



2020-21 School Year Board Meeting #8 Minutes

Frederica Jefferies, CPCS Board Chair called the meeting to order and welcomed everyone to the CPCS 2020-21 School Year Board Meeting #8 at 6:30 PM on February 24, 2021.

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

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

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

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

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

Members absent: Gertrudis Hernandez and 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 2020-21 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 continued remote learning efforts of Challenge. He led the Board through a discussion of if the Board wanted to continue the plans for scholars returning in person via a hybrid education model in March 2021.

The Board reviewed and discussed the following:



- The February 2021 Family and staff survey results
- The limited access to COVID-19 testing for scholars and their families in Far Rockaway
- The fact that COVID-19 vaccines are not widely available in Far Rockaway
- The 9.5% COVID-19 infection rate in Far Rockaway
- And the risk of upsetting our scholars from their current remote learning routine

Following additional discussion, a motion was made by Frederica Jefferies with a second by Karon McFarlane that Challenge will remain with the remote learning model for the remainder of this school year. The motion carried unanimously.

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 January 2021 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 February Personnel Report [Attachment #9]. A motion was made by Dr. Michelle Daniel-Robertson with a second by Linda Plummer to approve the report. 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 #1
See Prior
Month
Minutes for
Minute
Attachments



2020-21 School Year Board Meeting #7 Minutes

Frederica Jefferies, CPCS Board Chair called the meeting to order and welcomed everyone to the CPCS 2020-21 School Year Board Meeting #7 at 6:30 PM on January 27, 2021.

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

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

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

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

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

Member absent: Gertrudis Hernandez

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 2020-21 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 continued remote learning efforts of Challenge. He led the Board through a discussion of where Challenge was in relationship to remote learning and preparation for the planned return to in person scholar attendance planned for March 2021. It was determined that another parent/guardian survey should be done to access the current mindset of our parents. A full staff survey should also be done with a determination of the vaccination status of the staff.



He also an update of the high school facility.

Following discussion, the report was received with great 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 December 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 January Personnel Report [Attachment #9]. It was noted that no new personnel were hired since the last meeting of the Board. The report was approved by common consent.
12. The Chair called for the report on the six-month status of the 2020-21 Operating Budget. It was noted that there are no adjustment or changes in the budget as updated and approved in the October 2020 meeting of the Board

The meeting adjourned by common consent at 7:35 PM.



Respectfully submitted:

Karon K. McFarlane

Karon McFarlane
Secretary



Attachment #2



Senior Director of Teaching and Learning
February 2021 Board Report
 (Covering January 15-February 11)
Kentia Coreus

2020-21 Scholar Enrollment

Current Enrollment	904 scholars (as of February 5, 2021)	
Grade	Number of scholars	Notes (where applicable)
K	101	
1	120	
2	100	
3	97	One seat offered
4	98	
5	102	
6	72	
7	82	
8	78	
9	54	
TOTAL	904	

COVID-19 Response

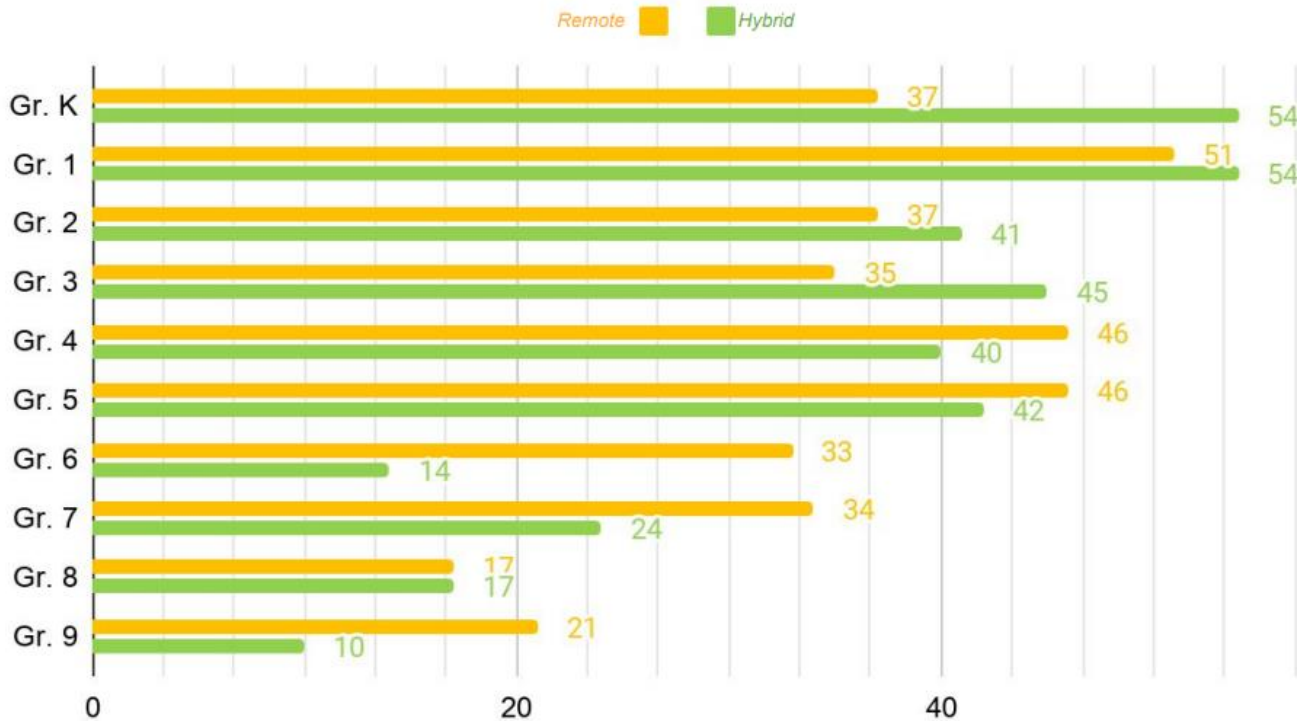
- Attend bi-weekly webinars with the New York State Charter Association where information is provided by the Board of Regents and all three NYS charter authorizers. Share information with pertinent staff
- Connect with external school leaders to share/collect ideas for supporting students and staff

Ongoing Tasks

- Address and respond to formal staff and family complaints related to teaching and learning matters
- Conduct weekly 1:1 supervision meetings with site principals
- Conduct check-in meetings with staff where needed
- Respond to staff and family grievances
- Observe classroom lessons and staff development sessions
- Conduct final teacher/assistants interviews

Preparing for Hybrid Learning

Challenge began its preparation for hybrid learning by surveying families. The survey opened on February 2, 2021 and closed on February 9, 2021. Responses were received from 75% of families. Below is a summary of the remote vs. hybrid (includes in-person learning) learning option question. The survey also asked families to provide us with feedback about the current remote learning environment.



A “Return-to-Buildings” staff survey was distributed on February 22, 2021 to gather data from staff. The following questions were included in the survey:

- A. How comfortable do you feel returning to the school building in March 2021?
- B. Which of the following concerns do you have about returning to the school building? (Select all that apply)
 - Getting exposed to the coronavirus
 - Students/staff adhering to health and safety protocols
 - Personal concerns (childcare, caring for family members, medical, etc.)
 - Other (Enter)
- C. Which of the following would make you feel more comfortable returning to the school building? (Select all that apply)
 - Mass availability of a vaccine
 - COVID-19 testing at a community-partner site
 - Nothing would make me feel comfortable returning to the building at this time
 - Other (Enter)

While there are many required action steps to successfully launch hybrid learning, below are key events that must occur from a teaching and learning perspective:

- Inform DOE of hybrid start date to ensure availability of school buses and school lunch
- Site walkthroughs by COVID Coordinators to confirm health and safety items from reopening plan
- Staff and family orientations to review health and safety protocols
- Family outreach to affirm learning environment selections and emphasize attendance
- Staff return-to-building practice to rehearse new protocols/parameters

Launching the 2021-22 Staff Recruitment Season

Challenge launched the 2021-22 staff recruitment season by participating in EdWeek's Top School Jobs Virtual Career Fair on January 28, 2021. Unqualified candidates received a follow-up email from careers@challengecharterschools.org and were encouraged to view our current vacancies at challengecharterschools.recruitee.com should their qualifications change.

Our Recruitee careers page was updated with the following postings for the 2021-22 school year. Additional postings will be published after a comprehensive review of staffing projections which is in progress.

- CTE and Early College High School Teachers
- Career and Financial Management Teacher
- Internship/CTE Field Coordinator
- Special Education Teachers
- Elementary School Teachers
- Middle School Teachers

The SDTL and designated site-specific recruitment team members have started reviewing candidates in Recruitee. Recruitment team members are expected to begin conducting initial applicant screens in March.

Fall VAL-ED Survey Administration

All teachers completed the VAL-ED survey for their direct supervisors. Principals and Assistant Principals will receive their survey reports by the end of the month.

Compliance

Our school-wide 2019-20 professional development calendar was submitted to our authorizers on time.

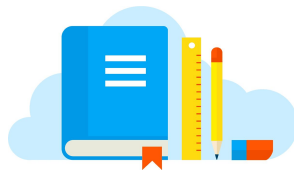


Attachment #3



Ms. Nicole Griffin

Challenge Preparatory Charter School- Elementary Principal Report February, 2021



Highlights

- ❑ Mid Year teacher observations are complete
- ❑ Hiring of the 5th grade TA- Ms. Davy has been hired for the position. She will begin on February 22, 2021
- ❑ Ms. Cummings onboarded with CPCS
- ❑ Open House - Our first VIRTUAL lottery was held in January. We had a total of 52 families who joined us.
- ❑ Val-ed surveys- 100% staff completed the surveys
- ❑ MOY i-Ready window (February 23-March 5) Following the results of the data, the school virtual day will be shortened for teachers to have the opportunity to work with smaller groups throughout the day.
- ❑ Professional Development for staff focusing on Domain 1 (Planning and Preparation) and Domain 3 (Instruction) continues with our consultant **Jonelle Rocke** continues until March 12, 2021. The assistant principals continue to complete weekly professional development sessions with teaching staff.
 - ❑ **Friday, February 26**
 - ❑ Reading Strategies Unpacking i-Ready Data
 - ❑ **Friday, March 5**
 - ❑ Lesson Plan Alignment (Domain 1)
 - ❑ **Friday, March 12**
 - ❑ Instruction (Domain 3) Using assessment during instruction
- ❑ Quarter 3 focus will be on Guided Reading. Teaching staff will receive professional development around reading strategies for the months of March and April

- ❑ End of year activities and calendar planning will take place on March 23rd and March 24th
- ❑ The elementary is gearing up for reopening our school doors. Due to the likely hood of our younger grades needing more time to be reacquainted to in-person learning, a calendar was created to foster the transition. Please see below.

PROPOSED OPENING CALENDAR for Staff and Scholars March 2021

March 1-March 5

Monday 1	Tuesday 2	Wednesday 3	Thursday 4	Friday 5
Launch the Week Live Instruction: 8:30-11:30am Asynchronous: 1pm-3:30pm Classroom SetUp 1:30pm-4:00pm	Live Instruction: 8:30-11:30am Asynchronous: 1pm-3:30pm Classroom SetUp 1:30pm-4:00pm	JOHN HOPKINS CURRICULUM FOR SCHOLARS AND FAMILIES 8:30-9:00am Live Instruction: 9:10-11:30am Asynchronous: 1pm-3:30pm Building Protocols/ Classroom SetUp 1:30pm-4:00pm	Live Instruction: 8:30-11:30am Asynchronous: 1pm-3:30pm Classroom SetUp 1:30pm-4:00pm	REMOTE FOR EVERYONE Live Instruction: 8:30-11:30am Building Cleaning Professional Development 1pm-4pm

Breakfast: Held in the classroom from 8:00-8:20am

Instruction Begins @ 8:30am Ends @3:15pm

Bus Dismissal Begins @ 3:30pm

Parent/ Walkers Dismiss @ 3:45pm

March 8 - March 12

Monday 8	Tuesday 9	Wednesday 10	Thursday 11	Friday 12
		Students return back to school.		
Launch the Week Live Instruction: 8:30-11:30am Asynchronous: 1pm-3:30pm Classroom SetUp 1:30pm-4:00pm	Live Instruction: 8:30-11:30am Asynchronous: 1pm-3:30pm Building Protocols/ Classroom Set-Up 1:30pm-4:00pm	JOHN HOPKINS CURRICULUM FOR SCHOLARS AND FAMILIES 8:30-9:00am Live Instruction: 9:10-11:30am Asynchronous: 1pm-3:30pm Students return back	Grade K ONLY- Building Protocol (8:30am- 3:30pm)	REMOTE FOR EVERYONE Live Instruction 8:30am-11:30pm Professional Development 1pm-4pm Building Cleaning

		to school. **Grade K IN-PERSON INSTRUCTION BEGINS (8:30-3:30) *Busing starts		
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Monday 15 8:30-3:30pm	Tuesday 16 8:30-3:30pm	Wednesday 17 8:30-3:30pm	Thursday 18 8:30-3:30pm	Friday 19 8:30-3:30pm
IN PERSON Kindergarten ONLY	IN PERSON Kindergarten ONLY	IN PERSON Kindergarten ONLY Grade 1 Teaching Staff Only Live Instruction: 8:30-11:30am Asynchronous: 1pm-3:30pm Grade Staff enters the building/ Co-Observes with Grade K teachers	IN PERSON Kindergarten ONLY	REMOTE FOR EVERYONE Live Instruction 8:30am-11:30pm Building Cleaning Professional Development 1pm-4pm

March 22 -March 26

Monday 22	Tuesday 23	Wednesday 24	Thursday 25	Friday 26
IN PERSON Kindergarten and Grade 1 **Grade 1 IN-PERSON INSTRUCTION BEGINS	IN PERSON Kindergarten and Grade 1	JOHN HOPKINS CURRICULUM FOR SCHOLARS AND FAMILIES 8:30-9:00am IN PERSON Kindergarten and Grade 1 ONLY	IN PERSON Kindergarten and Grade 1 ONLY	REMOTE FOR EVERYONE Building Cleaning Professional Development 1pm-4pm

March 29 -April 2

SPRING BREAK - SCHOOL CLOSED

April 5 - April 9

Monday 5	Tuesday 6	Wednesday 7	Thursday 8	Friday 9
IN PERSON Kindergarten, Grade 1 and Grade 2 **Grade 2	IN PERSON Kindergarten, Grade 1 and Grade 2	JOHN HOPKINS CURRICULUM FOR SCHOLARS AND FAMILIES 8:30-9:00am	IN PERSON Kindergarten, Grade 1 and Grade 2	REMOTE FOR EVERYONE Building Cleaning

IN-PERSON INSTRUCTION BEGINS		IN PERSON Kindergarten, Grade 1 and Grade 2		Professional Development 1pm-4pm
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Instruction Begins @ 8:30am Ends @3:15pm

Bus Dismissal Begins @ 3:30pm

Parent/ Walkers Dismiss @ 3:45pm

April 12 - April 16

Monday 12	Tuesday 13	Wednesday 14	Thursday 15	Friday 16
IN PERSON Instruction for Kindergarten, Grade 1 and Grade 2	IN PERSON Kindergarten, Grade 1 and Grade 2	JOHN HOPKINS CURRICULUM FOR SCHOLARS AND FAMILIES 8:30-9:00am IN PERSON Kindergarten, Grade 1 and Grade 2	IN PERSON Kindergarten, Grade 1 and Grade 2	REMOTE FOR EVERYONE Building Cleaning Professional Development 1pm-4pm

Breakfast: Held in the classroom from 8:00-8:20am

Instruction Begins @ 8:30am Ends @3:15pm

Bus Dismissal Begins @ 3:30pm

Parent/ Walkers Dismiss @ 3:45pm



Attachment #4



CHALLENGE CHARTER SCHOOL

2020-2021 Principal's Monthly Board Report

Mavgar Mondesir-Gordon, Principal (Grades 6-9)

School Year 2020-2021 Report

February 22, 2021

Current CCHS Enrollment:

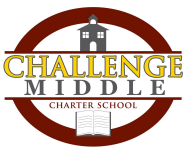
Cohort Group	Grade Level	Enrollment as of Sep. 11, 2020	Enrollment as of Oct. 16, 2020	Enrollment as of Nov. 16, 2020	Enrollment as of Dec. 11, 2020	Enrollment as of Jan. 15, 2021	Enrollment as of Feb. 22, 2021
#3	G. 9	54	54	54	53	53	53

Current CCMS Enrollment:

Cohort Group	Grade Level	Enrollment as of Sep. 11, 2020	Enrollment as of Oct. 16, 2020	Enrollment as of Nov. 16, 2020	Enrollment as of Dec. 11, 2020	Enrollment as of Jan. 15, 2021	Enrollment as of Feb. 22, 2021
#4	Gr. 8	77	77	78	79	79	79
#5	Gr. 7	81	80	81	80	82	82
#6	Gr. 6	72	71	72	72	72	71
TOTAL		230	228	231	231	233	232

CCMS Attendance Statistics:

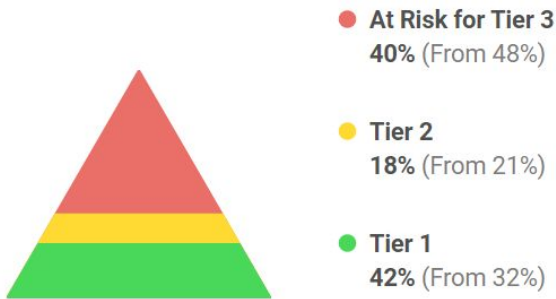
Cohort Group	Grade Level	Attendance Rates					
		Aug 24, '20 - Sep 11, '20	Sep 12, '20 - Oct 16, '20	Oct 19, '20 - Nov 13, '20	Nov 16, '20 - Dec 11, '20	Dec 14, '20 - Jan 15, '21	Jan 19, '21 - Feb 22, '21
#3	Gr. 9	79%	92%	93%	93%	91%	94%
#4	Gr. 8	90%	86%	95%	92%	89%	89%
#5	Gr. 7	85%	96%	95%	95%	91%	95%
#6	Gr. 6	90%	91%	94%	95%	89%	95%
CCMS Average		88%	91%	95%	94%	90%	93%
6-9 Average		90.5%	91.1%	94%	94%	90%	93%



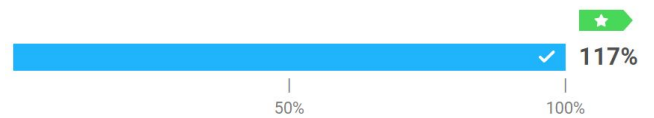
I-READY GROWTH FROM WINDOW #1 TO WINDOW #2 :

- CCMS/CCHS scholars completed i-Ready Window #2 Testing prior to going on Mid-Winter Recess. Below are reports to show growth achieved since the beginning of the school year:

Current Placement Distribution

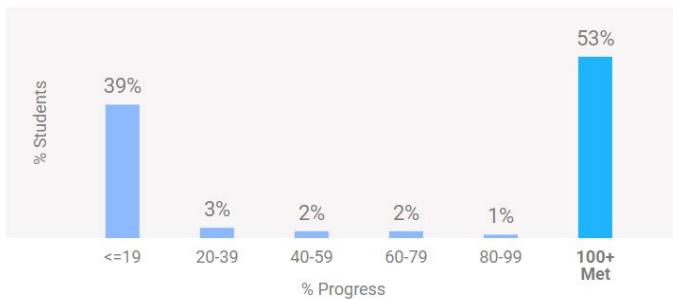


Progress to Annual Typical Growth (Median)

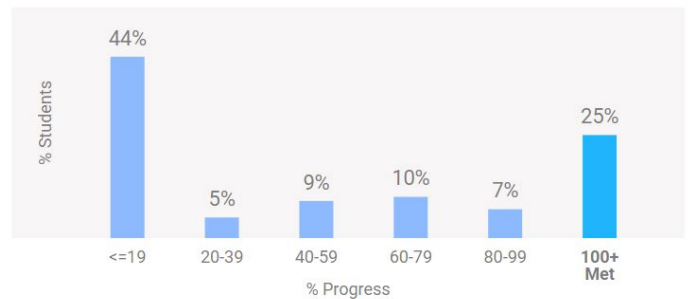


The median percent progress towards Typical Growth for this school is 117%. Typical growth is the average annual growth for a student at their grade and placement level.

Distribution of Progress to Annual Typical Growth



Distribution of Progress to Annual Stretch Growth



	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement ⌵
	Progress (Median) ⌵	% Met ⌵	Progress (Median) ⌵	% Met ⌵	
Grade 6	174%	59%	65%	30%	58%
Grade 7	73%	46%	24%	19%	39%
Grade 8	120%	54%	42%	25%	47%



STAFFING:

- CCMS/CCHS has secured 2 Visiting SETSS Teachers through Alternative Tutoring Inc. we are still awaiting a third candidate to service our 9 grade scholars at this time. In the meantime we have strategically worked the schedules for the two providers and the SPED Director to support our grade 9 students.
- CCMS - Grade 7 ELA Teacher Assistant and a Grade 7 Science Teacher Assistant have been hired.
- With the transfer of the Grade 6 Social Studies teacher to the CPCS, CCMS has filled this vacancy.

SOCIAL EMOTIONAL LEARNING (SEL)

- Shifts have been made to incorporate the Advisory SEL lessons into the thrice weekly mentoring sessions.
- With so many scholars reporting a loss of family due to the COVID-19 pandemic or otherwise, CCMS/CCHS have embarked on creating a space for scholars to talk about grief. These sessions began on Monday January 11, 2021, and will continue on Mondays and Wednesdays. Teachers are also invited to share in that space. We hope to grow this portion with the addition of grief counselors for our school community. In the interim these sessions are led by our Social Worker and Social Worker Intern.
- Scholars are now engaging in Yoga sessions on Tuesday and Friday mornings during Period 1. These are led by the PE teachers and supported by the Homeroom instructors.
- In order to incorporate more movement and give scholars a burst of energy during the day, instructors are now incorporating a 5-minute body break during each instructional period. During these body breaks, scholars are following exercise routines pre recorded by the PE teachers.
- Mentors in our scholar mentoring program continue to meet consistently with their scholar mentees 3 times weekly. The program has switched the primary meeting times from the 4:-4:30 time to 8:00 - 8:25 on Mondays, Wednesdays, and Thursdays. Mentors check in with scholars on the status of their due assignments, attendance, and progress on their SMART goals. All mentors are working with the text *7 Habits of Highly Effective Teens* by Sean Covey. This program is successful as we saw improvements and continue to see improvement in scholars grades, attendance, positive attitudes and the development of strong relationships at the end of quarter 2.
- CCMS/CCHS has added a Weekly check -in with various scholars who have shown and requested the extra support of the load of support services that are already being provided. These check-ins involve scholars, parents, the guidance counselor, social worker, AP, Dean, Data and Principal.



CURRICULUM AND INSTRUCTION

- CCMS/CCHS instructors continue their work on ensuring that lesson plans reflect levels of differentiation referred to as Tiering and Compacting. CCMS/CCHS will continue to monitor their small groups and shift strategies to ensure that our scholars meet the mastery level of the CCSS standards on their grade level. Grade-level professional development sessions are underway focusing on the The Power of Close Reading school wide and across the curriculum.

SPECIAL EDUCATION SERVICES

- MANDATED SERVICES
 - Mandated services like Speech therapy and counseling continue on a strict schedule via Google Meet. Scholars are also receiving their SETTS services and Extra help
- Special Education staff continue to participate in SPED Collaborative events, sharing techniques, and strategies that are rooted in SDI.
- Candidates from Alternative Tutoring continue to be interviewed and monitored in their role in providing SETSS tutoring. Once candidates are okayed by the principal, their positions will be considered temporary with the possibility of hire.
- Social Worker intern Mr. Luis Robles continues his shadowing of our on-staff social worker Ms. Colon. Mr. Robles has an excellent and easy rapport with the Grades 6-9 scholars.

PARENT AND SCHOLAR OUTREACH and ACCESSIBILITY

- Frequent parent meetings for scholars who are not meeting the academic expectations or for whose socio-emotional state brings us concern continue.
- Weekly Parent announcements continue.
- All instructors maintain office hours for conferencing with scholars and/families daily from 4:00 PM to 4:30 PM
- Instructors and Admin Team members have been working together on presentations for Middle and High school open houses.

PROFESSIONAL DEVELOPMENT

- GRADE TEAM PLANNING AND ONGOING PROFESSIONAL DEVELOPMENT
 - Professional development takes place daily
 - Mon-Thu 12:50 PM to 1:35 PM for Grades 6-8 core instructors
 - Mon-Thu 3:15 PM to 4:00 PM for Grade 9 core instructors
 - Fridays from 1:00 PM to 4:00 PM



- **VERTICAL DEPARTMENT PLANNING**

- This work will continue with the added Mentoring piece that we added to support scholars teachers will have to communicate daily and access data of each other's scholars. Thus this will make our Vertical work more successful.

INSTRUCTIONAL OBSERVATIONS

- The CCMS-CCHS Admin Team members have been supporting during remote learning sessions regularly 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 currently being used for this task, with a target of 2 long observations and 5 short observations across the board for the school year.

EVENTS

- Scholars received numerous academic and other merit awards during our Virtual Awards Assembly that took place on Monday, February 1, 2021--the 100th day of school.
- Parents received individualized reports dubbed,"State of the Scholar" which gave them an overview of their scholars' attendance and academics for Quarter 1 and 2-- in addition to Quarter 2 report cards via Operoo on Monday, February 12, 2021.



Attachment #5



Director of Pupil Personnel Services

February Board Report

Covid-19 Coordinator

- Sending weekly updates of all school health and safety protocols and procedures
- Monitor daily health and safety report
- Meet with nurse liaison regarding weekly updates from the DOH/DOE COVID-19 Charter School meetings including information on vaccination appointments
- Make reports to the local DOH on any positive COVID-19 tests within our school community
- The continuation of the Johns Hopkins COVID-19 curriculum will begin Wednesday, February 24th.
- The follow-up to the health screener meeting reviewed the process of screening the daily questionnaires for scholars, staff and visitors. The next step is identifying the point persons that will be responsible for reviewing the data.

Pupil Personnel Director

- Bi-weekly check-in's with SST's for continuous support in the following areas:
 1. Aligning SEL strategies and supports around implementation of the Best Self. This strategy is aligned to the self-management core competency and supports students to make choices that align with their best-self.
 2. Social Work Interns from Hunter College are all immersed within the school culture and are supporting our scholars during Character Education lessons and with at-risk one-on-one interventions at both locations.
 3. Elementary scholars received lessons on Perseverance and celebrated Equality for all, and our 3rd grades had a workshop entitled "Uniquely Me" by author Sheryl Prince which celebrated differences.
 4. I continue to observe Inner You lessons at the high school level. This is the new character education curriculum that was implemented for high school scholars.
 5. Both school sites have a need to increase academic motivation therefore grades 3-7 will begin receiving monthly growth mindset activities to think creatively, solve problems, and

love learning. Grades 8 and 9 will start to receive daily positive affirmations for teens as daily motivation to beat stress, inspire happiness, and achieve their goals.

6. The SST will utilize evidenced based interventions when working with scholars one-on-one that are lacking academic motivation.
7. The SST will share their counseling notes with me for monthly progress monitoring of the mandated and at-risk scholars. The teams will receive feedback and support with all cases, especially the cases that may need additional assistance.
8. The school-wide wellness series focuses on the big 7 self-regulation strategies during uncertain times from the Yale Center for Emotional Intelligence. This month's focus is on "Healthy Relationships". Staff members will receive a taped information session entitled the Cheetah Corner lead by both SST's. Included in this panel discussion staff members will receive various ways of adding value to relationships including the relationship they are having with themselves. Next month's Cheetah Corner will be live and staff will have the opportunity to engage in the discussion for "Managing Your Thoughts".
9. SST continued to curriculum map the SEL lessons for the Spread the Word and Inner You curriculums. The teams will highlight the big Ideas for each lesson, aligned SEL strategy, attitude, skill, and knowledge the scholars will learn. The SST will also use an assessment tool after each unit to record scholar's growth in each area.

Recruitment and Retention Plan Guidance

1. Family Engagement Coordinators, Enrollment Coordinator, Operations managers and I (Director of Pupil Personnel Services) meet weekly to discuss the retention and recruitment plans for this school year. As a result of these meetings our retention numbers for our rising 6th graders and 9th graders have shown tremendous growth. The rising 6th graders retention rate is currently at 91% and the rising 9th graders retention rate is at 80%.

Consistent efforts are made with our School Counselors and Family Engagement Coordinators to increase the numbers.

2. Open Houses are underway and all stakeholders are involved with ensuring the success of these events
3. The Vanguard mailings were all sent out to the community, currently there is a total of 400 applications.
4. Lottery preparation is currently underway. The Enrollment Coordinator is working with Mrs. Vaughn on the logistics of lottery night.

Family Engagement Coordinators

1. The Family Engagement Coordinators are currently reviewing best practices for school communication to better engage families including class parents, parent contact updates, and a virtual PA for the MS/HS location.
2. The Family Engagement Coordinators are also working collaboratively with the Operations managers on a system to consistently update incorrect parent contact information.



Attachment #6



Challenge Charter School

Communications Report - Feb. 2021

fr: Kim Messer, Director of Communications

One School Campaign/Application Season

- Virtual Open Houses continue and extend through March for each school site.
- I provided support for the first Virtual Charter School Fair hosted by NYC Charter School Center earlier this month.
- Ads are being placed publications such as Queens Family, Rockaway Times, El Correo, Caribbean Life and more.
- Write up on our school and how to apply appeared in Queens Family February 5th.
- New article on our high school was placed in Schneps papers in mid-February. To see the copy visit [here](#).

Virtual Job Fair

- The virtual fair at the end of the January was successful. I supported through building the booth out and as a recruiter.

Social Media

- Our Instagram page continues to grow and exhibit good engagement.
- One Recent campaign was the Snowy Days Family Photo Challenge. Examples below:





Attachment #7



Rev. Dr. Les Mullings, Founder/CEO

February 23, 2021

Re: February 23, 2021 Operations Report

By: Venessa Lynch, Director of Operations

I. Facilities / COVID 19 Preparation

- Building have been deep cleaned. Will be retouched closer to reopen date
- Ongoing completion of work and continuing maintenance throughout all buildings.
- Fire inspection completed for Hartman Ln
- COVID signage placed throughout buildings.
- Classrooms set up based on COVID guidelines. Teachers just have to come in and put finish touches.
- Building Winterizations completed for all buildings.
- Working with property managers to complete building projects before March Reopening

II. Health/ Compliance

- Nurses have been confirmed for ES site and MS.
- Nurses will report back to their prospective sites closer to reopen date.
- To date we are in compliance with immunization (98.5% completion) 3 pending with DOH a specific To date we are in compliance with immunization (98.5% completion) 3 pending with DOH a specific needs to be provided to recalculate percentage in ATS needs to be provided to recalculate percentage in ATS
- Lunch forms 80% completion. Working on getting the other 20% completed by families. Operations team conducting outreach.

III. School Operations

- Ongoing implementation of cloud base system Operoo for continuity of school operation. This system will streamline effective and accurate documentation for each scholar and family. We will be able to execute constant contact with instant response with our families. This will also assist with student records and ensure all documents are current.
- ATS cleanup/ update complete. Now updating as necessary based on changes received in real time. School Messenger List updated with most recent report from ATS.
- Updated Recruitee recruitment platform with jobs for 2021-2022 SY
- Finalizing enrollment /registration standard operating procedure as enrollment lottery season approaches with implementation of SchoolMint registration platform
- Galaxy certified for this month
- SWAG purchased for H.S., working on distribution plan with FECs and Communication Director

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.challengeprepcharter.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

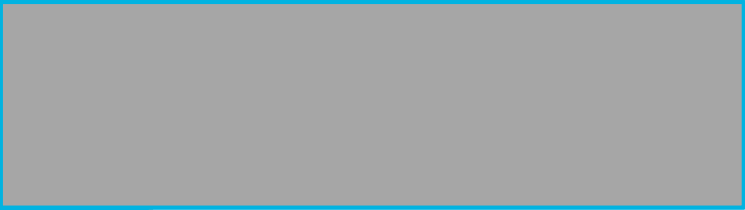
Email: mmondесir@challengecharterschools.org

www.challengechartermiddle.org





Attachment #8



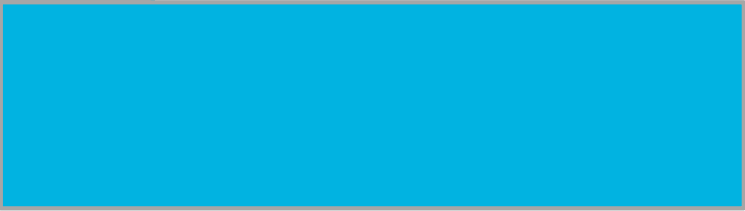
Helping you to focus on what's important:
STUDENT ACHIEVEMENT



experience. expertise. execution.

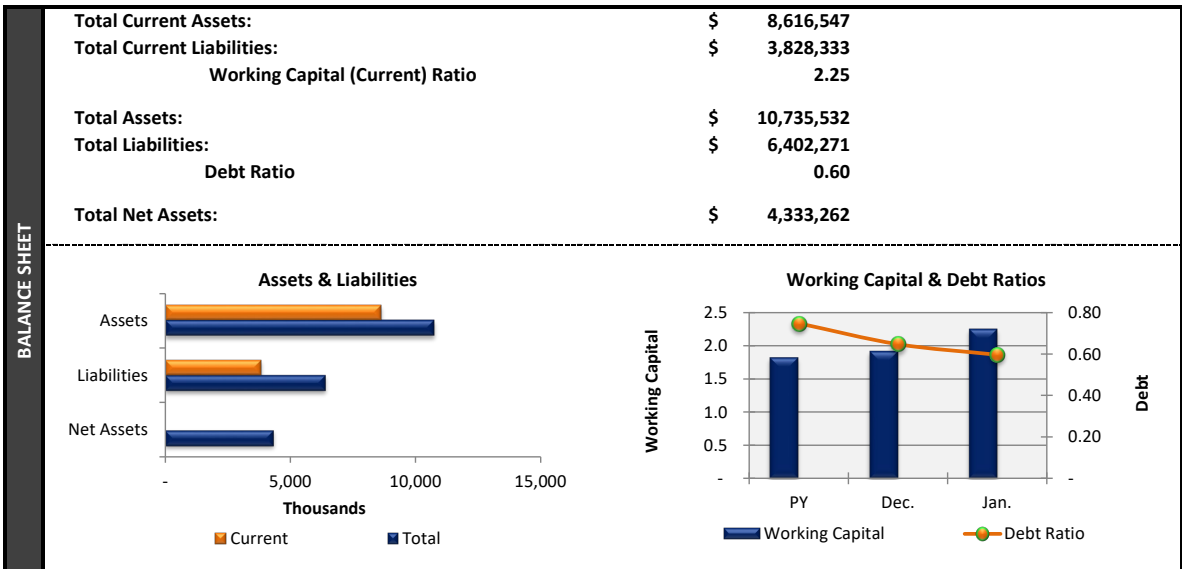
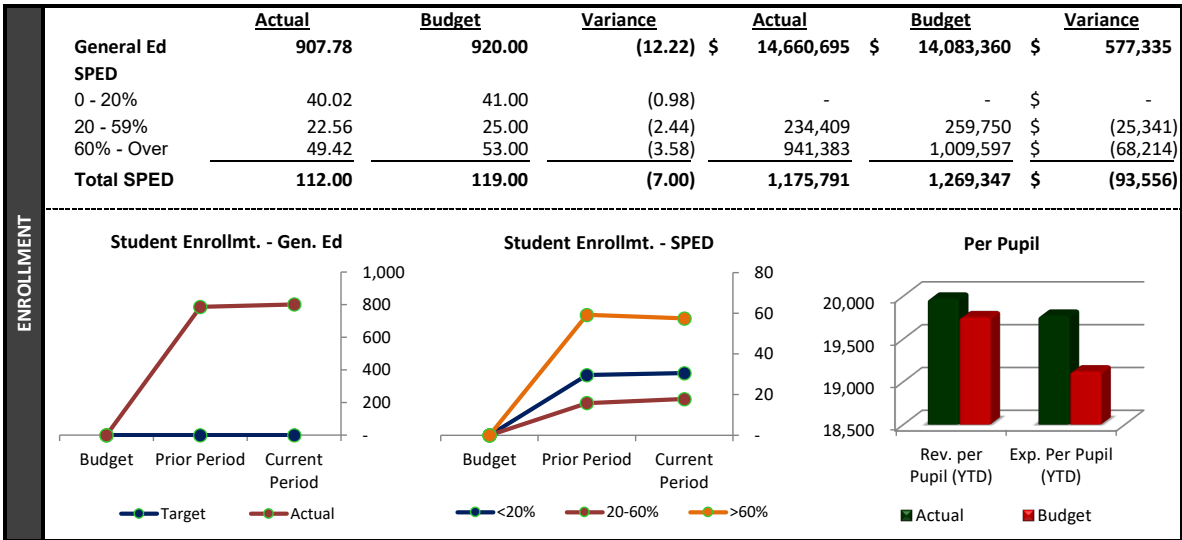
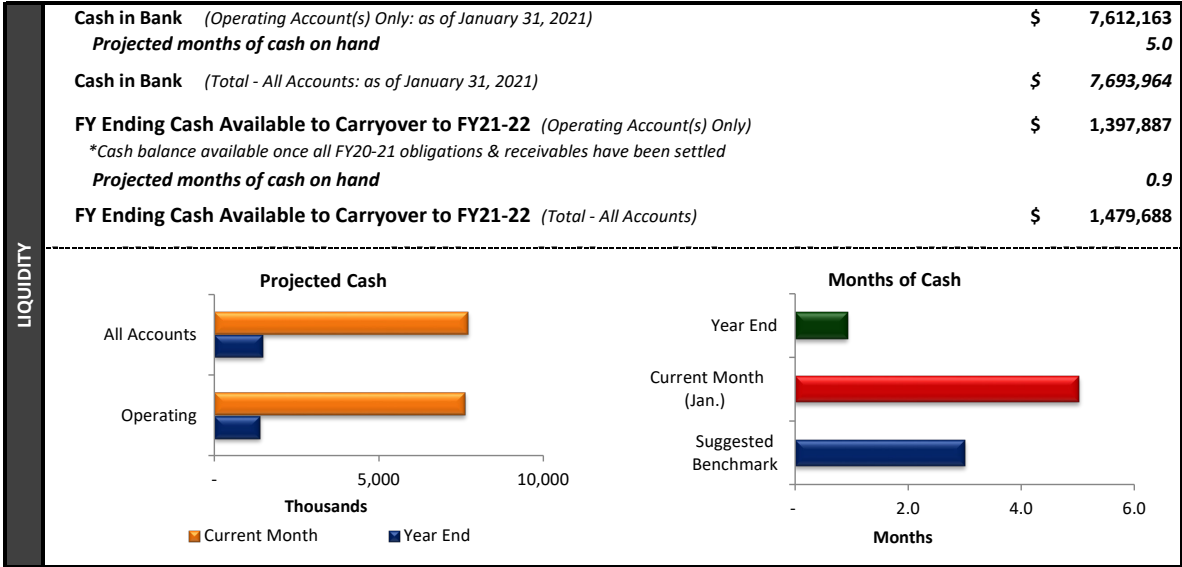
Challenge Prep Charter School

Monthly Financial Report
January 2021



Challenge Prep Charter School

Financial Summary For Period Ended January 31, 2021



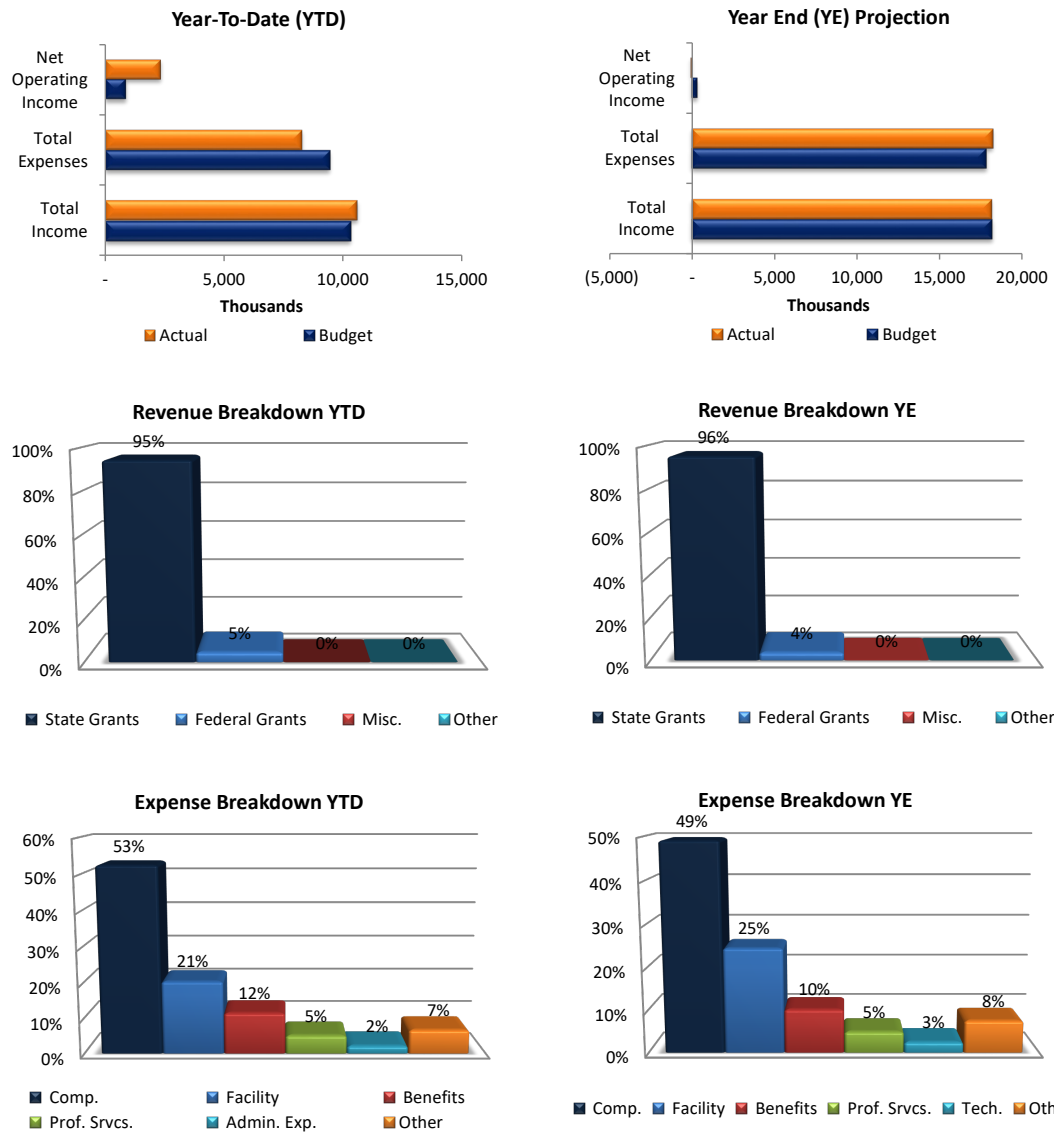
	Actual	Budget	Variance
Total Revenue YTD:	\$ 10,586,366	\$ 10,321,122	\$ 265,243
Total Expenses YTD:	(8,258,080)	(9,449,050)	1,190,970
Net Operating Surplus(Deficit):	\$ 2,328,286	\$ 872,072	\$ 1,456,214

Challenge Prep Charter School

Financial Summary For Period Ended January 31, 2021

	<u>Projected</u>	<u>Budget</u>	<u>Variance</u>
Annual Projected Revenue:	\$ 18,125,515	\$ 18,169,622	\$ (44,107)
Annual Projected Expenses (before depreciation):	(17,944,562)	(17,587,393)	(357,169)
Projected Net Operating Surplus(Deficit) before Depreciation:	\$ 180,952	\$ 582,229	\$ (401,277)
Annual Projected Depreciation:	(255,787)	(230,840)	(24,947)
Projected Net Operating Surplus(Deficit) after Depreciation:	\$ (74,835)	\$ 351,389	\$ (426,224)
Capital Expenditure Requirements	\$ (181,832)	\$ -	\$ (181,832)
Total Cash Expenditures <i>(expenses excluding depreciation plus capital expenditures)</i>	\$ (17,506,943)	\$ (17,356,553)	\$ (150,390)
Revenue per Pupil (YTD)	\$ 19,967	\$ 19,750	\$ 217
Expenditure per Pupil (YTD)	\$ 19,767	\$ 19,117	\$ 651

BUDGETING / REVENUE & EXPENSES



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	382,116
Net Projected Deficit Variance after Depreciation	<u>\$ (74,835)</u>

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

	January 31, 2021			YTD Through January 31, 2021			Projected FYE June 30, 2021			Comments	
	Actual			Actual			Current Month				
	Budget	Variance		Budget	Variance		Actuals - July 2020 - January 31, 2021 +	Projected - June 30, 2020	Projections thru June 30, 2021		Annual Budget
Income											
4100 State Grants	1,431,327	1,431,604	(277)	10,068,113	10,127,883	(59,770)	7,317,394	17,385,507	17,670,286	(284,779)	GenEd budget based on 920, projection based on 907,783. SpEd budget based on 53 over 60%; 25 20-59%; Projection based on 22,561 20-60 and 49,419 >60
4200 Federal Grants	25,542	19,288	6,253	518,250	193,239	325,011	184,114	702,364	499,336	203,028	
4300 Contributions	-	-	-	-	-	-	-	-	-	-	
4400 Miscellaneous Income	0	-	0	3	-	3	37,641	37,644	-	37,644	
Total Income	1,456,869	1,450,892	5,976	10,586,366	10,321,122	265,243	7,539,149	18,125,515	18,169,622	(44,107)	
Expenses											
Compensation											
5100 Instructional Staff	505,967	538,177	(32,210)	3,109,621	3,109,621	(104,728)	3,392,770	6,397,664	6,381,357	16,307	Adjusted to reflect payroll trends
5200 Non-Instructional Staff	138,848	131,691	7,156	854,902	937,399	(82,497)	775,712	1,630,614	1,642,535	(11,921)	Adjusted to reflect payroll trends
5300 Pupil Support	86,361	82,600	3,760	509,442	597,199	(87,758)	446,563	956,005	919,276	36,729	Adjusted to reflect payroll trends
5000 Compensation	731,175	752,469	(21,293)	4,369,237	4,644,220	(274,982)	4,615,046	8,984,283	8,943,168	41,115	Adjusted to reflect payroll trends
5400 Benefits	169,711	137,714	31,997	975,072	961,205	13,867	922,904	1,897,976	1,641,398	256,578	Based on budget
6100 Administrative Expenses	18,416	30,886	(12,469)	185,974	322,066	(136,092)	256,067	442,041	626,494	(184,453)	Category adjusted based on current trends
6200 Professional Services	54,661	59,397	(4,737)	437,297	448,014	(10,717)	485,323	922,621	930,475	(7,854)	Adjusted based on spending
6300 Professional Development	2,215	11,478	(9,262)	51,050	84,611	(33,561)	119,050	170,100	170,100	-	Based on budget
6400 Marketing and Staff/Student Rec	7,918	8,475	(557)	55,845	53,927	1,918	44,764	100,609	80,115	20,494	Adjusted based on spending
6500 Fundraising Expenses	-	287	(287)	-	2,066	(2,066)	3,675	3,675	53,675	(50,000)	Adjusted based on spending
7100 Curriculum & Classroom Expenses	(5,234)	20,745	(25,980)	139,922	164,380	(24,458)	275,242	415,164	389,688	25,476	Adjusted based on spending
8100 Facility	241,974	355,632	(113,658)	1,721,672	2,526,093	(804,421)	2,804,309	4,525,981	4,383,055	142,926	Based on budget
8200 Technology/Communication Expenses	13,467	18,352	(4,885)	183,313	126,465	56,849	280,799	464,112	368,225	95,887	Adjusted based on spending
8800 Miscellaneous Expenses	1,484	83	1,401	10,389	583	9,806	7,611	18,000	1,000	17,000	Adjusted based on spending
8900 Depreciation Expense	-	-	-	128,308	115,420	12,888	127,479	255,787	230,840	24,947	Adjusted based on spending
Total Expenses	1,235,787	1,395,518	(159,731)	8,258,080	9,449,050	(1,190,970)	9,942,269	18,200,349	17,818,233	382,116	
Net Income	221,082	55,375	165,707	2,328,286	872,072	1,456,214	(2,403,121)	(74,835)	351,389	(426,224)	
Capital Expenditures											
Furniture, Fixtures & Equipment	-	-	-	427,901	-	427,901	266,686	694,587	-	694,587	
Facility and Construction	-	-	-	(512,755)	-	(512,755)	-	(512,755)	-	(512,755)	
Website	-	-	-	-	-	-	-	-	-	-	
Total Capital Expenditures	-	-	-	(84,854)	-	(84,854)	266,686	181,832	-	181,832	

Challenge Prep Charter School Cash Flow Projection as of January 31, 2021

	Annual Budget FY20-21	Projected July 20 - June 21	Projected Aug 20 - June 21	February	March	April	May	June	July + Subsequent FY20-21 Items
Beginning Cash Balance (Operating)	4,804,870	6,645,873	7,612,163	7,612,163	7,963,651	6,162,206	7,172,588	5,376,043	3,617,131
Projected Cash Receipts from Operations (below)	18,169,622	7,539,149	6,111,574	2,811,828	2	2,811,828	2	37,634	450,280
Projected Cash Disbursements from Operations (below)	(17,818,233)	(9,942,269)	(9,596,025)	(1,748,109)	(1,748,109)	(1,748,109)	(1,743,209)	(1,743,209)	(865,278)
Net Cash from Operations	351,389	(2,403,121)	(3,484,451)	1,063,719	(1,748,107)	1,063,719	(1,743,208)	(1,705,576)	(414,998)
Cash Receipts from Accounts & Misc Receivables (not included in revenue below)	-	-	-	-	-	-	-	-	-
Cash Disbursements for Accounts Payable & Accrued Expenses	-	-	(658,894)	(658,894)	-	-	-	-	-
Capital Expenditures (below)	-	(266,686)	(266,686)	(53,337)	(53,337)	(53,337)	(53,337)	(53,337)	-
Accounts Receivable	-	-	(1,792,512)	-	-	-	-	-	(1,792,512)
PPP Loan Payable	-	-	(11,733)	-	-	-	-	-	(11,733)
PPP Loan Interest Payable	-	-	-	-	-	-	-	-	-
Ending Cash Balance (Operating Account)	5,156,259	4,509,438	6,857,537	7,963,651	6,162,206	7,172,588	5,376,043	3,617,131	1,357,887
Other Cash Accounts (Net of Transfers)	75,354	-	-	81,801	81,801	81,801	81,801	81,801	81,801
Total Cash (All Accounts)	5,231,613	4,509,438	6,857,537	8,045,451	6,244,007	7,254,389	5,457,844	3,698,931	1,479,688

Challenge Prep Charter School
Balance Sheet
YTD as of January 31, 2021

	Total	Comments
ASSETS		
Current Assets	-	
Bank Accounts		
1000 Cash		
1001 HSBC Checking - 0844	7,296,219	
1002 HSBC Checking - 0852	7,419	
1003 HSBC Checking - 0879	315,944	
1004 HSBC Checking - 0887	506	
1005 HSBC Money Market - 5972	3,504	
1006 Chase Escrow - 3060	70,000	
1007 Petty Cash	372	
Total 1000 Cash	\$ 7,693,964	
Total Bank Accounts	\$ 7,693,964	
Accounts Receivable		
1100 Accounts Receivable	257,546	
1200 Other Receivables - Salary Advance	-	
Total Accounts Receivable	\$ 257,546	
Other current assets		
1300 Prepaid Expenses	296,946	
1301 Prepaid Insurance	47,696	
1310 Prepaid Rent	320,396	
Total Other current assets	\$ 665,038	
Total Current Assets	\$ 8,616,547	
Fixed Assets		
1500 Furniture, Fixtures & Equipment	-	
1510 Office & Admin Computers & Equipment	249,149	
1511 Classroom Computers & Equipment	679,266	
1512 Classroom Furniture	391,772	
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	1,437,778	
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	300,000	
1540 Leasehold Improvements	311,199	
Total 1519 Facility and Construction	1,023,986	
1610 Website	11,000	
Total 1610 Website	\$ 11,000	
1700 Accumulated Depreciation & Amortization		
1710 Accumulated Depreciation	(1,272,200)	

Challenge Prep Charter School
Balance Sheet
YTD as of January 31, 2021

	Total	Comments
1750 Accumulated Amortization	(7,578)	
Total 1700 Accumulated Depreciation & Amortization	\$ (1,279,778)	
Total Fixed Assets	\$ 1,192,986	
Other Assets		
1800 Security Deposits	925,999	
Total Other Assets	\$ 925,999	
TOTAL ASSETS	\$ 10,735,532	
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	658,894	
Total Accounts Payable	\$ 658,894	
Other Current Liabilities		
2100 HSBC Loan Payable	1,792,512	
2300 Accrued Salaries/Taxes	-	
2301 Accrued Expenses	-	
2303 Accrued Interest - PPP	11,733	
2400 Unearned/Deferred Revenue	1,365,194	
Total Other Current Liabilities	\$ 3,169,439	
Total Current Liabilities	\$ 3,828,333	
Long-Term Liabilities		
2700 Deferred Rent Liability	2,573,937	
Total Long-Term Liabilities	\$ 2,573,937	
Total Liabilities	\$ 6,402,271	
Equity		
3100 Retained Earnings	2,004,976	
Net Income	2,328,286	
Total Equity	\$ 4,333,262	
TOTAL LIABILITIES AND EQUITY	\$ 10,735,532	

Challenge Prep Charter School
Statement of Cash Flows
YTD as of January 31, 2021

	<u>Total</u>	<u>Comments</u>
OPERATING ACTIVITIES		
Net Income	2,328,286	
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1100 Accounts Receivable	200,605	
1200 Accounts Receivable:Other Receivables - Salary Advance	(364)	
1300 Prepaid Expenses	(261,649)	
1301 Prepaid Insurance	(47,696)	
1310 Prepaid Rent	19,150	
1710 Accumulated Depreciation & Amortization	127,941	
2301 Accrued Expenses	(116,838)	
2303 Accrued Interest - PPP	10,239	
INVESTING ACTIVITIES		
1511 Furniture, Fixtures & Equipment:Classroom Computers & Equipment	(384,587)	
1512 Furniture, Fixtures & Equipment:Classroom Furniture	(37,231)	
1750 Accumulated Depreciation & Amortization:Accumulated Amortization	367	
Net cash provided by financing activities	<u>\$ 86,227</u>	
Net cash increase for period	2,813,740	
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>\$ 7,693,964</u>	



Attachment #9

January 2021

Current Employees	Vacancies
-------------------	-----------

133	5
-----	---

Campus	Current	Vacancies	New Hires
Elementary School	72	2	-
Middle School	42	1	3
High School	5	2	-
Network Operations	10	0	1

New Hires	Position
-----------	----------

McFarlane, Shanique	Chief of Staff
Giotto, Jacquelyn	MS Teacher - 6th Grade Social Studies
Berkowitz, Gillian	MS Teacher Assistant - 7th Grade ELA
White, Taylor	MS Teacher Assistant - 7th Grade Science

Vacancies

ES Teacher - 5th Grade
ES Teacher Assistant
MS Teacher - SETTS
HS Teacher - CTE
HS Teacher - Special Education