



2022-23 School Year Board Meeting #2 Minutes

Frederica Jeffries, CPCS Chair called the meeting to order and welcomed everyone to the CPCS 2022-23 School Year Board Meeting #2 at 6:30 PM on August 23, 2022.

Frederica Jeffries, 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

Gertrudis Hernandez, Secretary Pro Tem of the Board of Trustees called the roll of the board.

Members present: Frederica Jeffries, Linda Plummer, Dr. Michelle Daniel-Robertson and Gertrudis Hernandez

Members absent: Andrew Barnes, Karon McFarlane

Also, present: Michael R. Estep, he was 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 2022-23 School Year Board Meeting #1 [Attachment #1]. The minutes were approved by common consent.
3. The Chair called for the report of Dr. Les Mullings, CEO. Dr. Mullings updated the Board on upcoming school year. He highlighted the Pre-Service week that was full of training and professional development.

Following discussion, the report was received with appreciation.



4. The Chair called for the July 2022 Financial Report [Attachment #2]. Following review, the report was received by common consent.
5. The Chair called for the presentation of the 2022-23 August Personnel report [Attachment #3]. The report was received by common consent.

The meeting adjourned by common consent.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Gertrudis Hernandez", written over a light blue horizontal line.

Gertrudis Hernandez
Secretary Pro Tem



Attachment #1
See Prior
Month
Minutes for
Minute
Attachments



2022-23 School Year Board Meeting #1 Minutes

Frederica Jeffries, CPCS Chair called the meeting to order and welcomed everyone to the CPCS 2022-23 School Year Board Meeting #1 at 6:30 PM on July 20, 2022.

Frederica Jeffries, 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 Jeffries, Karon McFarlane, Linda Plummer, Dr. Michelle Daniel-Robertson and Gertrudis Hernandez

Members absent: Andrew Barnes

Also, present: Michael R. Estep, he was 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 2021-22 School Year Board Meeting #12 and Annual Meeting #13 [Attachment #1]. The minutes were approved by common consent.
3. The Chair called for the report of Dr. Les Mullings, CEO. Dr. Mullings updated the Board on Summer Boost. He highlighted the 6-8 Enrichment Program featuring Culinary Arts and Hip Hop.

Dr. Mullings shared with the Board that SLU has secured the Liberty Fund Grant of 1.5 million that will benefit our scholars and Far Rockaway residents. Additionally, SLU has secured College NOW funds for funding our high school



scholars. There are further indications that the JFK funding will be provided for the High School CTE pathways of Aviation, Culinary Arts and Hospitality.

Following discussion, the report was received with appreciation.

4. The Chair called for the June 2022 Financial Report [Attachment #2]. Following review, the report was received by common consent.
5. The Chair called for the review of the 2022-23 Annual Budget Report [Attachment #3]. Following discussion, made a motion by Dr. Michelle Daniel-Robertson with a second by Linda Plummer to approve the 2022-23 Annual Budget. The motion carried unanimously.
6. The Chair called for the presentation of the 2022-23 July Personnel report [Attachment #3]. Dr. Michelle Daniel-Robertson moved approval of 2022-23 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 #2

**CHALLENGE
PREPARATORY CHARTER
SCHOOL**

**FINANCIAL REPORT
JULY 31, 2022**

Challenge Prep Charter School
Profit and Loss
July 2022

	Total
Income	
4100 State Grants	
4101 Per Pupil Allocations	1,615,716.67
4102 Per Pupil Allocations for SPED	128,077.73
4109 Facilities Funding	42,992.54
Total 4100 State Grants	\$ 1,786,786.94
4200 Federal Grants	
4206 E-Rate	4,536.00
4210 CRRSA ESSER 2	99,619.23
4211 ARP ESSER 3	33,310.75
Total 4200 Federal Grants	\$ 137,465.98
4300 Contributions	
4301 Restricted Contributions	299,712.00
Total 4300 Contributions	\$ 299,712.00
4400 Miscellaneous Income	
4401 Interest Income	1,200.00
Total 4400 Miscellaneous Income	\$ 1,200.00
Total Income	\$ 2,225,164.92
Gross Profit	\$ 2,225,164.92
Expenses	
5000 Compensation	
5100 Instructional Staff	
5101 Administrative Leadership	21,022.34
5102 Instructional Leadership	144,907.92
5103 Classroom Teachers	117,238.00
5104 Teaching Assistants	100,662.10
5105 Special Education Teachers	26,000.00
5106 ELL Teachers	8,000.00
5107 Music Teacher	16,760.68
5110 Specialty Teachers	14,620.00
Total 5100 Instructional Staff	\$ 449,211.04
5200 Non-Instructional Staff	
5201 Finance & Human Resources	23,795.10
5202 Administration & Operations	103,390.34
5204 Administrative Assistant	29,747.02
5205 Custodians	42,262.02
5206 Security Guards	34,847.98
Total 5200 Non-Instructional Staff	\$ 234,042.46
5300 Pupil Support	
5301 Pupil Support Services	89,539.54
5302 School Aides	32,796.08

Total 5300 Pupil Support	\$	122,335.62
Total 5000 Compensation	\$	805,589.12
5400 Benefits		
5402 NY State Unemployment Insurance		84.50
5403 Social Security - EmployER		49,430.16
5404 Social Security - EmployEE		0.00
5405 Medicare - EmployER		11,990.97
5406 Medicare - EmployEE		0.00
5408 NYS Disability		0.00
5409 Medical Insurance		81,976.18
5410 Dental Insurance		5,065.60
5411 Vision Insurance		1,041.59
5412 Life Insurance, STD, & LTD		6,126.39
5415 Retirement 403(B) Clearing		0.00
5420 Other Employer Taxes		4,079.88
5421 Garnishment Child Support (Clearing)		0.00
5422 HRA/FSA Diff Card Premium & Contributions		1,004.00
5423 Garnishments - Other		0.00
5425 AFLAC (Clearing)		0.00
Total 5400 Benefits	\$	160,799.27
6100 Administrative Expenses		
6101 Office Supplies		4,969.40
6102 Printer Supplies		1,261.37
6104 Office Equipment (non-asset)		2,081.32
6105 Copy Machine Lease		4,001.93
6106 Postage and Delivery		29.76
6107 Temperature Scanning Kiosk Lease		901.00
6109 Administrative Licenses, Software, & Subscriptions		12,046.31
6110 Team Building/Staff Lunch & App		600.00
Total 6100 Administrative Expenses	\$	25,891.09
6200 Professional Services		
6202 Payroll Services		51,070.19
6203 Communication & Compliance Consulting Services		27,504.00
6204 Legal Services - Paid		10,000.00
6205 Educational Consulting		18,562.50
6206 Financial Management Services		7,157.50
6208 Temporary Staffing Services		31,400.00
Total 6200 Professional Services	\$	145,694.19
6300 Professional Development		
6301 Instructional Staff PD		1,366.11
6302 Non-Instructional Staff PD		9,250.00
6303 Board Development/ Strategic Planning		792.00
Total 6300 Professional Development	\$	11,408.11
6400 Marketing and Staff/Student Rec		
6404 Staff Recruiting		130.65
6405 Website Maintenance		994.00
Total 6400 Marketing and Staff/Student Rec	\$	1,124.65

7100 Curriculum & Classroom Expenses		
7107 Curriculum Licenses, Software, & Subscriptions		6,915.00
7114 Non-Instructional Student Enric		113,353.43
7118 Student Information Management System		840.00
Total 7100 Curriculum & Classroom Expenses	\$	121,108.43
8100 Facility		
8102 Utilities		18,910.61
8113 Personal Protective Equipment (PPE)		300.00
8114 Custodial Supplies		13,087.11
8115 Landscaping		1,300.00
8120 Repair & Maintenance		8,591.40
Total 8100 Facility	\$	42,189.12
8200 Technology Expenses		
8201 Phone & Fax Expenses		3,960.44
8203 Internet Connectivity Expenses		11,186.60
8205 Technology Consultants		6,578.91
8209 Technology Equipment (non-asset)		0.00
8210 Technology Licenses, Software, & Subscriptions		7,568.45
Total 8200 Technology Expenses	\$	29,294.40
Total Expenses	\$	1,343,098.38
Net Operating Income	\$	882,066.54
Net Income	\$	882,066.54

Challenge Prep Charter School
Balance Sheet
As of July 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash	
1001 HSBC Checking - 0844	3,673,178.30
1002 HSBC Checking - 0852	5,638.25
1003 HSBC Checking - 0879	-153,713.66
1004 HSBC Checking - 0887	0.00
1005 HSBC Money Market - 5972	1,001,200.00
1006 Chase Escrow - 3060	70,000.00
1007 Petty Cash	0.00
Total 1000 Cash	\$ 4,596,302.89
Total Bank Accounts	\$ 4,596,302.89
Accounts Receivable	
1100 Accounts Receivable	626,865.68
1200 Other Receivables - Salary Advance	0.00
Total 1100 Accounts Receivable	\$ 626,865.68
Total Accounts Receivable	\$ 626,865.68
Other Current Assets	
1300 Prepaid Expenses	275,445.67
1301 Prepaid Insurance	0.00
1310 Prepaid Rent	1,111,335.62
1400 Due From Challenge Charter Network	0.00
1401 Due From Friends of Challenge Prep, Inc.	5,000.00
Inventory Asset	0.00
Total Other Current Assets	\$ 1,391,781.29
Total Current Assets	\$ 6,614,949.86
Fixed Assets	
1500 Furniture, Fixtures & Equipment	
1510 Office & Admin Computers & Equipment	256,303.34
1511 Classroom Computers & Equipment	1,377,667.62
1512 Classroom Furniture	523,884.23
1513 Office Furniture	202,764.11
1514 Musical Instruments	16,389.83
1515 Computer Software	44,217.42
Total 1500 Furniture, Fixtures & Equipment	\$ 2,421,226.55
1519 Facility and Construction	127,588.58
1520 Architect Fees	115,619.76
1525 Fire Alarm System	7,500.00
1530 Kitchen/Cafeteria	162,079.22
1535 Construction In Progress	0.00

1540 Leasehold Improvements		816,468.49
Total 1519 Facility and Construction	\$	<u>1,229,256.05</u>
1610 Website		11,000.00
1700 Accumulated Depreciation & Amortization		
1710 Accumulated Depreciation		-1,930,431.84
1750 Accumulated Amortization		-8,677.77
Total 1700 Accumulated Depreciation & Amortization	-\$	<u>1,939,109.61</u>
Total Fixed Assets	\$	<u>1,722,372.99</u>
Other Assets		
1800 Security Deposits		925,999.20
2500 Sales Tax Receivable		0.00
Total Other Assets	\$	<u>925,999.20</u>
TOTAL ASSETS	\$	<u>9,263,322.05</u>
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable		1,099,603.27
Total Accounts Payable	\$	<u>1,099,603.27</u>
Other Current Liabilities		
2100 HSBC Loan Payable		0.00
2300 Accrued Salaries/Taxes		312,249.99
2301 Accrued Expenses		166,516.85
2302 Refunds Payable		2,255.97
2303 Accrued Interest - PPP		0.00
2304 Due To Friends of Challenge Prep, Inc.		0.00
2400 Unearned/Deferred Revenue		1,895,805.16
Total Other Current Liabilities	\$	<u>2,376,827.97</u>
Total Current Liabilities	\$	<u>3,476,431.24</u>
Long-Term Liabilities		
2700 Deferred Rent Liability		3,744,306.58
Total Long-Term Liabilities	\$	<u>3,744,306.58</u>
Total Liabilities	\$	<u>7,220,737.82</u>
Equity		
3000 Opening Balance Equity		0.00
3100 Retained Earnings		1,160,517.69
Net Income		882,066.54
Total Equity	\$	<u>2,042,584.23</u>
TOTAL LIABILITIES AND EQUITY	\$	<u>9,263,322.05</u>

Challenge Prep Charter School
Statement of Cash Flows
July 2022

	Total
OPERATING ACTIVITIES	
Net Income	882,066.54
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1100 Accounts Receivable	-99,619.23
1300 Prepaid Expenses	-141,487.28
1310 Prepaid Rent	-440,246.91
2000 Accounts Payable	903,074.77
2300 Accrued Salaries/Taxes	-1,117,266.31
2301 Accrued Expenses	43,466.34
2400 Unearned/Deferred Revenue	1,753,476.19
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	\$ 901,397.57
Net cash provided by operating activities	\$ 1,783,464.11
INVESTING ACTIVITIES	
1511 Furniture, Fixtures & Equipment:Classroom Computers & Equipment	-86,657.71
1513 Furniture, Fixtures & Equipment:Office Furniture	-4,172.46
Net cash provided by investing activities	-\$ 90,830.17
Net cash increase for period	\$ 1,692,633.94
Cash at beginning of period	2,899,496.49
Cash at end of period	\$ 4,592,130.43

Challenge Prep Charter School

A/P Aging Summary

As of July 31, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Advanced Pest Management	759.23	704.23				1,463.46
Amplified IT	20,747.50	2,735.93				23,483.43
Atlantic A Program of De Lage Landen Financial Services	4,924.93					4,924.93
Atlantic Tomorrows Office	533.73	41,595.91				42,129.64
Bricks 4 Kidz		6,625.00				6,625.00
Champion Elevator Corp.	1,610.00					1,610.00
Charter School Business Management, Inc.	7,157.50	8,702.50				15,860.00
Charter Technology Solutions	4,004.00	1,615.00				5,619.00
Cohen Schneider Law, P.C.	10,000.00				-351.25	9,648.75
Cortevo Technologies, LLC	6,498.91					6,498.91
Cross-Fire & Security Co., Inc.	4,013.00					4,013.00
Denzel Dunbar	900.00					900.00
Eden Balogun	900.00					900.00
Educators For Student Success		9,250.00				9,250.00
Fusion, LLC	412.15					412.15
HCWC, Inc.		6,336.00				6,336.00
Jamie Mullings	4,000.00					4,000.00
Jayd Diamond	2,000.00					2,000.00
Joe's Academy of Music		17,900.00				17,900.00
JPS Solutions, LLC		15,000.00				15,000.00
Kimtrel Jones	2,000.00					2,000.00
Lakeshore		1,202.57				1,202.57
Lavinia Group, LLC	8,750.00	49,000.00				57,750.00
Mackin Book Company		719.12				719.12
National Grid (60981-03010)	44.42					44.42
National Grid (76321-67015)	351.50					351.50
National Grid (94153-29028)	190.17					190.17
New York City Charter School Center	21,938.00					21,938.00
Notable, Inc. (Kami)	3,515.00					3,515.00
OMY Art Gallery	5,000.00					5,000.00
Payroll	727,711.28					727,711.28
Procurify		12,000.00				12,000.00
PSEGLI (0084001203)	1,654.28					1,654.28
PSEGLI (0084009205)	3,791.81					3,791.81
PSEGLI (0084009221)	10,866.48					10,866.48
PSEGLI (0089070003)	4,438.22					4,438.22
Rocking Horse Ranch					-950.00	-950.00
School Professionals			818.58			818.58
Shajeim Headley	900.00					900.00
Staples Advantage	6,134.56					6,134.56
T-Mobile	1,500.00					1,500.00

TeachBoost		6,240.00				6,240.00
Tequipment Incorporated	4,693.00					4,693.00
TRU SK Consultants, LLC.		17,500.00				17,500.00
Uline	13,605.55	6,568.32	7,030.83			27,204.70
Waterlogic Americas, LLC				74.85		74.85
TOTAL	\$ 885,545.22	\$ 203,694.58	\$ 7,849.41	\$ 74.85	-\$ 1,301.25	\$ 1,095,862.81

Challenge Prep Charter School
A/R Aging Summary
As of July 31, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
AFLAC 1					89.44	89.44
B'Above Worldwide					22,864.68	22,864.68
State of New York - Education Dept	99,619.23		-610,693.78	110,519.49	1,004,466.62	603,911.56
TOTAL	\$ 99,619.23	\$ 0.00	-\$ 610,693.78	\$ 110,519.49	\$ 1,027,420.74	\$ 626,865.68