



## **2019-20 School Year Board Meeting #2 Minutes**

Frederica Jefferies, CPCS Chair called the meeting to order and welcomed everyone to the CPCS 2018-19 School Year Board Meeting #2 at 6:30 PM on August 28, 2019.

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 Website Home Page

Ben Waxman, Secretary of the Board of Trustees called the roll of the board.

Members present: Frederica Jefferies, Karon McFarlane, Jeremiah C. Gaffney, Ben Waxman and Gertrudis Hernandez

Members absent: Andrew Barnes

Also present: Kentia Coreus, Nicole Griffin, Eunice Armstrong, Venessa Lynch, Kimberly Messer and Michael R. Estep. 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 2019-20 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 reported on the great start of the new school year and an overview of the 2018-19 State Assessments and he introduced Kentia Coreus as the new Senior Director of Teaching and Learning. The report was received with appreciation.



4. Dr. Mullings called on Kentia Coreus for her report. She shared about the Professional Development week (August 19-23, 2019) and her early assessment of her new role at Challenge. Her report was received with appreciation.
5. Dr. Mullings called on Nicole Griffin, K-5 Principal for her report [Attachment #2]. Her report was received with appreciation.
6. Dr. Mullings called attention to the printed report of Mavgar Mondesir-Gordon, 6-8 Principal [Attachment #3]. The report was received with appreciation.
7. Dr. Mullings called on Eunice Armstrong, Director of Finance for her report [Attachment #6]. The report was received with appreciation.
8. Dr. Mullings called on Venessa Lynch, Director of Operations for her report [Attachment #4]. The report was received with appreciation.
9. Dr. Mullings called upon Kimberly Messer, Director of Communications for her report [Attachment #5]. The report was received with appreciation.
10. The Chair called for the July 2019 Financial Report [Attachment #6]. Following review, the report was received.

The meeting adjourned by common consent at 7:50 PM

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "Ben Waxman", is written over a light blue horizontal line.

Ben Waxman  
Secretary



# **ATTACHMENT #1**

**CPCS**

**2019-20 School Year**

**Board Meeting #1**

**Minutes**



## **2019-20 School Year Board Meeting #1 Minutes**

Frederica Jefferies, CPCS Chair called the meeting to order and welcomed everyone to the CPCS 2018-19 School Year Board Meeting #1 at 6:30 PM on July 24, 2019.

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 Website Home Page

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

Members present: Frederica Jefferies, Karon McFarlane, Jeremiah C. Gaffney, and Gertrudis Hernandez

Members absent: Ben Waxman and Andrew Barnes

Also present: Michael R. Estep, Senior Advisor. 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 2018-19 School Year Board 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 gave an update on the retrofitting of the 1520 Central Avenue site, Challenge Day Camp, preparations for the new school year and the Professional Development week – August 19-23, 2019. The report was received with appreciation.
4. The Chair called for the June 2019 Financial Report [Attachment #2]. Following review, the report was received.



5. The Chair called for the presentation of the 2019-20 Annual Budget [attachment #3]. Following discussion, Frederica Jefferies made a motion with a second by Gertrudis Hernandez to approve the budget. Motion carried unanimously.

The meeting adjourned by common consent at 7:10 PM

Respectfully submitted:

A handwritten signature in blue ink that reads "Karon K. McFarlane". The signature is written in a cursive style.

Karon McFarlane  
Secretary Pro Tem



# **ATTACHMENT #2**

## **K-5 Principal Report**



Nicole Griffin  
 Board Report  
 8/19/19

Can you believe we are launching a new school year? The administrative team is ready and prepared to tackle another year at CPCS. Through out the school year and the summer we collaborated to refine our goals. Below you will find the goals for 2019-2020.

Instructional Goal #1- 80% of the students will meet or exceed their Benchmark level goal in grades K-3 by the end of the 2019-2020 school year.

Strategies & Action Steps	Who is Responsible?	When will it be completed?
Teach intentional instruction of Comprehension Strategies: inferring, sequencing, cause/effect, fact/opinion, questioning – through Reader’s Workshop approach and WONDERS	Classroom Teachers and Interventionist	On going
Use of Guided Reading Instruction Strategies during the reading block	Classroom Teachers/ Teaching Assistants and Interventionist, Special Education Teachers	On going
Classroom Language Lessons with a focus to improve the five pillars of reading (phonics, phonemic awareness, vocabulary, comprehension, fluency)	Speech/Language Therapist and Classroom Teachers	On going

## Grade Level Goals

Our goal is for each child to be reading at grade level or above (as determined by the attached chart). Students who do not meet that criterion on benchmark assessments are discussed at CST meetings to determine the best method of intervention instruction. Progress monitoring occurs frequently to measure growth and progress within the intervention. Effective for the 2019-2020 school year, scholars who did not meet the benchmark in cycle 2 will be tested in January 2020.

### F&P:

**Cycle 1:** 9/3 - 9/17

**Cycle 2:** 10/28 - 11/14

**Informal's:** 1/13 - 1/31 (*for scholars who did not meet the benchmark in cycle 2 only*)

**Cycle 3:** 3/16 - 4/1

**Cycle 4:** 5/26 - 6/12

Adjustments will be made after each benchmark period.

\*See Grade Level Goals on following page

Fountas & Pinnell

## INSTRUCTIONAL LEVEL EXPECTATIONS FOR READING

	Beginning of Year (Aug.-Sept.)	1st Interval of Year (Nov.-Dec.)	2nd Interval of Year (Feb.-Mar.)	End of Year (May-June)
<b>Grade K</b>		C+	D+	E+
		B	C	D
		A	B	C
				Below C
<b>Grade 1</b>	E+	G+	I+	K+
	D/E	F	H	J
	C	E	G	I
	Below C	Below E	Below G	Below I
<b>Grade 2</b>	K+	L+	M+	N+
	J/K	K	L	M
	I	J	K	L
	Below I	Below J	Below K	Below L
<b>Grade 3</b>	N+	O+	P+	Q+
	M/N	N	O	P
	L	M	N	O
	Below L	Below M	Below N	Below O
<b>Grade 4</b>	Q+	R+	S+	T+
	P/Q	Q	R	S
	O	P	Q	R
	Below O	Below P	Below Q	Below R
<b>Grade 5</b>	T+	U+	V+	W+
	S/T	T	U	V
	R	S	T	U
	Below R	Below S	Below T	Below U

### KEY

Exceeds Expectations

Meets Expectations

Approaches Expectations:  
Needs Short-Term Intervention

Does Not Meet Expectations:  
Needs Intensive Intervention



Instructional Goal #2- The school implements a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers.

Strategies & Action Steps	Who is Responsible?	When will it be completed?
Vertical collaboration to gain a better understanding of core instruction and best practices.	Administration and Lead Teachers/ Teaching Assistants	On going
Student surveys will be generated to determine individual student interests. We will use this information to guide instruction (content delivery).	Classroom Teachers and Interventionist	September 2019
Staff will use multiple forms of assessments to determine grade level proficiency and to determine which tier is most appropriate.	Classroom Teachers and Teaching Assistants	On going
Establish a set criteria for placement within interventions; as well as time of service based on student need	Special education liaison and Assistant Principals	September 2019

Instructional Goal # 3- Writing - All students will develop proficiency as writers of narrative, opinion pieces and one other grade based genre as indicated on unit post - assessments.

Strategies & Action Steps	Who is Responsible?	When will it be completed?
Implement Writing City (Formally know as Writing Steps) curriculum	Classroom Teachers and Teaching Assistants	On going
Growth will be measured by on demand writing assessments scored using the grade level rubric for each unit	Classroom Teachers and Teaching Assistants, Interventionists	Per Unit
Participate in monthly professional development sessions focused on Writing.	All Staff	On going

Review student writing in collaborative teams (e.g. grade-level teams working with Special Educators), and adjust both whole-class and small-group instruction in response to the data collected.	All Staff	On going
Engage students in peer and teacher conferences about their writing.	All Staff	On Going
Students will revise, edit and publish writing pieces in each unit.	Students, Classroom Teachers and Teaching Assistants	On Going
Students will conduct self assessments based on the Writing City student friendly rubric.	Students	On Going

**Professional Goal-**

Continue to provide weekly Professional Learning Community time and space for all grade level teams to develop a better understanding of Common Core State Standards, improve instructional practice, and analyze data to enhance student performance and provide students with targeted reading and math intervention/enrichment.

- Instructional Needs- Coaching for Math – NYCMP- Recommended 10 sessions
- Culture Responsive Training

Looking forward to a great year!



# **ATTACHMENT #3**

## **6-8 Principal Report**

**CCMS Report Board Report # 1**  
**August 19, 2019**  
**Mavgar Mondesir-Gordon, Grades 6-8 Principal**

Current Enrollment:

<b>Cohort Group</b>	<b>Grade Level</b>	<b>Current 2019-2020 School Year Enrollment Numbers</b>
#1	Grade 8	84
#2	Grade 7	78
#3	Grade 6	75
<b>TOTAL</b>		<b>237</b>

As the CCMS team came together for the first day of Preservice Professional Development, on Monday, August 19, 2019, the focus was on working together closely to consistently hone tools for equipping ourselves to on-board our scholars successfully.

Staffing needs are also in focus, with interviews continuing daily.

**The bulk of the CCMS Board Report consists of the first draft of the School Improvement Plan for the 2019-2020 school year [linked here](#).**



**ATTACHMENT #4**  
**Director of Operations**  
**Report**



**Rev. Dr. Les Mullings, Founder/CEO**

August 27, 2019

Re: August 27, 2019 Operations Report

By: Venessa Foster, Director of Operations

**I. Compliance**

- Safety plan has been updated for 19-20 SY
- Building permits are all up to date
- FDNY inspections were completed and successful throughout the summer. Action have been taken based on all recommendations.

**II. Security**

- We have onboarded one new security officer for Hartman In.
- Security personnel are receiving professional development to ensure they are completely equipped to serve our school community

**II. Facilities**

- All major fixtures between both building was addressed over the summer
- All buildings received a deep clean and was ready to receive staff and families
- A new landscaping company was selected for ground maintenance services. We are pleased with their services thus far and our campuses look beautiful
- Shout out to Coach Reily who has spearhead a donation project with Lowes. We are currently working out the logistics where Lowes will come in with a team and work on 3 areas (Gym , KG Yard, and Garden Oasis) of the school to help us beautify the appearance of our campus

**V. School Foods**

- We received new equipment for both campuses to ensure we have the adequate tools to serve our scholars this year.
- Our kitchen staff remains the same and is stable.

**V. Health**

- Nurses are communicating with families to ensure we are in compliance with updated health immunization. Additionally, informing families of changes and or updates for next year regarding health services.

**VI. Transportation**

- We have on boarded a new bussing company for shuttle service for CMCS. Tracy & Malik Bus Service



**ATTACHMENT #5**  
**Director of Communications**  
**Report**



## **Challenge Charter Schools Communications Report August 2019**

### **Summer in Review**

- **Staff PD**

- Reviewed Why Communications is key to a successful Charter School
- Reviewed new Social Media policies for Employees
  - Policies were written and approved by senior leadership in response to aligning with other schools AND due to several issues that have come up with Challenge employees

- **Branding/Marketing**

- New FB and Twitter covers for new school year
- New 1-pagers for Mission Statement
- Updates of School flyer and ongoing updates of Application materials for the 2020-21 season

- **Websites**

- Update of all pages/info/images on K-5 and MS
- Updates of Mission Statement
- Structure/Navigation Meeting and initial work on the DOE requested Umbrella site
- Images chosen for High School website

- **Handbooks**

- Scholar handbook for 6-8 updated and released week of 8/19
- K-5 still needed as of 8/19

- **Other**

- Script for phones updated
- To be recorded week of 8/19





# **ATTACHMENT #6**

## **July 2019 Financials & Director of Finance Report**

# Challenge Prep Charter School

## BALANCE SHEET

As of July 31, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Cash	4,501,260.98
<b>Total Bank Accounts</b>	<b>\$4,501,260.98</b>
Accounts Receivable	
1100 Accounts Receivable	578,910.67
<b>Total Accounts Receivable</b>	<b>\$578,910.67</b>
Other Current Assets	
1300 Prepaid Expenses	12,651.99
1310 Prepaid Rent	182,255.18
<b>Total Other Current Assets</b>	<b>\$194,907.17</b>
<b>Total Current Assets</b>	<b>\$5,275,078.82</b>
Fixed Assets	
1500 Furniture, Fixtures & Equipment	893,839.99
1519 Facility and Construction	919,653.48
1610 Website	11,000.00
1700 Accumulated Depreciation & Amortization	-980,109.09
<b>Total Fixed Assets</b>	<b>\$844,384.38</b>
Other Assets	
1800 Security Deposits	333,575.50
<b>Total Other Assets</b>	<b>\$333,575.50</b>
<b>TOTAL ASSETS</b>	<b>\$6,453,038.70</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	89,428.59
<b>Total Accounts Payable</b>	<b>\$89,428.59</b>
Other Current Liabilities	
2300 Accrued Salaries/Taxes	647,244.11
2301 Accrued Expenses	50,689.65
2400 Unearned/Deferred Revenue	2,384,447.10
<b>Total Other Current Liabilities</b>	<b>\$3,082,380.86</b>
<b>Total Current Liabilities</b>	<b>\$3,171,809.45</b>
Long-Term Liabilities	
2700 Deferred Rent Liability	2,248,718.08
<b>Total Long-Term Liabilities</b>	<b>\$2,248,718.08</b>
<b>Total Liabilities</b>	<b>\$5,420,527.53</b>
Equity	
3100 Retained Earnings	939,583.61
Net Income	92,927.56

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	TOTAL
Total Equity	\$1,032,511.17
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$6,453,038.70</b>

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# Challenge Prep Charter School

## PROFIT AND LOSS

July 2019

	TOTAL
Income	
4100 State Grants	145,350.00
4200 Federal Grants	3,839.00
4300 Contributions	300,000.00
4400 Miscellaneous Income	0.64
<b>Total Income</b>	<b>\$449,189.64</b>
GROSS PROFIT	<b>\$449,189.64</b>
Expenses	
5400 Benefits	89,593.29
6100 Administrative Expenses	9,684.42
6200 Professional Services	25,912.88
6300 Professional Development	5,469.00
6400 Marketing and Staff/Student Rec	1,314.00
7100 Curriculum & Classroom Expenses	2,604.36
8100 Facility	202,030.90
8200 Technology/Communication Expens	19,645.73
8800 Miscellaneous Expenses	7.50
<b>Total Expenses</b>	<b>\$356,262.08</b>
NET OPERATING INCOME	<b>\$92,927.56</b>
NET INCOME	<b>\$92,927.56</b>