



2020-21 School Year Board Meeting #3 Minutes

Frederica Jefferies, CPCS Chair called the meeting to order and welcomed everyone to the CPCS 2020-21 School Year Board Meeting #3 at 6:30 PM on September 16, 2020.

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 appointed Gertrudis Hernandez as Secretary Pro Tem due to the absence of Karon McFarlane, Secretary of the Board of Trustees called the roll of the board.

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

Members absent: Karon McFarlane

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 #2 [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 opening of the 2020-21 School Year. He additionally, shared information of the COVID-19 preparations at all of the Challenge building sites for the in-person attendance of scholars scheduled for October 5, 2020 for grades K-2, October 19, 2020 for grades 3-5 and October 28, 2020 for grades 6-9.



Dr. Mullings also shared information on the progress of the High School Back Building that will be used for the 9th grade, which is now scheduled for being turned over to Challenge in mid-October 2020.

Dr. Mullings led the Board through a discussion about the Parent/Guardian Survey and the current results to date of the responses and feelings of the parents/guardians concerning the options of their scholars returning in-person or opting for their scholars to take the remote learning option. It was noted that the parents/guardians that have not responded as of the date of this meeting of the Board will be contracted to complete the survey.

It was noted that a Special Called Meeting of the Board may be necessary between now and the scheduled in-person date of October 5, 2020 for the K-2 grades to return to the 710 Hartman Lane, Far Rockaway, NY facility. The purpose of the meeting will be to potential adjust the dates for in-person learning.

Following discussion, 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 August 2020 Financial Report [Attachment #8].
Following discussion and review, the report was received by common consent.
11. The Chair called for the presentation of the 2020-21 September Personnel Report by Eunice Armstrong, Director of Finance [Attachment #9]. It was noted that no



new personnel were hired since the last Board meeting. The report was received by common consent.

12. The Chair called upon the CEO and Dr. Michael Estep for the presentation of the proposed CPCS Privacy and Security for Student Data and Teacher and Principal Data Policy [Attachment #10]. Following discussion, a motion was made by Dr. Michelle Daniel-Robertson with a second from Gertrudis Hernandez that the policy be adopted as presented. The motion carried unanimously.

The meeting adjourned by common consent at 7:15 PM.

Respectfully submitted:

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

Gertrudis Hernandez
Secretary Pro Tem



ATTACHMENT #1

CPCS

2020-21 School Year

Board Meeting #2

Minutes



2020-21 School Year Board Meeting #2 Minutes

Frederica Jefferies, CPCS Chair called the meeting to order and welcomed everyone to the CPCS 2020-21 School Year Board Meeting #2 at 6:30 PM on August 19, 2020.

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, Dr. Michelle Daniel-Robertson, and Linda Plummer

Members absent: Andrew Barnes 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 #1 [Attachment #1]. The minutes were approved by common consent.
3. The Chair called for the 2019-20 Audit Planning Communication Presentation [Attachment #2]. The presentation was presented by PKF O’Connor Davies representatives Joseph Ciorciari, Supervisor and James Mercaldo, CPA Senior Associate. Representatives from Charter School Business Management – Donna Webster, Associate Director and Raymond Alston, Finance Manager were also present. Following discussion, the report was received by common consent.



4. The Chair called for the report of Dr. Les Mullings, CEO. Dr. Mullings gave an update on the Reopening Plan V4 for the 2020-21 School Year [Attachment #3]. This edition includes added information about “CPCS Contact Tracing Support” and the “CPCS COVID-19 Testing Plan”. Dr. Mullings also shared information about the three recent Town Hall Meetings for Parents/Guardians (via ZOOM) and the All Staff COVID-19 Meeting (via ZOOM). Each Town Hall/Meeting covered the various aspects of the Reopening Plan.

Dr. Mullings informed the Board about the All Staff PreService/Professional Development Week (August 17-21, 2020). The Staff received Health and Safety training during the first two days of the week. On Tuesday, August 18, 2020 a special presentation was given on the subject of “COVID-19: School, Masks, and Hand Hygiene” by Dr. Panagis Galiatsatos (a.k.a Dr. G) of the Johns Hopkins School of Medicine.

Dr. Mullings noted that Challenge is partnering with the Johns Hopkins School of Medicine on providing training for the Greater Far Rockaway area residents, CPCS parents and staff about COVID-19. The first event will be a Back to School Forum – “Empowering You with Information: COVID-19 & Your Child” on August 25, 2020 [Attachment #4]. The presentation will be made by Dr. Panagis Galiatsatos (a.k.a Dr. G) of the Johns Hopkins School of Medicine. Additional sponsors and presenters are: Gregory W. Meeks, U.S. Representative, New York 5th District and Donovan Richards, NYC Councilman and Queens Borough President Elect.

Dr. Mullings gave an update on the partnership with St. John’s Episcopal Hospital. COVID-19 parent/guardian training events are scheduled for September in time for the K-2 scholars return to the 710 Hartman Lane site on October 5, 2020. He noted that grades 3-5 will return on October 19, 2020 and 6-9 grades on October 28, 2020. St. John’s has also committed to provide 200 Chromebooks to Challenge for our scholars.

Dr. Mullings added that all scholars will return to school on Monday, August 24, 2020 via remote learning at all grade levels. In preparation for staff returning to the current three sites, each were deep cleaned and disinfected the first week of August. PPE materials have arrived in large quantities as well the temperature scanning equipment. Each site is being equipped with Electrostatic Disinfectant Cleaners.

Following discussion, the report was received with appreciation.



5. The Chair called for the July 2020 Financial Report [Attachment #5]. Following review, the report was received by common consent.

6. The Chair called for the presentation of the 2020-21 August Personnel report [Attachment #6]. Karon McFarlane moved approval of 2020-21 contracts for all listed on the report with a second from Linda Plummer. The motion carried unanimously.

The meeting adjourned by common consent at 7:25 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



Attachment #2



Senior Director of Teaching and Learning
September 2020 Board Report
 (Covering August 24, 2020-September 11, 2020)
Kentia Coreus

2020-21 Scholar Enrollment

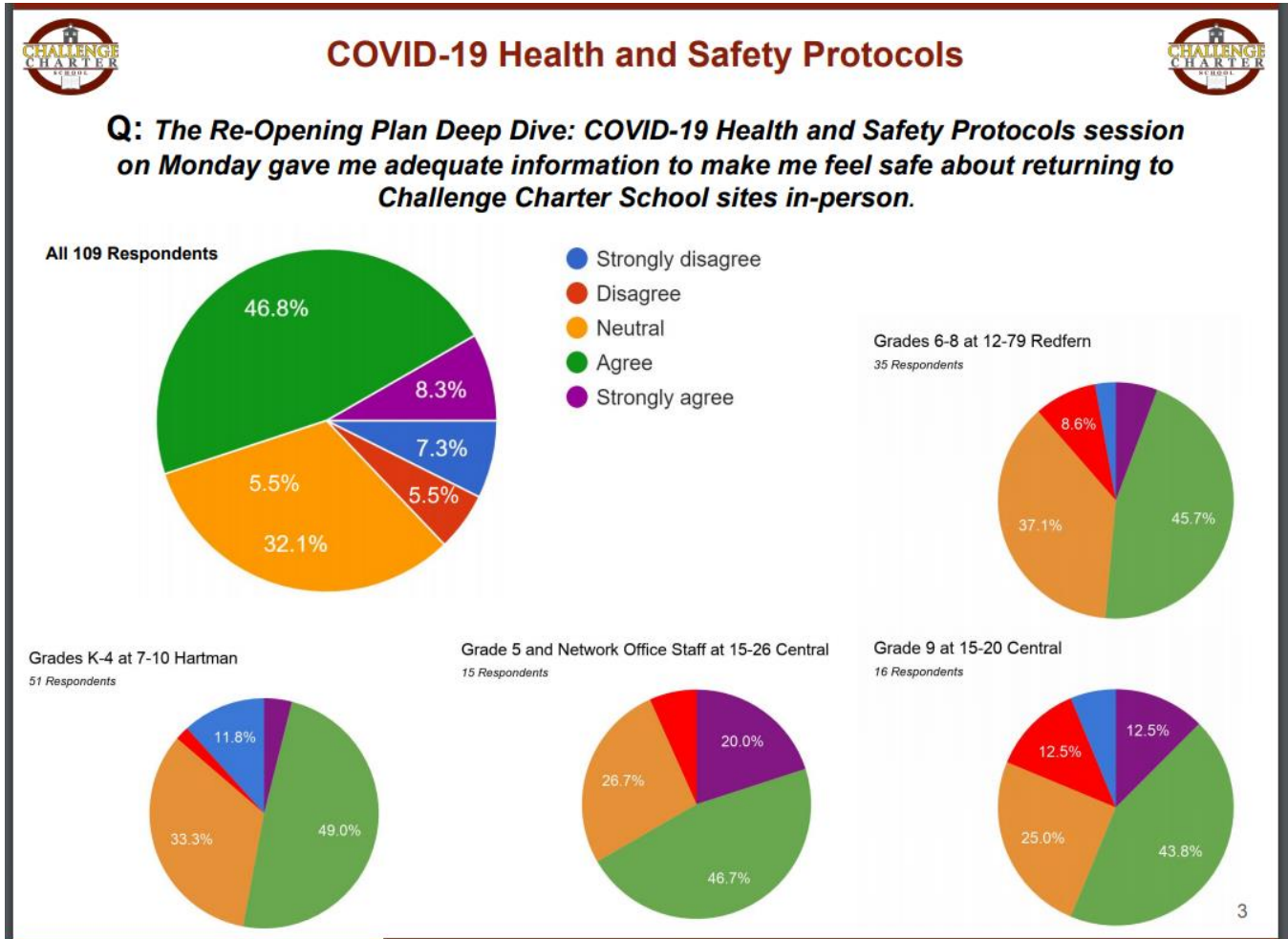
Current Enrollment	910 scholars (as of September 11, 2020)	
Grade	Number of scholars	Notes (where applicable)
K	112	No additional applications currently.
1	120	
2	98	One seat offer pending acceptance.
3	96	Two seat offers pending acceptance.
4	97	One seat offer pending acceptance.
5	102	
6	71	
7	81	
8	78	One seat offer pending acceptance.
9	55	No additional applications currently.
TOTAL	910	

Staff Development

The Senior Director of Teaching and Learning collaborated with key team members to design and execute the network preservice staff development sessions during the week of August 17, 2020. Sessions were facilitated by both internal and external facilitators and covered a variety of topics (COVID, SEL, Academic, etc.). Principals designed key site-specific sessions. An excerpt of the calendar is attached to this report. Staff will be further supported during half-day PD Fridays using both internal and external facilitators.

Staff Response to COVID-10 Health and Safety Training

As part of preservice week, Challenge held two sessions related to COVID-19 Health and Safety protocols after which, all staff members were asked to complete a survey. Complete survey results were shared with the senior leadership team on September 8, 2020. The following chart summarizes staff responses to the following question: *The Re-Opening Plan Deep Dive: COVID-19 Health and Safety Protocols session on Monday gave me adequate information to make me feel safe about returning to Challenge Charter School sites in-person (Scale: strongly disagree, disagree, neutral, agree, strongly agree).*



Curriculum Development and SEM Implementation at Hartman

Challenge has contracted with Educators for Success to support a yearlong curriculum development plan aimed at:

1. Training teachers in guided reading and differentiated instruction.
2. Training school leadership and curriculum development teams in unpacking Next Generation standards and writing new units of study to be implemented in January 2021.
3. Supporting school leadership with supervising the implementation of guided reading, small-group instruction, and curriculum.
4. Implementing core components of the Schoolwide Enrichment Model (SEM).

SEM Implementation at CCMS and CCHS

The contract with Educators for Success is also aimed at supporting the implementation of key components of SEM at CCMS and CCHS. One consultant will also focus on supporting the Special Education program at all sites.

Focus Areas for the First 30 Days of School (through October 7, 2020)

The following focus areas were established to provide principals with guidance on where to prioritize beginning of year efforts as Challenge launches an historic school year. The list was informed by the NYSED Reopening guidelines and by AASA's Guidelines for Reopening Schools; and is specific to our current remote learning environment.

1. Social-Emotional Well-Being of Students
 - Building strong relationships with students (“Transcending the Technology”)
 - Daily check-ins for students with the highest needs
 - Advisory/house programming (SEL)
 - Maintaining accurate attendance records and following up on “no show” students
2. Social-Emotional Well-Being of Adults
 - SEL related professional learning
 - One-to-one check-ins
 - Health and safety training
 - Wellness Activities
3. Family and Community Engagement
 - Building strong relationships with families & community
 - Family/Community Town Halls
 - Back-to-School Family Orientation
 - Student Intervention Parent Meetings
 - Securing correct contact information
 - Informal school-parent communication (emails, texts, calls, etc.)
4. Digital Access and Equity
 - Devices (Chromebooks)
 - Connectivity (Hotspots)
 - Access to Tech Help
 - Staff Tech Training
 - Student and Family Tech Training
5. Launching the (Remote) Educational Program
 - Google Classrooms/Schoology
 - Procuring Digital Curricula and Tools
 - Demonstrating responsiveness and flexibility by making adjustments to the program/schedule where needed
6. Professional Learning Opportunities
 - Half-Day Friday PD Days (sessions led by both internal and external facilitators)
 - The Collaborative for Inclusive Education
 - OTIS for Educators (Self-Paced)
 - PowerSchool (Self-Paced)
7. Preparing for Hybrid Learning
 - Remote-only survey data review and follow-up outreach
 - Model Classroom set-up
 - Hybrid Learning Family Orientations

Preparing for Hybrid Learning

Below is an excerpt of our DRAFT Hybrid Launch project plan.

Challenge: Return to Buildings Project Plan- Hartman (TARGET DATE: October 5, 2020)		
Due Date	Task	Person/s Responsible
Immediately	Create Hybrid Scheduling Outreach script and begin outreach	Principals
By September 16	Collect and review data regarding staff responses to health and safety survey	Senior Leadership Team
By September 17	Submit draft of needed documents for review and approval	COVID Coordinators
By September 22	Approve needed documents	Dr. Mullings
By September 21	Conduct Hybrid Scheduling Outreach (after reviewing Remote-Only survey results)	Principals
By September 21	Complete building deep cleaning, disinfection, and sanitizing	OPS
By September 21	Respond to staff health and safety concerns	Senior Leadership Team
By September 24	Complete all building preparation tasks	
September 24	Facilitate K-2 Hybrid Learning Parent Orientation #1	Principals/Communications
September 25	Conduct K-2 Return to building staff practice (Train, provide PPE and cleaning supplies)	Principals/COVID Coordinators/OPS
September 29	Families receive B2B Guide	Principals/Communications
October 1	Facilitate K-2 Hybrid Learning Parent Orientation #2	Principals/Communications
October 5	Hybrid Learning begins for Grades K-2	Principals/COVID Coordinators/OPS
October 8	Facilitate 3-5 Hybrid Learning Parent Orientation #1	Principals/Communications
October 9	Conduct 3-5 Return to building staff practice (Train, provide PPE and cleaning supplies)	Principals/COVID Coordinators/OPS
October 15	Facilitate 3-5 Hybrid Learning Parent Orientation #2	Principals/Communications
October 19	Hybrid Learning begins for Grades 3-5	Principals/COVID Coordinators/OPS

COVID-19 Response and Ongoing Tasks

- Read and disseminate guidance from NYSED and NYCDOE Charter Office.
- Connect with external school leaders to share/collect ideas for supporting students and staff.
- Provide guidelines for implementing academic component of CPCS' Reopening Plan.
- Conduct check-ins with principals and staff.
- Attend weekly webinars with the New York State Charter Association. Information is provided by the Board of Regents and all three NYS charter authorizers.
- Participate in regular calls/correspondence with members of the senior leadership team.

Vacancies

CPCS currently has one teacher assistant vacancy. CCMS has a SETTS teacher vacancy and CCHS has a science teacher vacancy.



Challenge Charter School

2020-21 Pre-Service Professional Development Calendar
August 17-August 21 (8:00am-4:00pm)

As of August 17, 2020

Network-wide - All staff required
School Site-Specific (K-5, 6-8, 9) (Details will be shared by principals.)
Instructional Staff K-9
Education Technology Focus K-9
SEL Focus K-9
HR Focus K-9

MONDAY-August 17	TUESDAY- August 18	WEDNESDAY-August 19	THURSDAY-August 20	FRIDAY- August 21
<p>8:00-8:45</p> <p>New! Read 2020-21 Preservice Staff Guidance & Expectations</p> <p>Pre-Work: Read Challenge's Reopening Plan (V4_Aug. 15). Pages 1-23 will be reviewed in today's Deep Dive. Required by all</p> <p>[HR] New Staff Benefits Presentation E. Armstrong Link will be sent New staff only</p>	<p>8:00-9:00</p> <p>Pre-Work: View Dr. Galiatsatos' TED Talk (11 minutes) Required by all</p> <p>Read A Bird's Eye View. Introduction to the Schoolwide Enrichment Model (SEM) Required by all</p> <p>Read SEM case study and complete task Required: K-9 instructional staff</p>	<p>8:30-9:00</p> <p>[HR] All Staff AFLAC Presentation via Zoom with Jill Rappaport Required by all Zoom Link Meeting ID: 811 5745 0857 Moderator: E. Armstrong</p> <p>If you want to have a one-on-one, make an appointment via Calendly linked here. Jill Rappaport jill_rappaport@us.aflac.com (646) 694 - 9398</p> <p>Pre-Work: In preparation for tomorrow's TTP workshop, please look for an artifact/item that is connected to a special talent or special experience you've had. Required: K-9 instructional staff</p>	<p>8:00-9:00</p> <p>[HR] Individual AFLAC Appointments via Calendly Individual Appointments</p> <p>Pre-Work: -Complete interest survey by August 20, 2020. All results will be shared with staff tomorrow morning. Required: K-9 instructional staff</p> <p>-Be sure to have your artifact/item. You will be asked to display/share it during today's SEM workshop. Required: K-9 instructional staff</p>	<p>8:00-9:00</p> <p>[HR] Sexual Harassment Training- RESCHEDULED- ADP is experiencing technical difficulties in the eLearning module resulting in the training unable to be assigned to employees. Please be on the lookout for an email at a later date. Required by all Moderator: N/A</p> <p>Pre-Work: -Watch Enrichment Clusters video. presentation by Dr. Sally Reis. Required: K-9 instructional staff</p> <p>-Read Things You Can Do to "Academicize" the Content of Your Enrichment Clusters: A Case Study here. Required: K-9 instructional staff</p> <p>- If you received the Enrichment Clusters text already, read Chapters 3 and 4.</p> <p>-Watch Curriculum Compacting video. 6-9 instructional staff -Read Curriculum Compacting article. 6-9 instructional staff -Review Curriculum Compacting Tool (Wiki page). 6-9 instructional staff -Read Eight Steps to Curriculum Compacting here. 6-9 instructional staff</p>
<p>8:50-10:00</p> <p>Opening Watch video.</p> <ul style="list-style-type: none"> Welcome remarks, Dr. Mullings (15) New staff and updated roles, E. Armstrong (10) SEL Activity, T. Richards (30) Communications Updates, K. Messer (15) <p>Required by all Zoom Link Meeting ID: 817 3124 1608 Tech Support: D. Richardson Moderator: K. Coreus</p>	<p>9:00-10:00</p> <p><i>Dr. Estep opens</i> <i>Dr. Mullings to introduce Dr. G</i> COVID-19: School, Masks, and Hand Hygiene Watch video. Dr. Panagis Galiatsatos (a.k.a Dr. G) Johns Hopkins School of Medicine Required by all Zoom Link Meeting ID: 817 3124 1608 Tech Support: D. Richardson Moderator: M. Estep</p>	<p>9:00-10:00</p> <p>[HR] All Staff Employee Updates and Policies Presentation via Zoom E. Armstrong Required by all Zoom Link Meeting ID: 811 5745 0857 Tech Support: D. Richardson Moderator: K. Bruce</p>	<p>8:45-11:45</p> <p>K-9 Support Staff Training T. Richards K-9 Social Workers and Guidance Counselors Zoom Link Meeting ID: 853 6672 1879 Breakout rooms will be assigned Tech Support: D. Richardson</p> <p>9:00-10:00</p> <p>CCMS/CCHS: Teacher Evaluations and Observations - Danielson Domains in Focus:P2 M. Mondesir-Gordon 6-9 instructional staff Moderator: A. Samuels</p> <p>9:00-10:00</p> <p>CPCS: Independent Work Time- Please continue to call families, Read: Protocols for Scholars and Families and Instructor Responsibilities K-5 staff:</p>	<p>9:00-10:05</p> <p>CCMS/CCHS: Curriculum Compacting Watch video. Quatranio, Spataro, and Teicher-Fahrbach 6-9 instructional staff Zoom Link Meeting ID: 858 0972 6465 Breakout rooms will be assigned Tech Support: D. Richardson Assign Break-out Rooms: A. Samuels</p> <p>CPCS: Independent Schology Course w/Grade Teams K-5 staff Moderator:</p>
<p>10:00-10:15</p> <p>Overview of the week and review of expectations. Introduction to F. San Felice. K. Coreus Required by all Zoom Link Meeting ID: 817 3124 1608 Moderator: M. Estep</p>	<p>10:00-10:15</p> <p>Complete Health and Safety Survey linked here Required by all</p>	<p>10:00-10:30</p> <p>[HR] All Staff EQUITABLE Presentation with Rochelle Forster. Link will be provided Required by all Moderator: E. Armstrong</p>	<p>10:15-11:30</p> <p>SEM: The Total Talent Portfolio (TTP) Quatranio & Spataro Required: K-9 instructional staff Zoom Link Meeting ID: 865 7194 7241 Breakout rooms will be assigned Tech Support: J. Mullings</p>	<p>10:15-11:30</p> <p>SEM: Launching Enrichment Clusters Watch video. Quatranio & Spataro Required: K-9 instructional staff Zoom Link Meeting ID: 858 0972 6465 Breakout rooms will be assigned Tech Support: D. Richardson Assign Break-out Rooms: D. Richardson and A. Samuels</p>
<p>10:15-11:15</p> <p>Re-Opening Plan Deep Dive: COVID-19 Health and Safety Protocols Watch video. F. San Felice Required by all Zoom Link Meeting ID: 817 3124 1608</p>	<p>10:15-10:45</p> <p>Teaching and Learning Overview Watch video. Griffin & Gordon on behalf of K. Coreus Required by all Zoom Link Meeting ID: 817 3124 1608</p>	<p>10:30-11:30</p> <p>CCMS/CCHS: Teacher Evaluations and Observations - Danielson Domains in Focus:P1 M. Mondesir-Gordon 6-9 instructional staff Moderator: A. Samuels</p>		

HR/Finance - Additional Details

August 14- New Staff Onboarding (By appointment, includes laptop pick-up)

Appointments with AFLAC representative (20 mins)

Appointments with Rochelle, Equitable (formerly AXA) representative (20 mins)



Challenge Charter School

2020-21 Pre-Service Professional Development Calendar
August 17-August 21 (8:00am-4:00pm)

As of August 17, 2020

Network-wide - All staff required
School Site-Specific (K-5, 6-8, 9) (Details will be shared by principals.)
Instructional Staff K-9
Education Technology Focus K-9
SEL Focus K-9
HR Focus K-9

MONDAY-August 17	TUESDAY- August 18	WEDNESDAY-August 19	THURSDAY-August 20	FRIDAY- August 21
Tech Support: D. Richardson Moderator: M. Estep	Tech Support: D. Richardson Moderator: Dr. S. Lyle 10:45-11:15 Social-Emotional Learning Overview Watch video . T. Richards Required: K-9 school staff Zoom Link Meeting ID: 817 3124 1608 Tech Support: D. Richardson Moderator: Dr. S. Lyle	CPCS: Grade Team Meetings K-5 staff		
11:45-12:45 Lunch Break	11:15-11:30 15-minute Break	11:30-12:30 Lunch Break	11:30-12:30 Lunch Break	11:30-12:30 Lunch Break
12:45-4:00 CCMS/CCHS: Remote Learning Plan - Launching the School Year M. Mondesir-Gordon 6-9 - All staff Moderator: A. Samuels 12:45-1:45 CPCS: Launching the School Year- The First 25 Days N. Griffin K-5 staff Zoom LINK Meeting ID: 88318771578 Moderator: Mrs. James Tech Support: Mr. Megie	11:30-12:30 SEM: A Case Study and Introduction Watch video . Quatran & Spataro Required: K-9 instructional staff Zoom Link Meeting ID: 817 3124 1608 Breakout rooms will be assigned Tech Support: D. Richardson Access the on-the-spot resource HERE .	12:30-3:30 PowerTeacher Pro Training A. Bakke, Professional Learning Coach Link will be provided Select staff: Group 1 Moderator: A. Samuels	12:30-3:30 PowerTeacher Pro Training A. Bakke, Professional Learning Coach Zoom Link K-9 Instructional staff Moderator: A. Samuels	12:30-1:30 CCMS/CCHS: Curriculum and Instruction C. Bryson and M. Litos 6-9 instructional staff Moderator: A. Samuels CPCS: SPED/ SEL Part 1 Zadok, Harris, Anglin K-5 staff Moderator: Ms.Griffin K-5 staff Join Zoom Meeting Link ID: 84926781396
	12:30-1:30 Lunch Break	12:30-3:30 K-9 Support Staff Training Via Zoom T. Richards K-9 Social Workers and Guidance Counselors Zoom Link Meeting ID: 853 6672 1879 Breakout rooms will be assigned Tech Support: D. Richardson & J. Mullings		
		12:30 - 1:30 CCHS Founding Staff Meeting M. Mondesir-Gordon Grade 9 Instructional Staff Moderator: Dr.Lyle		
1:45-2:00 15-minute Break CPCS- BREAK - 1:30-1:40	1:45-3:00 CCMS/CCHS: Culture and Scholar Onboarding M. Sonnichsen 6-9 - All staff Moderator: Ms. Vaughn 1:45-3:00 CPCS: Collaborative Teaching and Learning During Remote Learning J. Shepherd K-5 staff Join Zoom Meeting ID: 83113202065 Moderator: Ms. Griffin 3:00-3:30 CPCS: Creating an Interactive Google Classroom N.Griffin K-5 staff Zoom Link - Join Zoom Meeting ID: 83113202065 Moderator: Mrs. James	12:30-3:30 Self-Paced PowerSchool Customer Education Campus (CEC) Asynchronous Learning All remaining K-9 staff		1:30-2:30 CCMS/CCHS: SPED Session 1 M. Litos, C. Bryson, and Dr. S. Lyle 6-9 - All staff Moderator: A. Samuels CPCS: Staff Meeting K-5 - All staff Moderator: Mrs.James
2:00-4:00 CPCS: Curriculum Scope for 2020-2021	3:00-4:00 CCMS/CCHS: Navigating 6-9 Digital Resources	12:30-6:00 [HR] Individual AFLAC		2:30-4:00 CCMS/CCHS: Independent Work 6-9 - All staff Available Office Hours: Principal

HR/Finance - Additional Details

August 14- New Staff Onboarding (By appointment, includes laptop pick-up)

Appointments with AFLAC representative (20 mins)

Appointments with Rochelle, Equitable (formerly AXA) representative (20 mins)



Challenge Charter School

2020-21 Pre-Service Professional Development Calendar
August 17-August 21 (8:00am-4:00pm)

As of August 17, 2020

Network-wide - All staff required
School Site-Specific (K-5, 6-8, 9) (Details will be shared by principals.)
Instructional Staff K-9
Education Technology Focus K-9
SEL Focus K-9
HR Focus K-9

MONDAY-August 17	TUESDAY- August 18	WEDNESDAY-August 19	THURSDAY-August 20	FRIDAY- August 21
<p>N. Griffin C. Thomas J. Shepherd</p> <p>Zoom Link ID: 82044943705</p> <p>K-5 staff Moderator: Mrs. James Tech Support: Mr. Megie</p> <p>3:30-4:00 CPCS: Independent Work Time Office Hours: 3:30-4:15 Principal Griffin</p>	<p>A. Samuels 6-9 - All staff Moderator: Ms. S. Laing</p> <p>CCMS/CCHS: Tech Skills to Promote Digital Literacy A. Samuels 6-9 - All staff Moderator: Ms. S. Laing</p> <p>3:30-4:00</p> <p>CPCS: Independent Work Deliverables-</p> <p>Setting Up Google Classrooms; Wonders; GoMath and Writing City; Create your Classroom Charter K-5 staff</p> <p>(Rescheduled) ** ESL/EN/SETTS- Chrome Extensions to Support Struggling Readers SETTS/ENL/ ESL/ Reading Specialist Moderator: Ms. Griffin</p>	<p>Appointments via Calendly Individual Appointments</p> <p>[HR] Individual EQUITABLE Individual Appointments</p> <hr/> <p>3:30-4:00</p> <p>PowerSchool CEC survey Required by all</p>		<p>Mondesir-Gordon</p> <p>CPCS: Independent Work K-5- All staff Available Office Hours: Principal Griffin Moderator:</p> <p>2:00-6:00</p> <p>[HR] Individual AFLAC Appointments via Calendly Individual Appointments</p>

HR/Finance - Additional Details

August 14- New Staff Onboarding (By appointment, includes laptop pick-up)
 Appointments with AFLAC representative (20 mins)
 Appointments with Rochelle, Equitable (formerly AXA) representative (20 mins)



Attachment #3

Month	Character Ed. Theme	Emotion of the week	SEL Concept
September	Responsibility	focused, fulfilled, exhilarating, anxious	Responsible decision making
October	Citizenship	excited, enthusiastic, disheartened, concerned	Responsible decision making
November	Kindness	cheerful, happy, joyful, pleased	Social Awareness/ Relationships
December	Forgiveness	thoughtful, peaceful, tranquil, blissful	Self Awareness
January	Integrity	proud, grateful, lonely, uneasy	Self awareness
February	Perseverance	motivated, energized, lively, fatigue	Relationship Skills
March	Tolerance	optimistic, inspired, loving, frustrated	Relationship Skills
April	Courage	calm, proud, frightened, nervous	Self awareness
May	Self Control	relaxed, balanced, tranquil, complacent	Self Management
June	Honesty	loving, humble, sad, worried	Self awareness

-
- They will now use the curriculum “Spread the Word” to support scholars socially and emotionally.
- The first week of school was launching our Culture Institute. Scholars participated in a LIVE ZOOM with their teachers from 8:30 am- 9:00am and then again at 10:00am- 10:30am. The remainder of the time throughout the day was spent either through a video conference or phone call, 1:1. The instructors had the opportunity to get to know the scholar and families on a 1:1 basis. This helped alleviate the parents anxiety, the technology questions/issues that occurred and fostered trust.
- Attendance- Attendance started on August 24, 2020 and was taken using an in-house attendance form. Attendance is submitted by 9:15am daily. By 10:00am, the attendance outreach team reaches out to the parents via phone, text or email. Because some of our scholars do not have a device, their attendance is taken during the 1:1 calls which are noted on the attendance log. Teachers have done a phenomenal job being the FIRST respondent of contacting scholars who was a no show the first two days of school. Scholars who were frequently absent from school were due to the lack of a device in the home.
- At this time, the team did not have to make any home visits.
- First virtual school assembly for school year 2020 was hosted on Friday, August 28th. Hosted by Principal Griffin, Mrs. Zadok, Mrs. Anglin, Mrs. M. Harris- The SEL TEAM

2. Social-Emotional Well-Being of Adults

- Just as the scholars use the MOOD METER, the adults uses the mood meter as well during daily team meetings.
- Everyday, all admin has open office hours for 1:1 check ins. The week of September 28, 2020 starts our weekly scheduled check-ins with staff.
- Wellness Activities- Dance-a Thon, yoga and breathing exercises were offered to staff

3. Family and Community Engagement

- Parent Virtual Town Hall K-5 meeting was held on 8/20/2020
 - Topic: Back to School Forum: Empowering You with Information.
 - Parent Newsletter- Parent Newsletters are sent out bi-weekly. The newsletter includes a video of the principal providing updates to families. Information about curriculum, assessments and health and wellness.
 - Due to the delayed arrival of devices, the majority of parents' questions and concerns revolved around devices.
- School parent communication- The parent outreach team conducted aggressive outreach to parents regarding email addresses and phone numbers. 92% of parents have provided CPCS with their email addresses and up-to-date phone numbers.
- Teachers use REMIND and or CLASS DOJO to keep parents informed
- CPCS uses SCHOOL MESSENGER and other social media platforms to keep parents informed and updated

4. Digital Access and Equity

- PowerSchool & Schoology are new systems being used by Challenge
 - Staff PowerTeacher Pro training was hosted on Wednesday, August 19th
 - Scholars attendance
 - Scholars biographical information
 - Report cards
- Chromebooks- Scholars in grades 3-5 all are equipped with a device. Some scholars continue to use their personal device as we await the arrival of our devices.
- Scholars in grades K-2 who have an IEP or express a need have been provided with a CPCS device. We continue aggressive outreach to families who are in need of a device based on our survey results. For those scholars who do not have a device, they receive a learning packet and a 15- 30 minute daily phone call(s) to provide support to the scholar and families.
- Connectivity (Hotspots)- We distributed 2 hotspots to families. We will continue to provide hotspots to those who express a need.
- Access to Tech Help- Staff who may need TECH help has done a phenomenal job by leaning on each other to first troubleshoot their concerns. If that fails, they send an email to the tech team to try to resolve the issue.
- Staff Tech Training- The principal provided staff training on Google tools such as Bitmoji to enhance classroom presentations. The technology team and lead tech

teachers will continue to provide training and support every Friday. The training will be scaffolded and include asynchronous as well as synchronous workshops.

- Student and Family Tech Training- The Family Engagement Coordinator will work with the PA and teachers to provide tech training for families of the various learning platforms we use.
5. Launching the (Remote) Educational Program
- Google Classrooms/Schoology- 5 of the 9 grades will use Google Classrooms as the remote platform. Grade 1 and one teacher from grade 3 will pilot Schoology
 - Digital Curricula includes:
 - EPIC (Used for scholars to read on level books independently)
 - NEWSELA (Used for scholars in grades 2-5) Current event articles, lexile leveled, with assignments
 - Keyboarding without Tears (Used for scholars in grades K-5) Scholars will learn how to keyboard and practice handwriting skills
 - i-Ready (Used for grades K-5) Personalized instruction for reading and math
 - Raz Kids- (Used for Intervention) Personalized reading instruction
 - Prodigy (Used for Intervention) Personalized math instruction
 - Digital Tools to Enhance Learning-
 - CLEVER
 - Google Meet Grid- allows the instructor to view all of the scholars in the class
 - Google Meet Breakout Room- allows teachers to provide small group instruction
 - Kami- Allows PDF and document annotation
 - Demonstrating responsiveness and flexibility by making adjustments to the program/schedule where needed- The first three days of school were ½ days. The elementary school designed a schedule to build in technology learning, parent support, teacher support and network support. Each afternoon was spent reaching out to families and staff 1:1.
 - On August 31, 2020 we started a schedule gradually including more time with live instruction as we realized the scholars and teachers needed more time both whole class and 1:1 learning about the various digital platforms we use.
6. Professional Learning Opportunities
- Staff virtual PD began online on August 17th
 - Full days of PD August 17th - August 21st
 - Half days of PD August 24th - August 28st
 - Continues every Friday from 1pm - 4:30pm

-
- The Collaborative for Inclusive Education- Monthly trainings for our staff, not just SPED certified teachers are provided through the collaborative
 - OTIS for Educators (Self-Paced)- teachers have the opportunity to improve their craft by taking classes through OTIS for educators
 - PowerSchool (Self-Paced)- teachers have the opportunity to learn this platform self-paced. The month of October includes deadline dates for classes to be completed.
7. Preparing for Hybrid Learning
- Remote-only survey data review and follow-up outreach- The Parent Outreach team continues to conduct outreach to parents who completed the survey as well as parents who have not completed the survey. The survey asks for those who will be remote ONLY for the first quarter. We want to make sure our numbers are accurate as it does affect in-person planning.
 - Model Classroom set-up
 - Hybrid Learning Family Orientations - K-2 will be held on October 1, 2020 and 3-5 will be held on October 8, 2020. Both orientations will be held webinar style and will be recorded.
 - The following will take place as we transition into hybrid learning. Scholars who are remote only will be in the “Virtual Academy” and scholars who are hybrid are in the “Hybrid Academy.”



Attachment #5



Director of Pupil Personnel Report

September 2020

Covid-19 Coordinator

- Provided information to the Principals regarding the COVID BRT and how this will look in their buildings. Ms. Griffin began to create how the activated BRT team would look in her building. Next week I will review the same information with MS/HS Principal Gordon, and she will decide how this would look within her buildings.
- Providing the new DOE health screening link to Principals to provide to their staff members. Staff will log in as a guest and receive a completed screen shot for building entry. This screen shot is valid for 24 hours.
- Communicated with Mrs. Lynch regarding appropriate PPE for the BRT members that will be in close contact with the individual identified as having COVID-19 like symptoms. This includes a N95 respirator, gloves, gowns, and face shields or goggles.
- Shared the daily screening link with the Family Engagement Counselors as well to include in their family communication document
- Attend weekly DOE/DOH meetings and the most important thing now is ensuring staff are prepared for the scholars and families are informed of the procedures. They described having staff coming in early to practice arrival/dismissal, and other protocols like activation of the BRT team.
- John Hopkins collaboration questionnaire was filled out, and I'm awaiting a response for the start of the children sessions to take place.

Pupil Personnel Director

- Bi-weekly check-in's with SST's for continuous support in the following areas:
 1. Aligning SEL strategies and supports for teachers around implementation of the mood meter that allow scholars to check-in with how they are feeling, why they are feeling that way, how the feeling is affecting their facial expressions and or actions, and if they want to remain with this feeling or shift with using their strategies. This strategy is aligned to the self-awareness core competency
 2. SST will begin the feelings word of the week, to expand scholars emotional vocabulary and increase their overall emotional intelligence
 3. SST members were provided with resources to support teacher with implementing the mood meter. We will introduce a new strategy each month and align with the new advisory program Inner Visions for Middle School and Spread the Word for K-5 graders

4. Began the 1:1's with SST members where we focus on professional development
5. Created and shared a Suicidal Ideation protocol with both school sites, to provide step by step support to the SST teams if and when a scholar has suicidal thoughts
6. Lead the SST with creating a school-wide behavior referral process, to have accurate data on behavior needs.
7. The SST is in the beginning stages of brainstorming a school-wide initiative to support staff as well as scholars in creating a strong and resilient school community.
8. The leadership is in the beginning stages of implementing a school-wide advisory program.

Family Engagement Coordinators

1. Will create a balanced family engagement calendar that includes tech support opportunities (both schools), curriculum nights (middle school), they will also provide social emotional support to families to support the anxiety many are feeling as in-school instruction approaches.
2. FEC concerns- This is still being worked out.
Parents that selected in-person instruction need arrival/dismissal (What is this going to look like?), class set-up information as soon as possible to lessen anxiety and to prepare for the first day of school.



Attachment #6



Challenge Charter School

Communications Report - Sept. 2020

fr: Kim Messer, Director of Communications

Family and Staff Communication

We continued to release information on Back to School and Reopening throughout the past few weeks, hosting live Town Halls and events to keep families informed.

We hosted 3 **Family Town Halls via Zoom Webinar**

On August 6th: General Reopening

On August 11th: Health & Safety

On August 13th: Teaching and Social/Emotional Well-being

We also hosted a **Staff Meeting via Zoom on Reopening** on August 13th

On August 25th, we hosted a special webinar featuring Dr. G from Johns Hopkins University School of Medicine on **COVID-19 and Your Child: Back to School Forum**

Websites Updates/Plans

Challenge Charter High School site was launched. Back to school information posted for families. Still needs more curriculum info and other CTE/Early college details as they become available. <https://challengecharterhighschool.org/>

Reopening page was developed to house all of our required plans and Town Hall videos at: <https://challengecharterschools.org/reopening>

We are using one central "district" calendar with the limited activities and events this year.

Marketing

Schneps Media ads online and across 3 English and Spanish papers continue. Application 2021-22 campaign start date TBD.

Ongoing

Development of a comprehensive Crisis Communications Plan is underway; analyzing possible merge of Facebook pages; branding issues such as letterhead to do.



Attachment #7



Rev. Dr. Les Mullings, Founder/CEO

September 14, 2020

Re: September 14, 2020 Operations Report

By: Venessa Lynch, Director of Operations

I. Facilities

- Hartman deep clean scheduled for week ending 9/18
- 15-26 Central deep clean scheduled for week ending 10/9
- Redfern deep clean scheduled for week ending 10/16
- 15-20 Central clean scheduled for 10/16

II. COVID 19 Preparation

- Custodian cleaning training scheduled for 9-30
- Model classroom have been created have been set up for both ES and MS to see what the options are
- PPE have been ordered and are coming in
- Signage have been ordered and will placed in their perspective areas after the deep clean

III. Health

- Nurses have been confirmed for ES site and MS
- A Nurse has been hired for 5th grade and 9th grade
- ES Nurse has reported to begin preparing for reopen
- MS Nurse will report closer to date of reopen
- 5th and 9th grade nurse has been working with operations to ensure she has everything needed to set up the nurse office at 1526 Central

IV. Transportation

- At this time we are still waiting on guidance from OPT regarding whether or not we will have school buses. They have provided with metro cards in the meantime.

V. School Foods

- School foods have been confirmed and will report closer to DOE's open date to set up. Hartman Ln will be distribution site.

Challenge Preparatory Charter School, K-5
Nicole Griffin, K-5 Principal

710 Hartman Lane, Far Rocka Way, NY 11691

Phone: 718-327-1352

Email: ngriffin@challengecharterschools.org

www.challengepreprecharter.org

Challenge Charter Schools

Rev. Dr. Les Mullings, Founder/CEO

710 Hartman Lane, Far Rockaway, NY 11691

Phone: 718-327-1352

Email: lsmullings@challengecharterschools.org

www.challengecharterschools.org

Challenge Charter Middle School, 6-8

Mavgar Mondesir-Gordon, 6-8 Principal

1526 Central Avenue, Far Rockaway, NY 11691

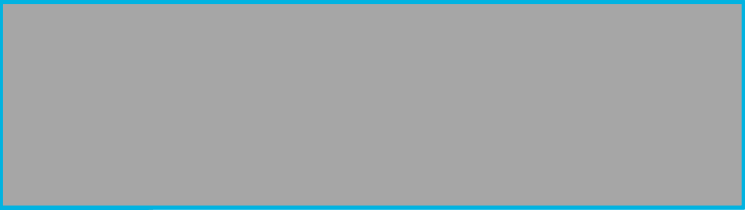
Phone: 718-327-4040

Email: mmondесir@challengecharterschools.org

www.challengechartermiddle.org



Attachment #8



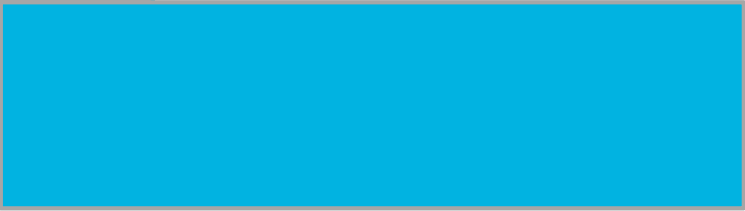
Helping you to focus on what's important:
STUDENT ACHIEVEMENT



experience. expertise. execution.

Challenge Prep Charter School

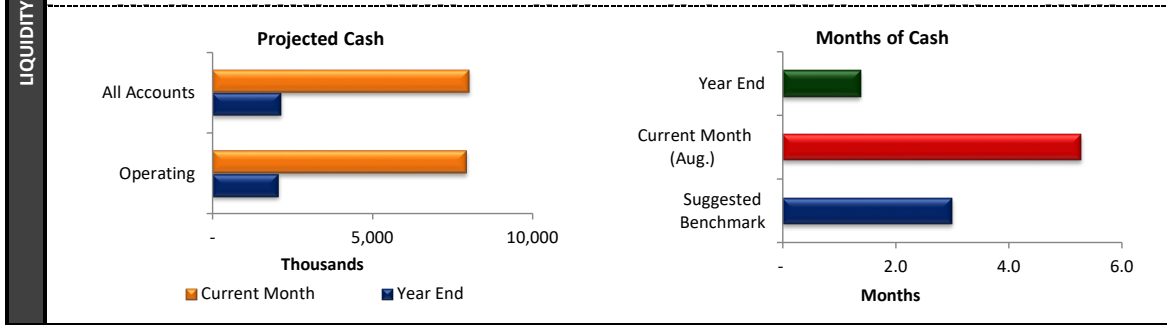
Monthly Financial Report
August 2020



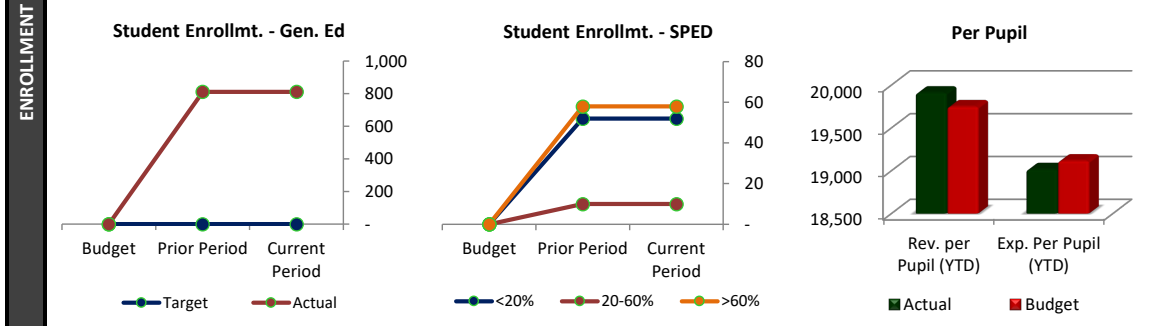
Challenge Prep Charter School

Financial Summary For Period Ended August 31, 2020

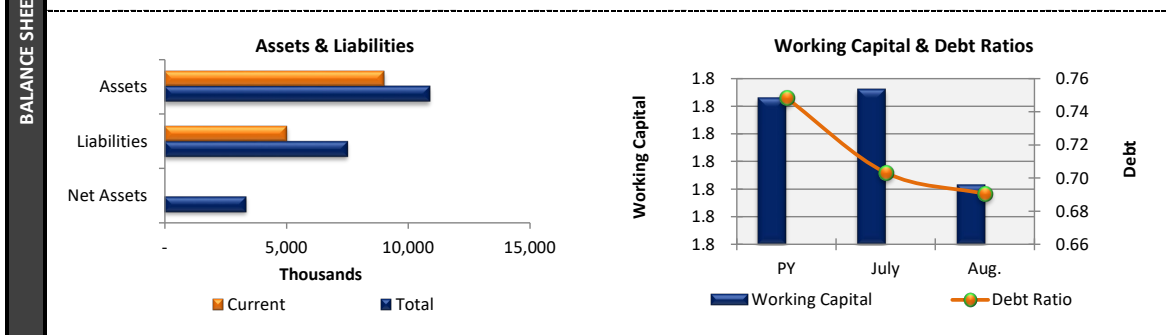
LIQUIDITY	Cash in Bank (Operating Account(s) Only: as of August 31, 2020)	\$ 7,923,749
	Projected months of cash on hand	5.3
	Cash in Bank (Total - All Accounts as of August 31, 2020)	\$ 8,000,339
	FY Ending Cash Available to Carryover to FY20-21 (Operating Account(s) Only)	\$ 2,066,960
	<i>*Cash balance available once all FY20-21 obligations & receivables have been settled</i>	
	Projected months of cash on hand	1.4
FY Ending Cash Available to Carryover to FY20-21 (Total - All Accounts)	\$ 2,143,550	



	Actual	Budget	Variance	Actual	Budget	Variance
General Ed	936.00	920.00	16.00	\$ 15,116,400	\$ 14,083,360	\$ 1,033,040
SPED						
0 - 20%	35.00	41.00	(6.00)	-	-	-
20 - 59%	18.00	25.00	(7.00)	187,020	259,750	(72,730)
60% - Over	63.00	53.00	10.00	1,200,087	1,009,597	\$ 190,490
Total SPED	116.00	119.00	(3.00)	1,387,107	1,269,347	\$ 117,760



Total Current Assets:	\$ 8,999,903
Total Current Liabilities:	\$ 5,023,505
Working Capital (Current) Ratio	1.79
Total Assets:	\$ 10,861,912
Total Liabilities:	\$ 7,499,905
Debt Ratio	0.69
Total Net Assets:	\$ 3,362,007



	Actual	Budget	Variance
Total Revenue YTD:	\$ 3,039,836	\$ 2,965,985	\$ 73,852
Total Expenses YTD:	(1,534,613)	(2,312,164)	777,551
Net Operating Surplus(Deficit):	\$ 1,505,223	\$ 653,820	\$ 851,403

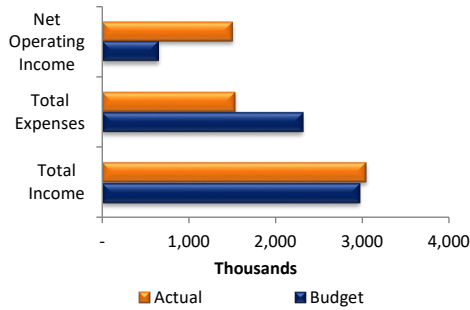
Challenge Prep Charter School

Financial Summary For Period Ended August 31, 2020

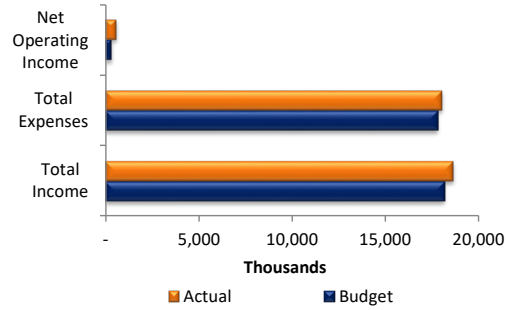
	<u>Projected</u>	<u>Budget</u>	<u>Variance</u>
Annual Projected Revenue:	\$ 18,636,179	\$ 18,169,622	\$ 466,557
Annual Projected Expenses (before depreciation):	(17,798,958)	(17,587,393)	(211,565)
Projected Net Operating Surplus(Deficit) before Depreciation:	\$ 837,221	\$ 582,229	\$ 254,992
Annual Projected Depreciation:	(230,840)	(230,840)	-
Projected Net Operating Surplus(Deficit) after Depreciation:	\$ 606,381	\$ 351,389	\$ 254,992
Capital Expenditure Requirements	\$ (50,000)	\$ -	\$ (50,000)
Total Cash Expenditures <i>(expenses excluding depreciation plus capital expenditures)</i>	\$ (17,518,118)	\$ (17,356,553)	\$ (161,565)
Revenue per Pupil (YTD)	\$ 19,910	\$ 19,750	\$ 161
Expenditure per Pupil (YTD)	\$ 19,016	\$ 19,117	\$ (101)

BUDGETING / REVENUE & EXPENSES

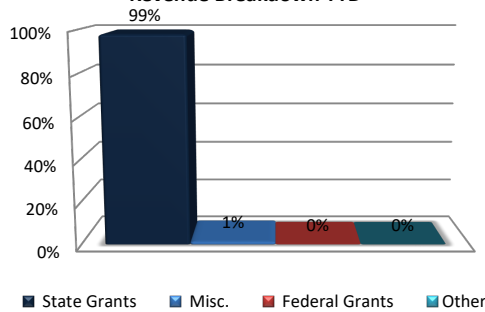
Year-To-Date (YTD)



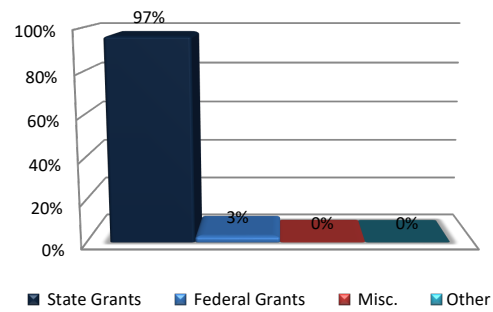
Year End (YE) Projection



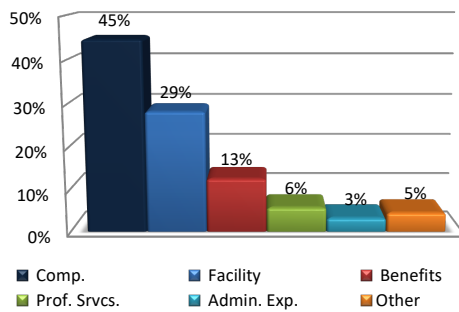
Revenue Breakdown YTD



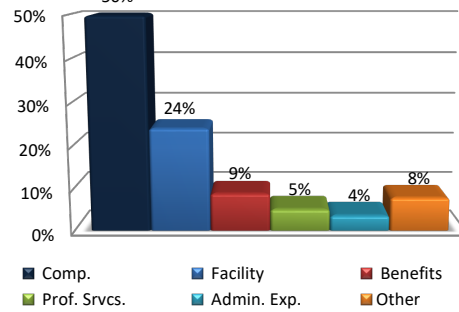
Revenue Breakdown YE



Expense Breakdown YTD



Expense Breakdown YE



Challenge Prep Charter School

Financial Variance Summary

Fiscal Year Ending 6/30/2021	Comments
Net Budget Surplus after Depreciation	\$ 351,389
Increase in Projected Annual Expenses	211,565
Net Projected Deficit Variance after Depreciation	<u>\$ 606,381</u>

Challenge Prep Charter School Budget vs. Actuals Fiscal Year Ending June 30, 2021

	August 31, 2020		YTD Through August 31, 2020		Projected FYE June 30, 2021			Comments		
	Actual	Budget	Actual	Budget	Current Month	Actuals - July 2019 - March 31, 2020 +	Annual Budget			
Income										
4100 State Grants	1,498,946	1,467,156	2,997,891	2,934,312	63,580	15,053,874	18,051,765	17,670,286	381,479	GenEd budget based on 920, projection based on 936. SpEd budget based on 53 over 60%; 25 20-59%; Projection based on 18 20-60 and 63 >60
4200 Federal Grants	4,312	15,837	4,312	31,673	(27,361)	542,458	546,770	499,336	47,434	
4300 Contributions	-	-	-	-	-	-	-	-	-	
4400 Miscellaneous Income	0	0	37,633	-	37,633	11	37,644	-	37,644	
Total Income	1,503,258	1,482,992	3,039,836	2,965,985	73,852	15,596,343	18,636,179	18,169,622	466,557	GenEd budget based on 920, projection based on 936. SpEd budget based on 53 over 60%; 25 20-59%; Projection based on 18 20-60 and 63 >60
Expenses										
Compensation										
5100 Instructional Staff	326,676	312,511	431,643	410,061	21,582	5,949,714	6,381,357	6,381,357	-	Based on Budget
5200 Non-Instructional Staff	100,692	136,878	183,940	273,756	(89,816)	1,458,595	1,642,535	1,642,535	-	Based on budget
5300 Pupil Support	52,508	76,606	73,998	153,213	(79,215)	913,073	987,070	919,276	67,794	Based on budget
5000 Compensation	479,877	525,995	689,581	837,029	(147,448)	8,321,382	9,010,962	8,943,168	67,794	Salary projections based on budget
5400 Benefits	128,563	136,783	196,376	273,566	(77,190)	1,418,050	1,614,426	1,641,398	(26,972)	Based on budget
6100 Administrative Expenses	15,151	76,622	50,651	150,972	(100,321)	605,843	656,494	626,494	30,000	Based on budget
6200 Professional Services	59,050	70,792	89,968	141,583	(51,616)	840,507	930,475	930,475	-	Based on budget
6300 Professional Development	1,295	19,550	3,990	24,100	(20,110)	166,110	170,100	170,100	-	Based on budget
6400 Marketing and Staff/Student Rec	3,381	6,676	7,841	13,353	(5,511)	72,274	80,115	80,115	-	Based on budget
6500 Fundraising Expenses	-	306	-	613	(613)	53,675	53,675	53,675	-	Based on budget
7100 Curriculum & Classroom Expenses	7,557	27,301	8,410	54,602	(46,193)	387,678	396,088	389,688	6,400	Based on budget
8100 Facility	228,638	364,905	437,776	729,809	(292,034)	3,950,279	4,388,055	4,383,055	5,000	Based on budget
8200 Technology/Communication Expenses	26,045	43,185	50,022	86,371	(36,349)	447,547	497,568	368,225	129,343	Based on budget
8800 Miscellaneous Expenses	-	83	-	167	(167)	1,000	1,000	1,000	-	Based on budget
8900 Depreciation Expense	-	-	-	-	-	230,840	230,840	230,840	-	Based on budget
Total Expenses	949,556	1,272,199	1,534,613	2,312,164	(777,551)	16,495,185	18,029,798	17,818,233	211,565	
Net Income	553,703	210,793	1,505,223	653,820	851,403	(898,842)	606,381	351,389	254,992	
Capital Expenditures										
Furniture, Fixtures & Equipment	30,350	-	36,031	-	36,031	13,969	50,000	-	50,000	
Facility and Construction	-	-	-	-	-	-	-	-	-	
Website	-	-	-	-	-	-	-	-	-	
Total Capital Expenditures	30,350	-	36,031	-	36,031	13,969	50,000	-	50,000	

Challenge Prep Charter School Cash Flow Projection as of August 31, 2020

	September	October	November	December	January	February	March	April	May	June	July + Subsequent FY19-20 Items
Annual Budget FY20-21											
Beginning Cash Balance (Operating)	7,923,749	6,156,087	7,563,103	6,080,018	7,551,737	6,023,741	7,430,757	5,898,036	7,307,152	5,781,256	4,255,360
Projected Cash Receipts from Operations (below)	1	2,895,013	44,813	2,898,716	1	2,935,013	1	2,935,013	1	1	432,844
Projected Cash Disbursements from Operations (below)	(1,527,997)	(1,527,997)	(1,527,997)	(1,527,997)	(1,527,997)	(1,527,997)	(1,532,722)	(1,525,897)	(1,525,897)	(1,525,897)	(827,238)
Net Cash from Operations	(1,527,996)	1,407,016	(1,483,085)	1,471,719	(1,527,996)	1,407,016	(1,532,721)	1,409,116	(1,525,896)	(1,525,896)	(394,394)
Cash Receipts from Accounts & Misc Receivables (not included in revenue below)	-	-	-	-	-	-	-	-	-	-	-
Cash Disbursements for Accounts Payable & Accrued Expenses	(225,697)	-	-	-	-	-	-	-	-	-	-
Capital Expenditures (below)	(13,969)	-	-	-	-	-	-	-	-	-	-
Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-
PPP Loan Payable	-	-	-	-	-	-	-	-	-	-	(1,792,512)
PPP Loan Interest Payable	-	-	-	-	-	-	-	-	-	-	(1,494)
Ending Cash Balance (Operating Account)	6,156,087	7,563,103	6,080,018	7,551,737	6,023,741	7,430,757	5,898,036	7,307,152	5,781,256	4,255,360	2,066,960
Other Cash Accounts (Net of Transfers)	76,590	76,590	76,590	76,590	76,590	76,590	76,590	76,590	76,590	76,590	76,590
Total Cash (All Accounts)	6,232,677	7,639,692	6,156,608	7,628,327	6,100,331	7,507,346	5,974,625	7,383,741	5,857,845	4,331,949	2,143,550

Challenge Prep Charter School
Balance Sheet
YTD as of August 31, 2020

	Total	Comments
ASSETS		
Current Assets	-	
Bank Accounts		
1000 Cash		
1001 HSBC Checking - 0844	7,646,658	
1002 HSBC Checking - 0852	2,210	
1003 HSBC Checking - 0879	277,091	
1004 HSBC Checking - 0887	506	
1005 HSBC Money Market - 5972	3,502	
1006 Chase Escrow - 3060	70,000	
1007 Petty Cash	372	
Total 1000 Cash	\$ 8,000,339	
Total Bank Accounts	\$ 8,000,339	
Accounts Receivable		
1100 Accounts Receivable	299,063	
1200 Other Receivables - Salary Advance	(704)	
Total Accounts Receivable	\$ 298,359	
Other current assets		
1300 Prepaid Expenses	282,833	
1301 Prepaid Insurance	111,570	
1310 Prepaid Rent	306,801	
Total Other current assets	\$ 701,205	
Total Current Assets	\$ 8,999,903	
Fixed Assets		
1500 Furniture, Fixtures & Equipment		
1510 Office & Admin Computers & Equipment	243,066	
1511 Classroom Computers & Equipment	294,680	
1512 Classroom Furniture	390,572	
1513 Office Furniture	56,983	
Total 1513 Office Furniture	\$ 56,983	
1514 Musical Instruments	16,390	
1515 Computer Software	44,217	
Total 1500 Furniture, Fixtures & Equipment	1,045,908	
1519 Facility and Construction	127,589	
1520 Architect Fees	110,000	
1525 Fire Alarm System	7,500	
Total 1525 Fire Alarm System	\$ 7,500	
1530 Kitchen/Cafeteria	162,079	
1535 Construction In Progress	818,375	
1540 Leasehold Improvements	311,199	
Total 1519 Facility and Construction	1,536,741	
1610 Website	11,000	
Total 1610 Website	\$ 11,000	
1700 Accumulated Depreciation & Amortization		
1710 Accumulated Depreciation	(1,139,054)	

Challenge Prep Charter School
Balance Sheet
YTD as of August 31, 2020

	<u>Total</u>	<u>Comments</u>
1750 Accumulated Amortization	(7,211)	
Total 1700 Accumulated Depreciation & Amortization	\$ (1,146,265)	
Total Fixed Assets	\$ 1,447,385	
Other Assets		
1800 Security Deposits	414,624	
Total Other Assets	\$ 414,624	
TOTAL ASSETS	\$ 10,861,912	
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	168,596	
Total Accounts Payable	\$ 168,596	
Other Current Liabilities		
2100 HSBC Loan Payable	1,792,512	
2300 Accrued Salaries/Taxes	-	
2301 Accrued Expenses	57,101	
2303 Accrued Interest - PPP	1,494	
2400 Unearned/Deferred Revenue	3,003,802	
Total Other Current Liabilities	\$ 4,854,909	
Total Current Liabilities	\$ 5,023,505	
Long-Term Liabilities		
2700 Deferred Rent Liability	2,476,400	
Total Long-Term Liabilities	\$ 2,476,400	
Total Liabilities	\$ 7,499,905	
Equity		
3100 Retained Earnings	1,856,784	
Net Income	1,505,223	
Total Equity	\$ 3,362,007	
TOTAL LIABILITIES AND EQUITY	\$ 10,861,912	

Challenge Prep Charter School
Statement of Cash Flows
YTD as of August 31, 2020

	<u>Total</u>	<u>Comments</u>
OPERATING ACTIVITIES		
Net Income	1,505,223	
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1100 Accounts Receivable	-	
1200 Accounts Receivable:Other Receivables - Salary Advance	340	
1300 Prepaid Expenses	(247,536)	
1301 Prepaid Insurance	(111,570)	
1310 Prepaid Rent	32,745	
2301 Accrued Expenses	(59,737)	
INVESTING ACTIVITIES		
1511 Furniture, Fixtures & Equipment:Classroom Computers & Equipment	(36,031)	
1512 Furniture, Fixtures & Equipment:Classroom Furniture	-	
1513 Furniture, Fixtures & Equipment:Office Furniture	-	
1515 Furniture, Fixtures & Equipment:Computer Software	-	
1540 Facility and Construction:Leasehold Improvements	-	
1800 Security Deposits	-	
Net cash provided by financing activities	\$ -	
Net cash increase for period	3,120,115	
Cash at beginning of period	<u>\$ 4,880,224</u>	
Total Cash at beginning of period	<u>\$ 4,880,224</u>	
Cash at end of period	<u>\$ 8,000,339</u>	



Attachment #9

CPCS Personnel Report

September 2020

Current Employees	Vacancies
132	4

Campus	Current	Vacancies	New Hires
Elementary School	73	1	-
Middle School	44	1	-
High School	7	2	-
Network Operations	8	0	-

New Hires	Position
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- Vacancies
- ES Teacher Assistant
- MS SETTS Teacher
- HS Science Teacher
- HS CTE Teacher



Attachment #10

CPCS PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA Policy

This Policy addresses the School's responsibility to adopt appropriate administrative, technical, and physical safeguards and controls to protect and maintain the confidentiality, integrity, and availability of its data, data systems, and information technology resources.

The School is committed to maintaining the privacy and security of student data and teacher and principal data and will follow all applicable laws and regulations for the handling and storage of this data in the School and when disclosing or releasing it to others, including, but not limited to, third-party contractors. The School adopts this policy to implement the requirements of Education Law Section 2-d and its implementing regulations, as well as to align the School's data privacy and security practices with the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1).

Definitions

As provided in Education Law Section 2-d and/or its implementing regulations, the following terms, as used in this policy, will mean:

- a) "Breach" means the unauthorized acquisition, access, use, or disclosure of student data and/or teacher or principal data by or to a person not authorized to acquire, access, use, or receive the student data and/or teacher or principal data.
- b) "Building principal" means a building principal subject to annual performance evaluation review under the provisions of Education Law Section 3012-c.
- c) "Classroom teacher" means a teacher subject to annual performance evaluation review under the provisions of Education Law Section 3012-c.
- d) "Commercial or marketing purpose" means the sale of student data; or its use or disclosure for purposes of receiving remuneration, whether directly or indirectly; the use of student data for advertising purposes, or to develop, improve, or market products or services to students.
- e) "Contract or other written agreement" means a binding agreement between an educational agency and a third-party, which includes, but is not limited to, an agreement created in electronic form and signed with an electronic or digital signature or a click-wrap agreement that is used with software licenses, downloaded, and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.
- f) "Disclose" or "disclosure" means to permit access to, or the release, transfer, or other communication of personally identifiable information by any means, including oral, written, or electronic, whether intended or unintended.
- g) "Education records" means an education record as defined in the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.

- h) "Educational agency" means a school district, charter school, board of cooperative educational services (BOCES), or the New York State Education Department (NYSED).
- i) "Eligible student" means a student who is eighteen years or older.
- j) "Encryption" means methods of rendering personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or methodology specified or permitted by the Secretary of the United States Department of Health and Human Services in guidance issued under 42 USC Section 17932(h)(2).
- k) "FERPA" means the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.
- l) "NIST Cybersecurity Framework" means the U.S. Department of Commerce National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1). A copy of the NIST Cybersecurity Framework is available at the Office of Counsel, State Education Department, State Education Building, Room 148, 89 Washington Avenue, Albany, New York 12234.
- m) "Parent" means a parent, legal guardian, or person in parental relation to a student.
- n) "Personally identifiable information (PII)," as applied to student data, means personally identifiable information as defined in 34 CFR Section 99.3 implementing the Family Educational Rights and Privacy Act, 20 USC Section 1232g, and, as applied to teacher or principal data, means personally identifying information as this term is defined in Education Law Section 3012-c(10).
- o) "Release" has the same meaning as disclosure or disclose.
- p) "Student" means any person attending or seeking to enroll in an educational agency.
- q) "Student data" means personally identifiable information from the student records of an educational agency.
- r) "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of Education Law Sections 3012-c and 3012-d.
- s) "Third-party contractor" means any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to the educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This term will include an educational partnership organization that receives student and/or teacher or principal data from a school to carry out its responsibilities pursuant to Education Law Section 211-e and is not an educational agency, and a not-for-profit corporation or other nonprofit organization, other than an educational agency.
- t) "Unauthorized disclosure" or "unauthorized release" means any disclosure or release not permitted by federal or state statute or regulation, any lawful contract or written

agreement, or that does not respond to a lawful order of a court or tribunal or other lawful order.

Data Collection Transparency and Restrictions

As part of its commitment to maintaining the privacy and security of student data and teacher and principal data, the School will take steps to minimize its collection, processing, and transmission of PII.

The School will monitor its data systems, develop incident response plans, limit access to PII to School employees, interns, volunteers, independent contractors, and third-party contractors who need such access to fulfill their professional responsibilities or contractual obligations, and destroy PII when it is no longer needed.

Additionally, the School will:

- a) Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.
- b) Ensure that it has provisions in its contracts with third-party contractors or in separate data sharing and confidentiality agreements that require the confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and School policy.

Except as required by law or in the case of educational enrollment data, the School will not report to NYSED the following student data elements:

- a) Juvenile delinquency records;
- b) Criminal records;
- c) Medical and health records; and
- e) Student biometric information.

Certain federal laws and regulations provide additional rights regarding confidentiality of and access to student records, as well as permitted disclosures without consent.

Chief Privacy Officer

The Commissioner of Education has appointed a Chief Privacy Officer who will report to the Commissioner on matters affecting privacy and the security of student data and teacher and principal data. Among other functions, the Chief Privacy Officer is authorized to provide assistance to educational agencies within the state on minimum standards and best practices associated with privacy and the security of student data and teacher and principal data.

The School will comply with its obligation to report breaches or unauthorized releases of student data or teacher or principal data to the Chief Privacy Officer in accordance with Education Law Section 2-d, its implementing regulations, and this policy.

The Chief Privacy Officer has the power, among others, to:

- a) Access all records, reports, audits, reviews, documents, papers, recommendations, and other materials maintained by the School that relate to student data or teacher or principal data, which includes, but is not limited to, records related to any technology product or service that will be utilized to store and/or process PII; and
- b) Based upon a review of these records, require the School to act to ensure that PII is protected in accordance with laws and regulations, including but not limited to requiring the School to perform a privacy impact and security risk assessment.

Data Protection Officer

The School has designated an employee to serve as the School's Data Protection Officer. The Data Protection Officer for the School will be appointed at the annual Organizational Meeting.

The Data Protection Officer is responsible for the implementation and oversight of this policy and any related procedures including those required by Education Law Section 2-d and its implementing regulations to develop and maintain a comprehensive Data Privacy and Security Program. The Data Protection Officer will serve as the main point of contact for the School's Data Privacy and Security Program.

The School will ensure that the Data Protection Officer has the appropriate knowledge, training, and experience to administer these functions. The Data Protection Officer may perform these functions in addition to other job responsibilities.

School Data Privacy and Security Standards

The School will use the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1) (Framework) as the standard for its data privacy and security program. The Framework is a risk-based approach to managing cybersecurity risk and is composed of three parts: the Framework Core, the Framework Implementation Tiers, and the Framework Profiles. The Framework provides a common taxonomy and mechanism for organizations to:

- a) Describe their current cybersecurity posture;
- b) Describe their target state for cybersecurity;
- c) Identify and prioritize opportunities for improvement within the context of a continuous and repeatable process;
- d) Assess progress toward the target state; and
- e) Communicate among internal and external stakeholders about cybersecurity risk.

The School will protect the confidentiality and privacy of student and teacher/principal PII while stored or transferred by:

- a) Ensuring that every use and disclosure of PII by the School benefits students and the School by considering, among other criteria, whether the use and/or disclosure will:
 - 1. Improve academic achievement;
 - 2. Empower parents and students with information; and/or
 - 3. Advance efficient and effective school operations.
- b) Not including PII in public reports or other public documents. The Data Protection Officer will, together with program offices, determine whether a proposed use of PII is not included in public reports or other documents, or otherwise publicly disclosed.
- c) Using industry standard safeguards and best practices, such as encryption, firewalls, and passwords.

The School affords all protections under FERPA and the Individuals with Disabilities Education Act and their implementing regulations to parents or eligible students, where applicable.

Third-Party Contractors

School Responsibilities

The School will ensure that whenever it enters into a contract or other written agreement with a third-party contractor and the third-party contractor will receive student data or teacher or principal data from the School, the contract or written agreement will include provisions requiring that confidentiality of shared student data or teacher or principal data be maintained in accordance with federal and state laws and regulations, and School policy.

In addition, the School will ensure that the contract or written agreement includes the third-party contractor's data privacy and security plan that has been accepted by the School.

The third-party contractor's data privacy and security plan must, at a minimum:

- a) Outline how the third-party contractor will implement all state, federal, and local data privacy and security contract requirements over the life of the contract, consistent with School policy;
- b) Specify the administrative, operational, and technical safeguards and practices the third-party contractor has in place to protect PII that it will receive under the contract;
- c) Demonstrate that the third-party contractor complies with the requirements of 8 NYCRR Section 121.3(c);
- d) Specify how officers or employees of the third-party contractor and its assignees who have access to student data or teacher or principal data receive or will receive training on the federal and state laws and regulations governing confidentiality of this data prior to receiving access;
- e) Specify if the third-party contractor will utilize subcontractors and how it will manage those relationships and contracts to ensure PII is protected;

- f) Specify how the third-party contractor will manage data privacy and security incidents that implicate PII including specifying any plans to identify breaches and unauthorized disclosures, and to promptly notify the School;
- g) Describe whether, how, and when data will be returned to the School, transitioned to a successor contractor, at the School's option and direction, deleted or destroyed by the third-party contractor when the contract is terminated or expires; and

The School will also ensure that the contract or written agreement with the third-party contractor includes a signed copy of the Parents' Bill of Rights for Data Privacy and Security.

Third-Party Contractor Responsibilities

Each third-party contractor, that enters into a contract or other written agreement with the School under which the third-party contractor will receive student data or teacher or principal data from the School, is required to:

- a) Adopt technologies, safeguards, and practices that align with the NIST Cybersecurity Framework;
- b) Comply with School's data security and privacy policy, Education Law Section 2-d and its implementing regulations, and applicable laws impacting the School;
- c) Limit internal access to PII to only those employees or subcontractors that need access to provide the contracted services;
- d) Not use the PII for any purpose not explicitly authorized in its contract;
- e) Not disclose any PII to any other party without the prior written consent of the parent or eligible student (i.e., students who are eighteen years old or older):
 - 1. Except for authorized representatives of the third-party contractor such as a subcontractor or assignee to the extent they are carrying out the contract and in compliance with law, regulation, and its contract with the School; or
 - 2. Unless required by law or court order and the third-party contractor provides notice of disclosure to NYSED, the Board, or the institution that provided the information no later than the time the information is disclosed, unless providing notice of the disclosure is expressly prohibited by law or court order;
- f) Maintain reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of PII in its custody;
- g) Use encryption to protect PII in its custody while in motion or at rest; and
- h) Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.

Where a third-party contractor engages a subcontractor to perform its contractual obligations, the data protection obligations imposed on the third-party contractor by state and federal laws and contract with the School apply to the subcontractor.

If the third-party contractor has a breach or unauthorized release of PII, it will promptly notify the School in the most expedient way possible without unreasonable delay but no more than seven calendar days after the breach's discovery.

Click-Wrap Agreements

Periodically, School staff may wish to use software, applications, or other technologies in which the user must "click" a button or box to agree to certain online terms of service prior to using the software, application, or other technology. These are known as "click-wrap agreements" and are considered legally binding "contracts or other written agreements" under Education Law Section 2-d and its implementing regulations.

School staff are prohibited from using software, applications, or other technologies pursuant to a click-wrap agreement in which the third-party contractor receives student data or teacher or principal data from the School unless they have received prior approval from the School's Data Protection Officer or designee.

The School will develop and implement procedures requiring prior review and approval for staff use of any software, applications, or other technologies pursuant to click-wrap agreements.

Parents' Bill of Rights for Data Privacy and Security

The School will publish its Parents' Bill of Rights for Data Privacy and Security (Bill of Rights) on its website. Additionally, the School will include the Bill of Rights with every contract or other written agreement it enters into with a third-party contractor under which the third-party contractor will receive student data or teacher or principal data from the School.

The School's Bill of Rights will state in clear and plain English terms that:

- a) Student PII will be collected and disclosed only as necessary to achieve educational purposes in accordance with State and Federal Law;
- b) A student's PII cannot be sold or released for any marketing or commercial purposes by the School or any third-party contractor. The School will not sell student personally identifiable information and will not release it for marketing or commercial purposes, other than directory information released by the School in accordance with School policy;
- c) Parents have the right to inspect and review the complete contents of their child's education record;
- d) State and federal laws, such as NYS Education Law §2-d and the Family Educational Rights and Privacy Act, protect the confidentiality of PII, and safeguards associated with industry standards and best practices, including but not limited to encryption, firewalls, and password protection, must be in place when data is stored or transferred;
- e) A complete list of all student data elements collected by the State Education Department is available for public review at the following website <http://www.nysed.gov/data-privacy-security/student-data-inventory> or by writing to Chief Privacy Officer, New York State Education Department, Room 865 EBA, 89 Washington Avenue, Albany, New York 12234; and

- f) Parents have the right to have complaints about possible breaches and unauthorized disclosures of student data addressed. Complaints should be directed to (*insert school contact information including title, phone number, email and mailing address here*). Complaints can also be directed to the New York State Education Department by mail to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234, by email to privacy@mail.nysed.gov, or by telephone at 5178-474-0937 . Complaints may also be submitted online by using the form available at the following website <http://www.nysed.gov/data-privacy-security/report-improper-disclosure>.
- g) Parents have the right to be notified in accordance to applicable laws and regulations if a breach or unauthorized release of their student's PII occurs.
- h) Parents can expect that School employees who handle PII will receive annual training on applicable federal and state laws, regulations, educational agency's policies and safeguards which will be in alignment with industry standards and best practices to protect PII.

The Bill of Rights will also include supplemental information for each contract the School enters into with a third-party contractor where the third-party contractor receives student data or teacher or principal data from the School. The supplemental information must be developed by the School and include the following information:

- a) The exclusive purposes for which the student data or teacher or principal data will be used by the third-party contractor, as defined in the contract;
- b) How the third-party contractor will ensure that the subcontractors, or other authorized persons or entities to whom the third-party contractor will disclose the student data or teacher or principal data, if any, will abide by all applicable data protection and security requirements, including but not limited to those outlined in applicable laws and regulations (e.g., FERPA; Education Law Section 2-d);
- c) The duration of the contract, including the contract's expiration date, and a description of what will happen to the student data or teacher or principal data upon expiration of the contract or other written agreement (e.g., whether, when, and in what format it will be returned to the School, and/or whether, when, and how the data will be destroyed);
- d) If and how a parent, student, eligible student, teacher, or principal may challenge the accuracy of the student data or teacher or principal data that is collected;
- e) Where the student data or teacher or principal data will be stored, described in a manner as to protect data security, and the security protections taken to ensure the data will be protected and data privacy and security risks mitigated; and
- f) Address how the data will be protected using password protections, administrative procedures, encryption while in motion and at rest, and firewalls.

The School will publish on its website the supplement to the Bill of Rights (i.e., the supplemental information described above) for any contract or other written agreement it has entered into with a third-party contractor that will receive PII from the School. The Bill of Rights and supplemental information may be redacted to the extent necessary to safeguard the privacy and/or security of the School's data and/or technology infrastructure.

Right of Parents and Eligible Students to Inspect and Review Students' Education Records

Consistent with the obligations of the School under FERPA, parents and eligible students have the right to inspect and review a student's education record by making a request directly to the School in a manner prescribed by the School.

The School will ensure that only authorized individuals are able to inspect and review student data. To that end, the School will take steps to verify the identity of parents, guardians, or eligible students who submit requests to inspect and review an education record and verify the individual's authority to do so.

Requests by a parent, guardian, or eligible student for access to a student's education records must be directed to the School and not to a third-party contractor. The School may require that requests to inspect and review education records be made in writing.

The School will notify parents, guardians, and eligible students annually of their right to request to inspect and review the student's education record including any student data stored or maintained by the School through its annual FERPA notice. A notice separate from the School's annual FERPA notice is not required.

The School will comply with a request for access to records within a reasonable period, but not more than 45 calendar days after receipt of a request.

If the parent, guardian, or eligible student consents, the School may provide the records electronically. The School must transmit the PII in a way that complies with laws and regulations. Safeguards associated with industry standards and best practices, including but not limited to encryption and password protection, must be in place when education records requested by a parent, guardian, or eligible student are electronically transmitted.

Complaints of Breach or Unauthorized Release of Student Data and/or Teacher or Principal Data

The School will inform parents/guardians, through its Parents' Bill of Rights for Data Privacy and Security, that they have the right to submit complaints about possible breaches of student data to the Chief Privacy Officer at NYSED. In addition, the School has established the following procedures for parents, guardians, eligible students, teachers, principals, and other School staff to file complaints with the School about breaches or unauthorized releases of student data and/or teacher or principal data:

- a) All complaints must be submitted to the School's Data Protection Officer in writing, utilizing a complaint form available on the School's website.
- b) Upon receipt of a complaint, the School will promptly acknowledge receipt of the complaint, commence an investigation, and take the necessary precautions to protect PII.
- c) Following the investigation of a submitted complaint, the School will provide the individual who filed the complaint with its findings. This will be completed within a reasonable period of time, but no more than 60 calendar days from the receipt of the complaint by the School.
- d) If the School requires additional time, or where the response may compromise security or impede a law enforcement investigation, the School will provide the individual who

filed the complaint with a written explanation that includes the approximate date when the School anticipates that it will respond to the complaint.

These procedures will be disseminated to parents, guardians, eligible students, teachers, principals, and other School staff.

The School will maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies.

Reporting a Breach or Unauthorized Release

The School's Data Protection Officer will report every discovery or report of a breach or unauthorized release of student data or teacher or principal data within the School to the Chief Privacy Officer without unreasonable delay, but no more than ten calendar days after the discovery.

Each third-party contractor that receives student data or teacher or principal data pursuant to a contract or other written agreement entered into with the School will be required to promptly notify the School of any breach of security resulting in an unauthorized release of the data by the third-party contractor or its assignees in violation of applicable laws and regulations, the Parents' Bill of Rights for Student Data Privacy and Security, School policy, and/or binding contractual obligations relating to data privacy and security, in the most expedient way possible and without unreasonable delay, but no more than seven calendar days after the discovery of the breach.

In the event of notification from a third-party contractor, the School will in turn notify the Chief Privacy Officer of the breach or unauthorized release of student data or teacher or principal data no more than ten calendar days after it receives the third-party contractor's notification using a form or format prescribed by NYSED.

Investigation of Reports of Breach or Unauthorized Release by the Chief Privacy Officer

The Chief Privacy Officer is required to investigate reports of breaches or unauthorized releases of student data or teacher or principal data by third-party contractors. As part of an investigation, the Chief Privacy Officer may require that the parties submit documentation, provide testimony, and may visit, examine, and/or inspect the third-party contractor's facilities and records.

Upon the belief that a breach or unauthorized release constitutes criminal conduct, the Chief Privacy Officer is required to report the breach and unauthorized release to law enforcement in the most expedient way possible and without unreasonable delay.

Third-party contractors are required to cooperate with the School and law enforcement to protect the integrity of investigations into the breach or unauthorized release of PII.

Upon conclusion of an investigation, if the Chief Privacy Officer determines that a third-party contractor has through its actions or omissions caused student data or teacher or principal data to be breached or released to any person or entity not authorized by law to receive this data in violation of applicable laws and regulations, School policy, and/or any binding contractual obligations, the Chief Privacy Officer is required to notify the third-party contractor of the finding and give the third-party contractor no more than 30 days to submit a written response.

If after reviewing the third-party contractor's written response, the Chief Privacy Officer determines the incident to be a violation of Education Law Section 2-d, the Chief Privacy Officer will be authorized to:

- a) Order the third-party contractor be precluded from accessing PII from the affected educational agency for a fixed period of up to five years;
- b) Order that a third-party contractor or assignee who knowingly or recklessly allowed for the breach or unauthorized release of student data or teacher or principal data be precluded from accessing student data or teacher or principal data from any educational agency in the state for a fixed period of up to five years;
- c) Order that a third-party contractor who knowingly or recklessly allowed for the breach or unauthorized release of student data or teacher or principal data will not be deemed a responsible bidder or offeror on any contract with an educational agency that involves the sharing of student data or teacher or principal data, as applicable for purposes of General Municipal Law Section 103 or State Finance Law Section 163(10)(c), as applicable, for a fixed period of up to five years; and/or
- d) Require the third-party contractor to provide additional training governing confidentiality of student data and/or teacher or principal data to all its officers and employees with reasonable access to this data and certify that the training has been performed at the contractor's expense. This additional training is required to be performed immediately and include a review of laws, rules, and regulations, including Education Law Section 2-d and its implementing regulations.

If the Chief Privacy Officer determines that the breach or unauthorized release of student data or teacher or principal data on the part of the third-party contractor or assignee was inadvertent and done without intent, knowledge, recklessness, or gross negligence, the Chief Privacy Officer may make a recommendation to the Commissioner that no penalty be issued to the third-party contractor.

The Commissioner would then make a final determination as to whether the breach or unauthorized release was inadvertent and done without intent, knowledge, recklessness or gross negligence and whether or not a penalty should be issued.

Notification of a Breach or Unauthorized Release

The School will notify affected parents, eligible students, teachers, and/or principals in the most expedient way possible and without unreasonable delay, but no more than 60 calendar days after the discovery of a breach or unauthorized release of PII by the School or the receipt of a notification of a breach or unauthorized release of PII from a third-party contractor unless that notification would interfere with an ongoing investigation by law enforcement or cause further disclosure of PII by disclosing an unfixed security vulnerability. Where notification is delayed under these circumstances, the School will notify parents, eligible students, teachers, and/or principals within seven calendar days after the security vulnerability has been remedied or the risk of interference with the law enforcement investigation ends.

Notifications will be clear, concise, use language that is plain and easy to understand, and to the extent available, include:

- a) A brief description of the breach or unauthorized release, the dates of the incident and the date of discovery, if known;
- b) A description of the types of PII affected;
- c) An estimate of the number of records affected;

- d) A brief description of the School's investigation or plan to investigate; and
- e) Contact information for representatives who can assist parents or eligible students that have additional questions.

Notification will be directly provided to the affected parent, guardian, eligible student, teacher, or principal by first-class mail to their last known address, by email, or by telephone.

Where a breach or unauthorized release is attributed to a third-party contractor, the third-party contractor is required to pay for or promptly reimburse the School for the full cost of this notification.

The Data Protection Officer must annually report to the Board of Education on data privacy and security activities and progress, any changes to data privacy and security measures, the number and disposition of reported breaches, if any, and a summary of any complaints submitted pursuant to Education Law 2-d.

Compliance with the School's Acceptable Use Policy For Technology and the Internet

All officers and staff must comply with the School's Acceptable Use Policy when using the School's resources. Access privileges will be granted in accordance with the user's job responsibilities. Access privileges will be limited to the extent necessary to accomplish assigned tasks in accordance with the School's mission and business functions. Access privileges will be discontinued for those who are no longer with the School.

Annual Data Privacy and Security Training

The School will annually provide data privacy and security awareness training to its officers and staff with access to PII. This training will include, but not be limited to, training on the applicable laws and regulations that protect PII and how staff can comply with these laws and regulations. The School may deliver this training using online training tools. Additionally, this training may be included as part of the training that the School already offers to its workforce. All officers and staff who have access to PII must complete this training annually.

Notification of Policy

The School will publish this policy on its website and provide notice of the policy to all its officers and staff.

Education Law § 2-d
8 NYCRR Part 121

Adoption Date – September 16, 2020 by the CPCS Board of Trustees