephone:

212-218-4222

Business Address:

1350 Avenue of the Americas, 19th Floor, New York, NY 10019

E-mail Address:

sfstrasser@gmail.com

Home Telephone:

212-988-4874

Home Address:

190 East 72nd Street, Apartment 19D, New York, NY 10021



07/24/2023

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Brian Shaw

Name of Charter School Education Corporation:

Community Roots Charter School

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

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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

-

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

Business Telephone:

212-786-0976

Business Address:

N/A

E-mail Address:

b.joseph.shaw@gmail.com

Home Telephone:

Home Address:

Brian J Shaw

7/26/2023

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

Board Meeting Minutes

Tuesday, July 12, 2022 at 8:30am

LOCATION

Public meeting accessible via video Zoom conference, [Link](#)

ATTENDANCE

Present via video conference: T. Benjamin-Van Lierop, C. Khan, S. Malik, D. Manheimer, J. Petit-Frere, N. Pugh, M. Sedeh, , C. Spadaro, S. Strasser

Absent: S. Clark, S. Fogarty, A. Keil, B. Shaw, S. Stone, T. Strauss, J. Thomases

Staff/Guests: E. Carstensen, D. Forsythe, A. Ngeseyan

I. OPENING ITEMS

A. Call meeting to order

1. Meeting was called to order at 8:35am.

II. REQUIRED VOTING

A. Revision of CRCS Charter Section IV. A.2. Admissions Policies [*Section C. Waitlist Procedures and Notifications*]

- o Motion to approve the School's revision of Charter to read [amendment in red]:
"Applications received after the submission deadline are added to the end of the waitlist generated from the lottery in the order they are received. As new applications come in, all lottery preferences will be applied to the waitlist." —S. Strasser motioned, C. Khan seconded, all were in favor.

III. CO-DIRECTORS UPDATE

A. No update to report.

IV. FINANCE COMMITTEE

A. No update to report.

V. EDUCATION COMMITTEE

A. No update to report.

VI. DEVELOPMENT COMMITTEE

A. No update to report.

VII. BOARD DEVELOPMENT COMMITTEE

A. No update to report.

VIII. CLOSING ITEMS

A. None. Meeting adjourned at 8:51am.

IX. EXECUTIVE SESSION

A. Board did not meet for Executive Session.

Respectfully Submitted,
D. Forsythe

Board Meeting Minutes

Tuesday, August 9, 2022 at 8:30am

LOCATION

Public meeting accessible via video Zoom conference, [Link](#)

ATTENDANCE

Present via video conference: C. Khan, S. Malik, D. Manheimer, J. Petit-Frere, N. Pugh, S. Strasser, T. Strauss,

Absent: T. Benjamin-Van Lierop, S. Clark, S. Fogarty, A. Keil, M. Sedeh, B. Shaw, C. Spadaro, S. Stone, J. Thomases

Staff/Guests: D. Forsythe, A. Ngeseyan

I. OPENING ITEMS

A. Call meeting to order

1. Meeting was called to order at 8:32am. July Minutes approved; T. Strauss motioned, C. Khan seconded; all were in favor.

II. CO-DIRECTORS UPDATE

A. No update to report.

III. FINANCE COMMITTEE

A. A. Ngeseyan updated the board regarding the progress of the audit and its tentative reportage to the board in October.

IV. EDUCATION COMMITTEE

A. No update to report.

V. DEVELOPMENT COMMITTEE

A. No update to report.

VI. BOARD DEVELOPMENT COMMITTEE

A. No update to report.

VII. CLOSING ITEMS

A. None. Meeting adjourned at 8:47am.

VIII. EXECUTIVE SESSION

A. Board did not meet for Executive Session.

Respectfully Submitted,
D. Forsythe

Board Meeting Minutes

Monday, September 19, 2022 at 6:00pm

LOCATION

Public meeting accessible via video Zoom conference, [Link](#)

ATTENDANCE

Present via video conference: T. Benjamin-Van Lierop [65 Court Street], A. Keil [42 Herkimer Street, Brooklyn, NY 11216], S. Malik [85 Broad Street, New York, NY], D. Manheimer [2628 Broadway NY NY 10025, J. Petit-Frere 345 Harrison Ave, Boston, Ma 02118], S. Stone [25 Greenwich Street, New York, NY], S. Strasser [1350 Avenue of the Americas, New York, NY], T. Strauss, M. Sedeh [339 Park Avenue, New York, NY], J. Thomases [[35 Washington, Brooklyn, NY]

Absent: S. Clark, S. Fogarty, C. Khan, N. Pugh, B. Shaw, C. Spadaro,

Staff/Guests: E. Carstensen, D. Forsythe, A. Ngeseyan, P. Peterson

I. OPENING ITEMS

A. Call meeting to order

1. Meeting was called to order at 6:02pm.

II. CO-DIRECTORS UPDATE

A. A. Keil, S. Stone, E. Carstensen and P. Peterson shared updates on FY23 school year opening and answered corresponding questions from trustees.

IV. FINANCE COMMITTEE

A. A. Ngeseyan updated trustees on the progress of the FY22 audit.

IV. EDUCATION COMMITTEE

A. No update to report.

V. DEVELOPMENT COMMITTEE

A. D. Forsythe updated trustees on fundraising goals and strategies for FY23

VI. BOARD DEVELOPMENT COMMITTEE

A. No update to report.

VII. CLOSING ITEMS

A. None. Meeting adjourned at 6:34pm

IX. EXECUTIVE SESSION

A. Board did not meet for Executive Session.

Respectfully Submitted,
D. Forsythe

Annual Board Meeting Minutes

Monday, October 17, 2022 at 6:30pm

LOCATION

Public meeting accessible at Community Roots Elementary School [51 Saint Edwards Street, Floor 3, Brooklyn, NY 11205] and via video Zoom conference, [Link](#)

ATTENDANCE

Present: T. Benjamin-Van Lierop, C. Khan, S. Malik, D. Manheimer, J. Petit-Frere, M.

Sedeh, B. Shaw, C. Spadaro, S. Strasser, T. Strauss, J. Thomases

Absent: S. Clark, S. Fogarty, N. Pugh

Staff/Guests: E. Carstensen, D. Forsythe, J. Sohn

I. OPENING ITEMS

A. Call meeting to order

1. Meeting was called to order at 6:45pm.

II. REQUIRED VOTING

A. Resignation of Trustee

- o Motion to approve the resignation of CRCS Trustee and acting Board Secretary Shawn Clark. *S. Strasser motioned, M. Sedeh seconded, all were in favor.*

B. Annual Election: Board Secretary

- o Motion to approve Swati Malik as acting Board Secretary, effective immediately. *S. Strasser motioned, D. Manheimer seconded, all were in favor.*

III. CO-DIRECTORS UPDATE

A. A. Keil, S. Stone and E. Carstensen presented data collected throughout the academic year 2021-2022, and the process of goal development in the categories of culture goals (equity and inclusion), academic goals (math and reading) and recruitment goals (student and faculty). J. Sohn and D. Forsythe presented within their respective areas of knowledge. All presenters answered questions posed by Trustees and engaged in resulting discussion and consultation.

IV. FINANCE COMMITTEE

A. No update to report.

V. EDUCATION COMMITTEE

A. No update to report.

VI. DEVELOPMENT COMMITTEE

A. D. Forsythe shared fundraising of FY23 to date while outlining goals and strategies for the fiscal year.

VII. BOARD DEVELOPMENT COMMITTEE

A. No update to report.

VIII. CLOSING ITEMS

A. None. Meeting adjourned at 8:39pm.

IX. EXECUTIVE SESSION

A. Board did not meet for Executive Session.

Respectfully Submitted,
D. Forsythe

Annual Board Meeting Minutes

Monday, November 7, 2022 at 6:06pm

LOCATION

Zoom Video cConference, [Link](#)

ATTENDANCE

Present: A. Keil, C. Khan, S. Malik, J. Petit-Frere, N. Pugh, M. Sedeh, C. Spadaro, S. Stone, S. Strasser, T. Strauss, J. Thomases

Absent: T. Benjamin-Van Lierop, S. Fogarty, D. Manheimer, B. Shaw

Staff/Guests: D. Forsythe, P. Peterson, G. Saliba

I. OPENING ITEMS

A. Call meeting to order

1. Meeting was called to order at 6:06pm. October Minutes approved; S. Scott motioned, C. Spadaro seconded; all were in favor.

II. CO-DIRECTORS UPDATE

A. A. Keil and S. Stone updated the board on recent execution of community programming efforts launched by the school since the lifting of pandemic restrictions as well as newly restructured community council initiatives led predominantly by CRCS families.

III. FINANCE COMMITTEE

A. G. Saliba presented CRCS' FY22 Audit. A. Ngeseyan supported as needed; Trustees asked questions and shared insight accordingly.

IV. EDUCATION COMMITTEE

A. No update to report.

V. DEVELOPMENT COMMITTEE

A. D. Forsythe shared fundraising of FY23 to date while outlining goals and strategies for the fiscal year.

VI. BOARD DEVELOPMENT COMMITTEE

A. No update to report.

VII. CLOSING ITEMS

A. None. Meeting adjourned at 6:39pm.

VIII. EXECUTIVE SESSION

A. Board did not meet for Executive Session.

Respectfully Submitted, D. Forsythe

Board Meeting Minutes

Tuesday, December 6, 2022 at 8:30am

LOCATION

Public meeting accessible via video Zoom conference, [Link](#)

ATTENDANCE

Present via video conference: T. Benjamin-Van Lierop, S. Fogarty, A. Keil, C. Khan, D. Manheimer, J. Petit-Frere, N. Pugh, S. Stone, B. Shaw, S. Strasser, J. Thomases

Absent: S. Malik, T. Strauss, M. Sedeh, C. Spadaro,

Staff/Guests: D. Forsythe, A. Ngeseyan

I. OPENING ITEMS

- A. Call meeting to order
 - 1. Meeting was called to order at 8:32am.

II. CO-DIRECTORS UPDATE

- A. No update to report; PEAS reminded the Board of agenda items for the January meeting involving their presentations.

IV. FINANCE COMMITTEE

- A. No update to report.

IV. EDUCATION COMMITTEE

- A. No update to report.

V. DEVELOPMENT COMMITTEE

- A. D. Forsythe shared fundraising and related committee updates.

VI. BOARD DEVELOPMENT COMMITTEE

- A. No update to report.

VII. CLOSING ITEMS

- A. None. Meeting adjourned at 8:45am.

IX. EXECUTIVE SESSION

- A. Board did not meet for Executive Session.

Respectfully Submitted,
D. Forsythe

Board Meeting Minutes

Monday, January 9, 2023 at 6:00pm

LOCATION

Public meeting accessible via video Zoom conference, [Link](#)

ATTENDANCE

Present via video conference: T. Benjamin-Van Lierop, S. Fogarty, S. Malik, D. Manheimer, J. Petit-Frere, N. Pugh, M. Sedeh, C. Spadaro, S. Stone, S. Strasser, T. Strauss, J. Thomases

Absent: C. Khan, A. Keil, B. Shaw

Staff/Guests: E. Carstensen, D. Forsythe, A. Ngeseyan, P. O'Neil, P. Peterson

I. OPENING ITEMS

- A. Call meeting to order
 - 1. Meeting was called to order at 6:08pm.

II. CO-DIRECTORS UPDATE

- A. R. Gilman presented on CRCS' implementation of Restorative Practices with Co-Directors. Trustees asked questions which were answered by presenters.

III. FINANCE COMMITTEE

- A. A. Ngeseyan and D. Manheimer presented FY24 Budget Overview and Timeline.

IV. EDUCATION COMMITTEE

- A. No update to report.

V. DEVELOPMENT COMMITTEE

- A. D. Forsythe shared fundraising and related committee updates.

VI. BOARD DEVELOPMENT COMMITTEE

- A. No update to report.

VII. TRUSTEE ORIENTATION re: DISCIPLINARY ACTIONS

- A. P. O'Neil of Barton Gilman LLP shared guidance on CRCS' Code of Conduct and Discipline Code and role of trustees in school related disciplinary matters.

VIII. CLOSING ITEMS

- A. None. Meeting adjourned at 7:51pm.

IX. EXECUTIVE SESSION

- A. Board met for Executive Session.

Respectfully Submitted,
D. Forsythe

Board Meeting Minutes

Tuesday, February 7, 2023 at 8:30am

LOCATION

Public meeting accessible via video Zoom conference, [Link](#)

ATTENDANCE

Present via video conference: T. Benjamin-Van Lierop, A. Keil, C. Khan, S. Malik, D. Manheimer, N. Pugh, M. Sedeh, S. Stone, S. Strasser, T. Strauss, J. Thomases

Absent: S. Fogarty, J. Petit-Frere, B. Shaw, C. Spadaro,

Staff/Guests: E. Carstensen, D. Forsythe, A. Ngeseyan, P. Peterson

I. OPENING ITEMS

- A. Call meeting to order
 - 1. Meeting was called to order at 8:03am.

II. CO-DIRECTORS UPDATE

- A. No update to report.

III. FINANCE COMMITTEE

- A. A. Ngeseyan and D. Manheimer presented FY24 Budget Overview and Timeline and shared related review documents.

IV. EDUCATION COMMITTEE

- A. No update to report.

V. DEVELOPMENT COMMITTEE

- A. D. Forsythe shared fundraising and related committee updates.

VI. BOARD DEVELOPMENT COMMITTEE

- A. No update to report.

VII. CLOSING ITEMS

- A. None. Meeting adjourned at 8:37am.

VIII. EXECUTIVE SESSION

- A. Board did not meet for Executive Session.

Respectfully Submitted,
D. Forsythe

Board Meeting Minutes

Monday, March 6, 2023 at 6:30pm

LOCATION

Public meeting accessible via video Zoom conference, [Link](#)

ATTENDANCE

Present via video conference: A. Keil, C. Khan, D. Manheimer, J. Petit-Frere, N. Pugh, M. Sedeh, B. Shaw, C. Spadaro, S. Stone, S. Strasser, T. Strauss, J. Thomases

Absent: T. Benjamin-Van Lierop, S. Fogarty, S. Malik

Staff/Guests: E. Carstensen, D. Forsythe, A. Ngeseyan, P. Peterson

I. OPENING ITEMS

- A. Call meeting to order
 - 1. Meeting was called to order at 6:32pm.

II. CO-DIRECTORS UPDATE

A. P. Peterson, E. Carstensen, A. Keil and S. Stone updated trustees on academic and programmatic progress across all grades K-8 as well as an update on student recruitment efforts for this spring's enrollment lottery.

III. FINANCE COMMITTEE

A. A. Ngeseyan and D. Manheimer presented FY24 Budget Draft and answered all questions.

IV. EDUCATION COMMITTEE

A. No update to report.

V. DEVELOPMENT COMMITTEE

A. D. Forsythe shared fundraising and related committee updates.

VI. BOARD DEVELOPMENT COMMITTEE

A. No update to report.

VII. CLOSING ITEMS

A. None. Meeting adjourned at 8:11pm.

VIII. EXECUTIVE SESSION

A. Board did not meet for Executive Session.

Respectfully Submitted,
D. Forsythe

Board Meeting Minutes

Monday, April 3, 2023 at 6:30pm

LOCATION

Public meeting accessible via video Zoom conference, [Link](#)

ATTENDANCE

Present via video conference: T. Benjamin-Van Lierop, S. Fogarty, A. Keil, D. Manheimer, S. Malik, J. Petit-Frere, N. Pugh, M. Sedeh, B. Shaw, C. Spadaro, S. Stone, S. Strasser, T. Strauss, J. Thomases

Absent: C. Khan

Staff/Guests: E. Carstensen, D. Forsythe, A. Ngeseyan, P. Peterson

I. OPENING ITEMS

A. Call meeting to order

1. Meeting was called to order at 6:34PM.
2. Approval of March Meeting Minutes: S. Strasser motioned, J. Petit-Frere seconded, all were in favor.

II. CO-DIRECTORS UPDATE

A. A. Keil presented on student recruitment for FY24; D. Forsythe supported. E. Carstensen and P. Peterson shared middle school programming updates and highlights.

III. FINANCE COMMITTEE

A. A. Ngeseyan presented FY24 Budget. Trustees asked any remaining questions. FY24 Budget was then voted upon:

- o Motion to approve FY24 Budget as presented by the Finance Committee and A. Ngeseyan—S. Strasser motioned, M. Sedeh seconded, all were in favor.

IV. EDUCATION COMMITTEE

A. No update to report.

V. DEVELOPMENT COMMITTEE

A. D. Forsythe shared fundraising goals and strategies for FY23.

VI. BOARD DEVELOPMENT COMMITTEE

A. No update to report.

VII. CLOSING ITEMS

A. None. Meeting adjourned at 7:48PM.

VIII. EXECUTIVE SESSION

A. Board did not meet for Executive Session.

Respectfully Submitted, D. Forsythe

Board Meeting Minutes

Tuesday, May 2, 2023 at 8:30am

LOCATION

Public meeting accessible via video Zoom conference, [Link](#)

ATTENDANCE

Present via video conference: T. Benjamin-Van Lierop, A. Keil, C. Khan, D. Manheimer, N. Pugh, M. Sedeh, S. Stone, S. Strasser, J. Thomases

Absent: S. Fogarty, S. Malik, J. Petit-Frere, B. Shaw, C. Spadaro, T. Strauss

Staff/Guests: E. Carstensen, D. Forsythe, A. Ngeseyan

I. OPENING ITEMS

A. Call meeting to order

1. Meeting was called to order at 8:30AM.
2. Approval of April Meeting Minutes: S. Strasser motioned, T. Benjamin-Van Lierop seconded, all were in favor.

II. CO-DIRECTORS UPDATE

A. No update to report.

III. FINANCE COMMITTEE

A. A. Ngeseyan presented on pertinent updates and processes.

IV. EDUCATION COMMITTEE

A. No update to report.

V. DEVELOPMENT COMMITTEE

A. D. Forsythe shared fundraising goals and strategies for FY23.

VI. BOARD DEVELOPMENT COMMITTEE

A. No update to report.

VII. CLOSING ITEMS

A. None. Meeting adjourned at 8:37AM.

VIII. EXECUTIVE SESSION

A. Board did not meet for Executive Session.

Respectfully Submitted, D. Forsythe

Board Meeting Minutes

Friday, June 16, 2023 at 9:00am

LOCATION

Public meeting accessible via video Zoom conference, [Link](#)

ATTENDANCE

Present via video conference: T. Benjamin-Van Lierop, S. Fogarty, A. Keil, J. Petit-Frere, S. Malik, D. Manheimer, B. Shaw, J. Thomases

Absent: C. Khan, N. Pugh, M. Sedeh, C. Spadaro, S. Stone, S. Strasser, T. Strauss

Staff/Guests: D. Forsythe

I. OPENING ITEMS

A. Call meeting to order

1. Meeting was called to order at 9:02AM.
2. Approval of May Meeting Minutes: D. Manheimer motioned, T. Benjamin-Van Lierop seconded, all were in favor.

II. CO-DIRECTORS UPDATE

A. A. Keil updated the board on planned end of year activities occurring that week and the following, inviting trustees to attend upcoming graduation ceremonies and middle school roundtables.

III. FINANCE COMMITTEE

A. No update to report.

IV. EDUCATION COMMITTEE

A. No update to report.

V. DEVELOPMENT COMMITTEE

A. D. Forsythe presented updated totals for FY23.

VI. BOARD DEVELOPMENT COMMITTEE

A. No update to report.

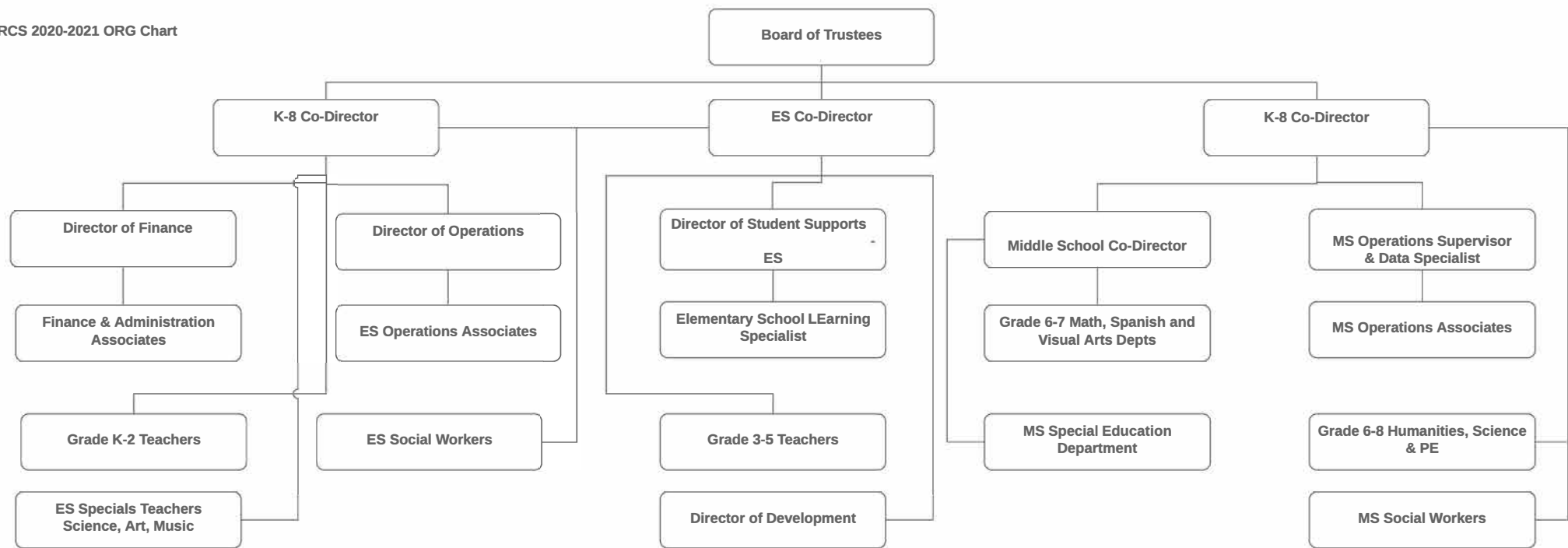
VII. CLOSING ITEMS

A. None. Meeting adjourned at 9:17AM.

VIII. EXECUTIVE SESSION

A. Board did not meet for Executive Session.

Respectfully Submitted, D. Forsythe



Community Roots Charter School - 2023-2024 School Calendar v. June 2023 (2)

Instructional Hours K-5 = 1035/900 - 6-8 = 1078/990

DATE	WEEKDAY	EVENT	COMMENTS
September 7	Thursday	First day of school	1/2 Day Kindergarten Only
September 8	Friday	1/2 Day Kindergarten Only	1/2 Day Kindergarten Only
September 13	Wednesday	3rd Grade Curriculum Night / FV Info session	3rd Grade Only
September 25	Monday	Yom Kippur, schools closed	School Closed
October 5	Thursday	ES Curriculum Night	K-5 Only
October 9	Monday	Italian Heritage/Indigenous Peoples' Day, schools closed	School Closed
October 11-13	Wednesday-Friday	3rd Grade Frost Valley Trip	3rd Grade Only
October 11	Wednesday	MS Curriculum Night	6-8 Only
October 13	Friday	Community Sing!	K-5 Only
October 19	Thursday	Staff PD Day	1/2 Day - 12:00 Dismissal K-8
October 25-27	Wednesday-Friday	6th Grade Overnight Trip - Ashokan	6th Grade Only
November 7	Tuesday	Election Day, students do not attend school	No School for Students
November 17	Friday	ES Family Conferences	No School for Students
November 22-24	Wednesday-Friday	Thanksgiving Recess, schools closed	School Closed
November 30	Thursday	MS Family Conferences	Remote Instructional Day for Gr 6-8
December 1	Friday	MS Family Conferences	Remote Instructional Day for Gr 6-8
December 5	Tuesday	Staff PD Day	1/2 Day - 12:00 Dismissal K-8
December 8	Friday	MS - End of 1st TRIMESTER	8th Grade ELECTIVES ONLY
December 11	Monday	MS - Start of 2nd TRIMESTER	8th Grade ELECTIVES ONLY
December 21	Thursday	Community Sing!	K-5 Only
December 22-January 1	Friday-Monday	Winter Recess, schools closed	School Closed
January 15	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed	School Closed
January 25	Thursday	Staff PD Day	1/2 Day - 12:00 Dismissal K-8
January 26	Friday	MS - End of 1st SEMESTER	6th - 8th Grade (Specials)
January 29	Monday	MS - Start of 2nd SEMESTER	6th - 8th Grade (Specials)
February 13	Tuesday	Staff PD Day	1/2 Day - 12:00 Dismissal K-8
February 19-23	Monday-Friday	Midwinter Recess, schools closed	School Closed
March 7	Thursday	Staff PD Day	1/2 Day - 12:00 Dismissal K-8
March 15	Friday	K-5 Family Conferences	No School for Students
March 15	Friday	MS - End of 2nd TRIMESTER	8th Grade ELECTIVES ONLY

March 18	Monday	MS - Start of 3rd TRIMESTER	8th Grade ELECTIVES ONLY
March 21	Thursday	MS Family Conferences	Remote Instructional Day for Gr 6-8
March 22	Friday	MS Family Conferences	Remote Instructional Day for Gr 6-8
March 22	Friday	Community Sing!	K-5 Only
March 29-April 1	Friday-Monday	Good Friday/Easter, schools closed	School Closed
April 4	Thursday	Staff PD Day	1/2 Day - 12:00 Dismissal K-8
April 10	Wednesday	Eid al-Fitr, schools closed	School Closed
April 11-15	Thursday-Monday	ELA Paper Testing (Grades 3/4 & 6/7)	
April 15-17	Monday-Wednesday	ELA Paper Testing Makeup Window	
April 16-18	Tuesday-Thursday	Grades 5 & 8 Science CBT	
April 15-May 24	Monday-Friday	NYSESLAT Speaking and Makeup Window	
April 22-30	Monday-Tuesday	Spring Recess (including Passover), schools closed	School Closed
May 1-3	Wednesday-Friday	ELA CBT Tests Grades 5th & 8th	
May 7-9	Tuesday-Thursday	Math Paper Based Testing (3rd, 4th, 6th, 7th Grades)	
May 10-14	Friday-Thursday	Math Paper Testing Makeup Window	
May 10-17	Friday-Friday	Computer Testing Makeup Window (ELA/Math & Science)	
May 13-14	Monday-Tuesday	Math CBT Tests Grades 5th & 8th	
May 13-24	Monday-Friday	NYSESLAT L/R/W and Makeup Window	
May 21	Tuesday	Staff PD Day	1/2 Day - 12:00 Dismissal K-8
May 22-24	Wednesday-Friday	MS Intensives	6-8 Only
May 24	Friday	Community Sing!	K-5 Only
May 27	Monday	Memorial Day, schools closed	School Closed
May 29-May 31	Wednesday-Friday	5th Grade Overnight Trip	5th Grade Only
May 29-May 31	Wednesday-Friday	4th Grade Overnight Trip	4th Grade Only
June 4	Tuesday	8th Grade Algebra Regents	8th Grade Only
June 6	Thursday	Chancellor's PD Day/Brooklyn/Queens Day	No School for Students
June 7	Friday	Clerical Day	No School for Students
June 10-June 14	Monday-Friday	7th Grade Overnight Trip	7th Grade Only
June 12	Wednesday	K-2 Field Day	K-2 Only
June 14	Friday	3-5 Field Day	3-5 Only
June 14	Friday	8th Grade Class Trip	8th Grade
June 17	Monday	Eid al-Adha	School Closed
June 18	Tuesday	6-8 Field Day	6-8 Only
June 18	Tuesday	5th Grade Moving Up Ceremony	5th Grade Only

June 19	Wednesday	Juneteenth, schools closed	School Closed
June 20	Thursday	8th Grade Graduation	8th Grade Only
June 21	Friday	Last day of school for students	1/2 Day - 12:00 Dismissal K-8