

PUBLIC NOTICE

YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records. Democracy Prep New York Charter Schools has adopted regulations governing when, where, and how you can see public records. The regulations can be seen at all places where records are kept.

According to these regulations, records can be seen and copied at:

Democracy Prep Public Schools
1767 Park Ave, 5th Floor
New York, New York 10035

The following officials will help you to exercise your right to access:

- 1) Agency officials who have in the past been authorized to make records available
- 2) Records Access Officer:

Jordan Stenzel
Network Director of Operations
1767 Park Ave, 5th Floor
New York, New York 10035
Phone: 646.413.2448

If you are denied access to a record, you may appeal to the following person(s) or body:

Kent Anker
Executive Vice President and General Counsel
1767 Park Ave, 5th Floor
New York, New York 10035
Phone: 347.515.2732

SUBJECT MATTER LIST

Under FOIL, the education corporation must produce certain records. Records are defined as: any information kept, held, filed, produced or reproduced by, with or for an agency or the state legislature, in any physical form whatsoever including, but not limited to, reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or discs, rules, regulations or codes.¹

Records include any and all formats including electronic, audio, video, etc. If the education corporation has not created a record, or is not required to create one, then the education corporation is under no obligation to create a document or record to answer the request. Only those records which the education corporation keeps and maintains are subject to disclosure under FOIL.

If a document does not, or is not required to, exist the education corporation must still respond to the request by simply stating that there is no responsive document to the specific inquiry. FOIL imposes no obligation to translate, explain the content, or create a new document, but a record must be made available in the manner requested (electronic/paper) if the education corporation is reasonably able to do so.

FOIL requires the education corporation to keep certain records. For each school in Democracy Prep New York Charter Schools, those records include:

1. A list or “record of the final vote of each Democracy Prep New York Charter Schools member in every proceeding in which the member votes.” Education corporations can meet this requirement by properly reflecting trustee votes in meeting minutes kept pursuant to the New York Open Meetings Law;
2. A “record setting forth the name, public office address, title and salary of every officer or employee of the agency,” including the education corporation trustees;
3. Student Health Records*
 - a) Student Immunization Records*
 - b) Student Medical Records*
 - c) Student Accident Reports*
4. Additional Student Records
 - a) Report Cards/Transcripts*
 - b) Attendance Records*
 - c) Directory Information
 - d) Registration Documents*

¹ All categories marked with an asterisk may contain personal and confidential or other information that should not be released pursuant to FOIL, the Family Educational Rights and Privacy Act or the Individuals with Disabilities Education Act (which are exceptions to FOIL). For more information, regarding information exempt from FOIL consult Public Officers Law §§87(2) and 89(2), and the Personal Privacy Protection Act, POL § 91 and the sections that follow.

- e) Evaluations/behavioral records*
 - f) Communication logs*
 - g) Transportation Data*
 - h) Schedules*
 - i) Waivers*
 - j) Photographs*
 - k) Meal Data*
5. Safety Records
- a) School SAVE Plan
 - b) Reports of Fire Department Inspections
 - c) Policies/Notices (* depending on the nature/if disclosed could endanger the safety of any person)
6. School Contracts
- a) Management Contract Records
 - b) Outside Contract Records
 - c) Students with Disabilities Contractor Records*
6. Personnel Files*
- a) Generally*
 - b) Fingerprint Clearance Records*
 - c) Certification Records*
 - d) Personnel Handbook/Policies
 - e) Professional Development*
7. Board Documents
- a) Record of the final vote of board vote including the vote of each member. (*See 1*)
 - b) Agendas
8. Academics
- a) Academic Calendar
 - b) Tests/Exams (*prior to the final administration)
 - c) Template Homework Assignments
 - d) School Leader Dashboard
 - e) Curriculum*
9. Facilities
- a) Floorplans*
 - b) Certificates
 - c) Leases/Contracts*
 - d) Insurance*
 - e) Inventory
10. Enrollment
- a) Metrics
 - b) Applications*

11. Extracurricular Activities
 - a) College Access data
 - b) Athletics data
 - c) Arts data
 - d) Trip data

12. Finance/Legal Records
 - a) Litigation Information*
 - b) Budgets
 - c) Revenue/expense records