



2022-23 School Year Board Meeting #10 Minutes

Frederica Jeffries, CPCS Chair called the meeting to order and welcomed everyone to the CPCS 2022-23 School Year Board Meeting #10 at 6:30 PM on April 26, 2023.

Frederica Jeffries, Chair requested verification from the members present of “The Notice of Meeting” sent to each of the board members 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:

- Public Posting at CPCS Offices
- CPCS Websites and Social Media Sites

Frederica Jeffries, Chair of the Board of Trustees called the roll of the board.

Members present: Frederica Jeffries, Dr. Michelle Daniel-Robertson, Karon McFarlane, Ben Waxman, Gertrudis Hernandez, Andrew Barnes, Linda Plummer, Dr. Michelle Daniel-Robertson

Members absent: None

Also present: Dr. Mullings, Donna Webster

The Chair offered an opportunity for any questions from the public.

1. The Agenda was approved by common consent.
2. The Chair called for a review of the minutes of the 2022-23 School Year Board Meeting #9. The minutes were approved by common consent.
3. The Chair called for the report of Dr. Les Mullings, CEO. Dr. Mullings, who recognized the various reports provided by CPCS Directors and Principals that were sent prior to the meeting.
 - Scholars are going through state assessments. The third grade took their ELA test. Their math test is next week.
 - Graduation is on the 13th of June for middle school. Our board chair is our speaker.
 - Preplanning for the new school year is continuing. The middle school will be moving to the front building of 15-20 Central until the Arverne building is opened. K-1 will be moving to our Redfern facility. Second to Fifth grade will be moving to the 710 Hartman Lane building.
 - We are planning for the Summer Boost again. We are expanding the culinary arts curriculum. We have music, arts, dance, and sports. We anticipate 100 percent attendance in the kitchen.
 - We are preparing for renewal. We are in the phase of reviewing things that should be changed or added to the charter. We reviewing our areas of opportunities and focusing on our strengths
 - We are anticipating a visit from our authorizer.

- We will be hosting our spring concert. This year it will be recorded and packaged as a video.
 - We are coming up to our 15-year mark.
4. The Chair called for the Financial Report for the month of March:
- We were approved to serve 300 students with Summer Boost.
 - Our employee benefits cycle is renewed.
 - We have tentative dates for our Audit. We are expecting it to begin in June and end in August.
 - We entered into an additional contract at 1418 Central; where the kitchen is housed.
 - The upcoming event is the ASC adjustments for the lease standards.
5. The Chair called for the presentation of the April 2023 Personnel report. Dr. Mullings responded that there are no other personnel changes at this time.
7. The Chair mentioned the next meeting on May 24, 2023. The report was received, and the meeting adjourned by common consent.

Respectfully Submitted,



Karon McFarlane
Secretary



Attachment #1
See Prior
Month
Minutes for
Minute
Attachments



2022-23 School Year Board Meeting #9

Minutes Frederica Jeffries, CPCS Chair called the meeting to order and welcomed everyone to the CPCS 2022-23 School Year Board Meeting #9 at 6:30 PM on March 26, 2023.

Frederica Jeffries, Chair requested verification from the members present of “The Notice of Meeting” sent to each of the board members 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

Frederica Jeffries, Chair of the Board of Trustees called the roll of the board.

Members present: Frederica Jeffries, Dr. Michelle Daniel-Robertson, Karon McFarlane, Ben Waxman, Gertrudis Hernandez, Andrew Barnes, Linda Plummer, Dr. Michelle Daniel-Robertson

Members absent: None

Also present: Dr. Mullings, Donna Webster

The Chair offered an opportunity for any questions from the public.

1. The agenda was approved by common consent.
2. The Chair called for a review of the minutes of the 2022-23 School Year Board Meeting #8. The minutes were approved by common consent.
3. The Chair called for the report of Dr. Les Mullings, CEO. Dr. Mullings recognized the various reports provided by CPCS Directors and Principals that were sent prior to the meeting.
 - We are currently going through repairs at our 710 Hartman Lane location due to a fire. Our students are safe but displaced. All K-3 are remote. K-2 Scholars are expected to back in the building very soon. The other areas that were affected by water are secluded. Cleaning and testing will begin. The K-2 return is set for next Wednesday the 29th.
 - The 3rd graders will be coming to 15-20 Central starting March 29th. The network office will help engage them.
 - We are working on getting Summer Boost and Sylvan Learning Center. We are trying to close the learning gap. We don’t want to encourage the “Pandemic Kids” title. We want our scholars to be known as “Children who triumphed in the midst of adversity”. The teachers and TAs are being trained to do the work through Sylvan. For now, the lowest 100 students are our target.

The teachers know the students. We have data on every scholars that identifies the state of our scholar

- The lottery is next month.
- Borough President Donovan Richards and the chancellor's brother, Terry banks, visited the school this week.
- We were informed that we are up next for the JFK funding.

4. The Chair called for the Financial Report:

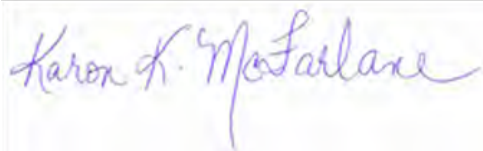
- Donna Webster shared that we currently projected to end the year with a \$255,000 deficit. We are actively scaling back.
- Main area of concern: The PD budget is currently over.
- We are looking to change our banking relationship. We are proposing to use JP Morgan Chase as our operating account. We are proposing Metropolitan Commercial Bank for our savings. Metropolitan Commercial Bank has a higher yield than other banks.

5. The Chair called for a motion to use JP Morgan Chase as our operating account and Metropolitan Commercial Bank for our savings. Gertrudis Hernandez motioned to approve. Karon McFarlane seconded the motion.

6. The Chair called for the March 2023 Personnel report. Donna Webster responded that there are no other personnel changes at this time.

7. The Chair mentioned the next meeting on April 26, 2023. The report was received, and the meeting adjourned by common consent.

Respectfully Submitted,



Karon McFarlane
Secretary



Attachment #2



Senior Director of Teaching and Learning K-5

April 2023 Board Report

Covering 3/10-4/6, 4/17-4/20

Kentia Coreus

Enrollment Compliance

Grade	Total Scholars	Target Enrollment	Number of SWDs	Number of ELLs
K	122	120	10	7
1	116	125	16	3
2	116	125	20	8
3	117	125	23	5
4	99	104	19	7
5	99	104	15	5
Totals	669	703	103	35

source: March 31, 2023 Student Enrollment Weekly Report

Ongoing Teaching & Learning Tasks

- Manage personnel, curricula, relationships, 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 at both elementary sites
- Supervise the K-5 principal and administrative team by conducting regular check-ins, bi-weekly supervision meetings, and providing feedback on instructional leadership
- Listen and respond to staff and family grievances
- Support human resource activities such as reviewing the credentials of international candidates, recommending teacher salaries, conducting final interviews
- Responding to compliance and legal issues at it relates to staffing and the academic program

Response to March 2, 2023 Fire at 710 Hartman Lane

The SDTL held meetings with the director of operations, principal, and other key personnel in a continued response to the fire with a focus on returning grade K-3 scholars to in-person learning. After eighteen days of remote learning, scholars in grades K-2 returned to Hartman on March 29, 2023 and scholars in grades 3 reported to 1520 Central Avenue on the 4th floor. This interim plan involved the coordination of the instructional and operations teams. The SDTL also engaged the human resources department for assistance with securing team members from the network team to support efforts relating to hosting the grade 3 scholars at the 1520 Central site.

Staffing and Leadership Recruitment

We have resumed the use of School Professionals Temporary Employment Agency and other sources for our immediate teacher and teacher assistant vacancies while we identify more permanent staffers. The current vacancies are: Grade 1 Gen-Ed-ICT Leave Replacement; Grade 2 Gen-Ed -ICT Class Leave Replacement; Grade 3 Gen-Ed-ICT classroom teacher; Kindergarten and Grade 3 Teacher Assistant leave replacements and lastly K-2 SETSS provider leave replacement and an additional SETSS provider for compensatory services.

The K-5 special projects coordinator is taking the following action steps to support recruitment:

- Posting vacancies on Lever which gets distributed to Indeed and LinkedIn
- Sharing all job descriptions with the principal for internal recruitment
- Listing vacancies with Alternative Tutoring, School Professionals and Practice Benefit Corp and continues to identify and research other viable sources
- Vacancies sent to Ms. Messer to post on our Facebook, Instagram, and our monthly newsletter
- Posting vacancies on personal LinkedIn Page
- Connecting with all local area colleges with teaching programs for recent graduates and alumni
- Reviewing all candidates in Lever who have applied to other instructional roles at the school

Leadership Evaluations

In lieu of formal evaluations, all elementary leaders will have a mid-year reflection meeting where their performance data is reviewed and discussed. The goal of this meeting is to ensure clarity of roles, norm on expectations, and collaboratively develop individualized goals that meet the needs of the school and align with the leader's current level of effectiveness. The SDTL completed the principal mid-year reflection meeting. The principal and SDTL collaboratively led the meetings for AP Thomas and AP Ward-Brew. Meetings for AP of SPED and data specialist will be held at the end of April.

Special Education and Teacher Certification

The SDTL is participating in a three-part PIPELINE series at The Collaborative focused on serving special populations. Below is a summary of key information shared related to teacher certification. This information has been submitted for review and approval by the chief executive officer for official adoption.

BIG IDEA: Schools need to capitalize on our charter flexibility to meet special education legal mandates but more importantly, to meet the needs of the children we currently have in front of us as we strive to meet our mission and vision.

Element 1: Understanding the Flexibility within Education Law 2854 Sec. 3(a-1)

- We can have up to 15 uncertified teachers and still be in compliance
- NYS charter schools are allowed to assign teachers out of their certification subject or grade level and still count as certified for compliance. This is called "certified by definition."
- Schools are legally bound by its charter. If we say we will only have certified special education teachers we must do that. Note: We can make amendments to this during our renewal process.

Element 2: Prioritize serving students well (not just the law)

- Be creative with staffing, the recruitment pool is steadily decreasing
- Train and promote staff who are qualified, have strong relationships with students, and who have a strong track record

Reference: [Certification Presentation from Charter Center Legal Counsel](#)

Updated Disciplinary Policy

The New York City Department of Education provided us with feedback on our revised discipline policy submitted mid-August 2022. The SDTL made revisions and submitted to the CEO for review on April 24, 2023. A revised draft is due to the NYCDOE by April 28, 2023.

One component of the feedback was that our current process for appealing disciplinary hearings is out-of-compliance with state law. The following process has been submitted for review and approval.

Appealing a Disciplinary Hearing Decision

The director of pupil personnel services serves as the hearing officer and facilitates the hearing. After the hearing and review of evidence submitted by the school, the hearing officer will make available the finding of facts and recommendations regarding the appropriate measure of discipline to the chief executive officer (“CEO”). The hearing officer’s report is advisory to the CEO who may accept or reject all or any part of the report, unless the hearing officer is expressly authorized to make final determinations. The CEO will make the final decision about the disciplinary action. Every attempt will be made to do so within 24-48 hours. The hearing officer will notify the school site building leader of the CEO’s final decision in writing. The principal or designee will notify the scholar’s parent/guardian of the final decision by email and in writing via certified mail. An appeal can be made to the Board of Trustees by writing to the board within (10) business days (unless the parent/family can demonstrate dire circumstances preventing them from doing so earlier). The Board of Trustees will issue a final determination within ten (10) business days of receiving the appeal:

Contact Information for the Board of Trustees:

To be inserted

An appeal of the Board of Trustee’s decision can be made to our authorizer, the New York City Department of Education “NYCDOE”). Completing the [Charter School Complaint Form](#) is part of the NYCDOE’s complaint process.

Contact Information for the NYCDOE:

Office of School Design & Charter Partnerships
New York City Department of Education
100 Gold Street, Suite 3500 New York, NY 10038
Contact 212-374-5419 or charteroversight@schools.nyc.gov

A further and final appeal can be made to the New York State Board of Regents.

Contact Information for the Board of Regents:

The NY State Board of Regents
 NY State Education Department
 Charter School Office, Room 465 EBA
 89 Washington Avenue,
 Albany, NY 12234
 518-474-1762

Charter Renewal Preparation

The network leadership team will begin its preparation for charter renewal by engaging in preparation meetings. Below is a calendar of topics.

Date	Item/Focus
<p>April 20, 2023</p>	<p>Pre-Work: Read our NYCDOE Charter Accountability Goals Oct 2019 Read our NYSED Accountability Goals</p> <p>Agenda What does it mean to be a charter school?</p> <ul style="list-style-type: none"> ● Understanding NYS Charter Law <ol style="list-style-type: none"> 1) Why do charter schools exist? 2) What is legally mandated by charter law? 3) One school, multiple sites ● Reviewing our NYCDOE and NYSED Accountability Goals <ol style="list-style-type: none"> 1) Which goals are we individually accountable for? 2) What changes need to be made to our NYSED Accountability Goals?
<p>April 27, 2023</p>	<p>Pre-Work: Read the NYCDOE Renewal Guidance for NYCDOE- Chancellor Authorized Schools</p> <p>Reference: NYCDOE Accountability Handbook for Charter Schools</p> <p>Tentative Agenda FOCUS: Understanding the NYCDOE charter renewal process and how our roles are impacted</p> <ul style="list-style-type: none"> ● Unpacking the three essential questions <ol style="list-style-type: none"> 1) Is the school an academic success? 2) Is the school effective and well run? 3) Is the school financially viable? ● Understanding our role/s during the renewal process <ol style="list-style-type: none"> 1) The deliverables 2) Assessing our readiness
<p>May 11, 2023</p>	<p>Analyzing our current charter term, Part I</p> <ul style="list-style-type: none"> ● Reviewing our last charter application and beginning to evaluate our progress against charter school goals, Part I ● Proposing changes/updates

May 17, 2023	Visit from Dr. Raisa Schwanbeck, new Senior Director of Charter School Authorization with the DOE
May 25, 2023	Analyzing our current charter term, Part II <ul style="list-style-type: none"> ● Reviewing our last charter application and beginning to evaluate our progress against charter school goals, Part II ● Proposing changes/updates
June 15, 2023	Clarifying summer tasks and timelines in preparation for renewal <ul style="list-style-type: none"> ● Reviewing our to-do list ● Developing work teams and timelines
August 8, 2023	Checking-In <ul style="list-style-type: none"> ● Discussing our progress ● Planning next steps
August 17, 2023	Finalizing our charter application <ul style="list-style-type: none"> ● Provide feedback to JPS Solutions
Sept 1, 2023	Submit renewal application
Sept-Oct	Plan for two-day renewal visit



Attachment #3



Ms. Nicole Griffin

Challenge Preparatory Charter School- Elementary
Principal Report - Recapping March
April 25, 2023

Attendance

An accurate account for attendance was difficult due to 18 days of remote learning.

In efforts to improve attendance and hold parents accountable, attendance will be attached to verification letters moving forward. This will show agencies the accountability of the parent.

School Wide Goals (Ongoing)

- Questioning and Discussion Techniques (3b)
- Engaging Students in Learning (3c)
- Assessment in Instruction (3d)

We continue to work toward these three goals by providing continued professional development

Curriculum and Instruction

Where are we NOW?

We recognized the need for professional development in the area of (3C) Engaging Students in Learning. We incorporated professional development and tracked teacher’s progress around the following areas:

Are students turning and talking?
Are students thinking, pairing and sharing?
Are students using white-boards though-out the subject to show their thinking?
Does the teacher use popsicle sticks to call on scholars to answer a question?
Is the teacher asking questions that prompts students to have a discussion? (Not a one word response?)
Are scholars actively participating in the classroom by

raising their hand and/or having a conversation?

Based on our data, teachers need additional professional development in the area of questions that prompts students to have discussion (3B) and how to use whiteboards effectively throughout the day.

Units of Study

Angela Lalor and AP Ward-Brew continue to partner as we refine the Reading and Writing units of study. Teachers provided input which helped create the upcoming 2023-2024 SY units.

When we embarked on the process of creating our units of study, we understood that it will take numerous years to "perfect". As we enter year three, the feedback obtained from teachers has included a desire for more fiction based books with the goal of increasing scholar interest. To that end, some modifications have been discussed. We have decided to change the last unit of study to an author study unit. This modification will be made schoolwide, K-5. Please note the tentative units for the school year 2023-2024.

Unit 1: All About Me / Global Citizen

Unit 2: Author Study (grade specific)

Unit 3: Pioneers and Trailblazers

Unit 4: Poetry (K-2) Test Prep (3-5)

Unit 5: Rising to the Challenge

State Mock Test

Scholars in grades 3-5 completed a pre and post MOCK exam to prepare for the upcoming state exams. Based on the data from the pre exam, teachers created action plans and implemented the plans.

Unpacking of the Standards

Continuing this year, Assistant Principals plan with teachers to unpack the standards. With the leadership support, we have seen growth in the area of aligning the standards and objectives. We continue to align the assessments with the objectives(outcome). This work continues with Angela Lalor, the Units of Study consultant.

SPED

- Catholic Charities is projected to start with us on April 24, 2023. AP Qureshi has worked with Mrs. Richards to ensure a smooth transition. They will be located in room C5. Parents and scholars will utilize the resource. We will begin with 9 families.
- 1:1 coaching and feedback continues to take place with ALL ICT classroom teachers. The focus is around creating a PLOP. This information informs the development of IEP goals.

- Accommodations for scholars in grade 3-5 for the state test were made and carried out.
- SETSS- We were able to find a SETSS teacher who has added value to the organization through School Professionals. He will continue to work his regular caseload and provide make-up hours for scholars who missed services due to one of CPCS SETSS teachers out on medical leave.

Action Steps Following the Fire

- On 3/2/2023, a small fire occurred in the boys bathroom, located on the second floor at 710 Hartman Lane. Due to the results of the fire, scholars in grades K-3 started remote learning on 3/3/2023. Scholars were welcomed back to the building on March 20, 2023. Scholars in grade 3 arrive at 710 Hartman Lane by 8:15am. Scholars and staff take a shuttle bus over to 15-20 Central Avenue to receive instruction. Staff from the upper leadership team, Principal/ SDTL of the high school welcomed the staff and scholars with open arms.

Highlights

- Scholars transitioned back to 710 Hartman smoothly. We decorated the building with balloons and banners. All stakeholders were excited
- SEL focused around responding to emergencies was provided for scholars in all grades
- March Madness days - Crazy sock day and wear green was allowed on Fridays



Attachment #4



CHALLENGE CHARTER SCHOOL

2022-2023 Principal's Monthly Board Report

Mavgar Mondesir-Gordon, Principal (Grades 6-11)

School Year 2022-2023 Report April 26, 2023

Current CCHS Enrollment:

Cohort Group	Grade Level	Enrollment as of...									
		Sept, 9, 2022	Oct. 15, 2022	Nov. 28, 2022	Dec. 16, 2022	Jan. 13, 2023	Feb. 10, 2023	Mar. 14, 2023	Apr. 25, 2023	May 20, 2023	Jun. 21, 2023
#3	G. 11	51	52	53	53	53	53	52	51		
#4	G. 10	73	77	77	76	75	75	76	76		
#5	Gr. 9	90	89	96	96	96	94	96	96		
TOTAL		214	218	226	225	224	222	224	223		

Current CCMS Enrollment:

Cohort Group	Grade Level	Enrollment as of...									
		Sept, 9, 2022	Oct. 15, 2022	Nov. 28, 2022	Dec. 16, 2022	Jan. 13, 2023	Feb. 10, 2023	Mar. 14, 2023	Apr. 25, 2023	May 20, 2023	Jun. 21, 2023
#6	Gr. 8	73	88	92	72	72	71	71	71		
#7	Gr. 7	95	92	96	96	93	91	91	92		
#8	Gr. 6	92	69	71	88	86	86	84	82		
TOTAL		260	249	259	256	251	248	246	245		

CCMS/CCHS Attendance Statistics:

Cohort Group	Grade Level	Attendance Rates									
		Aug 31, '22 - Sep 9, '22	Sep 12, '22 - Oct 15, '22	Oct 18, '22 - Nov 28, '22	Nov 29, '22 - Dec 16, '22	Dec 19, '22 - Jan 14, '23	Jan 13, '22 - Feb 10, '23	Feb 17, '22 - Mar 14, '23	Mar 21, '22 - Apr 25, '23	Apr 15, '22 - May 20, '23	May 21, '22 - Jun 20, '23
#3	Gr. 11	82%	84%	84%	86%	85%	80%	86%	87%		
#4	Gr. 10	46%*	50%*	82%	83%	82%	81%	88%	88%		
#5	Gr. 9	71%*	78%*	83%	86%	84%	81%	86%	87%		
#6	Gr. 8	96%	88%	97%	100%	100%	100%	100%	100%		
#7	Gr. 7	97%	94%	99%	99%	99%	98%	99%	100%		
#8	Gr. 6	96%	93%	100%	99%	100%	100%	100%	100%		



CCMS Average	90%	96%	99%	99%	99%	99%	99%	100%		
CCHS Average	65%	70%	84%	86%	84%	80%	87%	87%		
6-11 Average	81%	81%	91%	92%	92%	90%	93%	94%		

ATTENDANCE:

Administrative efforts aimed at improving attendance rates have been successful so far. Grades 6-11 participate in a mandatory Buy-back program wherein scholars are required to sit for instruction during lunch or from 3:50 PM to 4:30 PM to make up for time and work they missed by being late to school. **Added to the Buy Back Program will be aggressive home visits, Parent meetings, and in some instances, ACS calls for academic neglect for scholars who are habitually late despite our efforts to get them to school on time.**

STAFFING:

CCMS and CCHS continue to face shortages in staffing. Nonetheless, we continue to use our creativity to ensure that scholars are always before instruction and that we do our best to meet the expectations of our scholars and their parents. With the lifting of mandatory COVID-19 vaccinations, we anticipate more applicants to fill open positions.

To date, this is our progress:

- CCHS welcomed Mr. Steven Clarke as the High School Earth Science Teacher and Mr. Joebert Bajolo as the new High School Geometry Teacher.
- Global History 10 will continue to be covered by AP Canzoneri.

Please see the vacancies below:

- CCMS: TAs in Humanities. 6,7,8
- CCMS/CCHS:
 - ENL Teacher (Based on the number of ELLs enrolled and their levels of language proficiency) - Recent interview for this position.
 - 7th Grade Science Teacher
 - 7th Grade Humanities Teacher
- CCMS SPED Certified SETSS Teachers: Grades 6, 7, 8
- CCHS:
 - Spanish II Teacher - Covered by Ms. Gomez, ENL Teacher, and Mr. Medina
 - PE/Health Teacher #2 - Based on the student enrollment- Recent interview for this position.
 - CTE - Health 1

CCMS and CCHS will begin the recruitment for the 2023-2024 school year. All positions will be posted in order to prepare for expected and unexpected vacancies in the future.



CURRICULUM, INSTRUCTION, AND ASSESSMENT

At this time of the year, we turn heavily to assessments with the addition of Test Prep as a genre. At CCMS, The Lavinia Group has been our Consultant and is working strategically alongside our Admin team and teachers to provide scholars with strategies and skills to take and pass their New York State assessments in Mathematics and English Language Arts. At CCHS, we have grouped our scholars into subgroups to ensure that they get more granular support to take their Regents successfully. These tutoring classes begin at 3:45 p.m. and end at 4:30 p.m.

CCMS and CCHS will continue to focus on weekly mini-assessments in all areas using iReady for the Math and ELA core, as well as Castle Learning. Allowing us to utilize the: Teach - Assess- Analyze Data - RTI - Assess cycle.

Sylvan Learning Tutoring has launched at CCMS for Math and at CCHS for Algebra I beginning on March 1, 2023.

At CCHS, SAT Preparation has begun during scholar lunch periods for the 10th and 11th graders. Ms. Zak has been hosting the sessions for the scholars and working with the College Board for Special Education accommodations.

SOCIAL-EMOTIONAL LEARNING (SEL)

- At this time, CCMS/CCHS teachers are engaged in growing their knowledge in the RULER-MTSS for adults. Teachers are given portions to work on weekly, which is discussed at the beginning of our Friday PDs.
- The SST Team has also received invitations to work on the RULER with Ms. Richards - Director of Pupil Personnel Services. They also meet every First Friday of the month to engage in PD with her.
- CCMS will work with the Second Step Curriculum, and CCHS will work with the Overcoming Obstacles Curriculum.
- We await the first lessons from the consulting firm, Windows of Opportunity - Hal Eisenberg – for the “HEAL” curriculum for Advisory.
- We have launched Naviance to ensure that our scholars receive support and guidance towards their path to and through college and career readiness.
- CPI Training for our school community also continues.

SPECIAL EDUCATION and ENL SERVICES

- Dr. Lyle continues to lead the SPED work on all grade levels 6-11. Ms. Ana Gomez provides ENL services but will need support as we search for another ENL teacher due to the increase in the ENL population at our school.
- RTI continues, coupled with MTSS for scholars who need the intervention as per the IDEA and IDEiA Law.
- IEP meetings are in full swing and thus far have been doing well—As the CSE now has a new team in place.
- Principal Gordon has also joined the Principal Cohort at the Collaborative to ensure that the school is in full compliance and maintains the knowledge needed to do this work.



Our staff has also been strong attendees at the SPED and ENL boot camps and the Pipeline Program.

- CCMS/CCHS will begin work on the Language Acquisition Plan for our ELL population, as this plan does not currently exist in our school.

DIGITAL PLATFORMS

- Grades 6-11 scholars will continue using a combination of digital notebooks and hardcover notebooks for all courses to build writing and engagement stamina. We will curtail the use of Chromebooks to just 9% of the instructional time in an effort to maximize engagement.

PARENT AND SCHOLAR OUTREACH and ACCESSIBILITY

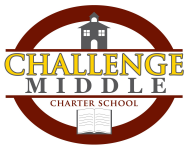
- We continue to meet with parents to discuss further our scholars' welfare. Some of these meetings are in person, while others are via Google Meets. We also continue to conduct outreach for attendance and home visits for scholars who are not attending.

PROFESSIONAL DEVELOPMENT

- Our Social Workers and School Counselors will attend PDs with the Collaborative.
- Our CTE teachers will also attend upcoming PDs.
- Our SETTS teachers and new staff members will also attend SDI PDs in the upcoming month.
- We will continue our work with the Collaborative at the Charter School Center - joining sub-cohorts such as the SPED and MLL/ELL Bootcamps, Principal Cohort, and the SPED Pipeline Programs.
- We also continue the work with the Lavinia Group in ELA and Math. This also includes Leadership Institutes for Close Reading, Humanities, and Math Stories. Lavinia coaches are on site working with our teachers to support test prep and lesson development.
- GRADE TEAM PLANNING AND ONGOING PROFESSIONAL DEVELOPMENT
 - Professional development takes place daily:
- VERTICAL DEPARTMENT PLANNING
 - Department Teams continue to meet to discuss instructional planning across disciplines.

INSTRUCTIONAL OBSERVATIONS

- The CCMS-CCHS Admin Team members have begun supporting instructional periods throughout the day to ensure that instruction is taking place and that outreach is performed as needed. Informal observations and coaching have begun through check-ins and 1:1 Instructional Supervision. TeachBoost will continue to be used for this task, with a target of 2 long observations and 5 short observations across the board for the school year.
- Evaluations have begun at CCMS and CCHS both for Leadership and staff. The Val Ed for Principals and APs is complete. Evaluations for teachers and teacher assistants are also complete. Evaluations for Teachers and other staff members continue using



2022-2023 Principal's Monthly Board Report
April 26, 2023
Mavgar Mondesir-Gordon, Principal (Grades 6-11)

- Danielson Framework for Teachers, Social Workers, Guidance Counselors, and Deans
- Self-created rubrics for all other supporting staff. Leaning on research.



Attachment #5



Director of Pupil Personnel Services

April Board Report

School Health Liaison

April Positive COVID Results

1 Positive case

- SmileNY serviced scholars for their 6 month check-up
- St. John's Episcopal Hospital will provide audiology services to our K-2 scholars this month
- The Sleep Health Education Pajama Program is a sleep health initiative to promote routine bedtime consistency to create focused daytime learners. Kindergarten through 2nd grade scholars will receive new pajamas, a new book, and a bedtime routine magnet. The pajama's and book will be mailed this month
- 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
- Attend the 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, and scholars receive 4 at-home COVID test kits a month for health and safety purposes
- Oversee the process of incoming test kit shipments to all sites
- Trained School health liaison to provide RULER workshops to non-instructional staff members like office, janitorial, security staff members, and network support staff

Pupil Personnel Director

Elementary School

- Observed Second Step lessons and provided support and feedback to the school counselor and social worker
- Modeled classroom management tips to support counselors
- Continued to support the SST members to organize the Comprehensive counseling program
- Provided the counselors with SEL grounding activities for the scholars after the fire took place. Scholars took part in mindfulness activities, body movement exercises, gratitude and self- efficacy practices, positive thinking affirmations, and more.

- The attendance team meets biweekly and includes the student support team members as well as the site's operation manager
- Advised the creation of a structured protocol to support the effectiveness of interventions from the Child Study Team meetings
- Monitor the behavioral tracking chart to support with identifying scholars that may need additional social and emotional support
- Supporting the elementary site with the creation of Behavior intervention plans and observing scholars within the classroom environment to ensure all supports have been put in place
- The Catholic Charities Satellite that will be housed in the elementary school building will begin on April 24th. At-risk scholars and families will now have access to a full-time therapist for additional social and emotional support. Some scholars have already been identified to begin the intake process during the therapists first week
- Next school year 1520 Central will also have a Catholic Charities office to provide mental health services to middle and high school scholars. Scholars as well as their families will also have access to over 150 programs through the care pathway that include housing information, immigration services, limited financial assistance, senior services, etc.
- Created the schedule for the Summer Boost program, and began to reach out to enrichment service providers including: Joe's Music Academy, Bricks 4 Kidz, Wula Drumming Company, Gaming company, Pro Kids, and Devore Dance company

Middle and High School

- The SEL team will meet next month to prepare the RULER Adult SEL calendar for employees and staff
- The Student support team will also meet with Hal Eisenberg the creator of the HEAL curriculum to support with the implementation of the curriculum for advisory
- Middle School scholars received a workshop from the Cohen's Children's Medical Center focused on Coping skills and Stress
- High School scholars will receive a workshop from the Cohen's Children's Medical Center focused on LGBTQ+ awareness
- The rising 8th graders have received their first transition lesson to provide them with information for the Challenge High school 9th grade program. They will also have the opportunity to share their interest in extracurricular activities. The information from these lessons will help to appropriately schedule the incoming 9th graders based on their interests
- The Social Work intern continues to support the high school with social and emotional needs of the scholars
- Urban Upbound Tackling Poverty, Changing Lives will be working with our rising 12th graders to prepare for the SAT, apply to and enroll in college, secure financial aid, and transition successfully from high school to college
- Conducted hearings for a middle and high school scholar and provided support options upon their return

All sites

- There is now an attendance team at all locations that focus on a goal and follow up on the effectiveness of their interventions through data analysis

- Followed up with all Directors that attended the RULER conference to begin to rollout the SEL anchor tools with our leadership colleagues. The goal is to ensure we are all speaking the same language with teachers, parents, students to better support the social and emotional needs of our school community
- Continuing the process of all sites outlining their comprehensive counseling programs to address the needs of our scholar population
- Supervising record keeping activities of Second Step lessons and RULER modules
- Visited all sites to ensure SEL programming is occurring and following the pacing schedule
- SEL teams will create a RULER Adult SEL schedule in an effort to create an emotionally safe environment for all and to increase efficiency and scholar success
- Continued the 1:1 professional development sessions with social workers and counselors
- Created the social work school-wide protocol for case management. This will streamline the process for all families
- Preparing to recruit Social work interns for each site for the 2023-24 school year

Parent Academy

- The Parent Academy hosts 2 to 3 workshops per month and are well attended
- Monthly PA meetings are now in full swing for Middle and High School parents
- The Double Good three day fundraiser raised over \$700 dollars to help support families pay for senior dues
- Families attended the Diversity Parent Workshop
- The Parent Leadership training Spring Session will begin on April 26th through May 24th. Families will learn important parenting skills such as conflict resolution, self-care strategies, managing emotions, building self-awareness, communicate more assertively and listening with empathy, and the best way to respond more effectively to their child's challenges
- Parents took part in the College Readiness Parent Workshop hosted by Urban Upbound



Attachment #6



Challenge Charter School Communications Report - April 2023

Kim Messer, Director of Communications

Website

Work continues on a fresh design for the website. At the end of this month, I will meet with our designer to work on final decisions and the transition. Estimated soft launch of the new design: April 29th

Our recent Google Search results are up 6%. See other details about our website metrics in the Application Season section below.

Your site got 1,145 clicks
from Google Search
(+6%)

Most searched queries ▾		
1	challenge charter school Avg. position: 3.9 🏆 Top 5 results	158 clicks
2	challenge preparatory charter school Avg. position: 1.8 🏆 Top 5 results	97 clicks
3	challenge charter high school Avg. position: 1.7 🏆 Top 5 results	53 clicks
4	challenge charter school calendar Avg. position: 2.3 🏆 Top 5 results	46 clicks
5	challenge charter middle school Avg. position: 1.3 🏆 Top 5 results	32 clicks

Application Season 2023-24

Marketing has slowed for our next school year.

- We have 1 remaining budgeted ad and a dedicated email blast if we want to use it to aid our waitlist needs.
- 613 applications as of the Enrollment Report on 3/31 were down approximately 300-400 from the previous year.
- A late Vanguard mailing due to the payment schedule (March) and budget cuts to the marketing plans equaled less visibility in the community, which resulted in fewer applications. Website traffic has been down anywhere from 2% to 10% as compared to last year at the same time (January 1-March 31). However, initial design and SEO improvements may have slightly boosted March 2023 results (3.8K visits) compared to March 2022 results (3.2K visits).

Family Communications

- Our NYC School Survey results are down significantly from last year. Our charter document reflects that we need 50% or more families responding. However, as of 4/19, we have less than 30%. There are still paper surveys to account for. Some avenues of promotion were not available this year, and some of the challenges have been:

- K-5 Parent-Teacher Conferences did not line up with the survey time this year
- Middle and High School parent responses have been very low which lines up with their engagement levels all year
- Crisis Communications through ParentSquare notifications is ready to be rolled out; I'm awaiting the next meeting from Dr. Mullings and staff; further conversations regarding our readiness as a school overall occurred after the Nashville school shooting.

Budget Planning for Communications & Branding

Initial budget requests have been submitted. The 2023-24 recommendations and requests are geared toward the following goals:

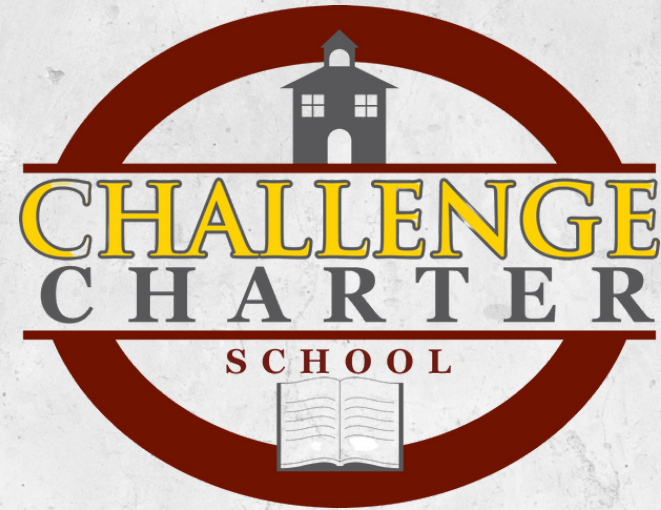
- Increasing our reputation and visibility in the community
- Increasing our reach for new families and scholars to fill our seats
- Support for Communications to enable a) long-term strategy and vision to be created and executed, b) Crisis Communications plan to be finalized, and c) more leadership, advisement, and collaboration to be possible across the organization

The key needs to support our school's communications in 2023-24 have been submitted and/or are in process, including:

- Recommended updated Brand Signage for each site (Operations partnership)
- Recommended increased marketing budget (currently only .02% of our income)
- Requested Communications Professional development - per our charter
- Requested assistance with graphic design
- Requested (in-process) social media support



Attachment #7



STUDENT ENROLLMENT AND RECRUITMENT BOARD REPORT #10

DATE: APRIL 26, 2023

**PREPARED BY: JANISA VAUGHN,
DIRECTOR OF STUDENT ENROLLMENT AND RECRUITMENT**

Table Of Content

- **Enrollment Overview 2022-23 SY**
- **Enrollment Goals 2022-23 SY**
- **Looking Ahead| Lottery 2023-24 Update**
- **Looking Ahead| Enrollment Projections 2023-24**
- **Scholar Recruitment Lottery 2023-24**

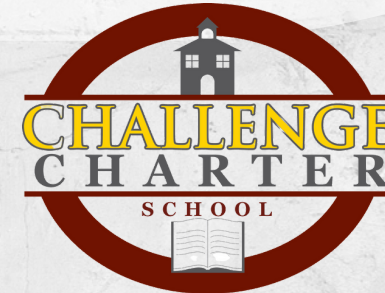
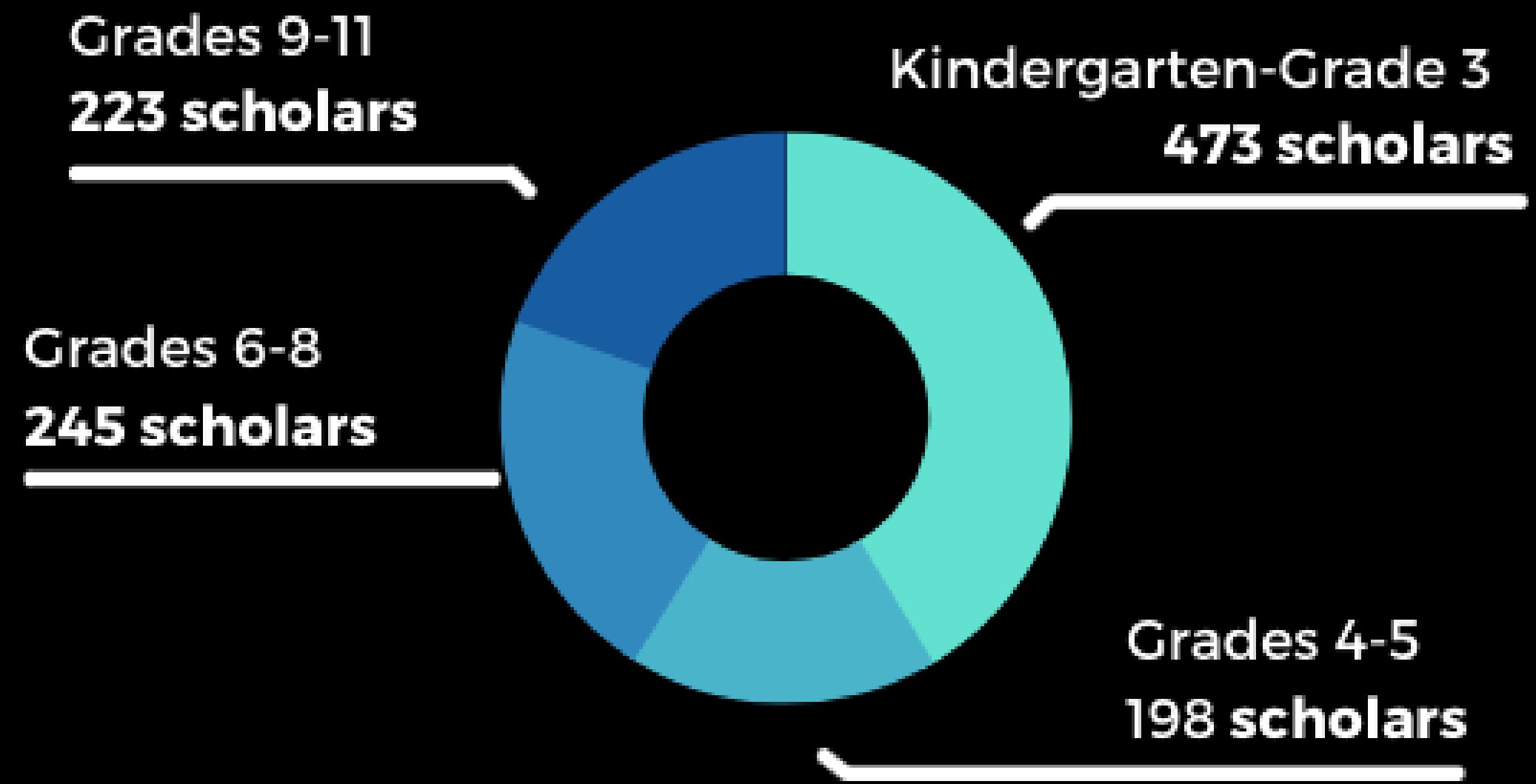
Enrollment Overview

Scholar Enrollment is currently at 96%



K-11 OVERVIEW

CURRENT ENROLLMENT: **1,139 SCHOLARS**



Enrollment Overview

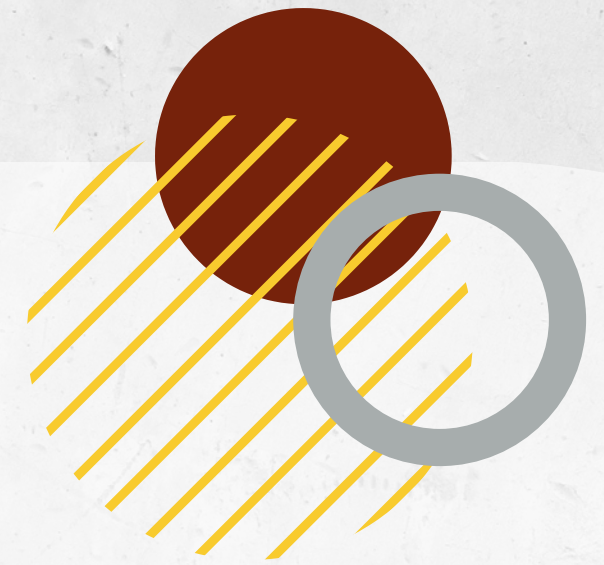
Elementary Site



Site	Grade	CCS Enrollment Goal 2022-23	Total Number of Scholars Currently Enrolled 04/26/23
Elementary	K	120	120
	1	125	117
	2	125	118
	3	125	118
	4	104	99
	5	104	99
	Total	703	671

Enrollment Overview

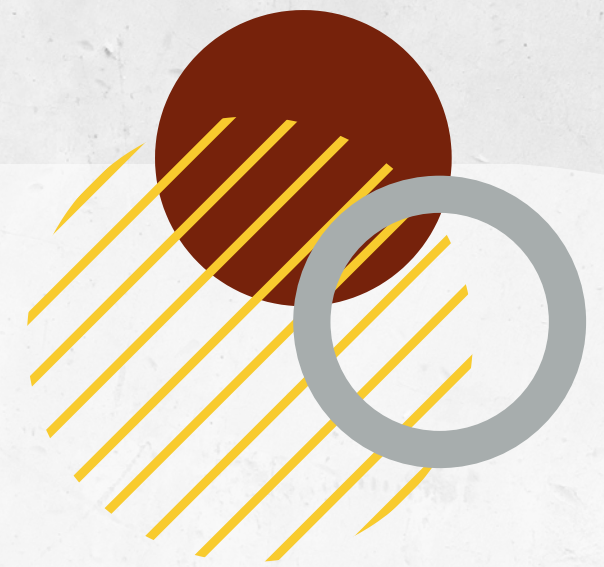
Middle Site



Site	Grade	CCS Enrollment Goal 2022-23	Total Number of Scholars Currently Enrolled 04/26/23
Middle	6	104	82
	7	104	92
	8	78	71
	Total	286	245

Enrollment Overview

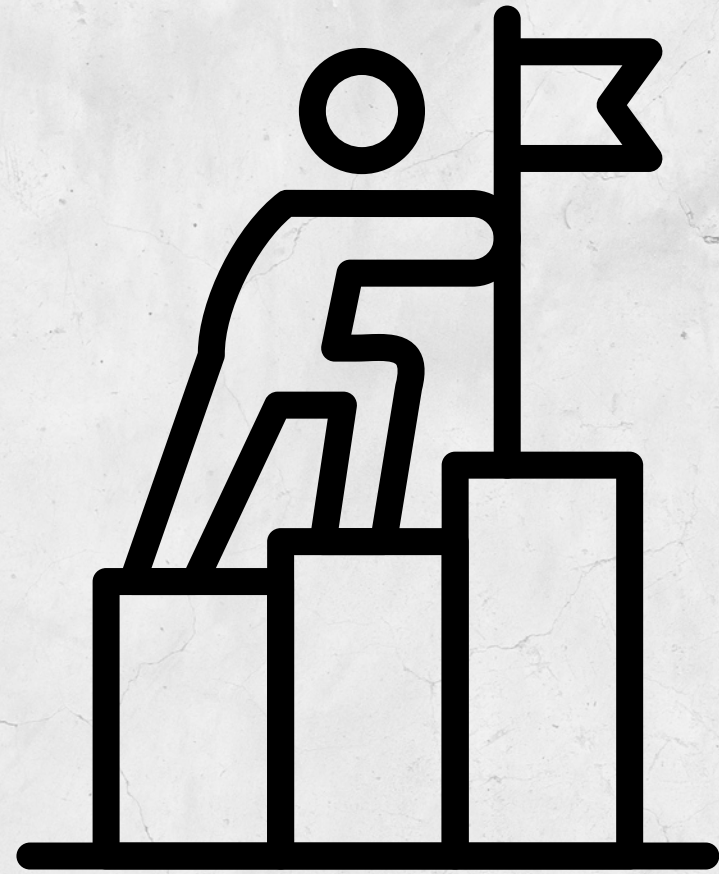
High School Site



Site	Grade	CCS Enrollment Goal 2022-23	Total Number of Scholars Currently Enrolled 4/26/23
High	9	90	96
	10	75	76
	11	53	51
	Total	218	223

Enrollment Goals

2022-23 SY



99% Enrollment

Achieve at least 99% of CCS-approved charter enrollment.



English Language Learners (ELL)

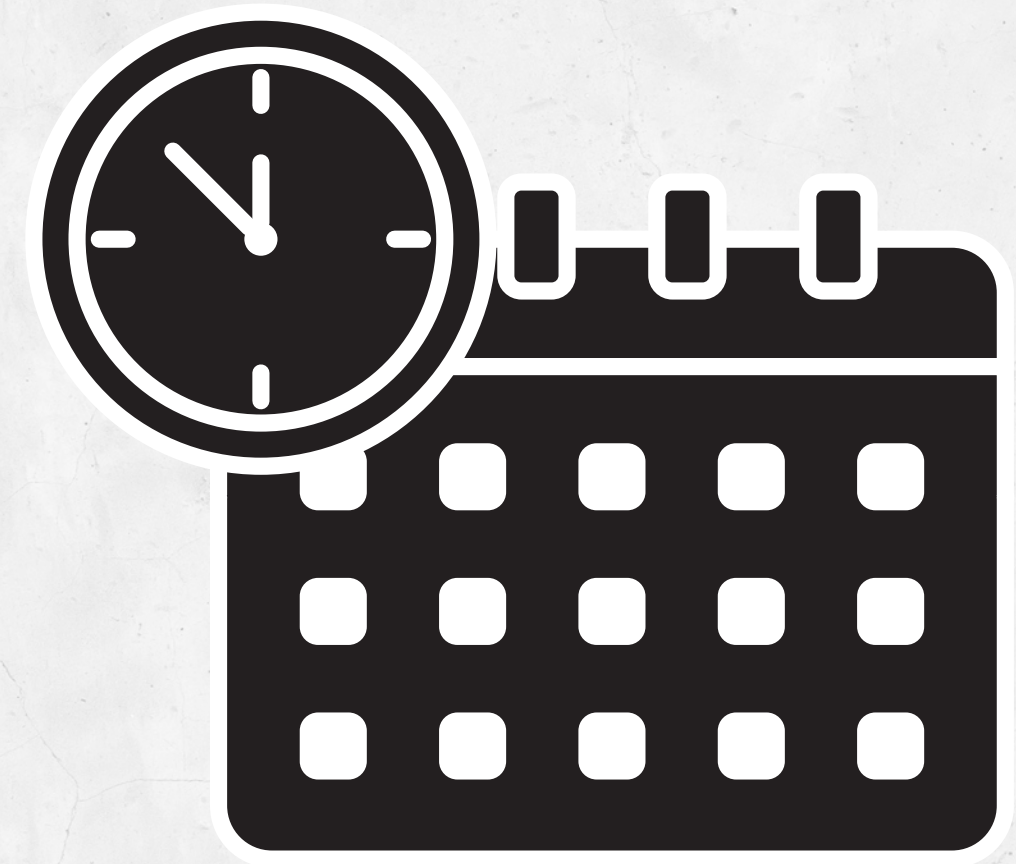
Increase the number of enrolled ELL scholars by at least 3%.



Scholar Retention

Maintain at least 75% of our scholars at each grade level.

Looking Ahead- Lottery 2023-2024



Lottery Date: April 4, 2023

Time: 7:00pm

Location: Zoom

Lottery Application

**The 2023-2024
Lottery Application will
launch October 31 2022.**

Recruitment Events

**Open houses will begin
January 2023 through
early spring.**

Retention

**We will actively monitor
scholar discharges to
make improvements in
our school community.**

Lottery Update

Theme:

Begin A Lifetime Of Learning

The 14th annual lottery night was held on Tuesday, April 4, 2023, via Zoom at 7:00 pm. Over 100 attendees viewed the event. The lottery drawing was held for grades kindergarten- grade 12. The event concluded at 7:30 pm and by 7:36 pm 104 families accepted their seats and 1 parent fully completed registration online! We are projected to reach our enrollment goal of 1,296 scholars for August 2023.



Enrollment Projections 2023-24

Theme:
Begin A Lifetime Of Learning

Approved Charter Enrollment: 1,296 Scholars

The enrollment projections for the 2023-24 school year were prepared based on the charter agreement, scholar retention data, and the age demographics in the Rockaway community.

Per the 2010 amendment to the Charter Schools Act, Challenge Prep shall demonstrate good faith efforts to attract, retain and meet or exceed enrollment and retention targets as prescribed by the Board of Regents for students with disabilities, English Language Learners, and students who are eligible for free- and reduced-price lunch.

Enrollment

Elementary

Projections 2023-24

Site	Grade	CCS Enrollment Goal 2023-24
Elementary	K	120
	1	120
	2	120
	3	120
	4	120
	5	96
	Total	696

Enrollment

Middle School

Projections 2023-24

Site	Grade	CCS Enrollment Goal 2023-24
Middle	6	96
	7	96
	8	96
	Total	288

Enrollment

High School

Projections 2023-24

Site	Grade	CCS Enrollment Goal 2023-24
High	9	103
	10	100
	11	76
	12	52
	Total	279

CCS Open Houses 2023-2024

Theme:
Begin A Lifetime Of Learning

Thursday's from 5:30pm-6:30pm

- January 12, 2023-**Canceled**
- January 19, 2023- **Completed**
- January 26, 2023- **Completed**
- February 2, 2023-**Completed**
- February 9, 2023-**Completed**
- February 16, 2023- **Completed**
- March 2, 2023-**Canceled**
- March 9, 2023-**Completed**
- March 16, 2023-**Completed**



Scholar Recruitment Lottery 2023-2024

Theme:
Begin A Lifetime Of Learning



School Wide Recruitment Initiative

The staff, scholars, and parents will have opportunities throughout the school year to participate in scholar recruitment.



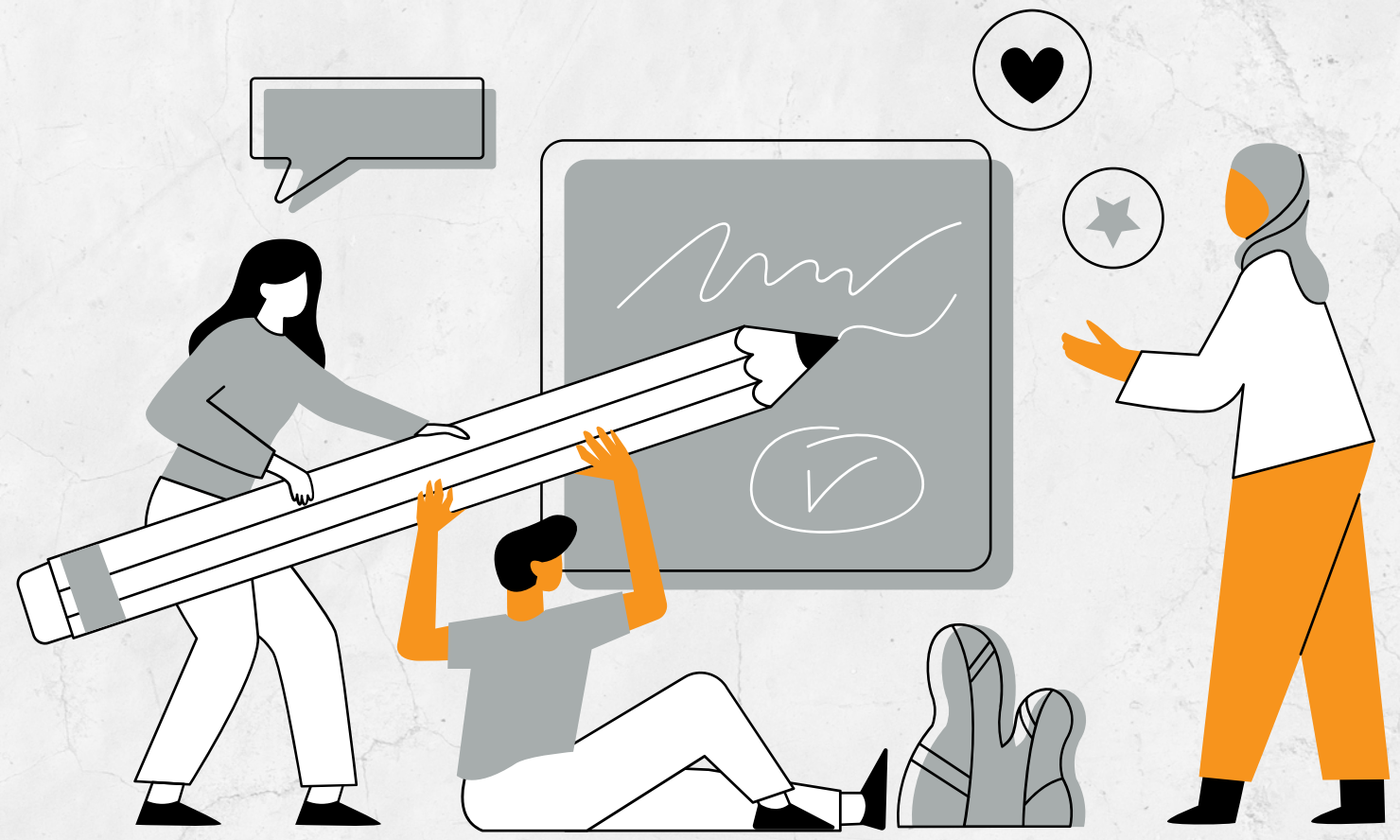
Community Outreach

Continue to partner with feeder schools in the Rockaways to recruit new families.



Host Recruitment Events

Partner with the school community to host open houses and retention events.





Attachment #8



Director of Operations
April Board Report
April 20, 2023

I am happy to bring to you this report of activity as the director of Operations for April 2023. I will provide you with an update of each operation management task thus far.

Creates a detailed start-up checklist and ordering list to ensure that the school starts each:

The Operations Department has submitted a wish list to the Director of Finance on April 7, 2023. The subcategories on the Operations wish list include office stationary, Office furniture, custodial supplies, seasonal supplies, classroom supplies, building furniture, staffing needs, and staff development

Facility: Overseeing site management and development and ensuring that the school site is maintained as a safe and clean environment:

4/13 & 4/14- Deep cleaning completed at all buildings by Custodial staff

710 Hartman Lane-

3/2/23 Fire Updates

- 3/16-17/23- Demolition of affected bathrooms and classrooms
- 3/18-19/23- Remediation of affected bathrooms and classrooms
- 3/20/23- Asbestos & Fire/combustion particle analysis completed
 - Containment wall placed to contain work area
- 3/22/23- Received Clearance for occupancy based on Asbestos & Fire/combustion particle results.
- 3/24/23- Start of restoration of affected bathrooms and classrooms
- 3/25/23- Installation/ reprogramming of alarm panel
- 3/29/23- School reopening for grades K-2, Grade 3 bused to 1520 Central
- 3/31/23- Classroom restoration completed
- 3rd grade students will be returning to 710 Hartman Lane after Math State testing

Staff Key Distribution- Completed on 4/24/23

1526 Central Avenue-

- Lightbulbs were replaced on all classrooms/office spaces
- 4/10/23- Electrical lighting fixed in 2nd floor boys bathrooms
 - Broken toilet bowl in girls basement bathroom replaced



Director of Operations
April Board Report
April 20, 2023

1279 Redfern Avenue- Functional

1520 Central Avenue-

- 3/29/23- Preset- Grade 3 has occupied classrooms F401, F403, F405, F409, F411

Food and Transportation: Manages food and transportation services;

- Weekly meal reports sent to the school foods manager.
- Food service and OPT busing has resumed at 710 Hartman Lane on 3/2/23

Student Data: Manages primarily student attendance at each site and generates report as needed: **Working with Ms. Samuels to eradicate disparities between system synchronization**

Manage logistics of all special school wide events and projects; **Major events this month: 4/25/23- Far Rock BID Town Hall Meeting**

Manages the registration process of each scholar updating and maintaining each scholar's: **Internal audit shows that many student files are incomplete. Documented parent outreach is continuous to request missing documents**

Creates and oversees each site's Safety Plans;

- 3/14/23- Obtained NYSED Portal access
- In the process of updating current safety plans

Oversee and maintains school facilities ensuring that building rules and regulations are met for all government agencies i.e. DOH, FDNY. –

710 Hartman Lane: FDNY Inspection completed 2/14/22. The following violations were given as per the fire code. Operations manager will be obtaining certification on 4/27/23

- NYC Building Fire Code 901.6.3/Certificate of fitness S-95 Supervision of the alarm system
- NYC Building Fire Code Certificate of fitness F-07 Certificate of Fitness to Conduct the Drill and Emergency Drill

1279 Redfern: FDNY inspection completed on 3/2/23. The following violations were given as per the fire code. Operations manager will be obtaining certification on after receiving Passport Identification

- VC17-Certificate of fitness and certificates of qualification
- VC5- Record Keeping



Director of Operations
April Board Report
April 20, 2023

Manages and maintains the Purchase Order System with the Director of Finance:
This is a daily activity handled by each site's Operations Managers along with the Supervision of the Director of Operations.

Regulations and Reporting: Ensures school-wide compliance with health and safety laws, state education mandates and all federal and state workplace regulations in coordination with the CEO and Senior Advisor;

- **In the process of obtaining quotes for Smoking/vape detectors for CCHS**
- **Working with Health Liaison to achieve 100% immunization compliance**

Manages the operations Managers at each site; Operations School Aides, Operation Assistants, and Custodial Staff;

- **This month's Operations Topics: Safety Plan, building walkthroughs, Field day, upcoming building move, operations tracker**
- **4/17/23 Onboarded Mr. Courtney McMillian as a Part Time Custodian Floater**
- **4/25/23 Onboarded Ms. Anisah Naissant for the 710 Hartman Lane School Aide position**

Manages and maintains [in conjunction with the Director of Finance] the inventory of all equipment, furniture, etc. being "audit" ready at all times;

- **To date we have not had a request from the auditors for this information, Ongoing: Updating of the inventory tracking system to document curriculum, technology, and furniture ordered/received**

The operations staff is a dedicated team and we are committed to taking the necessary steps to fully support the needs of our schools, scholars, staff, and parents.

Respectfully Submitted,

Alexyia N. McNeil

Alexyia N. McNeil
Director of Operations



Attachment #9



Director of Technology Report

April. 2023 - Dale Richardson

I: Current Work

1. Preparing for the arrival for scholars from 710 Hartman Lane.
 - a. Smart boards were tested and updated.
 - b. Phones were assigned and updated.
 - c. Chromebooks are up and running.

 2. Preparing Tech Budget for 2023 - 2024 school year.
 - a. We were able to acquire quotes from over 20 vendors, in order to create the first draft of our budget.
 - b. Document has been submitted to finance.

 3. 710 Hartman Ln - Security Camera (Deposition given to CTS. Work in progress).
 - a. The vendor has received a deposit and came to assess the work.
 - b. Once our equipment arrives, a date will be scheduled for the installation.

 4. 1526 Central Ave - Security Camera (Pending Decision)
 - a. Quotes received
 - i. With classrooms: \$24,711.00 (I suggest we go with this package)
 - ii. No Classrooms: \$19,788.00

 5. Upgrades to Challenge's phone systems (Two vendors are working through the system).
 - a. A single phone number to reach our entire organization?
-



- b. The phone systems at 710 Hartman Lane & 1526 Central Ave should be upgraded as soon as possible.
- c. Our quote from last season has expired. We are currently interviewing vendors. Hoping to implement this change during the summer months.

—

II: Pending budget approval - These items should be prioritized.

1. Active Panels (aka smart boards) are needed for the 2023 - 2024 school year.
 - a. Update: Middle School is scheduled to swap places from 12-79 Redfern, to 15-20 Central Ave. Boards should be ordered promptly in order to avoid service delays.
 - b. Currently, 12 boards are needed in order to have 1520 Central Ave. fully outfitted and ready for scholars to utilize each room.
 - c. I also suggest ordering 4 extra “rolling boards” (one for each site), which can be used in case of an emergency where a classroom board malfunctions.
 - d. At the moment, quotes on board are (ca) \$5,900.00. However, this rate will need to be updated (may become more expensive) at the time of our order (most likely cost will reduce with a larger quantity order).
2. Independent Cyber Security Audit for the entire organization (this has a soft approval via Dr. Mullings. Follow Ups to begin shortly).
 - a. An independent cyber security assessment should be completed in order to satisfy various insurance and state requirements. Ex: https://www.dfs.ny.gov/industry_guidance/cybersecurity



- i. The quote received: \$42,327.00 (this quote is now aged and will require a new, possibly more expensive quote).
- b. Dr. Mullings has forwarded me the NYSED recommendation:
 - i. Via:
 - <https://www.cisa.gov/protecting-our-future-partnering-safeguard-k-12-organizations-cybersecurity-threats>
 - ii. The NYSED's version is more of a blanket suggestion.
 - iii. I strongly suggest tailoring "cyber security" to the specific needs of Challenge.

—

III: Risk Factors

1. Parent Academy and Computer Lab at 1520 Central Ave. require desktop computers to accommodate larger groups.
 - a. Update: Desktops have arrived at our Reso A vendor.
 - b. We currently await their intake, preparation, then delivery.
 - c. Updates will be posted as they become available.

2. Lenovo Laptop Inventory shortage.
 - a. Update: Laptops have arrived at our Reso A vendor.
 - b. We currently await their intake, preparation, then delivery.
 - c. Updates will be posted as they become available.

3. Student Chromebooks



- a. Update: Laptops were ordered via Reso A.
- b. Updates will be posted as they become available.
- c. As a heads up, warranties on Chromebooks expire 3 years after purchase.
- d. Spacing out purchases and ordering 300 - 400 chromebooks each year will be best. It will not hit the budget or logistics as hard. Plus, it gives us room to repair and scale up/down if necessary. This is known as “order throttling,” and you may read up on a similar concept at the following url: <https://olosupport.zendesk.com/hc/en-us/articles/115002752386-Order-Throttling-Strategies-Overview>



Attachment #10

**Performing Arts Department Update
Board of Trustees Meeting
APRIL 2023
Challenge Preparatory Charter School
Prepared By:
Anwar Robinson, MEd / SDL / SBL
Director of Performing Arts**

Summary

This outline provides a glance at the facets of the Department, while also framing gains and needs for stakeholders of the Challenge Preparatory Charter School, for the Month of April 2023

Department Vision Statement

Challenge Scholars will find their voice and point of view through refined and rigorous practice, manifesting their artistic abilities through high-quality music, performance, and fine arts exhibitions for their schools, families, and community.

Objectives

Performing & Fine Arts Department Vision (SY2022-2023) available per request.

Major Projects

- ❖ HARLEM RENAISSANCE Comes to Far Rockaway
 - Participants:
 - Challenge Charter Middle School
 - Mr. Alvin Jones
 - Ms. Tequan Henry
 - Ms. Kim Messer
 - Mr. Dale Richardson
 - Support Staff (TBA)
 - **PERFORMANCE / VIDEO & AUDIO RECORDING: FRIDAY, APRIL 28, 2023**

- ❖ **Spring Concerts @ CPCS**
 - **Tuesday, May 23, 2023**

- ❖ **GRADUATION CEREMONIES:**
 - Grade K — June 21, 2023 [In Person; venue TBA]
 - Grade 5 — June 22, 2023 [Venue: 15-2 Central]
 - Grade 8 — June 13, 2023 [Venue: Far Rockaway HS]

PROGRAMMING: Brief Summaries

Challenge Charter High School & Challenge Charter Middle School

- ❖ End of Quarter 3 Grading Underway for approximately 450 Scholars
- ❖ Quarter 4 Curriculum / Syllabi will be delivered on Monday, 4.24.2023
- ❖ Project Descriptions will be shared in May 2023 Report

Challenge Preparatory Charter School

- ❖ Preparation for Spring Concerts under the purview of A. Robinson, with Mr. N. Green leading instruction

ARTS PARTNERSHIP

- ❖ Music & Art, New York, NY (pricing and outcomes TBD)



Attachment #11



March 2023

Board Report

Finance Report

- Total projected revenue for FY23 is \$24,568,713.
- Total projected expenses for FY23 is \$28,758,385.
- Total cash is \$4,739,647.
- Escrow account balance \$70,000.
- Months of cash on hand is 1.70.
- Fixed Asset balance is \$1,490,931.
- Accounts Payable balance is \$977,091.
- Accounts Receivable balance is \$994,333.
- Professional services budget over by \$683k, Professional development budget over by \$135k; Curriculum and classroom expenses over by \$137k;
- Additional rent incurred for 1418 Central Avenue, Far Rockaway at \$15,000 per month.
- We are still working on the entries for ASC842 so those are not yet reflected on the statements.

Banking

- We are currently waiting for the board resolution to transfer accounts from HSBC to Chase Bank, NA as the principal bank for operating accounts with Metropolitan Commercial Bank housing our savings account.

Human Resources Report

No new hires who were not in the budget.

Challenge Prep Charter School

Budget vs. Actuals: FY23 Operating Budget - FY23 P&L

July 2022 - March 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
4100 State Grants			
4101 Per Pupil Allocations	14,937,931.46	14,356,377.00	581,554.46
4102 Per Pupil Allocations for SPED	1,506,944.85	1,152,699.75	354,245.10
4103 NYSTL		18,901.00	-18,901.00
4104 NYSSL		47,458.00	-47,458.00
4105 NYSLIB		8,837.00	-8,837.00
4108 NYC Discretionary Grant	8,113.26		8,113.26
4109 Facilities Funding	1,891,734.30	1,677,554.25	214,180.05
4111 Per Pupil Adjustments	-8,442.63		-8,442.63
Total 4100 State Grants	18,336,281.24	17,261,827.00	1,074,454.24
4200 Federal Grants			
4201 IDEA for Sp. Ed.	149,291.00	108,631.00	40,660.00
4202 Title I	129,769.67	124,803.00	4,966.67
4203 Title IIA	22,176.00	21,463.40	712.60
4204 Title III		23,156.00	-23,156.00
4205 Charter School Expansion Grant	333,002.73	524,250.00	-191,247.27
4206 E-Rate	40,824.00		40,824.00
4208 Title IV	9,737.00	9,821.00	-84.00
4210 CRRSA ESSER 2	214,641.51	306,070.50	-91,428.99
4211 ARP ESSER 3	378,553.61	456,503.25	-77,949.64
Total 4200 Federal Grants	1,277,995.52	1,574,698.15	-296,702.63
4300 Contributions			
4301 Restricted Contributions	532.00		532.00
4302 Unrestricted Contributions	477,092.00		477,092.00
Total 4300 Contributions	477,624.00		477,624.00
4400 Miscellaneous Income			
4401 Interest Income	14,212.10		14,212.10
Total 4400 Miscellaneous Income	14,212.10		14,212.10
Total Income	\$20,106,112.86	\$18,836,525.15	\$1,269,587.71
GROSS PROFIT	\$20,106,112.86	\$18,836,525.15	\$1,269,587.71
Expenses			
5000 Compensation			
5100 Instructional Staff			
5101 Administrative Leadership	192,207.90	513,108.00	-320,900.10
5102 Instructional Leadership	1,069,919.87	664,704.00	405,215.87
5103 Classroom Teachers	2,481,587.12	2,230,844.36	250,742.76
5104 Teaching Assistants	924,054.29	717,918.15	206,136.14
5105 Special Education Teachers	782,908.46	844,687.50	-61,779.04
5106 ELL Teachers	103,666.40	95,666.25	8,000.15
5107 Music Teacher	149,629.57	159,375.00	-9,745.43
5108 Art Teacher		121,875.00	-121,875.00

Challenge Prep Charter School

Budget vs. Actuals: FY23 Operating Budget - FY23 P&L

July 2022 - March 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
6107 Temperature Scanning Kiosk Lease	8,109.00	7,433.25	675.75
6109 Administrative Licenses, Software, & Subscriptions	37,900.98	45,000.00	-7,099.02
6110 Team Building/Staff Lunch & App	22,606.28	43,636.36	-21,030.08
6111 Student/Family Appreciation	17,341.75	45,000.00	-27,658.25
6112 Travel to/from Meetings	166.33		166.33
6115 Student Uniforms/Apparel	560.25	3,728.20	-3,167.95
6119 Classroom Furniture and Equipment (non-asset)	19,737.86	14,883.00	4,854.86
6120 Insurance			
6121 Insurance Fees		106.50	-106.50
6123 Insurance - Excess Liability	13,936.77	11,490.00	2,446.77
6124 Insurance - General Liability & Property	136,157.10	95,566.50	40,590.60
Total 6120 Insurance	150,093.87	107,163.00	42,930.87
Total 6100 Administrative Expenses	357,593.53	413,543.81	-55,950.28
6200 Professional Services			
6201 Audit/Accounting Services	13,250.00	0.00	13,250.00
6202 Payroll Services	369,582.30	352,875.00	16,707.30
6203 Communication & Compliance Consulting Services	158,039.25	131,250.00	26,789.25
6204 Legal Services - Paid	93,360.45	18,750.00	74,610.45
6205 Educational Consulting	251,975.68	206,250.00	45,725.68
6206 Financial Management Services	227,116.06	63,750.00	163,366.06
6207 Substitute Teacher Services	61,130.50	17,500.00	43,630.50
6208 Temporary Staffing Services	31,400.00		31,400.00
6210 ERate Consulting		15,000.00	-15,000.00
6212 Contracted Security Services	124,077.15	33,333.34	90,743.81
6216 Cleaning Services	116,627.00	37,500.00	79,127.00
Total 6200 Professional Services	1,446,558.39	876,208.34	570,350.05
6300 Professional Development			
6301 Instructional Staff PD	59,681.45	36,363.64	23,317.81
6302 Non-Instructional Staff PD	85,103.99	7,500.00	77,603.99
6303 Board Development/ Strategic Planning	4,752.00	11,250.00	-6,498.00
6304 Tuition and Cert Reimbursement	70,583.00	37,500.00	33,083.00
6305 Conferences and Workshops		3,500.00	-3,500.00
Total 6300 Professional Development	220,120.44	96,113.64	124,006.80
6400 Marketing and Staff/Student Rec			
6401 Advertising	2,050.00	8,250.00	-6,200.00
6402 Student Recruiting	16,053.68	37,500.00	-21,446.32
6404 Staff Recruiting	9,184.88	18,750.00	-9,565.12
6405 Website Maintenance	15,514.00	10,125.00	5,389.00
Total 6400 Marketing and Staff/Student Rec	42,802.56	74,625.00	-31,822.44
7100 Curriculum & Classroom Expenses			
7101 Classroom Libraries	2,590.84	11,250.00	-8,659.16
7102 Curric Textbooks and Other Curr	119,668.95	112,500.00	7,168.95

Challenge Prep Charter School

Budget vs. Actuals: FY23 Operating Budget - FY23 P&L

July 2022 - March 2023

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
NET OPERATING INCOME	\$ -60,029.54	\$1,021,600.66	\$ -1,081,630.20
NET INCOME	\$ -60,029.54	\$1,021,600.66	\$ -1,081,630.20

Challenge Prep Charter School

Balance Sheet

As of March 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash	
1001 HSBC Checking - 0844	3,322,826.64
1002 HSBC Checking - 0852	11,747.27
1003 HSBC Checking - 0879	391,224.45
1004 HSBC Checking - 0887	0.00
1005 HSBC Money Market - 5972	1,013,848.23
1006 Chase Escrow - 3060	70,000.00
1007 Petty Cash	0.00
Total 1000 Cash	4,809,646.59
Total Bank Accounts	\$4,809,646.59
Accounts Receivable	
1100 Accounts Receivable	994,332.58
1200 Other Receivables - Salary Advance	0.00
Total 1100 Accounts Receivable	994,332.58
Total Accounts Receivable	\$994,332.58
Other Current Assets	
1300 Prepaid Expenses	112,967.93
1301 Prepaid Insurance	48,583.50
1310 Prepaid Rent	576,201.05
1400 Due From Challenge Charter Network	0.00
1401 Due From Friends of Challenge Prep, Inc.	14,000.00
Inventory Asset	0.00
Total Other Current Assets	\$751,752.48
Total Current Assets	\$6,555,731.65
Fixed Assets	
1500 Furniture, Fixtures & Equipment	
1510 Office & Admin Computers & Equipment	281,480.08
1511 Classroom Computers & Equipment	1,420,398.46
1512 Classroom Furniture	600,150.51
1513 Office Furniture	203,196.11
1514 Musical Instruments	16,389.83
1515 Computer Software	44,217.42
Total 1500 Furniture, Fixtures & Equipment	2,565,832.41

Challenge Prep Charter School

Balance Sheet

As of March 31, 2023

	TOTAL
Equity	
3000 Opening Balance Equity	0.00
3100 Retained Earnings	1,850,414.60
Net Income	-60,029.54
Total Equity	\$1,790,385.06
TOTAL LIABILITIES AND EQUITY	\$8,972,661.44

Challenge Prep Charter School

Statement of Cash Flows

July 2022 - March 2023

	TOTAL
OPERATING ACTIVITIES	
Net Income	-60,029.54
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1100 Accounts Receivable	-467,086.13
1300 Prepaid Expenses	20,990.46
1301 Prepaid Insurance	-48,583.50
1310 Prepaid Rent	94,887.66
1401 Due From Friends of Challenge Prep, Inc.	-9,000.00
1710 Accumulated Depreciation & Amortization:Accumulated Depreciation	404,559.58
2000 Accounts Payable	784,302.61
2300 Accrued Salaries/Taxes	-1,429,516.30
2301 Accrued Expenses	-123,050.51
2302 Refunds Payable	-11,766.60
2400 Unearned/Deferred Revenue	1,786,064.36
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	1,001,801.63
Net cash provided by operating activities	\$941,772.09
INVESTING ACTIVITIES	
1510 Furniture, Fixtures & Equipment:Office & Admin Computers & Equipment	-25,176.74
1511 Furniture, Fixtures & Equipment:Classroom Computers & Equipment	-129,388.55
1512 Furniture, Fixtures & Equipment:Classroom Furniture	-76,266.28
1513 Furniture, Fixtures & Equipment:Office Furniture	-4,172.46
1540 Facility and Construction:Leasehold Improvements	-29,061.31
1750 Accumulated Depreciation & Amortization:Accumulated Amortization	549.99
Net cash provided by investing activities	\$ -263,515.35
FINANCING ACTIVITIES	
2700 Deferred Rent Liability	1,231,893.36
Net cash provided by financing activities	\$1,231,893.36
NET CASH INCREASE FOR PERIOD	\$1,910,150.10
Cash at beginning of period	2,899,496.49
CASH AT END OF PERIOD	\$4,809,646.59