

# Application: PAVE Academy Charter School

David Houlihan - david@dehpartners.com  
2021-2022 Annual Report

## Summary

**ID:** 0000000126

**Status:** Annual Report Submission

## Entry 1 School Info and Cover Page

**Completed** - Aug 1 2022

### Instructions

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

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

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2021-2022 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, 2022)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

PAVE ACADEMY CHARTER SCHOOL 800000061098

**a1. Popular School Name**

PAVE

**b. CHARTER AUTHORIZER (As of June 30th, 2021)**

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

**d. DISTRICT / CSD OF LOCATION**

CSD #15 - BROOKLYN

**e. DATE OF INITIAL CHARTER**

6/2008

**f. DATE FIRST OPENED FOR INSTRUCTION**

9/2008

**c. School Unionized**

Is your charter school unionized?

No

**h. SCHOOL WEB ADDRESS (URL)**

<https://paveschools.org/>

**i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)**

588

**j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)**

461

**k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)**

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6, 7, 8

**I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

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## **FACILITIES INFORMATION**

### **m. FACILITIES**

Will the school maintain or operate multiple sites in 2022-2023?

No, just one site.

**PAVE ACADEMY CHARTER SCHOOL 800000061098**

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**School Site 1 (Primary)**

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**m1. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	732 Henry Street, Brooklyn, NY 11231	718-858-7813	NYC CSD 15	K-8	No

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

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Marsha Gadsden	Executive Director	718-858-7813	718-757-0051	<a href="mailto:mgadsden@paveschools.org">mgadsden@paveschools.org</a>
Operational Leader	Dawn Antoine-Forbes	Director of Operations	718-858-7813	929-287-9115	<a href="mailto:dantoine@paveschools.org">dantoine@paveschools.org</a>
Compliance Contact	Meg Brown	Assistant Director of Operations	718-858-7813	804-972-5430	<a href="mailto:mbrown@paveschools.org">mbrown@paveschools.org</a>
Complaint Contact	Meg Brown	Assistant Director of Operations	718-858-7813	804-972-5430	<a href="mailto:mbrown@paveschools.org">mbrown@paveschools.org</a>
DASA Coordinator	Margaret Bates	Dean of Student Support Services	718-858-7813	504-813-9080	<a href="mailto:mbates@paveschools.org">mbates@paveschools.org</a>
Phone Contact for After Hours Emergencies	Meg Brown	Assistant Director of Operations	718-858-7813	804-972-5430	<a href="mailto:mbrown@paveschools.org">mbrown@paveschools.org</a>

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

Private Space

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

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

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **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, 2022.**

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

[PAVE RH CO.pdf](#)

**Filename:** PAVE RH CO.pdf **Size:** 237.5 kB

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**Site 1 Fire Inspection Report**

**CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR**

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**n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).**

No

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**o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?**

Yes

## 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	David Houlihan
Position	Operations/Compliance
Phone/Extension	347-306-7818
Email	<a href="mailto:dhoulihan@paveschools.org">dhoulihan@paveschools.org</a>

**p. 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

**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

**Signature, Head of Charter School**

Muska Jadschen

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

Ebudge Gilberti

**Date**

Jul 29 2022

Thank you.



## **Entry 3 Accountability Plan Progress Reports**

Incomplete

### **Instructions**

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

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the SUNY Epicenter system by **September 15, 2022**. SUNY CSI will forward to NYSED CSO.

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

## **Entry 4 - Audited Financial Statements**

Incomplete

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

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **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, 2022**. 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 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.**

## **Entry 4a - Audited Financial Report Template (SUNY)**

Incomplete

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

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Report Template" at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO.

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

## **Entry 5 - Fiscal Year 2022-2023 Budget**

Incomplete

**SUNY-authorized charter schools** should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

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** - Aug 1 2022

Due on August 1, 2022, 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 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). 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 completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

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

### **[Disclosure of Financial Interest form - Ferrer](#)**

**Filename:** Disclosure\_of\_Financial\_Interest\_f\_mdAtvXx.pdf **Size:** 522.8 kB

### **[Disclosure of Financial Interest form - Gilbert](#)**

**Filename:** Disclosure\_of\_Financial\_Interest\_f\_9zLr6f6.pdf **Size:** 534.0 kB

### **[Disclosure of Financial Interest form - Sweeney](#)**

**Filename:** Disclosure\_of\_Financial\_Interest\_f\_AA1CqbE.pdf **Size:** 522.2 kB

### **[Disclosure of Financial Interest form - Lumpkin](#)**

**Filename:** Disclosure\_of\_Financial\_Interest\_f\_UnrSvPh.pdf **Size:** 530.0 kB

## **Entry 7 BOT Membership Table**

**Completed** - Aug 1 2022

## **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.

### PAVE ACADEMY CHARTER SCHOOL 80000061098

#### Authorizer:

Who is the authorizer of your charter school?

SUNY

#### 1. 2021-2022 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 Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	Jamie Greenthal	<a href="mailto:jlgreenthal@gmail.com">jlgreenthal@gmail.com</a>	Chair	Finance	Yes	5	7/1/2021	6/30/2022	12
2	Kim Lumpkin	<a href="mailto:kim@blumentertainment.com">kim@blumentertainment.com</a>	Trustee/Member	n/a	Yes	3	4/1/2022	3/31/2023	9

3	Sophie Lippincott Ferrer	<a href="mailto:sophieli.ppincott@gmail.com">sophieli.ppincott@gmail.com</a>	Trustee/Member	n/a	Yes	2	9/1/2020	8/31/2022	9
4	Allie Sweeney	<a href="mailto:allieosweeeney@gmail.com">allieosweeeney@gmail.com</a>	Treasurer	Finance	Yes	5	7/1/2020	6/30/2022	12
5	Melanie Dukes	<a href="mailto:dukes.melanie.j@gmail.com">dukes.melanie.j@gmail.com</a>	Vice Chair	Finance	Yes	1	9/1/2020	8/31/2022	8
6	Eldridge Gilbert	<a href="mailto:eldridge.gilbert@gmail.com">eldridge.gilbert@gmail.com</a>	Trustee/Member	n/a	Yes	1	9/1/2020	8/31/2022	10
7	Coleman Kennedy	<a href="mailto:coleman.kennedy@gmail.com">coleman.kennedy@gmail.com</a>	Trustee/Member	Finance	Yes	1	8/1/2021	7/31/2023	11
8	Spencer Robertson	<a href="mailto:spencer.robertson@hotmail.com">spencer.robertson@hotmail.com</a>	Trustee/Member	n/a	Yes	1	1/1/2022	12/31/2023	6
9	Daniel Greenblatt	<a href="mailto:danielgreenblatt@gmail.com">danielgreenblatt@gmail.com</a>	Trustee/Member	n/a	Yes	8	7/1/2022	6/30/2023	8

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

No

## 2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2022	9
b.Total Number of Members Added During 2021-2022	2
c. Total Number of Members who Departed during 2021-2022	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

### 3. Number of Board meetings held during 2021-2022

12

### 4. Number of Board meetings scheduled for 2022-2023

12

### Total number of Voting Members on June 30, 2022:

9

### Total number of Voting Members added during the 2021-2022 school year:

2

Total number of Voting Members who departed during the 2021-2022 school year:

0

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

9

Thank you.

## Entry 9 Enrollment & Retention

Completed - Aug 1 2022

### [Instructions for submitting Enrollment and Retention Efforts](#)

#### Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 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 2022-2023.

## Entry 9 Enrollment and Retention of Special Populations

### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
	In the 2021-2022 school year, 84.5% of the total student population was economically disadvantaged, based on eligibility for free and reduced price lunch. At this percentage, we surpassed our target by 19.5	

<p>Economically Disadvantaged</p>	<p>percentage points. The following strategies were used during the recruitment period to specifically attract FRPL eligible students:</p> <ul style="list-style-type: none"> <li>• Meal program was covered at school open house, on application, and during virtual tours</li> <li>• Support was offered to assist families in completing all necessary paperwork to ensure eligible students participate in the lunch program</li> <li>• Recruitment occurred throughout neighborhoods surrounding the school and in the local district</li> <li>• PAVE Academy applied for and was granted access to NYSED's Community Eligibility Option, through which 100% of students receive free lunch, breakfast, and snack at no cost to families</li> <li>• All mass school brochures, mailings, and the enrollment application highlighted the special programs provided to students at no cost to families.</li> </ul>	<p>As the school substantially surpassed the target for enrollment of economically disadvantaged students, we will continue these recruitment strategies in the coming year.</p>
	<p>Of PAVE's total enrollment, 11.3% of students were classified as English Language Learners (8 percentage points below target). The following strategies were utilized to recruit ELL students:</p> <ul style="list-style-type: none"> <li>• Direct mail advertising and enrollment outreach in languages other than English</li> <li>• Other advertising in languages other than English</li> <li>• Outreach by multilingual staff</li> <li>• Outreach to immigrant communities</li> <li>• All school-wide advertising and school materials are translated in</li> </ul>	<p>In the coming year, PAVE will engage in a process to reassess our efforts to recruit</p>

<p>English Language Learners</p>	<p>languages other than English</p> <ul style="list-style-type: none"> <li>• A Google language translator application was installed on the school’s website</li> <li>• We have a multilingual Family &amp; Community Engagement Coordinator who helps our Spanish speaking families navigate the application process</li> <li>• All virtual information sessions, open houses, and tours were held in English and Spanish</li> <li>• PAVE targeted specific neighborhoods with high concentrations of Non-English speaking families</li> <li>• PAVE hosted information sessions in community-based organizations that serve these communities.</li> <li>• PAVE brought on a new English as a New Language Coordinator.</li> </ul>	<p>English Language Learners. We will seek feedback from existing members of our community and re-evaluate the materials, tools, and approaches that are described from the 21-22 school year. The focus will be less on adding efforts and more on evaluating and then increasing the efficacy of our recruitment.</p>
<p>Students with Disabilities</p>	<p>In 2021-22, the percentage of students with disabilities was 30.7%, exceeding our enrollment target by 11.9 percentage points. Our efforts to recruit students with special needs included:</p> <ul style="list-style-type: none"> <li>• Direct mail advertising and enrollment outreach that highlighted programs and support provided for special needs students</li> <li>• Support and programs for students with disabilities included on the school website</li> <li>• Inclusion of special attention provided for these students in marketing materials and other advertising.</li> </ul>	<p>As the school met the target for enrollment of students with disabilities, we will continue these recruitment strategies in the coming year.</p>

**Retention Efforts Toward Meeting Targets**

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	PAVE retained 95.4% of its economically disadvantaged students. We accomplished this by providing additional supports for students and families who need them, such as free uniforms, and by covering the cost of program fees, such as field trip expenses, whenever necessary. The school staff also worked collaboratively to ensure that all families were aware of the supports we provide and that we maintained an inclusive environment at all times.	Given the high retention rate of economically disadvantaged students, we will utilize the same strategies in the coming year.
English Language Learners	At 100%, the school's retention of English Language Learners was strong in 2021-22. The following efforts were made: <ul style="list-style-type: none"> <li>• Translators are made available for families at school events, such as parent-teacher conferences, report card nights, etc.</li> <li>• Two of the Main Office staff are fluent in languages other than English.</li> <li>• Our multilingual Family &amp; Community Engagement Coordinator serves as a point of contact for our Spanish-speaking families in all grades K-8.</li> </ul>	Given the high retention rate of English Language Learners, we will utilize the same strategies in the coming year in terms of translation services, special programs and the creation of an inclusive environment. We will continue to assess the academic needs of all English Language Learners throughout the year and implement program changes as needed to ensure that all needs are being met. All teachers are aware of the DOE translation line. Teachers have and will continue to utilize that service for any parent meetings they have.
	We achieved a very high level of retention of students with disabilities (97%) by ensuring that IEPs were carefully monitored and that all mandated services were implemented in	Given the high retention rate of Students with Disabilities, we will

Students with Disabilities	<p>combination with supplemental supports. PAVE employs two full-time Deans of Student Support Services and seven interventionists in addition to those special educators who provide mandated services to students with IEPs. Families are continually informed of each students' progress, as determined by nationally-normed assessments and teacher observation.</p>	<p>utilize the same strategies in the coming year in special programs and the creation of an inclusive environment. We will continue to assess the academic needs of all Students with Disabilities throughout the year and implement program changes as needed to ensure that all needs are being met.</p>
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**Entry 10 - Teacher and Administrator Attrition**

Completed - Aug 1 2022

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

## **A. TEACH System - Employee Clearance**

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

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

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

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## **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](#).

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### **Attestation**

#### **Responses Selected:**

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

## **Entry 13 School Calendar**

**Completed** - Aug 1 2022

[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, 2022 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, 2022**.

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. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template 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.

## [PAVE RH SY22-23 Leader Academic Calendar Final - RH Family One-Pager SY 22-23](#)

Filename: PAVE\_RH\_SY22-23\_Leader\_Academic\_Ca\_qBUy7hr.pdf Size: 142.6 kB

### Entry 14 Links to Critical Documents on School Website

Completed - Aug 1 2022

#### 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., Repost when financials have been submitted in November.)

### Form for Entry 14 Links to Critical Documents on School Website

School Name: PAVE Academy Charter School

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**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:**

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	<a href="https://paveschools.org/org-info/">https://paveschools.org/org-info/</a>
2. Board meeting notices, agendas and documents	<a href="https://paveschools.org/our-story/board-of-directors/">https://paveschools.org/our-story/board-of-directors/</a>
3. New York State School Report Card	<a href="https://data.nysed.gov/essa.php?year=2020&amp;instid=800000061098">https://data.nysed.gov/essa.php?year=2020&amp;instid=800000061098</a>
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	<a href="https://paveschools.org/wp-content/uploads/Building-Safety-Plan-1.pdf">https://paveschools.org/wp-content/uploads/Building-Safety-Plan-1.pdf</a>
6. Authorizer-approved FOIL Policy	<a href="https://paveschools.org/wp-content/uploads/FOIL-Policy_PAVE-Academy-Charter-School.docx.pdf">https://paveschools.org/wp-content/uploads/FOIL-Policy_PAVE-Academy-Charter-School.docx.pdf</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://paveschools.org/wp-content/uploads/List-of-FOIL-Records.pdf">https://paveschools.org/wp-content/uploads/List-of-FOIL-Records.pdf</a>

Thank you.



**Optional Additional Documents to Upload (BOR)**

**Incomplete**

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

**Trustee Name:**

Sophie Ferrer

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**Name of Charter School Education Corporation:**

PAVE

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

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

**Yes**  **No**

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

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

**Yes**  **No**

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

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

Yes  No

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

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

Yes  No

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

My employer, Education First, does contract with CMOs for strategic planning services. I'm currently collaborator with Ed First and have been with the company since 2012.

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

**None**

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

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

**None**

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

PAVE

- Sophie Ferrer

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

**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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<small>DocuSigned by:</small>  <small>16E712C3C132480...</small>	7/29/22
<b>Signature</b>	<b>Date</b>

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:**

Eldridge Gilbert III

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**Name of Charter School Education Corporation:**

PAVE Schools

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

Board Chair

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

**Yes**  **No**

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

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

**Yes**  **No**

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

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

**Yes**    **No**

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

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

**Yes**    **No**

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

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

**None**

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

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

**None**

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:**

713.208.7653

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**Business Address:**

626 Sheepshead Bay Road | Suite 560

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**E-mail Address:**

eldridge.gilbert@gmail.com

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**Home Telephone:**

713.208.7653

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**Home Address:**

277 Gold St. Apt 7D, Brooklyn, NY 11201

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<p>DocuSigned by:    <small>18D96CCB06DF4BD...</small></p>	<p>7.29.2022</p>
<b>Signature</b>	<b>Date</b>

- Acceptable signature formats include:
- Digitally certified PDF signature
  - Print form, manually sign, scan to PDF

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

**Trustee Name:**

Alexandra Sweeney

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**Name of Charter School Education Corporation:**

PAVE Academy

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

Board, 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**

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

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

**None**

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:**

917 370 2092

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**Business Address:**

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**E-mail Address:**

allieosweeney@gmail.com

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**Home Telephone:**

917 370 2092

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**Home Address:**

3 Chapel Gate Lane, Glen Head, NY 11545

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DocuSigned by:  <small>F591BE1692E1463...</small>	7/29/2022
<b>Signature</b>	<b>Date</b>

Acceptable signature formats include:

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

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

**Trustee Name:**

Kimberley Lumpkin

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**Name of Charter School Education Corporation:**

PAVE School

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

None

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

**Yes**  **No**

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

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

**Yes**  **No**

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

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

**Yes**    **No**

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

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

**Yes**    **No**

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

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

**None**

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

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

**None**

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:**

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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DocuSigned by:  
  
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**Signature**

**Date**

Acceptable signature formats include:

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

Date	Event
Tuesday, July 5th - Friday, August 5th	Summer Academy
Wednesday, August 24th	Elementary School Back to School Night
Thursday, August 25th	Middle School Back to School Night
Monday, August 29th	First Day of School for ONLY Kindergarten, 1st Grade, and 5th Grade; <b>1:45pm dismissal</b>
Tuesday, August 30th	First Day for 6th Grade ONLY Kindergarten, 1st Grade, 5th Grade, & 6th Grade attend; <b>1:45pm Dismissal</b>
Wednesday, August 31st	First Day of School for ALL Students; <b>1:45pm dismissal</b>
Thursday, September 1st	ALL Students attend; <b>1:45pm dismissal</b>
Friday, September 2nd	<b>First Friday Half-Day - Dismissal at 12:30pm (Dismissal at 12:30pm EVERY Friday)</b>
Monday, September 5th	<b>School Closed - Labor Day</b>
Monday, October 10th	<b>School Closed - Indigeneous Peoples' Day</b>
Friday, October 28th	<b>School Closed - Staff Professional Development Day</b>
Thursday, November 10th	<b>School Closed - Staff Professional Development Day</b>
Friday, November 11th	<b>School Closed - Veteran's Day</b>
Friday, November 18th	Progress Reports Distrubuted
Monday, November 21st- Tuesday, November 22nd	Student-Led & Family Teacher Conference Days; <b>12:30 PM Dismissal</b>
Wednesday November, 23rd- Friday, November 25th	<b>School Closed - Thanksgiving Break</b>
Monday, December 26th - Friday, Dec 30th	<b>School Closed - Winter Break</b>
Monday, January 2nd	<b>School Closed - Staff Professional Development Day</b> Students return from Winter Break on Tuesday, January 3rd
Monday, January 16th	<b>School Closed - Martin Luther King, Jr. Day</b>
Friday, February 3rd	<b>School Closed - Professional Development Day; Report Cards Distributed</b>
Monday, February 20th - Friday, February 24th	<b>School Closed - Mid-Winter February Break</b>
Friday, March 10th	<b>School Closed- Staff Professional Development Day</b>
Friday, April 7th- Friday, April 14th	<b>School Closed - Spring Break</b>
Wednesday, April 19th - Thursday, April 20th	New York State ELA Exam, 3rd-8th Grade
Wednesday, April 26th	Progress Reports Distrubuted
Thursday, April 27th - Friday, April 28th	<b>12:30pm Dismissal; Student Led &amp; Family Teacher Conference Days;</b>
Wednesday, May 3rd - Thursday, May 4th	New York State Math Exam, 3rd-8th Grade
Tuesday, May 23rd - Friday, June 2nd	New York State Science Perfomance Exam, 8th Grade
Monday, May 29th	<b>School Closed - Memorial Day</b>
Monday, June 5th	New York State Science Exam, 8th Grade
Friday, June 9th	8th Grade Graduation
Wednesday, June 14th	<b>12:30pm Dismissal; Last Day of Class for ALL Grades; Report Cards Distributed</b>

**School begins each morning at 8:00am.**

Doors open at 8:00am. Students who arrive after 8:20am are considered tardy.

Dismissal is at ????

**Dismissal is at 12:30pm every Friday .**

# Certificate of Occupancy

**CO Number: 320245276F**

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

<b>A.</b> Borough: Brooklyn Address: 732 HENRY STREET Building Identification Number (BIN): 3397377	<b>Block Number:</b> 00539	<b>Certificate Type:</b> Final
	<b>Lot Number(s):</b> 24	<b>Effective Date:</b> 06/28/2013
	<b>Building Type:</b> New	

This building is subject to this Building Code: 2008 Code

*For zoning lot metes & bounds, please see BISWeb.*

<b>B.</b> Construction classification:	2-B	(2008 Code)
Building Occupancy Group classification:	E	(2008 Code)
Multiple Dwelling Law Classification:	None	
No. of stories:	3	Height in feet: 45
		No. of dwelling units: 0

**C.** Fire Protection Equipment:  
None associated with this filing.

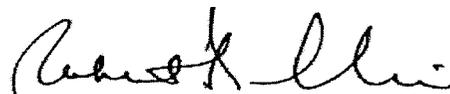
**D.** Type and number of open spaces:  
None associated with this filing.

**E.** This Certificate is issued with the following legal limitations  
None

**Borough Comments:** None



Borough Commissioner



Commissioner

*Certificate of Occupancy*

CO Number: 320245276F

**Permissible Use and Occupancy**

All Building Code occupancy group designations below are 2008 designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
001	0	OG	A-3		3	SCHOOL ACCESSORY LOBBY
001	9	OG	A-3		3	SCHOOL MECHANICAL ROOMS (ACCESSORY)
001	18	OG	S-2		3	SCHOOL ACCESSORY OFFICE
001	387	OG	B		3	SCHOOL ACCESSORY GYM
001	113	OG	E		3	SCHOOL ACCESSORY PLAY YARD
001	94	OG	E		3	2 CLASSROOMS - SCHOOL
001	158	OG	A-3		3	SCHOOL ACCESSORY CAFETERIA
001	4	OG	F-2		3	SCHOOL NON-RESIDENTIAL KITCHENS (ACCESSORY)
001		OG	B		3	SCHOOL ACCESSORY BICYCLE STORAGE 4 SPACES 60 SF
002	1		S-2		3	SCHOOL ACCESSORY STORAGE
002	10	50	B		3	SCHOOL ACCESSORY OFFICES
002	260	40	E		3	CLASSROOMS - SCHOOL
003	351	40	E		3	11 CLASSROOMS - SCHOOL



Borough Commissioner



Commissioner

*Certificate of Occupancy*

CO Number: **320245276F**

**Permissible Use and Occupancy**

All Building Code occupancy group designations below are 2008 designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
003	10	50	B		3	SCHOOL ACCESSORY OFFICES
PEN	2		S-2		3	MECHANICAL
<p>NOTE: THESE PREMISES HAVE BEEN DECLARED TO BE SUBJECT TO THEIR PROVISIONS OF SECTION 12-10 ZONING RESOLUTIONS AS TO ZONING LOT OWNERSHIP AS FILED WITH CITY REGISTERS OFFICE CRFN# 2010000432106 &amp; 2010000432107</p>						
<p><b>END OF SECTION</b></p>						



Borough Commissioner



Commissioner