



2022-23 School Year Board Meeting #11 Minutes

Frederica Jeffries, CPCS Chair called the meeting to order and welcomed everyone to the CPCS 2022-23 School Year Board Meeting #11 at 6:30 PM on May 24, 2023.

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

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

- 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

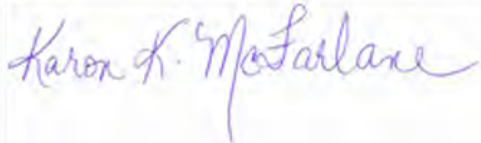
Also present: Dr. Mullings, Donna Webster

The Chair offered an opportunity for any questions from the public. 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 2022-23 School Year Board Meeting #10. The minutes were approved by common consent.
3. The Chair called for the report of Dr. Les Mullings, CEO. Dr. Mullings shared with the Board about the year-end activities including the Kindergarten Moving Up Ceremony, 5th Grade Graduation, 8th Grade Graduation, and Field Day (June 26, 2023). He announced that Challenge has been selected for the Summer Boost NYC program with a grant of \$644,000 that will be used for 350 scholars in grades 1-9 to attack the learning loss they experienced the last two years. The program will also have an Enrichment program during the afternoon sessions. It will run from July 5 – August 4, 2023. Challenge will host a Career and Job Fair on June 15, 2023, in the Challenge High School Gym sponsored by the NYS Department of Labor. 54 Exhibitors will offer 6000 job opportunities to our community residents. Following discussion, the report was received with appreciation.

4. Dr. Mullings recognized the various reports provided by CPCS Directors and Principals that were sent prior to the meeting.
5. The Chair called for the April 2023 Financial Report. The report highlighted that we are working to control spending so that we can finish the year with a surplus. Following review, the report was received by common consent.
6. The Chair called for the presentation of the May 2023 Personnel report. Dr. Mullings responded that there are no other personnel changes at this time.
7. The Chair mentioned the next meeting on June 21, 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 #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

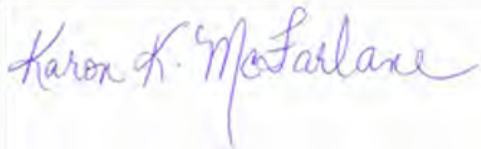
Also present: Dr. Mullings, Donna Webster

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 #2



Senior Director of Teaching and Learning K-5

May 2023 Board Report

Covering 4/20/23 to 05/17/23

Kentia Coreus

Enrollment Compliance

Grade	Total Scholars	Target Enrollment	Number of SWDs	Number of ELLs
K	120	120	9	7
1	115	125	16	3
2	118	125	19	8
3	117	125	24	5
4	100	104	19	7
5	100	104	15	5
Totals	670	703	102	35

source: May 5, 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 as it relates to staffing and the academic program

Grade 3 Return to 710 Hartman

On Wednesday, March 29, 2023 all scholars returned to our elementary school sites after learning remotely since Friday, March 3rd due to the fire. The 3rd Grade scholars and staff were shuttled daily to 1520 Central Avenue shortly after morning arrival at 710 Hartman Lane and returned prior to 3:30 PM departure. There were several members of staff including directors who assisted in numerous ways to create a safe, smooth, and welcoming morning arrival at 1520 Central Avenue. The 3rd grader scholars and staff adapted well to their new modern environment and returned to 710 Hartman Lane on Monday, May 8th after 21.5 days.

Staffing and Leadership Recruitment

We are actively using 8 School Professionals substitute teachers and teacher assistants from this temporary employment agency since April 17, 2023. In addition we use them for instructional staff absenteeism which is common during this time at schools across the US. We will continue with this until we find full time staff replacements to start as soon as possible but more likely in the new academic year. 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.

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 such as universities/colleges that produce good teachers for CPCS
- 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

Compliance

Updated Discipline Policy

CPCS met the April 28, 2023 deadline to submit its updated discipline policy to the The New York City Department of Education. We hope to receive approval prior to the start of summer programming. The proposed appeals process was approved by the CEO and included in the updated discipline policy.

Annual Comprehensive Review (ACR) Visit- CANCELED

The new senior director of charter authorizing scheduled an ACR visit with CPCS for May 17, 2023. The visit was canceled on May 12. We await a rescheduled date. The network team met on May 11 to discuss the purpose of the visit as described below:

- Get to know the CPCS school community by meeting team members and visiting classrooms
 - What do we expect the DOE to see as they are visiting classrooms?
 - What grade/subject represents a growth area for our school?
 - What grade/subject represents an area of strength for our school?
- Discuss our ACR data collection form and other compliance items
 - Board meeting minutes
 - Suspension rates in 2021-22
 - Note: See a copy of our updated ACR data collection form [here](#)
- Forecast the upcoming renewal process
 - Hear our plans for the upcoming charter term

Leadership Evaluations

The principal and SDTL successfully completed performance reflection meetings for the assistant principal of special education and data specialist. The process included an employee self-evaluation (requiring the submission of evidence to support ratings) based on the job description. The principal and STL then normed their ratings. Afterwards, a meeting was held with all parties. This process allowed for the communication of clear expectations and for the acknowledgement of accomplished work. Job descriptions will be updated where needed. Some areas that were unclear or did not have sufficient data for an assessment were unrated.

Teacher and Staff Evaluations

The SDTL communicated the importance of the principal and administrative team completing evaluations for all teachers and staff. A compliance tracker was provided to ensure there is clarity on who is eligible for an evaluation and who is not. The SDTL also revised the Teacher Improvement Plan (TIP) template. A TIP outlines areas in need of improvement and directs concrete teacher action steps that must be implemented by the teacher. In order to support teacher growth and support, a member of the ILT (Instructional Leadership Team) will provide support/resources aligned to the goals of the TIP. At the end of the TIP period, a determination will be made about whether the TIP was successfully completed or not. Teachers who do not successfully fulfill the requirements of the TIP or do not maintain a satisfactory level of performance after successfully completing a TIP, may not have their contract renewed for the upcoming school year. The goal is to include TIPs in employment offer letters before the end of the school year.

The teacher evaluation template is based on the Danielson framework. The Danielson framework will also be utilized for the social worker and school counselor roles. All non-instructional staff will be evaluated utilizing a broad but meaningful tool developed by the SDTL and SPC.

Charter Renewal Preparation

The SDTL planned and facilitated three workshops focused on charter renewal. Below were the outcomes accomplished for each workshop.

Renewal Prep Workshop #1

1. Understand the purpose of charter schools
2. Demonstrate general knowledge of the NYS Charter Law of 1998 and its impact on our roles
3. Understand the NYCDOE and NYSED accountability measures why they exist, and their impact on our roles

Renewal Prep Workshop #2

1. Demonstrate knowledge of the NYCDOE accountability framework
2. Begin to develop an understanding of the data required to answer the three essential questions (for NYCDOE charter renewal)
3. Understand the components of the charter renewal process

Renewal Prep Workshop #3- Prep for May 17th ACR Visit

1. Understand the purpose and scope of the upcoming Annual Comprehensive Review (ACR) visit on Wednesday May 17, 2023
2. Learn where we are in the charter renewal preparation process
3. Send renewal prep office hours interest email if/where applicable

On May 17, 2023, the SDTL had an introductory meeting with JPS Solutions to discuss the scope of work for the upcoming charter renewal period. The below chart of responsibilities was briefly discussed and will be finalized and shared with the network team.

Renewal Application Component	Responsible Party
Executive Summary (2 pages maximum)	JPS
Renewal Application Narrative (30 pages maximum, not including required attachments)	JPS
Revised Charter	JPS
Summary of Revisions Tables (Tab 2)	Network Team
<i>"Clean" proposed charter (see note in section A.8)</i>	JPS
<i>"Track Changes" proposed charter (see note in section A.8)</i>	JPS
<i>Five-Year Operating Budget and Budget Narrative</i>	DW & LM
<i>Board Resumes and Questionnaires</i>	McFarlane
<i>Board By-Laws</i>	LM & Board
<i>Succession Plans for Leadership</i>	LM & Board
<i>Code of Ethics</i>	LM & Board
<i>Curriculum and Instructional Model</i>	SDTLs
<i>Evaluation Tools for Staff</i>	SDTLs & DW
<i>School Calendar</i>	SDTLs
<i>Organizational Chart with current staff names</i>	LM & Coreus
<i>Family/Student and Staff Handbooks</i>	KM
<i>Discipline Policy</i>	SDTLs
<i>Professional Development Calendar</i>	SDTLs
Renewal Data Collection Form (Link to 2022-23 Template)	Network Team
NYSED Annual Reports (links to report)	GB
Indications of Parent and Student Satisfaction (and links to DOE survey)	LM
Board Meeting Minutes (links on website)	GB and KM
Audit and Management Letter (due November 1)	DW

Audit Template (due November 1)	DW
Current Year Budget and Statement of Cash Position	DW
Executive Director/Head of School/Principal Evaluations for the entire charter term	Board, LM, SDTLs
Progress Toward Charter Goals (will be pulled from annual reports to NYSED)	Data Officer



Attachment #3



Ms. Nicole Griffin

Challenge Preparatory Charter School- Elementary
Principal Report - Recapping April

May 23, 2023

Attendance

April

49% Present

51% Absent

21% Late

30% Perfect Attendance (172 scholars)

0 Suspensions

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?

Teachers were provided professional development around reading behaviors and the station rotation model in the classroom. Teachers continue to unpack the standards in order to design coherent instruction.

- Math Session 2 is packed up. Math and ELA Book 1 is still here. Grades 3-5 began F&P assessments.
- Grades K-2 continues to complete the last round of F&P assessments
205 - 4 below grade level
- Action steps for scholars who are below grade level
 - Exposure and practice through TA's to infuse the additional intervention.
 - Scholars are reading with the TA's additional 45 minutes per day

- Early-Bird Dyslexia screening PD will take place the month of May

ACR Visit Preparation - The team is preparing for the ACR visit in May

1. What would you expect to see in all classrooms?
 - a. Turn and Talk
 - b. Math Manipulatives are packaged and grouped based on the needs with the scholar
 - c. The push is for scholars to solve the problem without the manipulatives
 - d. i-Ready used working in groups/ teacher or student centered
 - e. Anchor Charts/ Instructional charts used as a reference
 - f. Environment- Student work posted on the bulletin board
 - g. Formative Assessment- Thumbs up/Thumbs down; check for understanding; red,green, yellow card
 - h. Whole group instruction (10-15 minutes) then broken into three stations (10-15 minutes) (Note- During the work period please refrain from using the bathroom)
 - i. Under your supervision,name one classroom that demonstrates strength and one, area of growth

Final Round of Observations will take place the month of May

1. TEACH BOOST will be used to capture the observation
2. Admin will individually schedule their post ops.
3. Admin distributes the POST Conference form after the observation
4. Formal observations cycle (Observation and Post Conference) May 15- May 30, 2023).
ALL WRITTEN OBSERVATIONS ARE DUE June 2, 2023.

End of Year Teacher Evaluations (5)

1. All teaching staff will complete a [self reflection evaluation](#) FIRST (June 2- June 7)
2. Admin reviews the evaluation and then rates the teacher using the evaluation form (June 8-June 12)
3. EOY Evaluation meeting is held with teacher and administrator (June 13th- June 22, 2023)

Units of Study (Ongoing)

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 Test

Scholars in grades 3-5 completed the NYS exams. Based on the questions that were asked, we are confident that our scholars will average level 3's. Next year, we will emphasize more strategies on how to complete a short response.

SPED

- Catholic Charities will provide support starting in September. They will participate in our upcoming Open Houses and also attend field day. They will also provide 4 professional development sessions for our teachers for the 2023-2024 SY.
- 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. (continued)
- SPED overview- Breakdown of numbers per grade for the upcoming school year:
 - Kindergarten (TBD)
 - 1st grade 18 students
 - 2nd grade 25 students
 - 3rd grade 24 students
 - 4th grade 36 students, (36 / 5 classes = 7 IEP students per class)
 - 5th grade 20 students
- Additional Grade 4 ICT classroom - (36 / 5 classes = 7 IEP students per class)
- Where are we headed for the 2023-2024 SY- True co-teaching in ICT classrooms. I'd like to see both teachers teaching the same subject at the same time. Implement coherency. Heavy emphasis on small group teaching.

Sylvan Learning Center

- Takes place Monday, Tuesday, Wednesday
- Monday and Wednesday, Sylvan Instruction
- Tuesday- CPCS instruction
- 117 scholars invited; Program launches in May



Attachment #4



CHALLENGE CHARTER SCHOOL

2022-2023 Principal's Monthly Board Report

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

School Year 2022-2023 Report May 23, 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 23, 2023	Jun. 21, 2023
#3	G. 11	51	52	53	53	53	53	52	51	50	
#4	G. 10	73	77	77	76	75	75	76	76	74	
#5	Gr. 9	90	89	96	96	96	94	96	96	97	
TOTAL		214	218	226	225	224	222	224	223	221	

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 23, 2023	Jun. 21, 2023
#6	Gr. 8	73	88	92	72	72	71	71	71	70	
#7	Gr. 7	95	92	96	96	93	91	91	92	93	
#8	Gr. 6	92	69	71	88	86	86	84	82	82	
TOTAL		260	249	259	256	251	248	246	245	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 23, '23	May 215, '22 - Jun 20, '23
#3	Gr. 11	82%	84%	84%	86%	85%	80%	86%	87%	84%	
#4	Gr. 10	46%*	50%*	82%	83%	82%	81%	88%	88%	86%	
#5	Gr. 9	71%*	78%*	83%	86%	84%	81%	86%	87%	86%	
#6	Gr. 8	96%	88%	97%	100%	100%	100%	100%	100%	100%	
#7	Gr. 7	97%	94%	99%	99%	99%	98%	99%	100%	100%	
#8	Gr. 6	96%	93%	100%	99%	100%	100%	100%	100%	100%	



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

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 are 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 significant 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:

- CFM - Matthew Rivera began on Monday, May 22, 2023. He will replace Ms. Hogan, who will take the role of the Work Based Learning Coordinator for the CTE Program.
- Global History 10 will continue to be covered by AP Canzoneri.

Please see the vacancies below:

- CCMS: TAs in Science and Humanities. 6,7,8
- FACS Teacher 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
 - PE/Health Teacher- Covered by Dean Russell
- 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- An offer was sent to the candidate for the 23-24 school year.
 - CTE - Health 1



CCMS and CCHS have begun 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, come to the close of the testing season with only Grade 8 Science remaining. CCMS remains in an instructional mode as we move to close the skills gap in Math and ELA. 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. We are also in full mode for Regents Examinations. Teachers have been hosting extra review sessions after school, both in person and virtually. Science teachers have been ensuring that all science labs are complete and that scholars are ready to brave the exams with confidence.

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. Leadership will be meeting with Hal on June 2, 2023, to review progress.
- We have launched Naviance to ensure that our scholars receive support and guidance towards their path to and through college and career readiness.
- The tenth and eleventh-grade scholars attended an informational seminar with Urban Upbound on the College application process.
- 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.
- Ms. Gomez is in the process of administering the NYSESLAT exam to our ELL students.



- 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

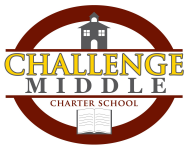
- We continue to meet with parents to discuss further our scholars' welfare. Some of these meetings are in person, while others are via Google Meets. We also continue to conduct outreach for attendance and home visits for scholars who are not attending.

PROFESSIONAL DEVELOPMENT

- Lavinia's Math Institute also continues.
- Our Social Workers and School Counselors have attended PDs with the Collaborative.
- Our CTE teachers are also attending current and upcoming PDs.
- Our SETTS teachers and new staff members also attended SDI PDs in the past months.
- 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.

Graduation Activities

- The CCMS Senior Trip to Thrillz Adventure Park is scheduled for May 31, 2023
- The eighth grade Prom will be held on June 8, 2023, at the Atrium at Sunny Atlantic from 4:30 PM to 8:30 PM
- CCMS Grade 8 Graduation at Far Rockaway High School has been set for June 13, 2023, at 2:00 PM
- The CCMS Senior BBQ will take place at O'Donohue Park on Jun 16, 2023



Attachment #5



Director of Pupil Personnel Services

May Board Report

School Health Liaison

May Positive COVID Results

1 Positive case

- SmileNY serviced scholars for their 6 month check-up
- 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. This program will take place on May 23rd through May 25th.
- 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
- We will collaborate with St. Johns to inform families how to read labels and shop healthier while food shopping for themselves and family. This event will be filmed and reported in the Wave newspaper

Pupil Personnel Director

Elementary School

- Continued to support the SST members to organize the Comprehensive counseling program
- Ensured behavioral data is presented in order to develop effective behavior intervention plans for scholars
- Following up on behavior intervention plans to evaluate if the scholars behaviors are improving and if the strategies suggested are effective

- Monitor the behavioral tracking chart to support with identifying scholars that may need additional social and emotional support
- The Catholic Charities Satellite that will be housed in the elementary school building started 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
- Families will be invited to a Catholic Charities informative Town hall about all of the services they provide
- 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
- The SEL team will meet to discuss attendance goals and prepare for the relaunch of the RULER approach and secure dates for RULER training for teachers and staff

Middle and High School

- The SEL team met and the RULER Adult SEL calendar for employees and staff was submitted for approval for next year implementation
- 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 and High School scholars will receive a SEL survey to ensure student voice is included within the next SEL curriculum
- High School scholars will receive a workshop from the Cohen's Children's Medical Center focused on LGBTQ+ awareness
- The middle and high school counselors received one on one training on the curriculum, indirect and responsive services, and individual student planning
- The Social Work intern continues to support the high school with social and emotional needs of the scholars
- Urban Upbound Tackling Poverty, Changing Lives provided three workshops on the college application process with our 10th and 11th graders. Scholars learned about SAT prep, career exploration, the college application process, and potential future college tours and fairs
- Conducted hearings for a middle and high school scholars and provided support options upon their return
- 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.

All sites

- Will meet 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

Family Engagement

- Monthly PA meetings are now in full swing for Middle and High School parents. There is now a PA board at the Middle school location with a President, Vice President, and Treasurer
- The Middle School hosted the bi-annual book fair
- Offered training that informed schools how to continuously promote Kids Rise a program for Kindergarten and 1st grade families to receive a 529 college savings account
- Ensured the SST and the Family engagement counselor is collaborating to ensure families are engaged with events that are tailored to include families

Parent Academy

- The Parent Academy hosts 2 to 3 workshops per month and are well attended
- 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
- The Parent Academy will host the End of the Year Event to celebrate families for their participation and engagement in school events



Attachment #6



Challenge Charter School Communications Report - May 2023

Kim Messer, Director of Communications

Family Communications

- With many End of Year events in the works, it is a busy time in communications! Graduation/Stepping Up events and Field Day are as follows:
 - 8th Grade Graduation, June 13
 - Kindergarten Virtual Stepping Up, June 21
 - 5th Grade Graduation, June 22
 - Field Day, June 26
 - Last Day of School, June 27
- Our NYC School Survey results were down but we thankfully got close to our required 50% or responders with a 49% return rate as of 5/18.
- Crisis Communications Groups have been created and tested in ParentSquare.



Safety Plans

Communications is supporting Operations work on the District-Wide and Building-Level Plans to update our documents for compliance in SY 2023-24. The effort will require all stakeholders across the school to take part including Board Members.

- We have not completed a District-Wide plan possibly due to changes in policies and being closed during the pandemic
- Our Building-Level plans do not fully align with current requirements and regulations
- A public hearing must take place prior to September 1, 2023
- Deadline for submitting our plans is October 1, 2023

Rollover

Communications has been leading meetings to create SOP for Rollover from one school year to the next school year. This is a combined effort between our Operations, Enrollment, Data Specialists, and other staff.

Application Season 2023-24

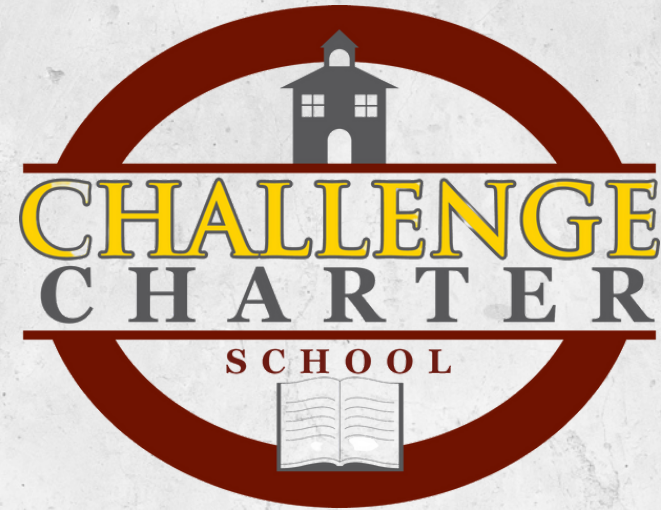
- While marketing budget cuts have continued, I recommend the brochure be printed as we do not have any Spanish ads or translated materials other than the application. We would use the brochure through early fall.
- Social media ads are being placed to help add to our waitlist.
- We have 1 remaining budgeted ad and a dedicated email blast if we want to use it to aid our waitlist needs.

Website

With other unexpected work and deadlines related to the end of the year, the estimated soft launch of the new design has been delayed.



Attachment #7



STUDENT ENROLLMENT AND RECRUITMENT BOARD REPORT #11

DATE: MAY 24, 2023

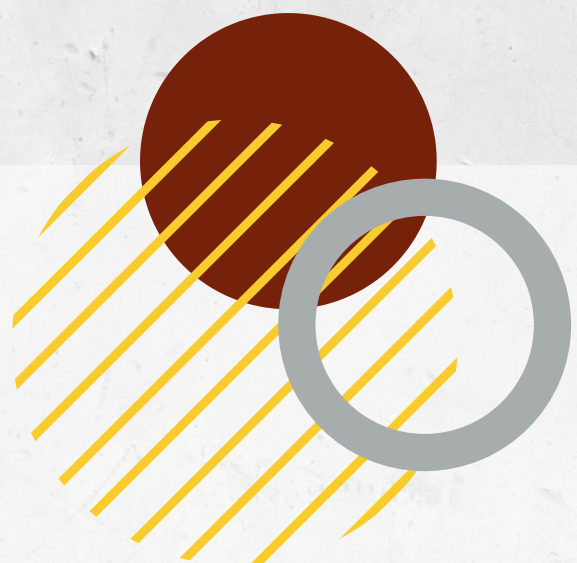
**PREPARED BY: JANISA VAUGHN,
DIRECTOR OF STUDENT ENROLLMENT AND RECRUITMENT**

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

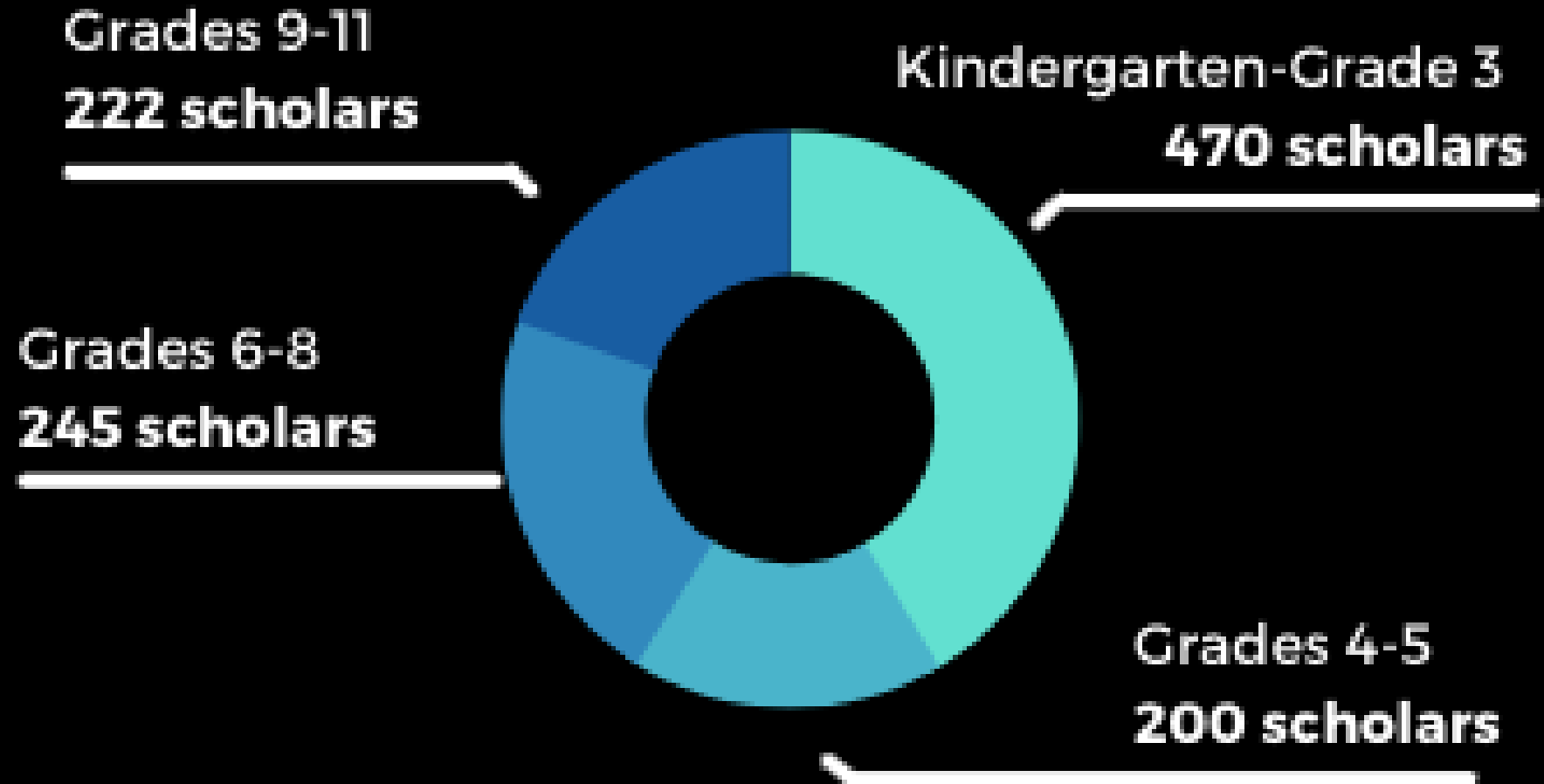
Scholar Enrollment is currently at 96%



Approved Charter Enrollment: 1,176 Scholars

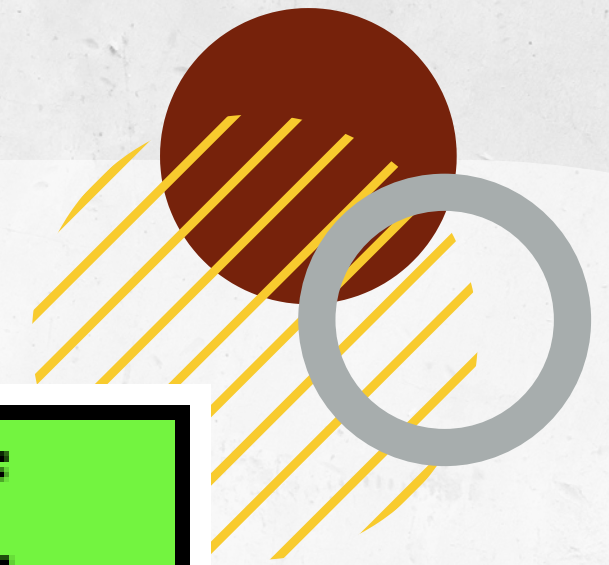
K-11 OVERVIEW

CURRENT ENROLLMENT: **1,137 SCHOLARS**



Enrollment Overview

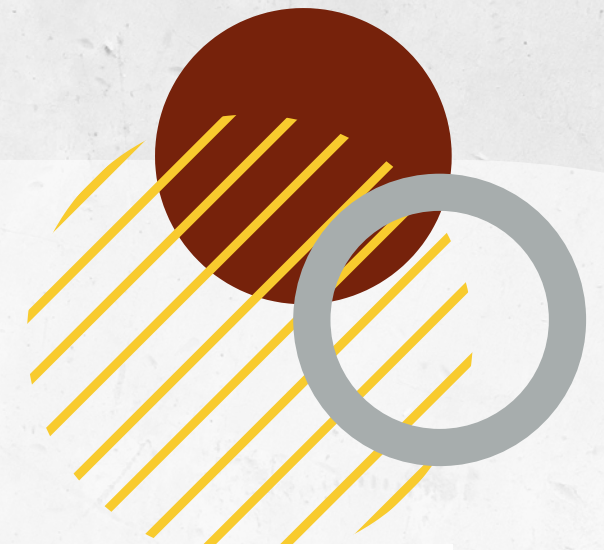
Elementary Site



Site	Grade	CCS Enrollment Goal 2022-23	Total Number of Scholars Currently Enrolled 05/12/23
Elementary	K	120	120
	1	125	115
	2	125	118
	3	125	117
	4	104	100
	5	104	100
	Total	703	670

Enrollment Overview

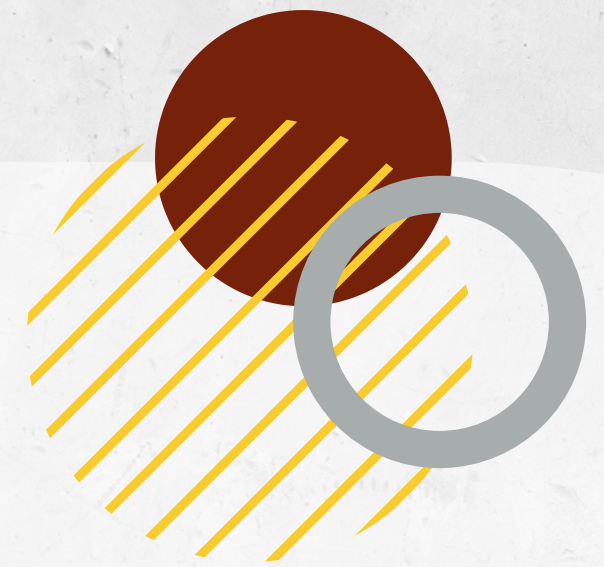
Middle Site



Site	Grade	CCS Enrollment Goal 2022-23	Total Number of Scholars Currently Enrolled 05/12/23
Middle	6	104	82
	7	104	93
	8	78	70
	Total	286	245

Enrollment Overview

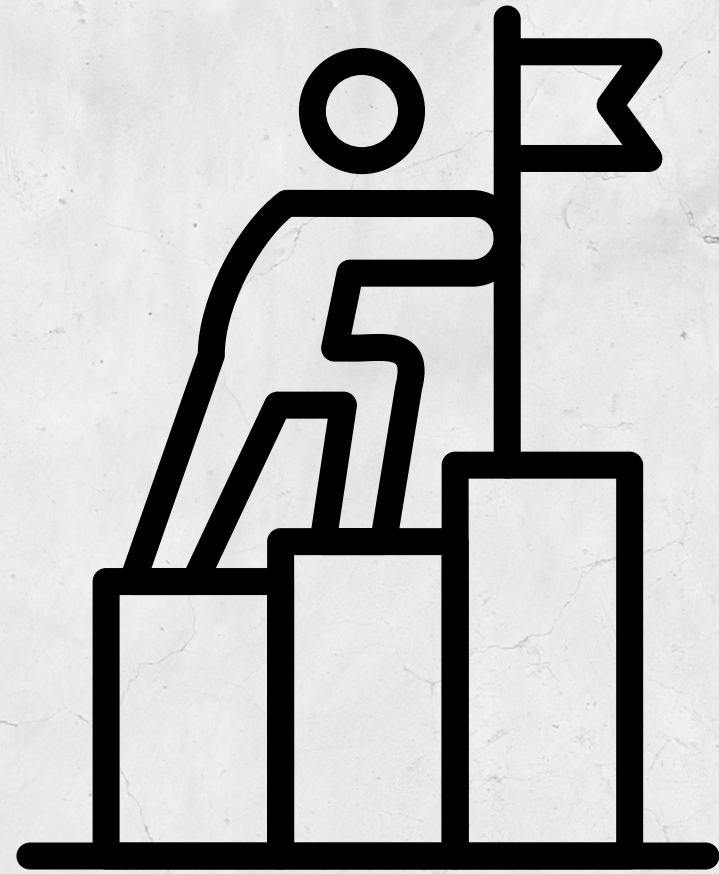
High School Site



Site	Grade	CCS Enrollment Goal 2022-23	Total Number of Scholars Currently Enrolled 5/12/23
High	9	90	97
	10	75	75
	11	53	50
	Total	218	222

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.

Scholar Orientation

Theme:
Begin A Lifetime Of Learning

Scholar orientation will be held earlier this school year beginning in May. This is our opportunity to secure our enrollment, meet the new families, and onboard them for the new school year.



SAVE THE DATE!

**NEW FAMILIES
JOIN US
THURSDAY, JUNE 8**

**Kindergarten Playdate
AND
Grades 1-5 Orientation
at 710 Hartman Lane
Time TBD**



MIDDLE & HIGH SCHOOL ORIENTATION



Welcome Cheetah Families!
Parents and Rising 6th and Rising 9th Grade Scholars Must Attend.

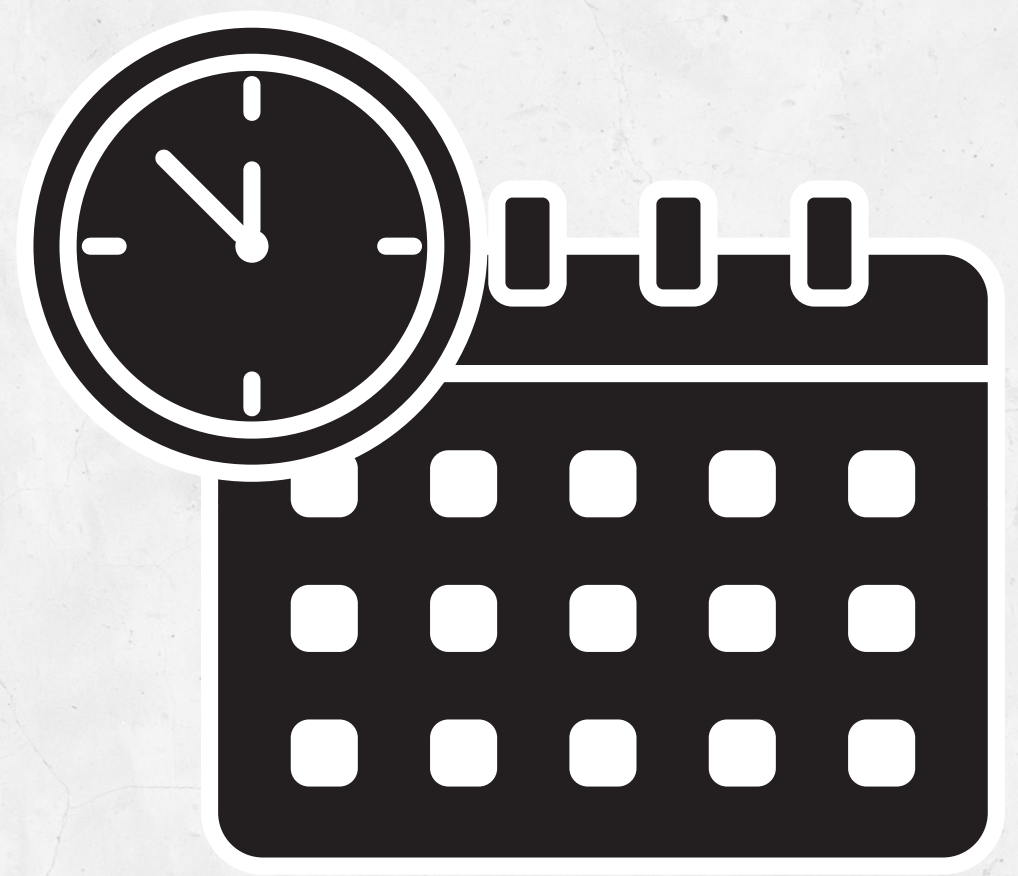
Join us! Friday, May 26, 2023 at 1520 Central Avenue
Check in begins at 1:30 PM | Meeting from 2:00-3:00 PM

RSVP today at:
<https://forms.gle/QXzRVem8AVqtAmut7>

Questions? Write to us:
enrollment@challengecharterschools.org
WWW.CHALLENGECHARTERSCHOOLS.ORG
REV. DR. LES MULLINGS, FOUNDER/CEO | FAR ROCKAWAY, NY

Looking Ahead- Lottery 2023-2024

Previously reported



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

Previously reported

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

Previously reported

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 Projections 2023-24

Elementary

Previously reported

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

Enrollment Projections 2023-24

Middle School

Previously reported

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

Enrollment Projections 2023-24

High School

Previously reported

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

Previously reported

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

Previously reported



School Wide Recruitment Initiative

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



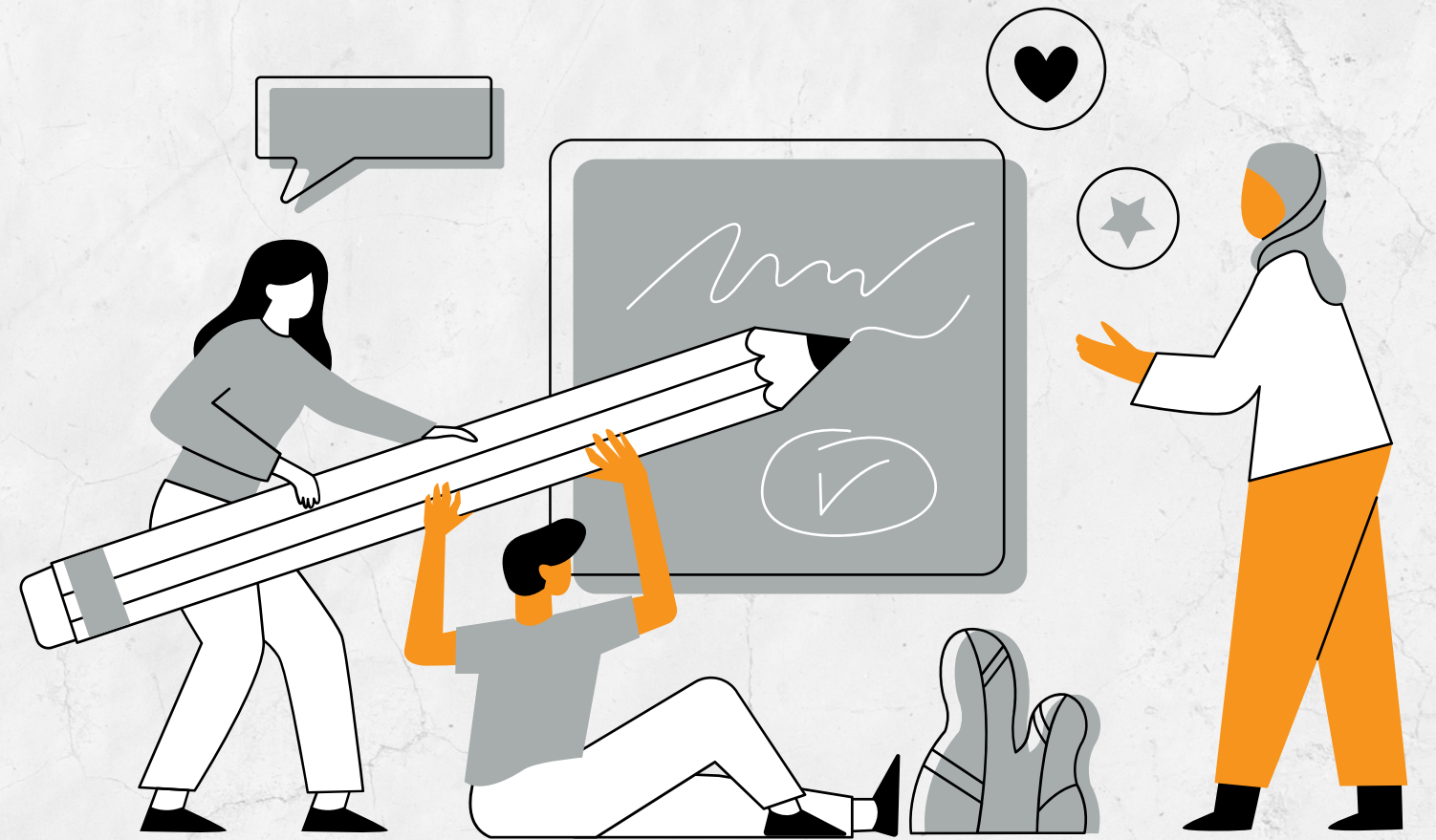
Community Outreach

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
May Board Report
May 20, 2023

I am happy to bring to you this report of activity as the director of Operations for May 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. Currently awaiting feedback/approval of items submitted.

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

- In progress- Door buzzer systems at front doors for all buildings

710 Hartman Lane-

3/2/23 Fire Updates

- 3rd grade students returned to 710 Hartman Lane on 5/8/23
- 2nd floor girls bathroom completed on 5/16/23
- 2nd floor boys bathroom to be completed on 5/20/23
- CTS Camera installation began on 5/19/23. To be completed in 6-8 working days

- Spring Landscaping clean up completed on 5/7/23. Weekly service will continue
- Quarterly sewage system and grease trap cleaning scheduled for 5/27/23 & 5/28/23
- Interior of the updated HVAC is complete. Crane to be scheduled to place condensing units on the roof. Start up will follow.
- Weekly classroom rug cleaning to begin the week of 5/29/23

1526 Central Avenue-

- Broken classroom door handle/lock changed in classroom 303 on 5/24/23

1279 Redfern Avenue-



Director of Operations
May Board Report
May 20, 2023

- Service call by FTS Precise Inc. completed on 5/17/23 HVAC system due to leak
- Expansion valve ordered. To be serviced once the part is received

1520 Central Avenue-

- Service call by Shlomo Inc. completed on 5/19/23 due to error codes shown on various thermostats
- It was determined that Units on the roof were malfunctioning and had to be reprogrammed

Food and Transportation: Manages food and transportation services;

- Weekly meal reports sent to the school foods manager.
- 4/28/23- Route Q9330 failed to report to CCPS for evening dismissal. Parents were contacted to pick up scholars. Incident was reported to OPT (Incident # 91280527)
- Inquiring about hot food service for 1279 Redfern SY24

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:

- 4/17/23- Far Rock BID Town Hall Meeting,
- 4/19/23- 5th grade school dance
- Field Day date updated to 6/26/23. Permit application has been submitted

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;

- Formed an initial safety plan committee. Met on 4/25/23, 5/3/23, 5/17 to discuss next steps in safety plan completion

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



Director of Operations
May Board Report
May 20, 2023

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 5/24/23

- 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

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;

- Received vape sensor quote on 5/15/23. Currently researching an alternate company to provide service at a lower cost
- Working with Health Liaison to achieve 100% immunization compliance. Currently at 98% immunization compliance

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

- This month's Operations Topics: Upcoming building move, Summer Boost, Immunization compliance
- Established monthly Operations Meeting at each site to include Operations Managers and Operations Aide

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



Director of Operations
May Board Report
May 20, 2023

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

May. 2023 - Dale Richardson

I: Current Work

1. Parent Academy and Computer Lab at 1520 Central Ave. require desktop computers to accommodate larger groups (Moved from our "Risk Factor" section).
 - a. Desktops have arrived at our Reso A vendor.
 - b. We will have devices delivered after our building moves.
 - c. Tentative date, last week of July.

 2. Lenovo Laptop Inventory shortage (Moved from our "Risk Factor" section).
 - a. Laptops have arrived at our Reso A vendor .
 - b. We will have devices delivered after our building moves.
 - c. Tentative date, last week of July.

 3. 710 Hartman Ln - Security Camera (Work in progress).
 - a. Additional equipment was ordered, in order to acquired
 - b. Date has been scheduled for the installation to begin.

 4. 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. 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 Classroom cama: \$19,788.00

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. Active Panels (aka smart boards) are needed for the 2023 - 2024 school year **(This should be our top priority. We can order these now, without waiting for the building moves. Once the end of the school year hits, units may become really expensive).**
 - 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. 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
MAY 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
 - Video Edits Underway; will air to Challenge Community via video by EOY
- ❖ **CPCS Performance Calendar for SY2023-2024 Submitted**
- ❖ **GRADUATION CEREMONIES:**
 - Grade K — June 21, 2023 [VIRTUAL]
 - Grade 5 — June 22, 2023 [Venue: 15-26 Central]
 - Grade 8 — June 13, 2023 [Venue: Far Rockaway HS]

PROGRAMMING: Brief Summaries

Challenge Charter High School & Challenge Charter Middle School

- ❖ Quarter 4 Curriculum / Syllabi delivered on Monday, 4.24.2023
- ❖ Available on request

Challenge Preparatory Charter School

- ❖ EOY Celebrations / Graduation Music: Mr. N. Green

STAFFING — SY2023-2024

- ❖ CCHS: Recommended for Return
- ❖ CCMS: Full-Time Certified Staff Required
- ❖ CPCS: Will review with Principal N. Griffin and include updates to HR & June 2023 Report

ARTS PARTNERSHIPS

- ❖ Joe's Music Academy (JAM)
 - Collected Violins and Violas for service on Tuesday, 5.16.2023
- ❖ Music & Art, New York, NY
 - Meeting with Sonny Kang (Manhattan & Queens Rep) on Tuesday, 5.16.2023
 - Recorders: Finance / Performing Arts will recommend Parents Incur 40% of costs to Principal N. Griffin
 - Final Outcomes to be reported in June 2023 Report
- ❖ Additional Partnerships will be added for SY2023-2024



Attachment #11



FINANCE REPORT

APRIL 2023

Challenge Prep Charter School

Budget vs. Actuals: July 2022 - April 2023

	Actual	Total Budget	over Budget	
Income				
4100 State Grants			0.00	
Total 4100 State Grants	\$ 20,488,548.00	\$ 19,171,452.67	\$ 1,317,095.33	Includes per pupil and lease assistance
4200 Federal Grants			0.00	
Total 4200 Federal Grants	\$ 1,482,991.78	\$ 1,743,284.76	\$ -	Includes Title, CSP, ESSER and ARP
Total 4300 Contributions	\$ 477,624.00	\$ 0.00	\$ 477,624.00	Bloomberg and Early Bird
Total 4400 Miscellaneous Income	\$ 24,614.44	\$ 0.00	\$ 24,614.44	
Total Income	\$ 22,473,778.22	\$ 20,914,737.43	\$ 1,559,040.79	
Expenses				
5000 Compensation			0.00	
Total 5100 Instructional Staff	\$ 6,824,442.27	\$ 6,633,709.01	\$ 190,733.26	
5200 Non-Instructional Staff			0.00	
Total 5200 Non-Instructional Staff	\$ 2,201,457.81	\$ 2,246,826.67	\$ -	45,368.86
5300 Pupil Support			0.00	
Total 5300 Pupil Support	\$ 1,088,174.81	\$ 1,348,547.50	\$ -	260,372.69
Total 5000 Compensation	\$ 10,114,074.89	\$ 10,229,083.18	\$ -	115,008.29
5400 Benefits			0.00	
Total 5400 Benefits	\$ 2,019,583.11	\$ 2,154,324.17	\$ -	134,741.06
6100 Administrative Expenses			0.00	
Total 6120 Insurance	\$ 166,288.37	\$ 119,070.00	\$ 47,218.37	
Total 6100 Administrative Expenses	\$ 387,474.68	\$ 458,884.22	\$ -	71,409.54
6200 Professional Services			0.00	
Total 6200 Professional Services	\$ 1,714,176.10	\$ 974,305.55	\$ 739,870.55	Includes JPS Solutions, CSBM and TRU SK
Total 6300 Professional Development	\$ 241,707.78	\$ 107,409.09	\$ 134,298.69	
6400 Marketing and Staff/Student Rec				
Total 6400 Marketing and Staff/Student Rec	\$ 50,488.87	\$ 82,916.67	\$ -	32,427.80
Total 7100 Curriculum & Classroom Expenses	\$ 497,737.93	\$ 510,114.14	\$ -	12,376.21
8100 Facility			0.00	
Total 8100 Facility	\$ 6,551,807.75	\$ 5,018,895.00	\$ 1,532,912.75	Includes \$1.2M if deferred rent expense
Total 8200 Technology Expenses	\$ 377,375.74	\$ 356,666.66	\$ 20,709.08	
Total 8800 Miscellaneous Expenses	\$ 23,521.28	\$ 0.00	\$ 23,521.28	Includes fraud charges
Total Expenses	\$ 22,383,057.70	\$ 19,892,598.68	\$ 2,490,459.02	
Net Operating Income	\$ 90,720.52	\$ 1,022,138.75	\$ -	931,418.23

**Budget vs. Actuals: FY23 Operating Budget - FY23 P&L
July 2022 - April 2023**

	Current Actuals	To Year End	Remaining
Income			
4100 State Grants			
Total 4100 State Grants	\$ 20,488,548.00	\$ 24,674,629.62	\$ 4,186,081.62
4200 Federal Grants			
Total 4200 Federal Grants	\$ 1,482,991.78	\$ 1,561,392.66	\$ 78,400.88
Total 4300 Contributions	\$ 477,624.00	\$ 477,624.00	\$ 0.00
Total 4400 Miscellaneous Income	\$ 24,614.44	\$ 24,614.44	\$ 0.00
Total Income	\$ 22,473,778.22	\$ 26,738,260.72	\$ 4,264,482.50
Expenses			
5000 Compensation			
Total 5100 Instructional Staff	\$ 6,824,442.27	\$ 7,799,362.59	\$ 974,920.32
5200 Non-Instructional Staff			
Total 5200 Non-Instructional Staff	\$ 2,201,457.81	\$ 2,641,749.37	\$ 440,291.56
5300 Pupil Support			
Total 5300 Pupil Support	\$ 1,088,174.81	\$ 1,305,809.77	\$ 217,634.96
Total 5000 Compensation	\$ 10,114,074.89	\$ 11,746,921.74	\$ 1,632,846.85
5400 Benefits			
Total 5400 Benefits	\$ 2,019,583.11	\$ 2,308,094.98	\$ 288,511.87
6100 Administrative Expenses			
Total 6120 Insurance	\$ 166,288.37	\$ 210,000.00	\$ 43,711.63
Total 6100 Administrative Expenses	\$ 387,474.68	\$ 555,000.00	\$ 167,525.32
6200 Professional Services			
Total 6200 Professional Services	\$ 1,714,176.10	\$ 2,057,011.32	\$ 342,835.22
Total 6300 Professional Development	\$ 241,707.78	\$ 290,049.34	\$ 48,341.56
6400 Marketing and Staff/Student Rec			
Total 6400 Marketing and Staff/Student Rec	\$ 50,488.87	\$ 80,000.00	\$ 29,511.13
Total 7100 Curriculum & Classroom Expenses	\$ 497,737.93	\$ 600,000.00	\$ 102,262.07
8100 Facility			
Total 8100 Facility	\$ 6,551,807.75	\$ 7,862,169.30	\$ 1,310,361.55
Total 8200 Technology Expenses	\$ 377,375.74	\$ 452,850.89	\$ 75,475.15
Total 8800 Miscellaneous Expenses	\$ 23,521.28	\$ 23,521.28	\$ 0.00
8900 Depreciation Expense	405,109.57	540,146.09	135,036.52
Total Expenses	\$ 22,383,057.70	\$ 26,515,764.94	\$ 4,132,707.24
Net Operating Income	\$ 90,720.52	\$ 222,495.78	\$ 131,775.26
Net Income	\$ 90,720.52	\$ 222,495.78	\$ 131,775.26

Challenge Prep Charter School

Balance Sheet

As of April 30, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash	
Total 1000 Cash	\$ 6,956,361.93
Total Bank Accounts	\$ 6,956,361.93
Accounts Receivable	
Total 1100 Accounts Receivable	\$ 1,086,544.64
Total Accounts Receivable	\$ 1,086,544.64
Other Current Assets	
Total Other Current Assets	\$ 665,179.11
Total Current Assets	\$ 8,708,085.68
Fixed Assets	
Total 1500 Furniture, Fixtures & Equipment	\$ 2,565,832.41
Total 1519 Facility and Construction	\$ 1,258,317.36
Total 1700 Accumulated Depreciation & Amortization	-\$ 2,344,219.18
Total Fixed Assets	\$ 1,490,930.59
Other Assets	
Total Other Assets	\$ 940,999.20
TOTAL ASSETS	\$ 11,140,015.47
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Total Accounts Payable	\$ 1,003,869.14
Other Current Liabilities	
Total Other Current Liabilities	\$ 3,920,474.78
Total Current Liabilities	\$ 4,924,343.92
Long-Term Liabilities	
Total Long-Term Liabilities	\$ 4,274,536.43
Total Liabilities	\$ 9,198,880.35
Net Income	90,720.52
Total Equity	\$ 1,941,135.12
TOTAL LIABILITIES AND EQUITY	\$ 11,140,015.47

Statement of Cash Flows
July 2022 - April 2023

	Total
OPERATING ACTIVITIES	
Net Income	90,720.52
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1100 Accounts Receivable	-559,298.19
1300 Prepaid Expenses	38,747.59
1301 Prepaid Insurance	-32,389.00
1310 Prepaid Rent	147,509.40
1401 Due From Friends of Challenge Prep, Inc.	-9,000.00
1710 Accumulated Depreciation & Amortization: Accumulated Depreciation	404,559.58
2000 Accounts Payable	811,081.10
2300 Accrued Salaries/Taxes	-1,429,516.30
2301 Accrued Expenses	-123,050.51
2302 Refunds Payable	-11,766.60
2400 Unearned/Deferred Revenue	3,775,889.84
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	\$3,012,766.91
Net cash provided by operating activities	\$3,103,487.43
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
1800 Security Deposits	-15,000.00
Net cash provided by investing activities	-\$ 278,515.35
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	\$4,056,865.44
Cash at beginning of period	2,899,496.49
Cash at end of period	\$6,956,361.93