



2021-22 School Year Board Meeting #1 Minutes

Frederica Jefferies, CPCS Chair called the meeting to order and welcomed everyone to the CPCS 2021-22 School Year Board Meeting #1 at 6:30 PM on July 21, 2021.

Frederica Jefferies, Chair requested verification from the members present of “The Notice of Meeting” sent to each of the members of the board via email. Each member noted the proper notification was received.

Pursuant to the NY State Public Meetings Law the public notice of meeting was provided in the following manner thus meeting the law’s requirement of media and public notice:

- The Wave via email
- Public Posting at CPCS Office
- CPCS Websites and Social Media Sites

Karon McFarlane, Secretary of the Board of Trustees called the roll of the board.

Members present: Frederica Jefferies, Karon McFarlane, Andrew Barnes and Linda Plummer.

Members absent: Dr. Michelle Daniel-Robertson and Gertrudis Hernandez

Also, present: Michael R. Estep and Eunice Armstrong. They were given the rights of the floor to speak during the meeting by common consent.

The Chair offered opportunity for any questions from the public. No comments or questions were offered.

1. The agenda was approved by common consent.
2. The Chair called for a review of the minutes of the 2020-21 School Year Board Meeting #12 and Annual Meeting #12 [Attachment #1]. The minutes were approved by common consent.
3. The Chair called for the report of Dr. Les Mullings, CEO. Dr. Mullings expressed appreciation to the Board for their support during the loss of his mother.

Dr. Mullings gave an overview of the recent efforts to complete the ESSER 2 and ESSER 3 (American Rescue Plan) applications. He additionally informed the Board of the preparations for the 2021-22 school year. The school continues to monitor the CDC, NYSED, NYS Health Department and NYCDOE guidelines



(masks, social distancing, vaccinations, testing, etc.) about the operation of in person instruction for the 2021-22 school year. An updated Reopening Plan is being prepared and will be presented to the Board in the next Board meeting for their review and approval.

Following discussion, the report was received with appreciation.

4. The Chair called for the June 2021 Financial Report [Attachment #2]. Following review, the report was received by common consent.
5. The Chair called for the review of the 2021-22 Annual Budget Report [Attachment #3]. Following discussion, Linda Plummer made a motion with a second by Karon McFarlane to approve the 2021-22 Annual Budget. The motion carried unanimously.
6. The Chair called for the presentation of the 2021-22 July Personnel report [Attachment #4]. Karon McFarlane moved approval of 2021-22 contracts for all listed on the report with a second from Linda Plummer. The motion carried unanimously.

The meeting adjourned by common consent.

Respectfully submitted:

A handwritten signature in blue ink that reads "Karon K. McFarlane".

Karon McFarlane
Secretary



ATTACHMENT #1

CPCS

2020-21 School Year

Board Meeting #12

Minutes

See Prior Month

Minutes for Attachments



2020-21 School Year Board Meeting #12 & Annual Meeting #12 Minutes

Frederica Jefferies, CPCS Board Chair called the meeting to order and welcomed everyone to the CPCS 2020-21 School Year Board Meeting #12 at 6:30 PM on June 16, 2021.

Frederica Jefferies, Chair requested verification from the members present of “The Notice of Meeting” sent to each of the members of the board via email. Each member noted the proper notification was received.

Pursuant to the NY State Public Meetings Law the public notice of meeting was provided in the following manner thus meeting the law’s requirement of media and public notice:

- The Wave via email
- Public Posting at CPCS Office
- CPCS Websites and Social Media Sites

The Chair called on Karon McFarlane Board Secretary to do the roll call of the board.

Members present: Frederica Jefferies, Linda Plummer, Dr. Michelle Daniel-Robertson, Gertrudis Hernandez, Andrew Barnes and Karon McFarlane

Members absent: NONE

Also, present: Michael R. Estep and Eunice Armstrong. They were given the rights of the floor to speak during the meeting by common consent.

The Chair offered opportunity for any questions from the public. No comments or questions were offered.

1. The agenda was approved by common consent.
2. The Chair called for a review of the minutes of the 2020-21 School Year Board Meeting #11 [Attachment #1]. The minutes were approved by common consent.
3. The Chair called for the report of Dr. Les Mullings, CEO. Dr. Mullings reported to the Board about the tragic death of Justin Wallace, a 5th Grade scholar on June 5, 2021. He indicated that Challenge has actively supported the Wallace family during the time of loss of their child. Additionally the shared that the Challenge team has provided grief counseling [in person and virtually] for the elementary staff and scholars during this difficult time. A Community Prayer Vigil was conducted in Justin’s honor on Thursday, June 10, 2021 in front of the K-5



facility. The Vigil involved Justin's family, the K-5 staff, K-5 scholars, community leaders, and community residents. The funeral is scheduled for Monday, June 21, 2021 at the Far Rockaway Full Gospel Tabernacle and the family has asked that the CEO lead the service. A Foundation in honor of Justin is being discussed by his family and with the support of Challenge's leadership. The Board was asked to be in touch with the Wallace family.

The CEO announced that Kentia Coreus has been named the Senior Director of Elementary Teaching & Learning effective July 1, 2021. Additionally, Mavgar Mondesir-Gordon has been named the Senior Director of Secondary Teaching & Learning effective July 1, 2021. These positions were envisioned in the recent charter renewal approval.

The CEO announced that Natalie Zakok has been named the Director of Special Education effective July 1, 2021. This new position has been created to bring a cohesive special education program across all sites of Challenge.

The CEO announced that Janis Vaughn has been named the Director of Enrollment and Student Recruitment effective July 1, 2021.

Following discuss the report was received with appreciation.

4. The Chair called attention to the printed report of Kentia Coreus, Senior Director of Teaching & Learning [Attachment #2]. The report was received with appreciation.
5. The Chair called attention to the printed report of Nicole Griffin, K-5 Principal [Attachment #3]. The report was received with appreciation.
6. The Chair called attention to the printed report of Mavgar Mondesir-Gordon, 6-9 Principal [Attachment #4]. The report was received with appreciation.
7. The Chair called attention to the printed report of Tameeka Richards, Director of Pupil Personnel Services [Attachment #5]. The report was received with appreciation.



8. The Chair called attention to the printed report of Kimberly Messer, Director of Communications [Attachment #6]. The report was received with appreciation.
9. The Chair called attention to the printed report of Venessa Lynch, Director of Operations [Attachment #7]. The report was received with appreciation.
10. The Chair called for the May2021 Financial Report [Attachment #8]. Following discussion and review, the report was received by common consent.
11. The Chair called for the presentation of the 2021-22 Draft Budget [Attachment #9]. Following discussion, a motion was made by Gertrudis Hernandez to approve the 2021-22 Draft Budget and to authorize the expenditure of funds from July 1, 2021 - July 21, 2021 necessary to operate the school until the final approval of the 2021-22 Budget during the 2021-22 Board Meeting #1 on July 21, 2021 with a second by Linda Plummer. The motion carried unanimously
12. The Chair called for the 2021-22 Personnel Report [Attachment #10] which included a list of 169 positions to be hired for the 2021-22 school year. The list indicated the employees' names and projected salaries. For positions that have not been filled the list indicated the projected salary for those positions. Following discussion and review, a motion was made by Karon McFarlane and seconded by Linda Plummer to approve the entire report. Motion carried unanimously.
13. The Chair called for the report on the 2021-22 Vendor Contracts [Attachment #11].
14. A motion was made by Gertrudis Hernandez and seconded by Karon McFarlane to approve the Charter School Business Management 2021-22 contract. Motion carried unanimously.
15. A motion was made by Gertrudis Hernandez and seconded by Karon McFarlane to approve the Educators for Success, Inc. 2021-22 contract. Motion carried unanimously.
16. A motion was made by Gertrudis Hernandez and seconded by Karon McFarlane to approve the PKF O'Connor Davies, LLP 2021-22 contract. Motion carried unanimously.
17. A motion was made by Gertrudis Hernandez and seconded by Karon McFarlane to approve the three Cortevo Technologies LLC 2021-22 contracts. Motion carried unanimously.



18. A motion was made by Gertrudis Hernandez and seconded by Karon McFarlane to approve the JPS Solutions LLC 2021-22 contract. Motion carried unanimously.
19. A motion was made by Gertrudis Hernandez and seconded by Karon McFarlane to approve the Lavinia Group 2021-22 contract. Motion carried unanimously.
20. The Chair called for the review of the 2021-22 CPCS Employee Handbook [Attachment #12]. Following discussion, a motion was made by Gertrudis Hernandez and seconded by Karon McFarlane to approve the 2021-22 CPCS Employee Handbook. The motion carried unanimously.
21. The Chair called for the review of the 2021-22 CPCS Financial Policies and Procedures Manual [Attachment #13]. Following discussion, a motion was made by Gertrudis Hernandez and seconded by Karon McFarlane to approve the 2021-22 CPCS Financial Policies and Procedures Manual. The motion carried unanimously.
22. The Chair called for the 2021-22 Annual Board Elections Report [Attachment #14].
23. A motion was made by Karon McFarlane and a seconded by Dr. Michelle Daniel-Robertson to elect Andrew Barnes for a two-year term from July 1, 2021 to June 30, 2023. The motion carried unanimously.
24. Gertrudis Hernandez made a motion with a second by Dr. Michelle Daniel-Robertson to elect the following officers for the 2021-22 school year:
 - Chair – Frederica Jeffries
 - Vice-Chair – Andrew Barnes
 - Secretary – Karon McFarlane
 - Treasurer – Linda Plummer

The motion carried unanimously.

25. The Chair called on for the presentation of the 2021-22 Board of Trustees Calendar [Attachment #15]. The calendar was approved by common consent.

The meeting adjourned by common consent.



Respectfully submitted:

A handwritten signature in blue ink that reads "Karon K. McFarlane". The signature is written in a cursive style with a long, sweeping tail on the letter "e".

Karon McFarlane
Secretary



ATTACHMENT #2

June 2021 Financials

Challenge Prep Charter School

Profit and Loss

July 2020 - June 2021

	TOTAL
Income	
4100 State Grants	17,265,416.17
4200 Federal Grants	717,926.84
4300 Contributions	8,340.00
4400 Miscellaneous Income	9,412.64
Total Income	\$18,001,095.65
GROSS PROFIT	\$18,001,095.65
Expenses	
5000 Compensation	8,756,151.46
5400 Benefits	1,755,208.59
6100 Administrative Expenses	378,846.65
6200 Professional Services	966,670.59
6300 Professional Development	70,813.67
6400 Marketing and Staff/Student Rec	89,955.30
7100 Curriculum & Classroom Expenses	216,199.34
8100 Facility	3,101,976.23
8200 Technology Expenses	340,116.40
8800 Miscellaneous Expenses	16,846.72
8900 Depreciation Expense	257,186.85
Total Expenses	\$15,949,971.80
NET OPERATING INCOME	\$2,051,123.85
NET INCOME	\$2,051,123.85

Challenge Prep Charter School

Balance Sheet

As of June 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash	6,765,910.07
Total Bank Accounts	\$6,765,910.07
Accounts Receivable	
1100 Accounts Receivable	348,534.97
Total Accounts Receivable	\$348,534.97
Other Current Assets	
1300 Prepaid Expenses	168,198.13
1301 Prepaid Insurance	0.00
1310 Prepaid Rent	334,175.70
1400 Due From Challenge Charter Network	0.00
Inventory Asset	0.00
Total Other Current Assets	\$502,373.83
Total Current Assets	\$7,616,818.87
Fixed Assets	
1500 Furniture, Fixtures & Equipment	1,603,058.87
1519 Facility and Construction	1,055,103.80
1610 Website	11,000.00
1700 Accumulated Depreciation & Amortization	-1,408,657.00
Total Fixed Assets	\$1,260,505.67
Other Assets	
1800 Security Deposits	925,999.20
2500 Sales Tax Receivable	0.00
Total Other Assets	\$925,999.20
TOTAL ASSETS	\$9,803,323.74

Challenge Prep Charter School

Balance Sheet

As of June 30, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	627,272.73
Total Accounts Payable	\$627,272.73
Other Current Liabilities	
2100 HSBC Loan Payable	1,792,512.00
2300 Accrued Salaries/Taxes	725,252.59
2301 Accrued Expenses	49,599.48
2302 Refundable Advance	0.00
2303 Accrued Interest - PPP	17,160.49
2400 Unearned/Deferred Revenue	-124,737.67
Total Other Current Liabilities	\$2,459,786.89
Total Current Liabilities	\$3,087,059.62
Long-Term Liabilities	
2700 Deferred Rent Liability	2,660,164.46
Total Long-Term Liabilities	\$2,660,164.46
Total Liabilities	\$5,747,224.08
Equity	
3000 Opening Balance Equity	0.00
3100 Retained Earnings	2,004,975.81
Net Income	2,051,123.85
Total Equity	\$4,056,099.66
TOTAL LIABILITIES AND EQUITY	\$9,803,323.74

Challenge Prep Charter School

Statement of Cash Flows

July 2020 - June 2021

	TOTAL
OPERATING ACTIVITIES	
Net Income	2,051,123.85
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1100 Accounts Receivable	109,615.80
1200 Accounts Receivable:Other Receivables - Salary Advance	-363.83
1300 Prepaid Expenses	-132,900.42
1301 Prepaid Insurance	0.00
1310 Prepaid Rent	5,370.77
1710 Accumulated Depreciation & Amortization:Accumulated Depreciation	256,453.50
2000 Accounts Payable	524,716.87
2300 Accrued Salaries/Taxes	-301,998.11
2301 Accrued Expenses	-67,238.47
2303 Accrued Interest - PPP	15,666.73
2400 Unearned/Deferred Revenue	-130,648.60
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	278,674.24
Net cash provided by operating activities	\$2,329,798.09
INVESTING ACTIVITIES	
1510 Furniture, Fixtures & Equipment:Office & Admin Computers & Equipment	-6,083.00
1511 Furniture, Fixtures & Equipment:Classroom Computers & Equipment	-549,867.82
1512 Furniture, Fixtures & Equipment:Classroom Furniture	-37,231.00
1535 Facility and Construction:Construction In Progress	-20,672.50
1540 Facility and Construction:Leasehold Improvements	-10,445.00
1750 Accumulated Depreciation & Amortization:Accumulated Amortization	733.35
1800 Security Deposits	7,000.00
Net cash provided by investing activities	\$ -616,565.97
FINANCING ACTIVITIES	
2700 Deferred Rent Liability	172,453.96
Net cash provided by financing activities	\$172,453.96
NET CASH INCREASE FOR PERIOD	\$1,885,686.08
Cash at beginning of period	4,880,223.99
CASH AT END OF PERIOD	\$6,765,910.07



ATTACHMENT #3

2021-22 Annual Budget

Elementary School @ 710 Hartman Lane

	Kindergarten	1st	2nd	3rd	Total	
FY 2021	120	120	96	96	432	
FY 2022	120	120	120	96	456	Actual
FY 2022	110	110	120	96	436	Budget
Variance					20	

Elementary School @ 15-26 Central Avenue

	4th	5th	Total	
FY 2021	96	96	192	
FY 2022	97	98	195	Actual
FY 2022	96	96	192	Budget
Variance			3	

Middle School @ 12-79 Redfern Avenue

	6th	7th	8th	Total	
FY 2021	72	72	72	216	
FY 2022	96	72	72	240	Actual
FY 2022	100	75	80	255	Budget
Variance				-15	

High School @ 15-20 Central Avenue

	9th	10th	Total	
FY 2021	96	0	96	
FY 2022	72	96	168	Actual
FY 2022	78	54	132	Budget
Variance			36	

FY 2021	GenEd	<20%	20-60	>60
K	114.920	4.441	1.927	6.832
1	95.682	4.853	0.000	2.000
2	94.928	3.488	1.000	6.951
3	94.121	0.951	0.000	7.975
4	96.219	1.951	0.000	9.804
5	72.365	3.000	0.000	11.804
	568.235	18.684	2.927	45.366
6	74.926	7.000	4.635	2.951
7	85.318	4.634	3.000	3.366
8	94.293	5.269	7.121	0.561
	254.537	16.903	14.756	6.878
9	0.000	5.269	7.121	0.561
10	0.000	5.269	7.121	0.561
	0.000	5.269	7.121	0.561

	FY22 Budget Elementary	FY22 Budget Middle	FY22 Budget High	FY22 Budget Network Operations	FY21 Budget Consolidated	Notes
Assumptions:						
Enrollment:	628	255	132	-	1,015	Assumption of variance of 20 students @ \$16,845 = (\$322,460)
SpEd <20%	19	17	5	-	41	
SpEd 20-60%	3	15	7	-	25	
SpEd >60%	45	7	1	-	53	
Per Pupil Rate	16,845	16,845	16,845	-	16,845	Based on \$16,845 Per Pupil Rate
Facilities Rate	0%	30%	30%	0%	30%	No rental assistance at 710 Hartman Lane due to law
NYS Per Pupil Grant	-	-	-	-	-	No assumption
Income						
4100 State Grants						
4101 Per Pupil Allocations	10,578,660	4,295,475	2,223,540	-	17,097,675	Based on \$16,123 per student per pupil allocation
4102 Per Pupil Allocations for SPED	894,588	284,334	84,674	-	1,263,596	Students at 20-60% receive \$10,390. Students at >60% receive \$19,049, May 2021 Invoice Assumptions
4110 NYS Per Pupil Supplement	-	-	-	-	-	No assumption
4103 NYSTL	25,514	17,859	7,654	-	51,027	FY22 Allocation
4104 NYSSL	6,561	4,593	1,968	-	13,122	FY22 Allocation
4105 NYSUB	2,738	1,916	821	-	5,475	FY22 Allocation
4108 NYC Discretionary Grant	-	-	-	-	-	
4109 Facilities Funding	178,596	150,265	786,500	-	1,115,361	Based on FY21 Allocation: 12-79 Redfern Avenue, 15-26 Central Avenue, & 15-20 Central Avenue
Total 4100 State Grants	11,686,657	4,754,442	3,105,157	0	19,546,256	
4200 Federal Grants						
4201 IDEA for Sp. Ed.	43,756	20,946	7,626	-	72,329	Assumes \$1000 per SPED > 60%, \$900 per 20-60%, based on May 2019 Invoice
4202 Title I - Part A	123,744	50,246	26,010	-	200,000	FY21 preliminary allocation, per NYSED
4203 Title II - Part A	68,597	62,058	19,345	-	150,000	
Title III - Part A	944	4,759	2,297	-	8,000	
4206 E-Rate	5,900	29,745	14,355	-	50,000	
4207 ESSER	1,005,000	345,000	150,000	-	1,500,000	Elementary and Secondary School Emergency Relief Funds: Based on FY20 Title I, Part A Allocation
4208 Title IV - Part A	-	-	-	-	-	
Total 4200 Federal Grants	1,247,942	512,755	219,632	0	1,980,329	
4300 Contributions						
4301 Restricted Contributions	-	-	-	-	-	
4302 Unrestricted Contributions	-	-	-	-	-	
4303 PTA Fundraising	-	-	-	-	-	
4304 In-Kind Legal Support	-	-	-	-	-	
4305 Fundraiser Revenue	-	-	-	-	-	
4306 Fundraising - Gross Receipts	-	-	-	-	-	
4307 Fundraising - Total Contribution	-	-	-	-	-	
4308 In-Kind Donations	-	-	-	-	-	
Total 4305 Fundraiser Revenue	-	-	-	-	-	
Total 4300 Contributions	0	0	0	0	0	
4400 Miscellaneous Income						
4401 Interest Income	-	-	-	-	-	
4402 Revenue Suspense Account	-	-	-	-	-	
4404 Rental Income	-	-	-	-	-	
Total 4400 Miscellaneous Income	0	0	0	0	0	
Total Income	12,934,598	5,267,198	3,324,789	-	23,026,585	
Gross Profit	12,934,598	5,267,198	3,324,789	-	23,026,585	
5000 Compensation						
5100 Instructional Staff						
5101 Administrative Leadership	-	-	-	237,989	237,989	Assume 3% increase, see staffing details
5102 Instructional Leadership	718,764	546,470	161,000	-	1,426,234	Assume 3% increase, see staffing details
5103 Classroom Teachers	2,107,766	844,422	541,313	-	3,493,501	Assume 3% increase, see staffing details
5104 Assistant Teachers	672,318	445,200	227,500	-	1,345,018	Assume 3% increase, see staffing details
5105 Special Education Teachers	883,820	225,000	75,000	-	1,183,820	Assume 3% increase, see staffing details
5106 EL Teachers	72,576	68,161	-	-	140,737	Assume 3% increase, see staffing details
5107 Music Teacher	52,385	75,000	-	-	127,385	Assume 3% increase, see staffing details
5108 Art Teacher	65,000	-	-	-	65,000	Assume 3% increase, see staffing details
5109 Physical Education Teacher	127,026	84,096	75,000	-	286,122	Assume 3% increase, see staffing details
5110 Specialty Teachers	71,424	126,632	150,000	-	348,056	Assume 3% increase, see staffing details
Total 5100 Instructional Staff	4,771,079	2,414,981	1,229,813	237,989	8,653,863	
5200 Non-Instructional Staff						
5201 Finance & Human Resources	-	-	-	258,350	258,350	Assume 3% increase, see staffing details
5202 Administration & Operations	229,344	129,552	132,360	741,467	1,232,723	Assume 3% increase, see staffing details
5204 Administrative Assistant	69,010	62,000	-	-	131,010	Assume 3% increase, see staffing details
5205 Custodian	249,696	107,208	107,208	-	464,112	Assume 3% increase, see staffing details
5206 Security Guards	210,496	76,336	80,000	65,000	431,832	Assume 3% increase, see staffing details
Total 5200 Non-Instructional Staff	758,546	375,096	319,568	1,064,817	2,518,027	
5300 Pupil Support						
5301 Pupil Support Services	295,946	294,790	142,250	284,200	1,017,185	Assume 3% increase, see staffing details
5302 School Aides	127,872	98,800	42,000	-	268,672	Assume 3% increase, see staffing details
5303 Guidance Counselor	-	-	-	-	-	Assume 3% increase, see staffing details
Total 5300 Pupil Support	423,818	393,590	184,250	284,200	1,285,857	
Total 5000 Compensation	5,953,443	3,183,667	1,733,631	1,587,006	12,457,747	
5400 Benefits						
5402 NY State Unemployment Insurance	39,792	13,660	5,939	-	59,391	
5403 Social Security - EmployER	369,113	197,387	107,485	98,394	772,380	6.2% of total salary - included in ADP admin fees
5404 Social Security - EmployEE	-	-	-	-	-	
5405 Medicare - EmployER	86,325	46,163	25,138	23,012	180,637	1.45% of total salary - included in ADP admin fees
5406 Medicare - EmployEE	-	-	-	-	-	
5407 Worker's Compensation Expense	11,711	4,020	1,748	-	17,479	
5408 NYS Disability	-	-	-	-	-	
5409 Medical Insurance	393,433	121,056	60,528	30,264	605,282	
5410 Dental Insurance	27,416	8,436	4,218	2,109	42,179	
5411 Vision Insurance	6,561	2,019	1,009	505	10,094	
5412 Life Insurance, STD, LTD, AD&D	44,666	13,744	6,872	3,436	68,718	
5414 Retirement 403(B) Match	85,248	26,230	13,115	6,558	131,150	
5415 Retirement 403(B) Clearing	-	-	-	-	-	
5416 TransChk Fees	-	-	-	-	-	
5420 Other Employer Taxes	14,920	4,591	2,295	1,148	22,953	
5422 HRA/FSA Diff Card Premium & Contributions	-	-	-	-	-	
5424 Payroll Expenses	-	-	-	-	-	
5425 AFAC (Clearing)	-	-	-	-	-	
Total 5400 Benefits	1,079,186	437,306	228,347	165,425	1,910,263	
6100 Administrative Expenses						
6101 Office Supplies	33,150	10,200	5,100	2,550	51,000	Staples: monthly supplies ordered per site, decrease for inventory control
6102 Printer Supplies	7,800	2,400	1,200	600	12,000	Staples: copy paper, toner, ink
6103 Office Furn (non-asset)	4,875	1,500	750	375	7,500	National Business Furniture: new hire office, network operations
6104 Office Equipment (non-asset)	1,625	500	250	125	2,500	Staples: Assume 10% increase of actuals based on FY20 trends, Items under \$3,000
6105 Copy Machine Lease	18,486	15,344	6,300	8,546	48,676	Atlantic A Program of De Lage Landen Financial Services: Copy Machines, TGI Automation: through 9/1/2020

6106 Postage and Delivery	3,250	1,000	500	250	5,000	FedEx, Purchase Power, Pitney Bowes: Assume 10% increase of actuals based on FY20 trends
6107 Temperature Scanning Kiosk Lease	4,917	1,639	1,639	1,639	9,834	Atlantic A Program of De Lage Landen Financial Services: Temperature Scanning & Facial Recognition Kiosks
6109 Dues, Licenses, & Subscriptions	13,000	4,000	2,000	1,000	20,000	Costco, e-BisSoft, Intuit, Direct TV, Teamviewer, Wisc, Zoom: Assume 10% increase of actuals based on FY20 trends
6110 Team Building/Staff Lunch & App	16,250	5,000	2,500	1,250	25,000	Edible Arrangements, Food, Hilton: Assume 10% increase, Annual Staff Party, meals for staff meetings
6111 Student/Family Appreciation	14,950	4,600	2,300	1,150	23,000	Lottery expenses, Graduations
6112 Travel to/from Meetings	3,250	1,000	500	250	5,000	Dial 7 Car & Limousine Service, Uber, etc.: Assume 10% increase based on FY20 actuals
6113 Student Meals	975	300	150	75	1,500	Costco: afterschool snacks
6115 Student Uniforms/Apparel	5,070	1,560	780	390	7,800	MJM Uniforms, Omni Cheer, 333 Apparel, Barry Kimler: Assume 10% increase based on FY20 trends, offset with student collection
6119 Classroom Furniture and Equipment (non-asset)	130,000	40,000	20,000	10,000	200,000	School Outfitters: New 1st Grade class, COVID-19
6120 Insurance						
6121 Insurance Fees	1,300	400	200	100	2,000	Arthur J Gallagher
6122 Insurance - Directors & Officers	14,745	4,537	2,269	1,134	22,685	Arthur J Gallagher
6123 Insurance - Excess Liability	3,250	1,000	500	250	5,000	Arthur J Gallagher
6124 Insurance - General Liability & Property	50,700	15,600	7,800	3,900	77,999	Arthur J Gallagher
Total 6120 Insurance	69,995	21,537	10,768	5,384	107,684	
6130 NYC Discretionary Grant- Non Capitalized Equip	-	-	-	-	-	
Total 6100 Administrative Expenses	327,593	110,580	54,737	33,584	526,495	
6200 Professional Services						
6201 Audit/Accounting Services	20,800	6,400	3,200	1,600	32,000	PKF O'Connor: Assume 3% increase based on FY20 actuals, audit & 990 preparation
6202 Payroll Services	178,750	55,000	27,500	13,750	275,000	ADP: Assume 3% increase ADP service fees
6203 Communication & Compliance Consulting Services	113,750	35,000	17,500	8,750	175,000	HWC partial
6204 Legal Services - Paid	16,250	5,000	2,500	1,250	25,000	Akerman: Assume 3% increase based on FY20 trends
6205 Educational Consulting	74,750	23,000	11,500	5,750	115,000	ProKids, Hungry Caterpillar, ESS
6206 Financial Management Services	45,500	14,000	7,000	3,500	70,000	CSBM: CFO & Controller level support
6207 Substitute Teacher Services	32,500	10,000	5,000	2,500	50,000	Decreased due to effective hiring
6208 Temporary Staffing Services	6,700	2,300	1,000	500	10,000	J3 Management Solutions
6210 eRate Consulting	3,015	1,035	450	225	4,500	EAdvantage
6211 Parent Support	-	-	-	-	-	
6212 Contracted Security Services	10,050	3,450	1,500	750	15,000	Legion Security
6213 Start Up - Expense	-	-	-	-	-	
6214 HRA/FSA Administration Fees	-	-	-	-	-	
6215 Replication Expenses	-	-	-	-	-	
6216 Cleaning Services	100,500	34,500	15,000	7,500	150,000	The Professionals Facilities Group, Inc.: Deep deans, COVID-19 Sanitation
Total 6200 Professional Services	602,565	189,685	92,150	46,075	921,500	
6300 Professional Development						
6301 Instructional Staff PD	67,000	23,000	10,000	5,000	100,000	Power Schools, TeachBoost
6302 Non-Instructional Staff PD	14,740	5,060	2,200	1,100	22,000	
6303 Board Development/ Strategic Planning	10,050	3,450	1,500	750	15,000	
6304 Tuition and Cert Reimbursement	10,050	3,450	1,500	750	15,000	CITE reimbursement
6305 Conferences and Workshops	6,700	2,300	1,000	500	10,000	
Total 6300 Professional Development	108,540	37,260	16,200	8,100	162,000	
6400 Marketing and Staff/Student Rec						
6401 Advertising	5,226	1,794	780	390	7,800	Based on FY20 Actuals
6402 Student Recruiting	20,100	6,900	3,000	1,500	30,000	Wave, Vanguard
6404 Staff Recruiting	30,150	10,350	4,500	2,250	45,000	LinkedIn
6405 Website Maintenance	9,045	3,105	1,350	675	13,500	HWC
Total 6400 Marketing and Staff/Student Rec	64,521	22,149	9,630	4,815	96,300	
6500 Fundraising Expenses						
6501 Mailings and Materials	2,345	805	350	175	3,500	
6502 Events	-	-	-	-	50,000	2020 Fundraiser
Total 6500 Fundraising Expenses	2,345	805	350	50,175	53,500	
7100 Curriculum & Classroom Expenses						
7101 Classroom Libraries	-	-	-	-	-	
7102 Curric Textbooks and Other Curr	93,800	32,200	14,000	7,000	140,000	Based on FY20 Actuals
7103 Math	-	-	-	-	-	
7104 Art Supplies	9,380	3,220	1,400	700	14,000	Based on FY20 Actuals
7105 Music	3,350	1,150	500	250	5,000	Based on FY20 Actuals
7106 Student Transportation	-	50,000	-	-	50,000	Based on FY20 Actuals
7107 Curriculum Licenses & Subscriptions	-	3,600	-	-	-	NewsELA
7108 Standardized Test Materials/Ass	9,380	3,220	1,400	700	14,000	Based on FY20 Actuals
7109 Student Field Trips	13,400	4,600	2,000	-	20,000	Decrease due to COVID-19
7110 Classroom Supplies	10,050	3,450	1,500	750	15,000	Based on FY20 Actuals
7112 Physical Movement/Recess Suppl	5,556	1,907	829	415	8,292	Based on FY20 Actuals
7113 Special Education Equip/Carriu	-	-	-	-	-	
7114 Non-Instructional Student Enric	-	-	-	-	-	
7115 NYSL Expense	25,514	17,859	7,654	-	51,027	FY21 Allocation
7116 NYSL Expense	6,561	4,593	1,968	-	13,122	FY21 Allocation
7117 NYSLB Expense	2,738	1,916	821	-	5,475	FY21 Allocation
7118 Student Information Management System	11,265	3,867	1,681	-	16,814	Power Schools: 06/01/2021 - 06/30/2022
Total 7100 Curriculum & Classroom Expenses	190,993	131,583	33,754	9,815	352,730	
8100 Facility						
8101 Renovation/Construction	-	-	-	-	-	
8102 Utilities	113,423	38,936	16,929	8,464	169,288	PSEG, Superior Elevator Tech, National Grid
8103 Building Permits	670	230	100	50	1,000	Assumption form Department of Buildings
8104 Rent Expense	1,846,102	500,884	2,621,667	-	4,968,653	3% Increase on all rent, includes 15-20 Central Avenue
8105 Signage	-	-	-	-	-	Any anticipated outdoor signage
8106 Real Estate Taxes	163,598	118,046	74,657	-	356,301	Actual Real Estate Taxes per NYC Department of Buildings, includes 15-20 Central Avenue
8111 Relocation Expense	6,700	2,300	1,000	500	10,000	Storage to 15-20, to eliminate storage eventually
8114 Custodial Supplies	46,900	16,100	7,000	3,500	70,000	Uline, Aramark: Assume 10% increase based on FY20 trends
8115 Landscaping	10,050	3,450	1,500	750	15,000	Sergio Pena, possible new landscaper: Based on FY20 budget
8120 Repair & Maintenance	50,250	17,250	7,500	3,750	75,000	Contractor, Electrical: Assume 10% increase based on FY20 trends
8125 Deferred Rent Expense	-	-	-	-	-	
Total 8100 Facility	2,237,693	697,196	2,730,352	17,014	5,665,242	
8200 Technology/Communication Expense						
8201 Phone/Fax Expenses	10,050	3,450	1,500	-	15,000	Fusion,
8202 Mobile Phone Expenses	8,629	2,962	1,288	-	12,879	AT&T: Assume 5% increase based on FY20 trends
8203 Internet Connectivity Expenses	32,830	11,270	4,900	-	49,000	Assume 5% increase based on FY20 trends, CTS, Interlobe
8204 Network Maintenance/Tech Suppor	6,700	2,300	1,000	-	10,000	Assume 25% increase based on FY20 trends, CTS & Network billing systems, moved tech consultants line
8205 Technology Consultants	16,750	5,750	2,500	-	25,000	CTS
8206 Database Development Services	-	-	-	-	-	
8207 Website Consultants/Expenses	-	-	-	-	-	
8208 Technology Supplies	10,611	3,643	1,584	-	15,838	Assume 5% increase based on FY20 trends, Chrome book Ins, misc parts/supplies - 300 Chromebooks
8209 Technology Equipment (non-asset)	40,653	13,955	6,068	-	60,676	Assume 5% increase based on FY20 trends, computer Ins, Wasp Inv mgmt, virus protection, central station monitoring
8210 Technology Licenses, Software, & Subscriptions	3,237	1,111	483	-	4,832	CDW: Absolute Subscription 1 Year, 940 Devices
Total 8200 Technology/Communication Expense	129,460	44,442	19,322	0	193,225	
8800 Miscellaneous Expenses						
8801 Bank Service Charges	-	-	-	1,000	1,000	Based on FY20 Actuals
Total 8800 Miscellaneous Expenses	0	0	0	1,000	1,000	
8900 Depreciation Expense	250,000	-	-	-	250,000	CDW: 402 Chromebooks
Total Expenses	10,946,339	4,854,672	4,918,475	1,923,009	22,642,495	
Net Operating Income for FY21	1,988,259	412,525	(1,593,686)	(1,923,009)	384,089	

Carryover to FY21-22 (Operating Account(s) Only) \$3,773,482

*Cash balance available once all FY20-21 obligations & receivables have been settled

\$3,773,482

	<i>Description</i>	<i>Employee</i>
	CEO	Mullings, Leslie
5101	5101 Administrative Leadership	1
	Senior Director of Elementary Teaching & Learning Principal	Coreus, Kentia Griffin, Nicole
	Assistant Principal	Thomas, Carolyn
	Assistant Principal	Shepherd, Jasmine
	Assistant Principal	Ward-Brew, Jacqueline
	Senior Director of Secondary Teaching & Learning Principal	Mondesir, Mavgar Mondesir, Mavgar
	Assistant Principal	Lyle, Sheila
	Assistant Principal	Sonnichsen, Michael
	Mathematics Instructional Coach	Vil, Gasner
	Assistant Principal of College, Career, and Guidance	TBH
5102	5102 Instructional Leadership	11
	Classroom Teacher	Perino, Jessica
	Classroom Teacher	Harry, Cornetta
	Classroom Teacher	Choily, Dawn
	Classroom Teacher	TBH
	Classroom Teacher	TBH
	Classroom Teacher	Pilgrim, Candacy
	Classroom Teacher	Kelly, Erin
	Classroom Teacher	Rodriguez-Salazar, Naika
	Classroom Teacher	Sciacca, Marissa
	Classroom Teacher	Grant, Syvine
	Classroom Teacher	Francis, India
	Classroom Teacher	TBH
	Classroom Teacher	Ortiz, Christine
	Classroom Teacher	TBH
	Classroom Teacher	Droblas, Zachary
	Classroom Teacher	Scaraglino, Taylor
	Classroom Teacher	Pearson, Shaewon
	Classroom Teacher	Patrizio, Kaitlyn
	Classroom Teacher	TBH
	Classroom Teacher	Baker, Marilyn
	Classroom Teacher	Alexander, Catherine
	Classroom Teacher	Scarfogliero, William
	Classroom Teacher	Kelly, Kimberly
	Classroom Teacher	Lubin, Rivka
	Classroom Teacher	Cruz, Laura
	Classroom Teacher	Woods, Latonia

Classroom Teacher	McClean, Lonzil
Classroom Teacher	Charles- Cummings
Classroom Teacher	Simone, Samantha
Teacher Assistant	Sylvester, Cornelia
Classroom Teacher	Hill, Damon
Classroom Teacher	Allen, Asley Lorraine
Classroom Teacher	Laing, Shanice
Classroom Teacher	Campbell, Eleni
Classroom Teacher	Vilus, Savin
Classroom Teacher	Blair-Bancroft, Keneisha
Classroom Teacher	Rosario, Siara
Classroom Teacher	Wade Gabb, Gloria
Classroom Teacher	Fernandez, Shayna
Classroom Teacher	Faure, John
Classroom Teacher	Giotto, Jacquelyn
Classroom Teacher	Merrell, Scott
Classroom Teacher	Ewashchyshyn, S.
Classroom Teacher	Umana Valle, Patricia
Classroom Teacher	Manniello, Peter
Classroom Teacher	TBH
Classroom Teacher	TBH
Classroom Teacher	Canzoneri, Melissa
5103 5103 Classroom Teachers	48
Teacher Assistant	Williams, Undra
Teacher Assistant	Rose, Sharon
Teacher Assistant	Gautier, Traci
Teacher Assistant	Russell, Ericka
Teacher Assistant	Proverbs, Kristie
Teacher Assistant	Devallon, Joanne
Teacher Assistant	Harris, Tylicia
Teacher Assistant	Smith, Bria
Teacher Assistant	Alfonso Carrasco, Shainy
Teacher Assistant	Ranger, Tavian
Teacher Assistant	Hargrove, Adrian
Teacher Assistant	TBH
Teacher Assistant	Stabiner, Casey
Teacher Assistant	Turner-Murray, Roszella
Teacher Assistant	TBH
Teacher Assistant	Outlaw, Jasmine
Teacher Assistant	White, Taylor
Teacher Assistant	Rivera, Mildred
Teacher Assistant	Johnson, Daniel

Teacher Assistant	Chapman, Terrell
Teacher Assistant	TBH
Teacher Assistant	TBH
Teacher Assistant	TBH
Teacher Assistant	Tramell, Shaquira
Teacher Assistant	Reid, Maya
Teacher Assistant	Berkowitz, Gillian
Teacher Assistant	TBH
Teacher Assistant	TBH
Teacher Assistant	TBH
Teacher Assistant	TBH
5104 5104 Teacher Assistants	30
Special Education Teacher	Wess, Michael
Special Education Teacher	Gray, Nickeisha
Special Education Teacher	Lloyd, Evelyn
Special Education Teacher	Carlock, Kaitlyn
Special Education Teacher	Naqvi, Sadaf
Special Education Teacher	Sarfati, Melissa
Special Education Teacher	Narine, Tina
Special Education Teacher	Lang, Deborah
Special Education Teacher	Brady, Corrina
Special Education Teacher	Berkowitz, Seth
Special Education Teacher	Meyers, De'Anna
Special Education Teacher	McCormack, Shane
Special Education Teacher	Bendix, Stacey
Special Education Teacher	Hunter, Jasmine
Special Education Teacher	TBH
5105 5105 Special Education Teachers	15
ELL Teacher	Stanton, Megan
TESOL Teacher	Salazar, Sebastian
5106 5106 ELL Teachers	1
Music Teacher	Johnson, Brenton
Music Teacher	TBH
5107 5107 Music Teacher	2
Art Teacher	TBH
5108 5108 Art Teacher	1
Physical Education Teacher	Hassel, Ryan
Physical Education Teacher	Reilly, Stephen
Physical Education Teacher	Sucre, Sheldon
Physical Education Teacher	TBH
5109 5109 Physical Education Teacher	4
Spanish Teacher	Ortiz, Martha
Spanish Teacher	TBH

	Foreign Language	TBH
	FACS	Vidal, Corrine
	Career and Financial Management Teacher	TBH
5110	5110 Specialty Teachers	5
	Director of Finance	Armstrong, Eunice
	Staff Accountant	Bruce, Kareen
	Talent & Recruitment Manager	Luton, Lisa
5201	5201 Finance & Human Resources	3
	Special Projects Coordinator	Camporeale, Therese
	Chief of Staff	McFarlane, Shanique
	Director of Operations	Lynch, Venessa
	Operations Manager	Facey, Maryann
	Operations Manager	Lecoin, Nadine
	Operations Manager	Johnson, Renee
	Curriculum & Technology Integrationist	Ofori, Elizabeth
	Director of Technology	Richardson, Dale
	Technology Coordinator	Megie, Nicholson
	Technology Coordinator	Mullings, Johnathon
	Technology Coordinator	TBH
	Data & Systems Specialist	Samuels, Annella
	Director of Communications	Messer, Kimberly
	Director of Student Enrollment & Recruitment Manager	Rose, Janisa
	Student Enrollment & Recruitment Coordinator	Rosario, Vicky
5202	5202 Administration & Operations	15
	Administrative Assistant	Marquez-James, Carlene
	Administrative Assistant	Thomas, Kevaun
5204	5204 Administrative Assistant	2
	Custodian	Clarke, Evrol
	Custodian	Justin Joseph
	Custodian	Robinson, Christopher
	Custodian	Louis, Prince
	Custodian	TBH
	Custodian	Retana Garcia, Hugo
	Custodian	Salas Pena, Victor
	Custodian	Davis, Ian
	Custodian	TBH
5205	5205 Custodian	9
	Security Guard	Anderson, Ewan
	Security Guard	Ogbu, Chikezie
	Security Guard	Samerson, Kevin
	Security Guard	Webber, Derrick
	Security Guard	TBH

	Security Manager	Brown, Jason
	Security Guard	Scott Lobell, Donna
	Security Guard	Tranquille, Jhonny
	Security Guard	TBH
	Security Guard	TBH
5206	5206 Security Guard	10
	Director of Special Education	Zadok, Natalie
	SpEd Liasion	Novello, Nicole
	SpEd Liasion	TBH
	Director of Pupil Personnel Services	Richards, Tameeka
	School Nurse Liaison	Russell, Danale
	Social Worker	Nedd, Melissa
	Social Worker	Colón, Dannielle
	Social Worker	TBH
	Family Engagement Coordinator	Daure-Wiggins, Cherry
	Family Engagement Coordinator	TBH
	Guidance Counselor	Harper Anglin, Hollyann
	Guidance Counselor	Armstrong, Kareen
5301	5301 Pupil Support Services	12
	School Aide	Anderson, Dorveeda
	School Aide	Hernandez, Pearline
	School Aide	Young, Michelle
	Academic Assistant	Brown, Devaney
	Academic Assistant	Russell, Jason
	School Aide	Tomlin, Michelle
5302	5302 School Aides	5
	Totals	

FY21 Staff Count 174.00



ATTACHMENT #4

2021-22 July Personnel Report

CPCS FY22 MONTHLY PERSONNEL REPORT - JULY 2021

Current Employees	Vacancies
136	4

Campus	Current	Vacancies	New Hires
Elementary School	78	-	1
Middle School	38	-	0
High School	10	4	2
Network Operations	10	-	1

New Hires	Position
Tomlin, Michelle	HS - School Aide
Facey, Maryann	ES - Operations Manager
Luton, Lisa	NO - Talent & Recruitment Manager
Davis, Ian	HS - Custodian