



2021-22 School Year Board Meeting #8 Minutes

Frederica Jeffries, CPCS Chair called the meeting to order and welcomed everyone to the CPCS 2021-22 School Year Board Meeting #8 at 6:30 PM on February 28, 2022.

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

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

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

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

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

Members absent: Andrew Barnes

Also, present: Michael R. Estep. He was given the rights of the floor to speak during the meeting by common consent.

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

1. The agenda was approved by common consent.
2. The Chair called for a review of the minutes of the 2021-22 School Year Board Meeting #7 [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 accidental death of Davina Afokoba, 5th Grade Scholar and the School Memorial Service being planned. Members of the Board expressed their sympathy for the family, her 5th grade class and the entire staff and scholars.

Dr. Mullings reported on the NYSED Charter School Expansion \$1.2 million dollar grant that has been awarded to Challenge covering July 1, 2022 to June 30, 2024. The grant will provide funding for the high school and the CTE pathways.



Dr. Mullings noted the pending announcement by Mayor Erick Adams of changes in COVID-19 protocols including the optional usage of masks at all NYC schools.

Following discussion, the report was received with appreciation.

4. The Chair called attention to the printed report of Kentia Coreus, Senior Director of Elementary 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, Senior Director of Secondary Teaching & Learning and 6-10 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 Natalie Zadok, Director of Special Education [Attachment #7]. The report was received with appreciation.
10. The Chair called attention to the printed report of Janis Vaughn, Director of Student Enrollment & Recruitment [Attachment #8]. The report was received with appreciation.
11. The Chair noted that the Director of Operations is on maturity leave. [Attachment #9].
12. The Chair called attention to the printed report of Dale Richardson, Director of Technology [Attachment #10]. The report was received with appreciation.
13. The Chair called for the January 2022 Financial Report [Attachment #11].

Following review, the report was received by common consent.

14. The Chair called for the presentation of the 2021-22 February 2022 Personnel report [Attachment #12]. Gertrudis Hernandez moved approval of 2021-22



February 2022 Personnel Report with a second from Karon McFarlane. The motion carried unanimously.

The meeting adjourned by common consent.

Respectfully submitted:

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

Karon McFarlane
Secretary



Attachment #1
See Prior
Month
Minutes for
Minute
Attachments



2021-22 School Year Board Meeting #7 Minutes

Frederica Jeffries, CPCS Chair called the meeting to order and welcomed everyone to the CPCS 2021-22 School Year Board Meeting #7 at 6:30 PM on January 19, 2022.

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

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

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

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

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

Members absent: Linda Plummer

Also, present: Michael R. Estep. He was given the rights of the floor to speak during the meeting by common consent.

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

1. The agenda was approved by common consent.
2. The Chair called for a review of the minutes of the 2021-22 School Year Board Meeting #6 [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 state of CPCS and the status of COVID-19 impact on learning.
 - Challenge has instituted the Test & Stay program for scholars.
 - Challenge has received free home rapid testing kits for all scholars and staff via NYC and DOE.
 - Challenge has hosted special testing & vaccination events for scholars.



- Challenge on January 29, 2022 will host a Community-wide Vaccination Event initiated by the NY Governor's office and sponsored by NY State Department of Health, Congressman Gregory Meeks, & Challenge will be held at 15-20 Central Avenue, Far Rockaway, NY 11691. Special efforts to get scholars ages 5-16, parents/guardians and community residents vaccinated.
- Challenge has received free home rapid testing kits for all scholars and staff via NYC and DOE.

Following discussion, the report was received with appreciation.

4. The Chair called attention to the printed report of Kentia Coreus, Senior Director of Elementary 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.
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10. The Chair called attention to the printed report of Janis Vaughn, Director of Student Enrollment & Recruitment [Attachment #8]. The report was received with appreciation.
11. The Chair noted that the Director of Operations is on maturity leave. [Attachment #9].
12. The Chair called attention to the printed report of Dale Richardson, Director of Technology [Attachment #10]. The report was received with appreciation.



13. The Chair called for the December 2021 Financial Report [Attachment #11].

Following review, the report was received by common consent.

14. The Chair called for the presentation of the 2021-22 January Personnel report [Attachment #12]. Gertrudis Hernandez moved approval of 2021-22 December Personnel Report with a second from Karon McFarlane. The motion carried unanimously.

15. The Chair called on Dr. Mullings and Dr. Estep to give an update on the formation of the Friends of Challenge, Inc. The IRS has indicated to our legal counsel that approval of the organization's not for profit status should arrive soon.

The meeting adjourned by common consent.

Respectfully submitted:

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

Karon McFarlane
Secretary



Attachment #2



Senior Director of Teaching and Learning K-5
February 2022 Board Report
 (Covering January 14, 2022-February 14, 2022)
Kentia Coreus

Enrollment Compliance

Grade	Total Scholars	# of scholars w/IEPs
K	105	14
1	117	22
2	114	20
3	98	17
4	93	14
5	97	13
Totals	624	100

source: Student Enrollment Weekly Report sent on February 4, 2021

** In-progress*

Ongoing Teaching & Learning Tasks

- Manage personnel, curricula, and partnerships in support of the educational program
- Monitor the effectiveness of the educational program by reviewing data, observing instruction, school culture, and academic operations
- Supervise the K-5 principal by conducting regular check-ins and weekly supervision meetings
- Listen and respond to staff and family grievances

Ongoing COVID-19 Response

- Attend monthly webinars with the New York State Charter Association where information is provided by the Board of Regents and all three NYS charter authorizers. Share information with pertinent staff where needed
- Maintain awareness of DOE, NYS, and DOH guidelines related to COVID-19
- Connect with external school leaders to share/collect ideas for supporting scholars and staff
- Collaborate with COVID coordinator, human resources, and site principal to manage COVID-related issues

Internal Academic Audit

The SDTL reviewed the audit results with the K-5 leadership team. A school improvement planning tool has been drafted (with the content below already embedded) to document the planning process for the 2022-23 SY.

Document Folder	SDTL Feedback
1. Assessments	<p>Rating: Acceptable</p> <p>There is demonstrated understanding of the role assessment plays in student achievement. This work will flow naturally during or after the curriculum design work (based on teacher readiness).</p>
2. Attendance and Interventions	<p>Rating: Needs Improvement</p> <p>Attendance outreach and intervention documentation was minimal, especially for the size of the school. Proceed with attendance committee planning and implement immediately.</p>
3. Curriculum Maps/Pacing Guides	<p>Rating: Needs Improvement</p> <p>There is evidence of the shift to Next Generation standards. This work will get fleshed out as part of the curriculum design process. If curriculum maps/guides are not available explain WHY and provide lesson plans.</p>
4. Discipline Policy	<p>Rating: Needs Improvement</p> <p>There is evidence of an intended shift to Restorative Justice practices; however, policies have not been updated to reflect that. Create a plan for 2022-23 implementation.</p>
5. ELL Program Information	<p>Rating: Needs Improvement</p> <p>There is limited evidence that the school is implementing a complete ELL program. Utilize ENL Units of Study as a guide. Complete this Spring.</p>
6. Lesson Plans	<p>Rating: Needs Improvement</p> <p>Emphasis on “questioning” demonstrates an understanding of authentic student engagement. There is limited evidence of consistent implementation of DI and SDI. Begin this work this Spring (even with just ONE non-negotiable DI/SDI component that everyone complies with). Create a plan for 2022-23 training and implementation.</p>
7. Master Class Schedule	<p>Rating: Acceptable</p> <p>There is demonstrated understanding of NYSED requirements. Consider including the following in the master schedule:</p>

	Co-teacher planning time, grade level planning time, Child Study Team, professional learning, etc. This would provide evidence of how instructional time is utilized to support student achievement. Consider implementing for 2022-23 and future school years.
8. Parent/Family Communications	Rating: Acceptable Communication is both school-based and community-based.
9. Remote Learning Guidelines and Expectations	Rating: Acceptable Document demonstrates high expectations for both scholars and teachers.
10. Special Education	Rating: Needs Improvement Acceptable submissions- made to these subfolders: <ul style="list-style-type: none"> ● Action planning for at-risk scholars ● Program Information for Special Needs Students ● Student Progress Reports Needs Improvement- listed in order of priority: <ol style="list-style-type: none"> 1) Class Observations (DI, SDI, Modifications) 2) ICT Expectations 3) Progress Monitoring 4) Curricula and Instructional Support 5) SPED related professional learning 6) SPED related staff meeting minutes Begin with implementing items #1 and #2 immediately. Develop a comprehensive special education program plan to continue fleshing out the program.
11. Staff Evaluations	Rating: Needs Improvement There is evidence that teachers are receiving feedback after a classroom visit. There was no evidence of mid-year or end-of-year evaluations. Employ teacher evaluations (or at least “reflection meetings”) consistently for all staff. All staff must have an evaluation for the current school year.
12. Staff Handbook	Rating: Needs Improvement Some sections of the handbook need to be fleshed out. Is there an internal AND an external version? This work can be completed by following updated protocols for handbook development, sent by the Communications department (for the upcoming school year).
13. Student Performance Data	Rating: Acceptable There is evidence that the school is reviewing student performance at the state, district, school, and classroom levels.

Ensuring Continuous Learning

CPCS will provide all K-5 isolated scholars with a *Learning From Home* package. Packages are updated every two weeks to make sure they match what is happening in the classroom. When scholars are well enough, we encourage families to have their scholars complete the *Learning From Home* package so they can continue to practice their skills and reinforce their learning.

CPCS will provide remote instruction for scholars who:

- Continue to test positive [after the initial isolation period] and thus have to remain isolated.
- Have documented medical conditions which does not allow a scholar to physically be present in the school building*

*very rare

Responsibilities of the remote Instruction Teacher

- NOTE: The start time for this role is 8:00AM
- It is expected that the remote instruction teacher will create a schedule that allows for a minimum of 2 hours of live instruction in ELA/Math daily (this can include frequent but short breaks for scholars).
- The teacher will also be expected to offer reasonable office hours to both families and scholars.
- **Live instruction hours can go until 7:00pm if firmly agreed upon by the family.**
- Documenting the instruction that takes place during each session in this document

SAMPLE Schedule

The remote teacher is required to have a Google calendar that captures the entire day and is shared with Elementary Admin (including the SDTL). Admin must ALWAYS have the ability to virtually visit a session (REGARDLESS of the time).

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	Planning and Preparation	Planning and Preparation	Planning and Preparation	Planning and Preparation	Small Groups
8:30-9:30am	K & 1 ELA	K & 1 ELA	K & 1 ELA	K & 1 ELA	
9:30-10:30am	K & 1 MATH	K & 1 MATH	K & 1 MATH	K & 1 MATH	Small Groups
10:45-11:45am	2 & 3 ELA	2 & 3 ELA	2 & 3 ELA	2 & 3 ELA	Small Groups
11:45-12:45pm	2 & 3 MATH	2 & 3 MATH	2 & 3 MATH	2 & 3 MATH	SEL Friday
1:00-2:00pm	LUNCH				
2:00-3:00pm	4 & 5	4 & 5	4 & 5	4 & 5	Grading/Plannin

	ELA	ELA	ELA	ELA	g/ Documenting
3:00-4:00pm	4 & 5 MATH	4 & 5 MATH	4 & 5 MATH	4 & 5 MATH	
4:00-4:45pm	Collaborate w/in-person staff Office Hours for scholars and families	Collaborate w/in-person staff Office Hours for scholars and families	Collaborate w/in-person staff Office Hours for scholars and families	Collaborate w/in-person staff Office Hours for scholars and families	

What will the Remote Teacher need in order to be successfully onboarded?

The remote teacher will receive a copy of the at home packet created by the teacher. The remote teacher will also receive a copy of the math and reading lesson (shared by the classroom teacher) for that week. The remote teacher will receive a copy of a weekly updated list of scholars who are receiving remote instruction and his/her discharge date. The teacher will use Google Meet in which attendance is recorded.

Tools and Equipment

- Laptop
- HotSpot
- Professional Background/Backdrop while Espinal is online with scholars

Training

- ParentSquare
- Google Meet
- Zoom

Google Docs

Lesson Plans

Expectations for Staff

- Ms. Johnson will provide a spreadsheet that includes the scholars name, class, reason as to why they are receiving remote instruction
- Mrs. James will provide an attendance sheet for the remote instructor to use to take the daily attendance
- Mrs. Johnson will code the attendance during the isolation period or medically approved period
- The remote instructor will provide AP Ward-Brew a weekly summary of what took place during the week by 3:00pm every Friday.



Attachment #3



Ms. Nicole Griffin

Challenge Preparatory Charter School- Elementary
Principal Report

February, 2022

The Rebound - "Accelerating learning through care, clarity and collaboration."

Enrollment

Site	Grade	2021-22 SY Charter Goal	Scholars Currently Enrolled 2/4/22
Elementary	K*	120	105
	1*	120	117
	2*	120	114
	3	96	98
	4*	96	93
	5	96	97
		Total	624

Curriculum and Instruction

ELA Focus- Organizing Center: Trail Blazers and Pioneers

Teachers continue to unpack this unit by bringing real life experiences to the classroom. This includes researching local officials in the school community as well as outside of the school. Speeches and presentations continue to be showcased throughout this month.

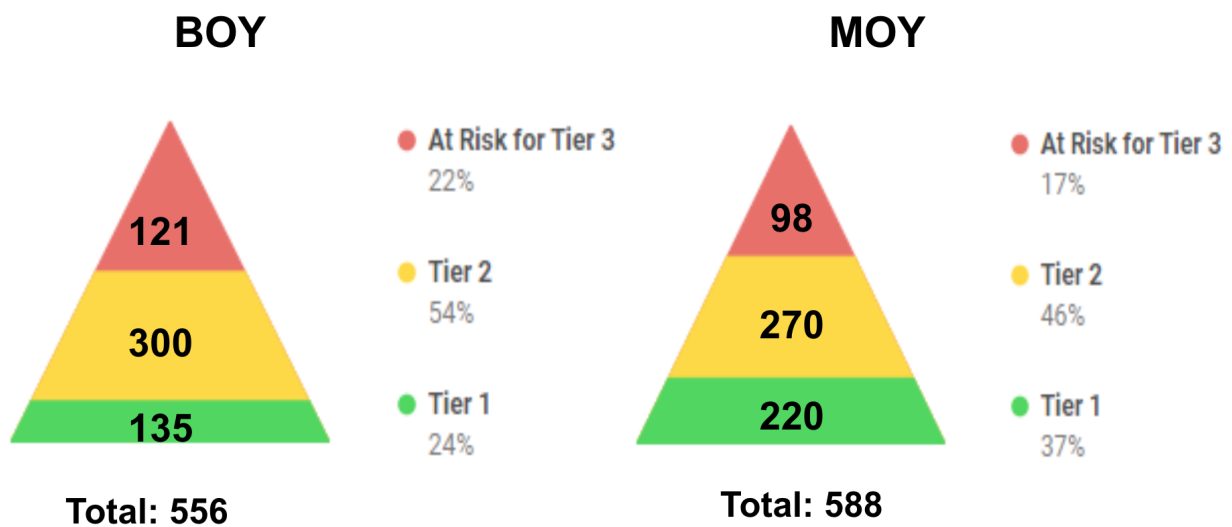
Data

Scholars completed the MOY assessment in i-Ready. A data cycle PD was conducted and facilitated by the principal and assistant principals.

Please see the results below:

ELA

School Wide ELA BOY vs MOY

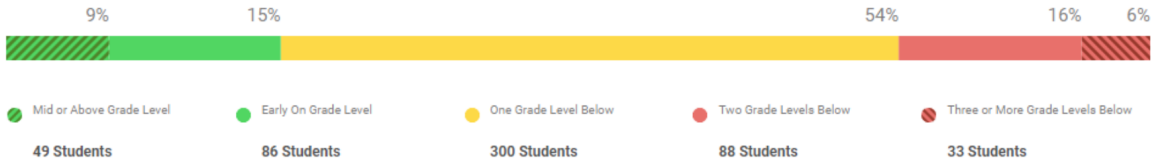


School Wide ELA BOY vs MOY

Overall Placement

Students Assessed/Total: 556/624

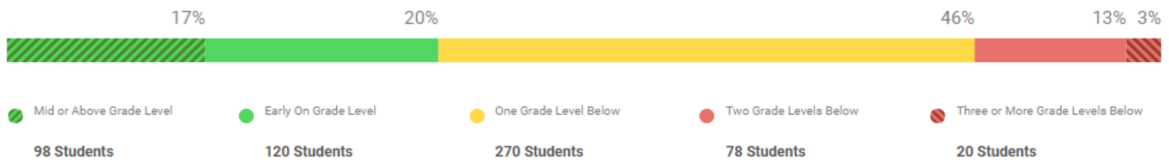
iReady BOY



Overall Placement

Students Assessed/Total: 586/624

iReady MOY

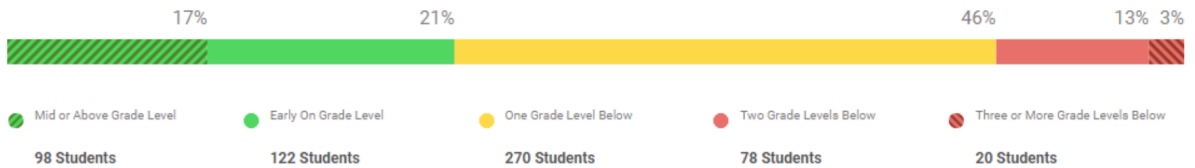


School Wide ELA MOY

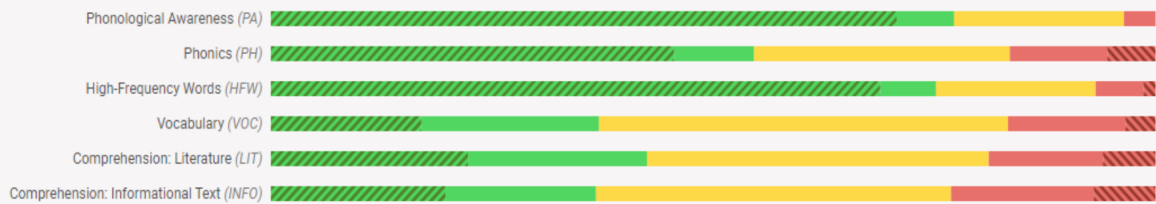


Overall Placement

Students Assessed/Total: 588/624



Placement by Domain



MATH

School Wide Math BOY vs MOY

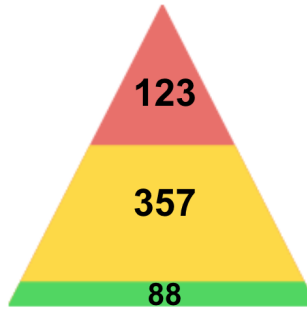
BOY



- At Risk for Tier 3
35%
- Tier 2
59%
- Tier 1
6%

Total: 535

MOY



- At Risk for Tier 3
22%
- Tier 2
63%
- Tier 1
15%

Total: 568

School Wide Math BOY vs MOY

Overall Placement

Students Assessed/Total: 535/624

iReady BOY



- Mid or Above Grade Level
9 Students
- Early On Grade Level
22 Students
- One Grade Level Below
315 Students
- Two Grade Levels Below
138 Students
- Three or More Grade Levels Below
51 Students

Overall Placement

Students Assessed/Total: 568/624

iReady MOY

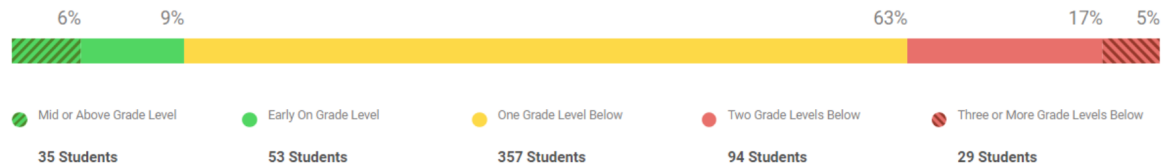


- Mid or Above Grade Level
35 Students
- Early On Grade Level
53 Students
- One Grade Level Below
357 Students
- Two Grade Levels Below
94 Students
- Three or More Grade Levels Below
29 Students

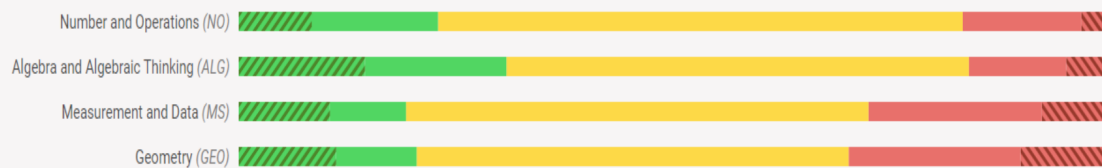
School Wide Math MOY

Overall Placement

Students Assessed/Total: 568/624



Placement by Domain



Action Plan

ACTION PLAN



- **SETTS providers will work with mandated scholars in Tier 2 and 3 and at risk scholars (schedule permitting)—utilizing Leveled Literacy for ELA**
- **TA's will work with scholars who are in Tier 3 and low level Tier 2 scholars utilizing i-Ready and GO MATH intervention with fidelity during the work period.**
- **MATH JOURNALS are to be utilized DAILY. Scholars are expected to complete a problem daily, show the strategy they used and explain their thinking in writing.**

Staff Attendance

Staff attendance has improved with less than 4% having to be out due to COVID.

Professional Development

- Continued PD unpacking the standards- Specifically the reading, speaking and listening and writing standards
- Staff will partake in PD around the areas of assessment in instruction
- Grade Team Leaders meet twice a week with grade teams to work on lesson planning with a focus on the standards and objectives
- I-Ready PD- Standards Mastery- using the standards to create standards based assessments

Special Education

For the next three months, collaboration with the Director of Special Education and the Special Education Liason will take place to ensure we have the following in place:

- Progress Monitoring systems in place
- Sped related professional development for our ICT staff
- Action plans for at risk-scholars
- With the increase in the number of scholars who receive special education services, we are looking to hire additional staff for the 2022-2023 school year. A plan of action is being put together to address the school needs.

Remote Instruction

Currently, we have three scholars on our roster who receive remote instruction. 2 are for medical reasons, the other is because of a suspension.



Attachment #4



CHALLENGE CHARTER SCHOOL

2021-2022 Principal's Monthly Board Report

Mavgar Mondesir-Gordon, Principal (Grades 6-10)

School Year 2021-2022 Report Feb 16, 2022

Current CCHS Enrollment:

Cohort Group	Grade Level	Enrollment as of Oct. 15, 2021	Enrollment as of Nov. 12, 2021	Enrollment as of Dec. 10, 2021	Enrollment as of Jan. 14, 2022	Enrollment as of Feb. 16, 2022
#3	G. 10	44	46	45	45	45
#4	G. 9	71	73	73	73	71
TOTAL		115	119	118	118	116

Current CCMS Enrollment:

Cohort Group	Grade Level	Enrollment as of Oct. 1, 2021	Enrollment as of Nov. 12, 2021	Enrollment as of Dec. 10, 2021	Enrollment as of Jan. 14, 2022	Enrollment as of Feb. 16, 2022
#5	Gr. 8	76	76	73	72	72
#6	Gr. 7	70	69	64	63	60
#7	Gr. 6	93	92	92	91	85
TOTAL		239	237	229	226	217

CCMS Attendance Statistics:

Cohort	Grade Level	Attendance Rates	Attendance Rates			
		Seo 14. '21 - Oct 15. '21	Oct 18. '21 - Nov 12. '21	Nov. 15. '21 - Dec, 10. '21	Dec, 13, '21 - Jan. 14, '22	Jan, 17, '21 - Feb. 16, '22
#3	Gr. 10	93%	91%	84%	76%	83%
#4	Gr. 9	95%	94%	90%	77%	89%
#5	Gr. 8	89%	90%	89%	78%	88%
#6	Gr. 7	92%	89%	88%	82%	91%
#7	Gr. 6	83%	84%	83%	84%	88%
CCMS Average		88%	88%	86%	81%	89%
CCHS Average		94%	93%	88%	76%	87%
6-10 Average		90%	90%	87%	79%	89%



Please note that these numbers are due to the errors in the enrollment and registration.

ATTENDANCE:

- Staff and scholar attendance rates have seen a 10% uptick given stabilizing reports of COVID-19 cases.

STAFFING:

- CCMS has made no gains in staffing. To date only the following vacancies still stand:
 - Grade 7 Science Teacher
 - Grade 7 SS Teacher
 - Spanish Teacher
 - Grade 6 SWD Teacher - In the meantime teachers are scheduled to provide SETTS Services to scholars.
 - Grade 7 SWD Teacher - In the meantime teachers are scheduled to provide SETTS Services to scholars.
 - Family Engagement Coordinator (6-10)
- CCHS has made no gains in staffing. To date only the following vacancies stand:
 - English 9 Teacher - Candidate declined the offer due to family issues.
 - English 10 Teacher - Principal Gordon is covering this class until a teacher is hired.
 - Grade 10 SETSS Teacher - In the meantime, a teacher is scheduled to provide SETTS Services to scholars.
 - Algebra I teacher - Classes are being covered by Ms. Reid and Mr. Merrell.

NB: CCHS anticipates the exit of the PE/Health Teacher. To date The Principal has reached out to Ms. Luton who has urgently begun the search and is actively searching for the ELA, Math and Health/PE teachers.

SOCIAL-EMOTIONAL LEARNING (SEL)

- Covered in the homeroom (8:00 a.m.-8:25 a.m.) Grades 6-10 continue with the Second Step SEL lessons focusing on Bullying and Harassment. Teachers have been provided with the PD for this Unit.
- The Mood Meter has also been incorporated as part of the classroom SEL support. As well as using the first seven minutes of classes at certain periods of the day to check in and establish scholars' moods. We believe that this support will help us improve our scholar's academic standing as well as we encourage them to speak about their feelings and as we validate their feelings as well—giving way to strategies to help them cope.
- The importance of the social-emotional lessons is to provide a foundation for safe and positive learning to provide scholars with the strategies necessary to succeed in school, careers, and life. We continue to focus on all 5 of the SEL Competencies throughout the school year.

CURRICULUM, INSTRUCTION, AND ASSESSMENT

- Test Prep has begun at CCMS, for ELA and Math. Scholars practice on bubble



sheets generated in PerformanceMatters and standards progress is tracked in the same program.

- The Lvania Group continues the Close Reading work with grades 6-10. Consultants coach and observe lessons in the classroom on demand alongside leadership and provide teachers with feedback on the teaching of Close Reading. The last visit for the CCMS Lvania Group consultant is on March 3, 2022. The CCHS Lvania Group consultant will be on the premises on February 28, 2022. He will be helping to produce Regents Prep mock exams for all Regents courses.
- Scholars have been grouped to make RTI a more structured instructional work in our school. The 2019 New York State Assessment data and the B.O.Y. Diagnostic data were used to guide this work.
- Enrichment clusters were also arranged using the Renzulli Survey data, however, due to COVID Safety precautions, in-school enrichment clusters have been grouped by homeroom and mixed interest. At CCHS scholars have the choice of two clusters, which are being adjusted to incorporate as little contact as possible. These clusters occur at CCHS during the lunch period.

SPECIAL EDUCATION SERVICES

- Grades 6-8 CLASSROOMS
 - At Grades 6-8, teachers have been recruited to provide SETSS tutoring during their prep times.
 - Ms. Jasmine Hunter has taken on the additional role of SPED Liaison for Grades 6-10 while maintaining services to Grade 6 IEP scholars.
- ENL services are provided on a consistent schedule by Ms. Ana Gomez.

DIGITAL PLATFORMS

- Grades 6-10 scholars are using a combination of digital notebooks and hardcover notebooks for all courses at this time to build writing and engagement stamina. We continue to utilize all our platforms with our eyes on maintaining remote learning strategies and the brick and mortar classroom. A recent shift was implemented to curtail the use of chromebooks to just 9% of the instructional time in an effort to maximize engagement.

PARENT AND SCHOLAR OUTREACH and ACCESSIBILITY

- Attendance letters and nudge letters are continuously sent out to parents via ParentSquare and hard US Mail at CCMS and CCHS. An Expectations reminder letter was sent to High School families via ParentSquare prior to the Mid-Winter Break with information about requirements for uniform and work quality.
- The CCHS Social Scientist Team has been working with scholars to bring about a clearer understanding of their academic standing with respect to credits earned toward graduation.
- Efforts continue with respect to getting Parents to register in ParentSquare.
- Quarter 2 Report Cards will be issued via secure document delivery in ParentSquare on March 1. This is in preparation for Parent Teacher Conferences that begin on March 10,



2022.

PROFESSIONAL DEVELOPMENT

- **GRADE TEAM PLANNING AND ONGOING PROFESSIONAL DEVELOPMENT**
 - Professional development takes place daily:
 - Mon-Thu 11:10 PM to 12:00 PM for Grade 6
 - Mon-Thu 12:50 PM to 1:40 PM for Grades 6-10 core instructors
 - Fridays from 1:30 PM to 4:00 PM
 - Close Reading - Lavinia Reading Group Consultants on site.
 - Universal Design for Learning, Specially Designed Instruction PD, and Progress Monitoring PD were completed and implemented into lesson plans.

- **VERTICAL DEPARTMENT PLANNING**
 - Department Teams continue to meet to discuss instructional planning across disciplines.

INSTRUCTIONAL OBSERVATIONS

- The CCMS-CCHS Admin Team members have been regularly supporting instructional periods throughout the day to ensure that instruction is taking place and that outreach is performed as needed. Informal observations have begun in the form of Check-ins. TeachBoost is being used for this task, with a target of 2 long observations and 5 short observations across the board for the school year.



Attachment #5



Director of Pupil Personnel Services

February 2022 Board Report

Covid-19 Coordinator

Here are the current vaccination numbers for our staff:

169 Fully vaccinated

1 exemption

Scholars Tested Weekly

175

January's Positive Test Results

66

- Collaborated with Clinical Staffing to provide additional COVID-19 testing for scholars and families during the Omicron Variant surge.
- CIC Health is now a partner with our school to provide in-school testing. CIC Health offers comprehensive COVID-19 testing services that are accessible, fast, and easy. COVID testing occurs weekly on Monday's.
- The School Health Liaison is now fully trained in all COVID-19 protocols.
- Oversee all COVID-19 protocols and provide supervision to the School Health Liaison
- Support the school community with answers to COVID-19 questions
- Follow-up with families with any concerns during their scholars isolation period
- Attend weekly Sector-Wide Q&A Calls with the NYC DOE & DOHMH to stay informed of all updated COVID-19 protocols, and inform all leaders about the updates
- Oversee next steps for staff and scholars when they have a positive COVID-19 test result
- The Test & Stay program is now implemented successfully school wide.
- Informed fearful families about our safety precautions to encourage consistent attendance for all scholars
- Coordinated a training for all custodians in COVID-19 protocols
- Supervised the system for data collection for all vaccinated scholars K-10. This will begin on Friday March, 4th.

Pupil Personnel Director

Elementary

- Planning to meet with the elementary school principal about the RULER SEL process rollout for the K-3 and 4-5 sites
- Reviewed Second Step lesson pacing data, to ensure all classes are on track with the SEL lesson schedule
- Collaborated with Cohen's Children Medical Center to provide workshops for the students about Mindfulness practices. The elementary sites have completed the three part Mindfulness Matters series
- Attended the Social Work Intern check-in meetings to provide guidance on ways to support our scholars
- Attended CST meetings for scholars in grades K-5
- Provided professional development sponsored by Bill & Melinda Gates Foundation that focused on an elementary counselors roundtable

Middle and High School

- Conducted the monthly SEL meeting with the Middle and High School SEL team to prepare for the implementation of the RULER process and to plan a date for the Second Step check-in presentation for advisory teachers.
- Supervised the pacing of the Second Step lessons to ensure all classes are on the same lesson each week.
- Provided counselors with NYC Youth Speaks materials for scholars to provide their input on key issues impacting the well-being of all New Yorkers; issues such as education, public safety, housing, as well as health and well-being, etc. Scholars completed this 45 minute survey during their advisory period.
- Provided materials including free asynchronous learning modules for the high school student support team for Career Exploration Month. This is a city-wide effort to help students identify career interests and gain an understanding of the postsecondary pathways that will help them achieve academic and professional success.

All sites

- Provided professional development opportunities for the Student Support Teams in the following areas:
 1. The six week R.U.L.E.R. Yale Center for Emotional Intelligence Institute
 2. Absenteeism during COVID lead by Rachel Natelson Executive Director of ACS
 3. Provided Respect for All Week celebratory materials that focus on celebrating diversity and preventing bias-based harassment, intimidation, and/or bullying
 4. Exploring Socio-Emotional Health & Wellness through Mindfulness in School & in Life
- Began the coordination for the roll out of the RULER learning experiences for the school community. The programs focus is to teach all adults emotional intelligence, to positively impact the school culture, environment, and learning.
- Lead the initiative to provide bereavement and trauma counseling for scholars because of the loss of Davina Afokoba. Twenty two students received counseling services during the first day.

- Partnered with Catholic Charities to provide additional counseling services to our school community

Family Engagement Coordinators

1. Met with the FEC, to revisit the parent survey and to re-issue a follow-up survey to provide our school community with family feedback to continue to make improvements and allow families voices to be heard
2. There is a full PA board at the K-5 site with all positions filled. They are currently working on the school year activities
3. Will collaborate with the FEC on attendance interventions to promote the importance of daily attendance and being on time
4. We have a newly hired Parent Academy Coordinator that will start on March 14th



Attachment #6



Challenge Charter School

Communications Report - February 2022

Kim Messer, Director of Communications

Communications:

Internal/External

- Assisted in several communications regarding CDC updates and our school policies related to exposure, positive COVID tests, isolation, and quarantine.
- Developed quick view guides to help our families understand quickly how these changes affect them and their scholars
- Communications school- and community-wide regarding the unexpected passing of Davina Afokoba have been a major focus this month

Website/Social Media

- A number of updates related to insights and analytics made to our Home page including new photos and Instagram live feed; see "Form and Button Conversions" insights below
- Reels and videos used more frequently to help aid in increasing Social Media traffic related to our application season; one video had over 3K views in the first 2 days
- Insights below include before and after Davina's passing; traffic increased dramatically

Reach

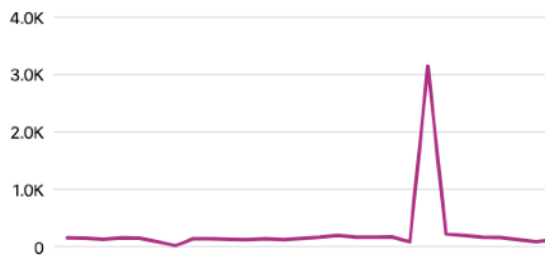
Facebook Page Reach

2,033 ↑ 82%



Instagram Reach

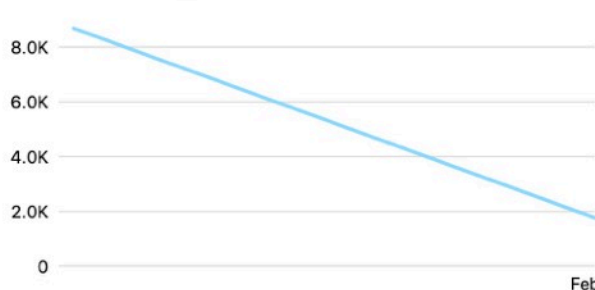
3,583 ↑ 689.2%



Reach

Facebook Page Reach

10,081 ↑ 3.0K%



Instagram Reach

262 ↑ 57.8%



Form & Button Conversions

Custom

\$ USD

FORM SUBMISSIONS

54

+74% yr/yr

BUTTON CLICKS

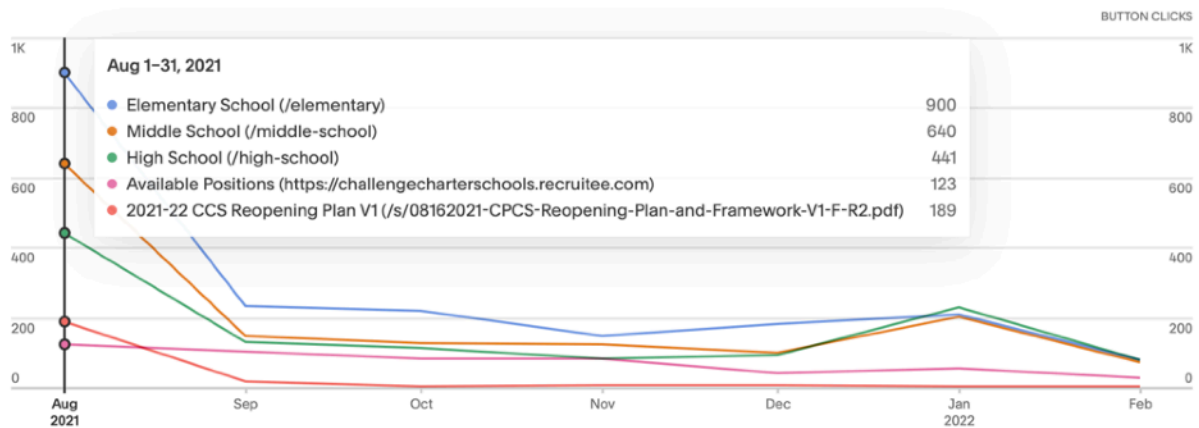
5.8K

+115% yr/yr

Button Interactions

Aug 1, 2021–Feb 11, 2022 • 5,797 Total +115% yr/yr

Monthly

**Recruitment/Application Promotion:**

- I'm continuing to work closely with Enrollment & Recruitment on our promotional needs
- Print and digital ads continue to promote our Open Houses; due to Davina Afokoba's passing, we are rescheduling several which also affect our marketing timelines



Attachment #7



February 7, 2022

Ms. Natalie Zadok: Director of Special Education Grades K-10

1. Develop a Vision

- Developing a streamlined vision for the Special Education Department that exemplifies integrity, equity, collaboration and empowerment for all scholars and their families to exhibit best academic and social emotional achievements.
- Meeting with Administration and School building leaders to assess the current Special Education Program in order to incorporate specific tools to strengthen the management of Scholars with IEP’s across all Grades K-10.
- Gaining staff buy-in by means of empowering them to maximize scholar’s with IEPs goals as well as academic achievements as well as social emotional milestones.

2. Special Education Scheduling and Planning: Maintaining the Special Education IEP Spreadsheet and Caseloads

Requires entering every scholar’s Grades (K-10) OSIS# in SESSIS to identify scholars with IEPs in order to align them with the correct services and providers needed

3. IEP Mandates & Service Totals Grades K-10

Site	Grade	Total # Of IEPs	Related Services				
			ICT	SETTS	Speech	Counseling	OT
Elementary	K	14	10	1	14	2	12
	1	22	16	2 (At Risk)	17	3	10
	2	20	17	2	7	7	05
	3	16	14	3	7	5	2
	4	14	10	2	11	5	2
	5	12	11	1	4	6	1
Middle	6	16	Pending a CSE Switch	9	7	4	None
	7	7	1	6	5	5	None
	8	15	1 Pending a CSE Switch	8	8	7	None
High	9	11	None	10	3	1	None
	10	8		7	3	4	None
Totals		149	62	43	90	46	41

4. Staffing

- All Special Education Certified Instructors have filled vacancies.
- Grades 6-8 Admin has stated is seeking Certified Setts Teachers
- Grades 9-10 Admin has stated seeking Certified Setts Teachers

5. Billing

- Collaborating with finance to ensure that all date is aligned for Vendor Portal
- Supporting Special Education Liaisons to deliver accurate data for SPED Billing
- Requested a Billing timeline for the remainder of the year so that SPED staff can be aware of pertinent billing deadlines to ensure seamless transmission to the billing department.
- Suggested an In-House excel sheet be circulated at all sites with a list of recent discharges as well as new admits to ensure SESIS data is compliance with In-House changes in order to assist with billing discrepancies
- Continuous support to both Special Education Liaisons at K-5 as well as 9-10

6. Current Action Items

- Supporting the needs of K-5 as well as 6-10 Special Education Liaison with (CSE#4) Policies and Procedures to ensure that all IEP cases are assigned annual, tri-annual, re-evaluation , initial and misaligned IEP meeting dates. Gathering all data such as Teacher Reports, IREADY, F&P, Behavioral Anecdotal logs from designated staff in order to submit to the CSE. Coordinating, sitting in on as well as leading all CSE meetings Grades K-10 until the new hire in Grades 6-10 is trained as well as a new liaison to be hired in Grades K-5.
- Ensuring the partnership with CSE District #4
- Ensuring that related service agencies are appointed to CPCS in order to ensure related service (Speech, OT, PT, and Para) services begin in a timely manner to avoid any lapse in services provided to scholars.
- Collaborating with CSE to assign related service providers, as they are resolving a shortage of employee barriers due to non-compliance of the vaccine mandate.
- Supporting the ELL provider to send home 200 Home language surveys for Grades K-2 as the data was missing hence not allowing for the ELL provider to administer the Nysitell Exams.
- Continuing to tally the returned parents' surveys.
- Assessing the space in each facility in order to secure a private area for CSE Psychologists and Social Workers to interview parents as well as assess and test scholars. Collaborating with Admin to ensure that there are ample conditions for SETTS providers to efficiently pull scholars for individual and small Group interventions.
- Collaborating with Grades K-5 Provider, Mr. Salazar as well as CCMS ELL provider Ms.Gomez to ensure all ELL scholars are re-assessed as well as initially assessed to gain clear benchmarks of scholar's ELL plans.
- Collaborating with ELL External Consultants to implement academic plans that will fully encourage our ELL scholar's overall success and achievements according to their individualized needs and goals.
- Aligning ELL Charter goals and policy to the ELL Program Grades K-10.
- Weekly check-Ins to manage current caseload with District Psychologist to ensure alignment and discuss particular issues that arise within each case.
- Attending and supporting IEP meetings Grades K-10 to ensure compliance and continuity of suggested programs remain intact.
- Attending CST meetings to support Social Emotional, Behavioral as well as Academic Supports Grades K-10
- Assisting newly hired employees to attain SESIS access by collaborating with the Director of Operations to enter them into the Galaxy system.
- Panelist on the Open-House Events Grades K-10
- Sped Coaching led by consultant Melinda Spataro
- TNTP Leadership Training

- gathering information for justification to purchase a reading program called S.P.I.R.E that assist with struggling readers as well as those that struggle with Dyslexia
- Delivering Professional Development to newly hired staff in the ICT classroom that are Gen Ed Certified
- Creating a calendar for ongoing PD's for remainder of the school year
- Gaining ATS access to access scantrons to test ELL scholars

7. Mobilizing Community Resources to support families with scholars with IEPs to secure the necessary external resources needed for scholars to maintain best academic as well as social emotional benchmarks this 2021-20220 school year.

- Partnering with New Horizons and Sheltering Arms Agencies in Far Rockaway to ensure that families receive the services needed upon initiating the need for community support.
- Providing families with access to their parental rights under the IDEA Law that serves as a guide for parents with scholar's IEP compliance as well as parent empowerment support guidelines.
- Conducted one on one Parent meetings via Google Meet and Telephone conference to address specific needs that arise prior to the first day of school for scholars with IEP's services that include Initiating, Maintaining as well as Re-Evaluating scholar's IEP cases.
- Providing support staff with Suicide Prevention resources for scholars.
- Collaborating with Liaisons and Parent Coordinator to secure appointment slots to assist parents to secure a Speech and OT provider via the RSA process.
- Seeking Community and CSE support for scholars experiencing trauma-related incidents such as accidents and or inability to attend in-person school due to comorbidity conditions that promote greater risk with COVID-19 risks.
- Supporting parents of scholars with IEPs to attain door-to-door as well as closest curb pick up and drop off services.
- Supporting families with scholars that have IEP's attain necessary resources needed as a direct result of COVID-19.
- Aligning with Community Physicians and Health Care Clinics that can support families with IEPs, immediate health and social emotional well-being as well as assessments for initial IEPs.

8. Sites (K-10) External Providers COVID-19 Preparation

- Delivering CPCS COVID-19 Guidelines and Safety Protocol to all Related Service agencies providers that will be conducting in-person sessions with Scholars at all sites.
- Related Service agencies have received a copy of the CPCS COVID-19 safety policy and have agreed to have their providers adhere to the CPCS COVID-19 Safety measures.
- Collaborating with CSE to conduct misaligned Scholar IEP meetings to ensure compliance
- Weekly Check-Ins with providers to ensure session compliance
- Aligned with the CSE Chairperson of Related Services to ensure SESIS Encounter Attendance for providers to conduct.
- Aligning with Related Service Agencies to request transmittal from the CSE for new admits that have an IEP.
- Managing provider's time sheets and attendance to ensure efficiency of session service.

9. Professional Development Resources

- Meeting with the Special Education Collaborative to review a package that will suit the needs of CPCS staff Grades K-5 for Special Education Workshops that include (Co-Team Teaching Strategies, Specially Designed Instruction, creating Behavior Intervention Plans as well as Functional Behavior Analysis plans etc.).
- Meeting with ELL External Consultants to create plans to enrich the ELL Department via identifying, testing and aligning ATS data to ensure that scholars' home language is precise in order to administer the NYSITELL Exam.
- Creation of In-house Professional Development Presentations that highlight Special Education tools, resources and guidelines to staff.

- Mentoring Special Education Liaisons Grades K-5 & 6-10 on proper dialogue to conduct discussions with families on sensitive issues.
- Creating individual plans for scholars with IEP's that have missed extensive days due to medical conditions that can be complicated should they contract COVID-19 Plans include Teacher check-in's as well as distribution of instructional items on a bi-weekly basis , parent training on how to access instructional supports on scholars chrome books as well as social emotional check-ins and support .



Attachment #8



Student Enrollment and Recruitment Monthly Report
 Janisa Vaughn, Director of Student Enrollment and Recruitment
 February 18, 2022

CCS STUDENT ENROLLMENT

TOTAL ENROLLED	961
Approved Charter Enrollment	1056

Site	Grade	2021-22 SY Charter Goal	Scholars Currently Enrolled 2/18/22
Elementary	K*	120	105
	1*	120	115
	2*	120	118
	3	96	98
	4*	96	92
	5	96	97
Total			625
Middle	6	96	86
	7*	72	62
	8	72	72
Total			220
High	9	72	71
	10*	96	45
	Total		

2022-2023 SY Lottery Applications	
Grade	# of Applications Received as of 2/18/22
K	137
1	31
2	30
3	27
4	41
5	64
6	139
7	52
8	43
9	138
10	19
11	16
Total	737

* The waitlist is currently exhausted.

Student enrollment has increased due to active recruitment and marketing/advertising. The waitlist is exhausted for grades K,1,2,4,6, 7, and 10. Student retention is still an area of concern for our school. 19 scholars were newly enrolled and **18 scholars were discharged**.

STUDENT RECRUITMENT

- Lottery Night- Thursday, April 7, 2022.
- February 1, 2022, Intent to Return Surveys was sent to all grade 5 and 8 families to confirm their seats for the next school year. The deadline for families to submit their responses is March 1, 2022. Once the data is received, seat availability will be determined for grades 6 and 9 for the 2022-2023 SY.

Projected Seat Availability for the 2022-2023 SY

K	1	2	3	4	5	6	7	8	9	10	11
120	12	4	2	-	-	-	6	6	-	1	-

- The Shelter Bus advertisements will continue to be posted until the end of March 2022. The advertisements are placed in 5 locations throughout the Rockaway peninsula and are expected to attract over 450,00 viewers.
- Vanguard Mailings was sent to families in District 27 for Kindergarten-Grade 11 enrollment. We received 357 additional applications.
- Virtual Open Houses will run every Thursday from 5:30 pm-6:30 pm and one Saturday each month from 10:00 am-11:00 am via Zoom. Please see the schedule below. The Director of Student Enrollment and Recruitment will work collaboratively with the Director of Communications, Director of Technology, Student Enrollment and Recruitment Coordinator, and Site Leaders to host the events.



**Student Enrollment and Recruitment
Winter Open Houses 2022**

Location	Virtually via Zoom			
Day of the Week	Thursday's			Saturday's (K-11)
Time	5:30pm-6:30pm			10:00am-11:00am*
Site	Elementary	Middle	High	(See notes below)
Date	January 27, 2022	January 20, 2022	January 13, 2022	January 22, 2022
	February 17, 2022	February 10, 2022	February 3, 2022	February 12, 2022
	March 10, 2022	March 17, 2022	March 3, 2022	March 12, 2022
*Updated 12/6/21				



Attachment #9



Director of Operations

On Maturity Leave



Attachment #10



Director of Technology Report

Feb. 2022 - Dale Richardson

—

I: Current Work

A: Completion of Network upgrades

- 710 Hartman lane has been fully upgraded. WAPS and backbone are functioning well. This brings our install to an end.
- 1526 Central Avenue has been fully upgraded. WAPS and backbone are functioning well. This brings our project to an end.
- Additional monitoring and refining will continue.

B: Completion of eRate application

- Challenge's eRate application has been completed and submitted. Our "Allowable Contract Date" for the 2022/2023 Category application is 2/23/2022. We will not be able to choose a vendor or sign an agreement until after this date.
- Category 1 (internet) - Challenge currently has a multi-year contract which goes at least through June 30, 2023. As a result, Challenge will not be making any changes to this service/agreement for/during the 2022/2023 funding year... October of 2023 would be the date our current contract ends. Which means we may solicit quotes during the 2023/2034 funding year.
- Category 2 (MIBS and Hardware) - For 2022/2023 Challenge will NOT receive any funding for our Category 2 funding, which includes our MIBS (network administration) and hardware. MIBS for 2021 cost \$32,880 total. 2022/2023 will be an out-of-pocket-cost and should be around that number again unless there are adjustments to total equipment counts or inflation.

C: Combatting Chromebook shortage



- The tech team has begun a new project, intended to combat scholars leaving Challenge with Chromebooks; the Tech team is attempting to integrate an asset system into our current SIS (PowerSchool).
- Once the system rolls out, it will be easier for Operations to see the exact asset of the device that needs to be returned, before the scholar leaves the school.
- If too many scholars leave with devices, we may lose funding, which makes this project a high priority.

II: Future Work

A single phone number to reach our entire organization?

- In an effort to increase customer experience. I have made an inquiry to revamp our phone system under a single unified number.
- Once the user dials the new number, they will have the ability to choose the site they wish to contact.
- Having a single unified number will assist with advertising, by allowing flyers to be a little less cluttered.
- A single unified number will also be useful for our web presence. Ex: When one google's "Challenge Charter School," google currently presents the phone number for 710 Hartman Lane. Google should have a single number capable of reaching each site.
- A proposal will be provided by a vendor for consideration, with the goal of a summer implementation if approved.

B: Potential Security Cameras

- We are currently sourcing quotes for security video cameras, which are intended to be placed at 710 Hartman Lane and 1526 Central Avenue.



- These will be new systems and may incur the cost of additional servers and internet equipment, to manage the bandwidth.
- A proposal will be provided by a vendor(s) for consideration, with the goal of a summer implementation if approved.

C: Computer Lab at 1520 Central Ave

- Apple desktops have been ordered via RESO A Grant Funding.
- Interactive boards have been ordered via RESO A Grant Funding.
- Printers have been ordered via RESO A Grant Funding.
- We are currently awaiting the delivery of the ordered equipment.

III: Risk Factors or Challenges

A: Network stability

- Currently our WiFi network at 1520 Central Ave. is experiencing instabilities.
- The manufacturers of the WAPS and our network administrators are both aware and are working diligently in order to track down the issue.



Attachment #11



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



experience. expertise. execution.

Challenge Prep Charter School

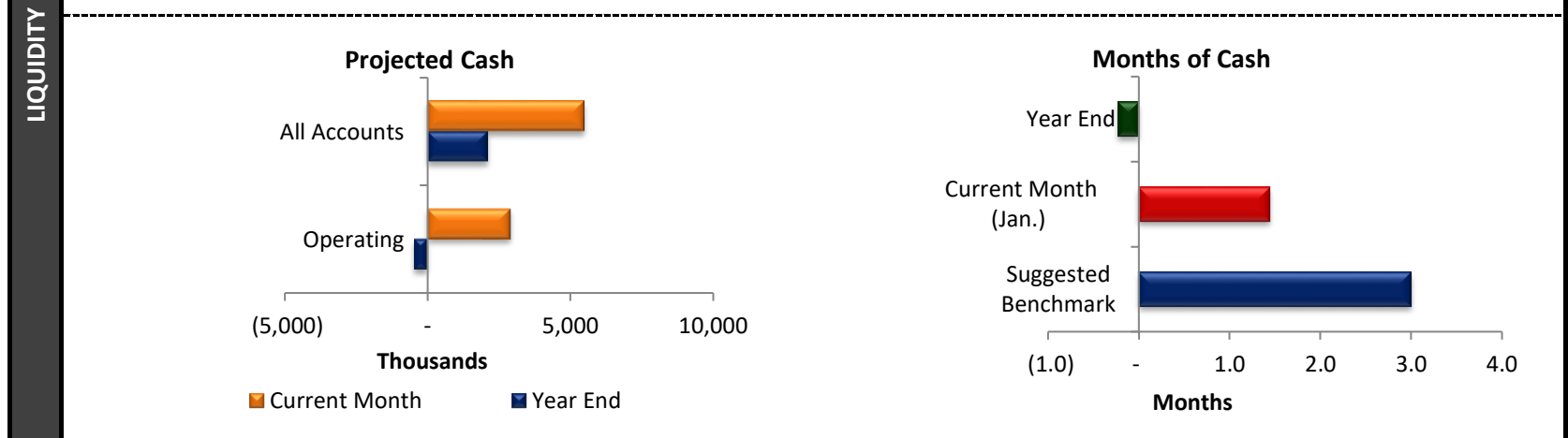
Monthly Financial Report
January 2022



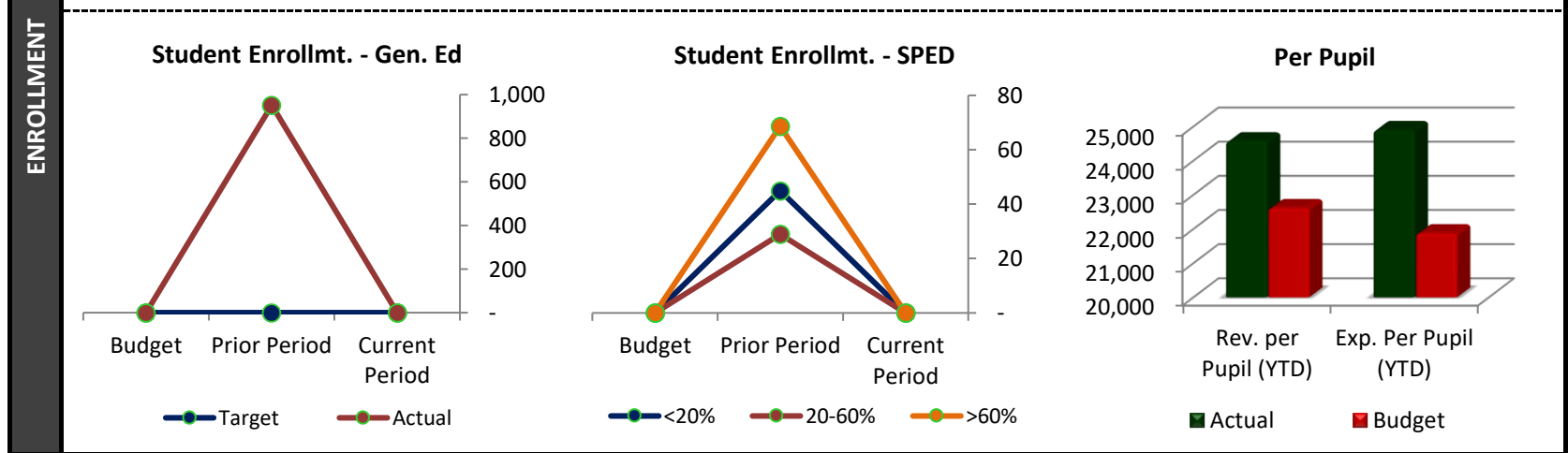
Challenge Prep Charter School

Financial Summary For Period Ended January 31, 2022

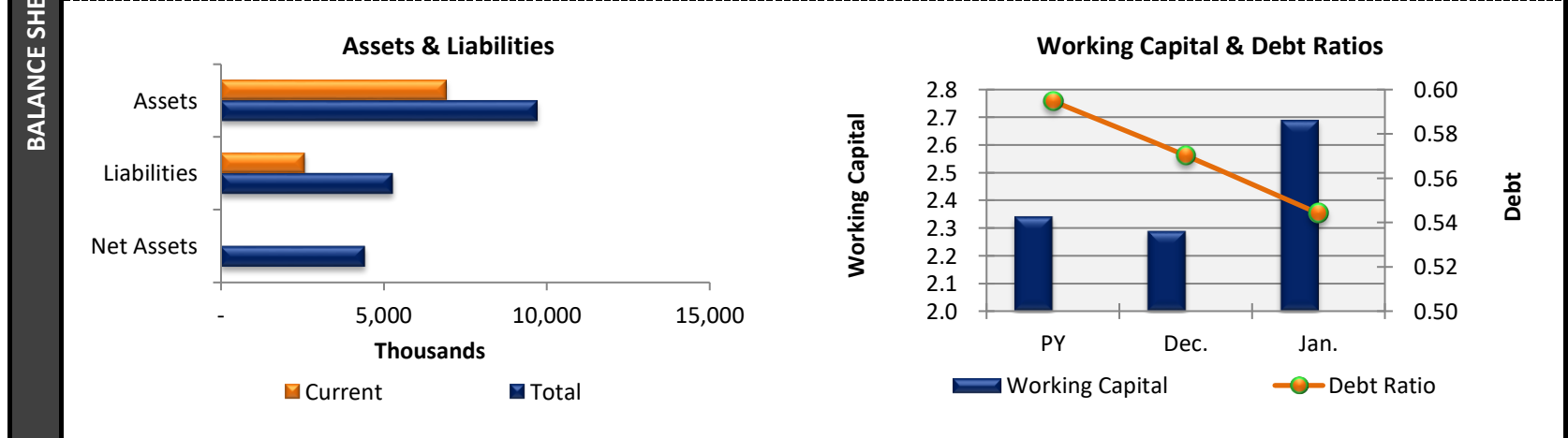
LIQUIDITY	Cash in Bank (Operating Account(s) Only: as of January 31, 2022)	\$ 2,913,857
	Projected months of cash on hand	1.4
	Cash in Bank (Total - All Accounts as of January 31, 2022)	\$ 5,496,369
	FY Ending Cash Available to Carryover to FY21-22 (Operating Account(s) Only)	\$ (458,511)
	<i>*Cash balance available once all FY21-22 obligations & receivables have been settled</i>	
	Projected months of cash on hand	(0.2)
	FY Ending Cash Available to Carryover to FY20-21 (Total - All Accounts)	\$ 2,112,927



	Actual	Budget	Variance	Actual	Budget	Variance
General Ed	951.75	1,021.00	(69.25)	\$ 15,370,811	\$ 15,629,468	\$ (258,657)
SPED						
0 - 20%	50.12	41.00	9.12	-	-	\$ -
20 - 59%	25.29	25.00	0.29	262,794	259,750	\$ 3,044
60% - Over	71.90	53.00	18.90	1,369,623	1,009,597	\$ 360,026
Total SPED	147.31	119.00	28.31	1,632,417	1,269,347	\$ 363,070



Total Current Assets:	\$ 6,939,982
Total Current Liabilities:	\$ 2,580,744
Working Capital (Current) Ratio	2.69
Total Assets:	\$ 9,727,305
Total Liabilities:	\$ 5,292,868
Debt Ratio	0.54
Total Net Assets:	\$ 4,434,437



Challenge Prep Charter School

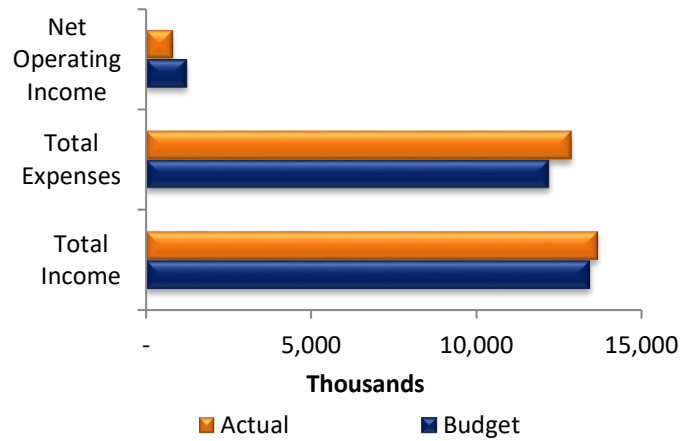
Financial Summary

For Period Ended January 31, 2022

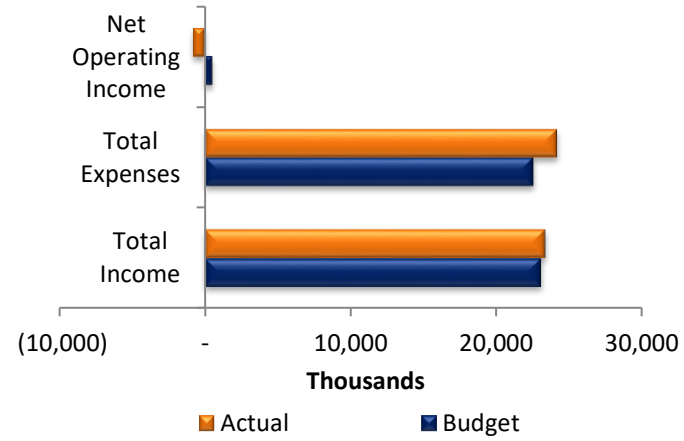
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Total Revenue YTD:	\$ 13,694,473	\$ 13,450,880	\$ 243,593
Total Expenses YTD:	(12,882,445)	(12,210,103)	(672,341)
Net Operating Surplus(Deficit):	\$ 812,029	\$ 1,240,777	\$ (428,748)
	<u>Projected</u>	<u>Budget</u>	<u>Variance</u>
Annual Projected Revenue:	\$ 23,390,228	\$ 23,097,145	\$ 293,083
Annual Projected Expenses (before depreciation):	(23,702,857)	(22,343,952)	(1,358,905)
Projected Net Operating Surplus(Deficit) before Depreciation:	\$ (312,630)	\$ 753,193	\$ (1,065,823)
Annual Projected Depreciation:	(500,995)	(230,840)	(270,155)
Projected Net Operating Surplus(Deficit) after Depreciation:	\$ (813,625)	\$ 522,353	\$ (1,335,978)
Capital Expenditure Requirements	\$ (825,784)	\$ -	\$ (825,784)
Total Cash Expenditures	\$ (22,376,079)	\$ (22,113,112)	\$ (262,967)
Revenue per Pupil (YTD)	\$ 24,576	\$ 22,622	\$ 1,954
Expenditure per Pupil (YTD)	\$ 24,904	\$ 21,884	\$ 3,020

BUDGETING / REVENUE & EXPENSES

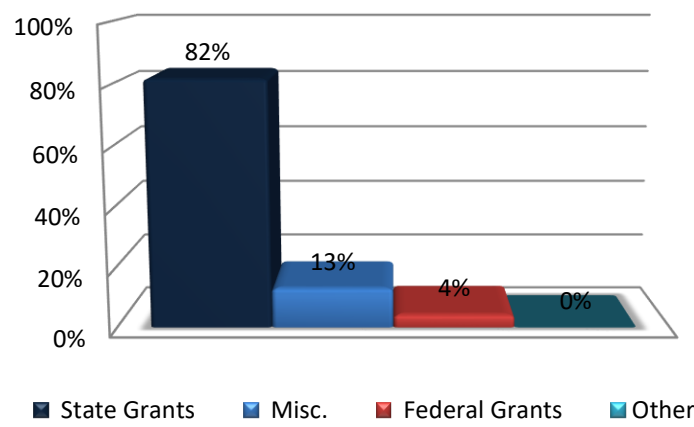
Year-To-Date (YTD)



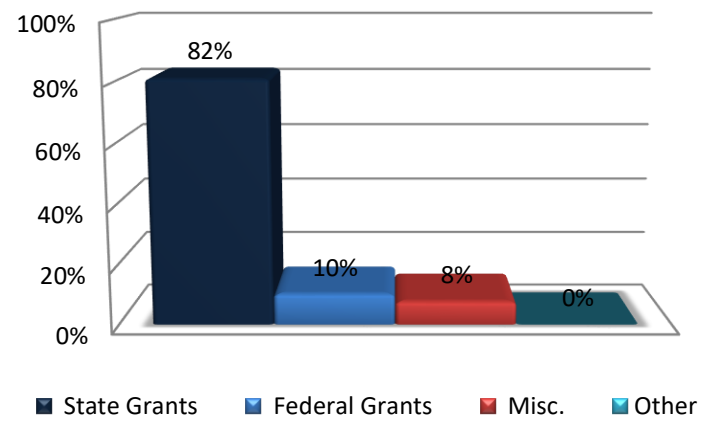
Year End (YE) Projection



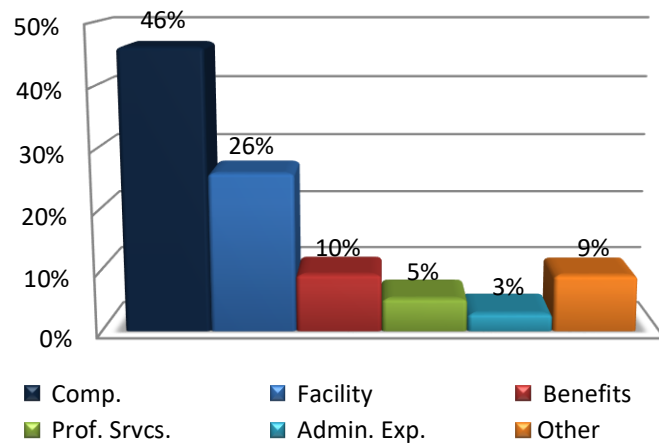
Revenue Breakdown YTD



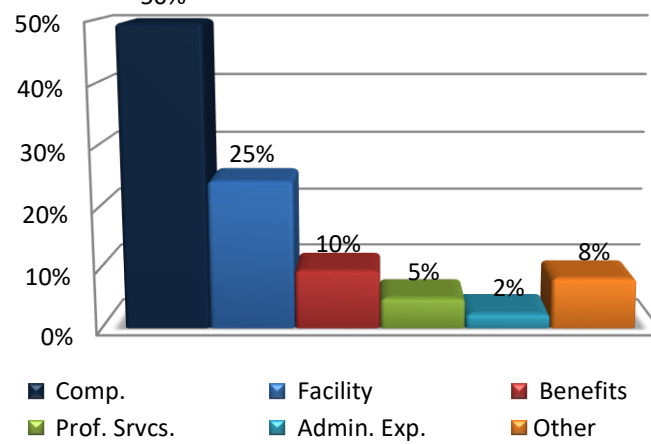
Revenue Breakdown YE



Expense Breakdown YTD



Expense Breakdown YE



Challenge Prep Charter School

Financial Variance Summary

Fiscal Year Ending 6/30/2022	Comments
Net Budget Surplus after Depreciation	\$ 522,353
Increase in Projected Annual Expenses	1,629,060
Net Projected Deficit Variance after Depreciation	<u>\$ (813,625)</u>

**Challenge Prep Charter School
Budget vs. Actuals
Fiscal Year Ending June 30, 2022**

	January 31, 2022			YTD Through January 31, 2022			Projected FYE June 30, 2022					Comments	
	Actual	Budget	Variance	Actual	Budget	Variance	Current Month		Previous Month		Annual Budget		Variance
							Actuals - August 2021 - January 31, 2022 +	Projected - June 30, 2022	Actuals July 200 - Dec. 200 + Projections Jan. 201 - June 201	Variance between Dec. & Jan. Reporting			
Income													
4100 State Grants	1,602,602	1,631,484	(28,881)	11,292,605	11,420,385	(127,780)	7,848,399	19,141,004	19,110,075	30,929	19,616,816	(475,812)	GenEd based on 951.753 SpEd budget based on 71.900 over 60%; 25.293 20-59%
4200 Federal Grants	27,548	164,967	(137,419)	582,410	1,155,496	(573,085)	1,846,259	2,428,669	2,188,177	240,492	1,980,329	448,340	
4300 Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-
4400 Miscellaneous Income	5,219	125,000	(119,781)	1,819,458	875,000	944,458	1,096	1,820,555	3,315,472	(1,494,918)	1,500,000	320,555	
Total Income	1,635,369	1,921,450	(286,081)	13,694,473	13,450,880	243,593	9,695,754	23,390,228	24,613,724	(1,223,497)	23,097,145	293,083	GenEd based on 951.753 . SpEd budget based on 71.900 over 60%; 25.293 20-59%; Adjustments made to Lease Assistance based on unearned revenue for FY21.
Expenses													
Compensation													
5100 Instructional Staff	691,643	721,155	(29,512)	3,843,444	4,174,381	(330,937)	4,318,594	8,162,038	7,932,362	229,675	8,653,862	(491,824)	Salary projections based on payroll averages
5200 Non-Instructional Staff	228,656	205,934	22,722	1,478,997	1,441,539	37,458	1,143,280	2,622,277	2,506,463	120,929	2,471,209	151,068	Adjusted based on payroll
5300 Pupil Support	117,365	106,739	10,626	654,303	747,172	(92,869)	619,903	1,274,206	1,309,941	(35,735)	1,280,867	(6,660)	Based on budget
5000 Compensation	1,037,664	1,033,828	3,836	5,976,744	6,363,092	(386,348)	6,081,777	12,058,521	11,748,767	314,869	12,405,938	(347,417)	Salary projections based on payroll averages
5400 Benefits	242,316	158,858	83,457	1,227,479	1,112,008	115,470	1,133,602	2,361,080	1,916,201	444,879	1,906,300	454,780	
6100 Administrative Expenses	43,616	46,802	(3,186)	381,497	332,483	49,014	199,798	581,295	621,728	(40,433)	566,494	14,801	Adjusted based on actuals
6200 Professional Services	64,849	75,167	(10,318)	704,369	509,167	195,202	518,302	1,222,671	1,321,248	(98,577)	921,500	301,171	Based on actuals
6300 Professional Development	12,440	14,424	(1,984)	191,823	89,879	101,945	174,349	366,172	437,554	(71,382)	162,000	204,172	Based on actuals
6400 Marketing and Staff/Student Rec	18,215	8,025	10,190	91,864	56,175	35,689	44,217	136,081	154,300	(18,219)	96,300	39,781	Based on budget
6500 Fundraising Expenses	-	4,458	(4,458)	-	31,208	(31,208)	3,500	3,500	53,500	(50,000)	53,500	(50,000)	Based on budget
7100 Curriculum & Classroom Expenses	52,742	30,130	22,612	380,063	182,454	197,609	179,415	559,478	663,512	(104,034)	372,120	187,358	Based on actuals
8100 Facility	512,029	472,131	39,897	3,383,743	3,304,919	78,824	2,562,084	5,945,827	5,856,326	89,501	5,665,575	280,252	Based on actuals
8200 Technology/Communication Expens	44,458	16,102	28,356	290,659	112,714	177,944	173,609	464,267	502,036	(37,769)	193,225	271,043	Based on actuals
8800 Miscellaneous Expenses	360	83	277	3,707	583	3,124	257	3,964	4,347	(383)	1,000	2,964	
8900 Depreciation Expense	-	-	-	250,497	115,420	135,077	250,498	500,995	500,995	-	230,840	270,155	
Total Expenses	2,028,688	1,860,010	168,678	12,882,445	12,210,103	672,341	11,321,408	24,203,852	23,780,514	428,453	22,574,792	1,629,060	
Net Income	(393,319)	61,440	(454,759)	812,029	1,240,777	(428,748)	(1,625,653)	(813,625)	833,210	(1,651,950)	522,353	(1,335,978)	
Capital Expenditures													
Furniture, Fixtures & Equipment	4,398	-	4,398	700,561	-	700,561	70,000	770,561	830,000	(59,439)	-	770,561	
Facility and Construction	-	-	-	45,223	-	45,223	10,000	55,223	70,000	(14,778)	-	55,223	
Website	-	-	-	-	-	-	-	-	-	-	-	-	
Total Capital Expenditures	4,398	-	4,398	745,784	-	745,784	80,000	825,784	900,000	(74,216)	-	825,784	

**Challenge Prep Charter School
Cash Flow Projection as of January 31, 2022**

Annual Budget FY21-22	Projected July 21 - June 22	Projected Feb 22 - June 22	February	March	April	May	June	July + Subsequent FY21-22 Items
Beginning Cash Balance (Operating)	4,804,870	2,924,930	2,924,930	3,358,465	1,379,349	2,551,576	572,960	(1,403,157)
Projected Cash Receipts from Operations (below)	23,097,145	8,338,660	3,151,063	219	3,151,063	219	219	2,035,876
Projected Cash Disbursements from Operations (below)	(22,574,792)	(10,903,910)	(1,962,836)	(1,962,836)	(1,962,336)	(1,962,336)	(1,962,336)	(1,091,230)
Net Cash from Operations	522,353	(2,565,249)	1,188,228	(1,962,617)	1,188,728	(1,962,117)	(1,962,117)	944,646
Cash Receipts from Accounts & Misc Receivables (not included in revenue below)	-	-	-	-	-	-	-	-
Cash Disbursements for Accounts Payable & Accrued Expenses	-	(738,193)	(738,193)	-	-	-	-	-
Capital Expenditures (below)	(80,000)	(80,000)	(16,500)	(16,500)	(16,500)	(16,500)	(14,000)	-
Accounts Receivable	-	-	-	-	-	-	-	-
PPP Loan Payable	-	-	-	-	-	-	-	-
PPP Loan Interest Payable	-	-	-	-	-	-	-	-
Ending Cash Balance (Operating Account)	5,327,223	(458,512)	3,358,465	1,379,349	2,551,576	572,960	(1,403,157)	(458,511)
Other Cash Accounts (Net of Transfers)	75,354	-	2,571,439	2,571,439	2,571,439	2,571,439	2,571,439	2,571,439
Total Cash (All Accounts)	5,402,577	2,112,927	5,929,904	3,950,787	5,123,015	3,144,398	1,168,282	2,112,927

Challenge Prep Charter School
Balance Sheet
YTD as of January 31, 2022

	Total	Comments
ASSETS		
Current Assets	-	
Bank Accounts		
1000 Cash		
1001 HSBC Checking - 0844	2,618,165	
1002 HSBC Checking - 0852	11,073	
1003 HSBC Checking - 0879	295,692	
1004 HSBC Checking - 0887	-	
1005 HSBC Money Market - 5972	2,501,439	
1006 Chase Escrow - 3060	70,000	
1007 Petty Cash	-	
Total 1000 Cash	\$ 5,496,369	
Total Bank Accounts	\$ 5,496,369	
Accounts Receivable		
1100 Accounts Receivable	520,115	
1200 Other Receivables - Salary Advance	-	
Total Accounts Receivable	\$ 520,115	
Other current assets		
1300 Prepaid Expenses	260,630	
1301 Prepaid Insurance	60,744	
1310 Prepaid Rent	602,124	
Total Other current assets	\$ 923,498	
Total Current Assets	\$ 6,939,982	
Fixed Assets		
1500 Furniture, Fixtures & Equipment		
1510 Office & Admin Computers & Equipment	256,303	
1511 Classroom Computers & Equipment	1,268,777	
1512 Classroom Furniture	523,884	
1513 Office Furniture	194,049	
Total 1513 Office Furniture	\$ 194,049	
1514 Musical Instruments	16,390	
1515 Computer Software	44,217	
Total 1500 Furniture, Fixtures & Equipment	2,303,620	
1519 Facility and Construction	127,589	
1520 Architect Fees	115,620	
1525 Fire Alarm System	7,500	
Total 1525 Fire Alarm System	\$ 7,500	
1530 Kitchen/Cafeteria	162,079	
1535 Construction In Progress	320,673	
1540 Leasehold Improvements	473,292	
Total 1519 Facility and Construction	1,206,752	
1610 Website	11,000	
Total 1610 Website	\$ 11,000	
1700 Accumulated Depreciation & Amortization		
1710 Accumulated Depreciation	(1,651,736)	
1750 Accumulated Amortization	(8,311)	
Total 1700 Accumulated Depreciation & Amortization	\$ (1,660,047)	
Total Fixed Assets	\$ 1,861,325	

Challenge Prep Charter School
Balance Sheet
YTD as of January 31, 2022

	Total	Comments
Other Assets		
1800 Security Deposits	925,999	
Total Other Assets	\$ 925,999	
TOTAL ASSETS	\$ 9,727,305	
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	735,431	
Total Accounts Payable	\$ 735,431	
Other Current Liabilities		
2100 HSBC Loan Payable	-	
2300 Accrued Salaries/Taxes	-	
2301 Accrued Expenses	2,762	
2303 Accrued Interest - PPP	-	
2400 Unearned/Deferred Revenue	1,841,052	
Total Other Current Liabilities	\$ 1,845,314	
Total Current Liabilities	\$ 2,580,744	
Long-Term Liabilities		
2700 Deferred Rent Liability	2,712,124	
Total Long-Term Liabilities	\$ 2,712,124	
Total Liabilities	\$ 5,292,868	
Equity		
3100 Retained Earnings	3,622,409	
Net Income	812,029	
Total Equity	\$ 4,434,437	
TOTAL LIABILITIES AND EQUITY	\$ 9,727,305	

Challenge Prep Charter School
Statement of Cash Flows
YTD as of January 31, 2022

	Total	Comments
OPERATING ACTIVITIES		
Net Income	812,029	
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1100 Accounts Receivable	(154,667)	
1200 Accounts Receivable:Other Receivables - Salary Advance	-	
1300 Prepaid Expenses	(51,881)	
1301 Prepaid Insurance	(60,744)	
1310 Prepaid Rent	(267,948)	
Inventory Asset	-	
2000 Accounts Payable	52,988	
2100 HSBC Loan Payable	(1,792,512)	
2300 Accrued Salaries/Taxes	(725,253)	
2301 Accrued Expenses	(86,537)	
2303 Accrued Interest - PPP	(17,160)	
2400 Unearned/Deferred Revenue	1,525,507	
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(1,578,207)	
Net cash provided by operating activities	(766,179)	
INVESTING ACTIVITIES		
1510 Furniture, Fixtures & Equipment:Office & Admin Computers & Equip	(7,154)	
1511 Furniture, Fixtures & Equipment:Classroom Computers & Equipment	(424,229)	
1512 Furniture, Fixtures & Equipment:Classroom Furniture	(132,113)	
1513 Furniture, Fixtures & Equipment:Office Furniture	(137,065)	
1515 Furniture, Fixtures & Equipment:Computer Software	-	
1540 Facility and Construction:Leasehold Improvements	(45,223)	
1800 Security Deposits	-	
1710 Accumulated Depreciation & Amortization:Accumula	250,497	
Net cash provided by investing activities	(495,286)	
FINANCING ACTIVITIES		
2700 Deferred Rent Liability	51,960	
3000 Opening Balance Equity	-	
Net cash provided by financing activities	\$ -	
Net cash increase for period	(1,209,505)	
Cash at beginning of period	\$ 6,705,874	
Total Cash at beginning of period	\$ 6,705,874	
Cash at end of period	\$ 5,496,369	



Attachment #12

2021-22 CPCS Board Meeting #8

Current Employees	Vacancies
170	1

Campus	Current	Vacancies	New Hires
Elementary School	92	0	3
Middle School	38	0	1
High School	26	0	0
Network Operations	14	1	0

New Hires	Campus	Position
Johnson, Tyreke	Elementary	Academic Assistant
Espinal, Amanda	Elementary	Remote Instructor
Ramkarran, Baby	Elementary	Custodian
Ramirez, Robert	Middle	Security Guard