Application: Peninsula Prep CS

2020-2021 Annual Report

Summary

ID: 0000000163
Status: Annual Report Submission
Last submitted: Aug 2 2021 09:25 PM (EDT)

Entry 1 School Info and Cover Page

Completed Aug 2 2021

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2020-2021 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2021)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL 342700860869

a1. Popular School Name

PPA

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

NEW YORK CITY CHANCELLOR OF EDUCATION

c. DISTRICT / CSD OF LOCATION

CSD #27 - QUEENS

d. DATE OF INITIAL CHARTER

4/2004

e. DATE FIRST OPENED FOR INSTRUCTION

9/2004

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

By creating a rigorous academic environment, with high expectations and a focused and challenging curriculum, Peninsula Prep Academy engages its scholars, parents, and the community as crucial partners to create a nurturing school culture where every child achieves personal, academic excellence and a demonstrated intrinsic motivation for learning, while demonstrating strength of character.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1	Academic Rigor: PPA provides a rigorous, scientifically proven, standards-based educational programs with an emphasis on core skills in literacy (ELA), math, science, and social studies.
KDE 2	Engaging Instructional Techniques: Teachers will use a variety of instructional approaches, such as project-based learning and STEAM projects to engage students in the adventure of learning.
KDE 3	A Range of Assessments: PPA uses a range of assessments to measure on-going student progress in skills and content learning.
KDE 4	Robust Professional Development : PPA equips instructional staff members with ongoing professional development in the pedagogy of these standard aligned programs
KDE 5	Extended Day: PPA offers an extended school day (8 a.m. to 4 p.m.).
KDE 6	PPA engages in developing healthy eating habits and instruction to support that effort. We are enrolled in the CookShop Program which allows our

	students to know about healthy foods/eating and HOW our food consumption completely impacts our physical health, mental health, and our mood.
KDE 7	Project-Base Learning is a new initiative taken on by PPA, allowing our students to develop 21st century skills and maintain agency over their learning. We successfully piloted this initiative in order to implement across grade 3-5 in the fall of 2018. We found that students truly enjoyed collaboration within their teams, using technology for research and the creation of presentations through PowerPoint to exhibit what they have learned, and developing agency for their learning. We also saw greatly improved communication skills through presentations of students' findings.
KDE 8	The Morning Meeting has earned a place in our classrooms, providing students a safe opportunity to discuss both academic and social issues of the classroom. This teaches our students about the responsibility that they have to one another as members of a group.
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

https://www.peninsulaprep.org/

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)

320

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)

294

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2021-2022?

	No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	611 Beach 19th Street Far Rockaway NY 11691	347-403-9231	NYC CSD 27	PK-5	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Rachele Pierre	347-403-9231		
Operational Leader	Jason Pierre	347-403-9232		
Compliance Contact	Jason Pierre	347-403-9232		
Complaint Contact	Jason Pierre	347-403-9232		
DASA Coordinator	Larnice Johnson	347-403-9236		
Phone Contact for After Hours Emergencies	Jason Pierre			

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

Site 1 Certificate of Occupancy (COO)

COO1_3527723646-COO1_1490340911-COO.pdf

Filename: COO1_3527723646-COO1_1490340911-COO.pdf **Size:** 320.3 kB

Site 1 Fire Inspection Report

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Jen Pasek
Position	Consultant
Phone/Extension	
Email	

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the NYSED CSO Fingerprint Clearance Oct 2019 Memo. Click YES to agree.

Responses Selected:

Yes

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

Responses Selected:

Yes

Signature, Head of Charter School

Signature, President of the Board of Trustees

Date

(No response)

Thank you.

Entry 3 Progress Toward Goals

Completed Aug 2 2021

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A". **Deadline is November 1, 2021.**

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2021.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State			

Academic Goal 1	ELA examination meets or exceeds such percentage for the Community School District(s) (CSD) in which the school is located. (Relevant for schools serving grades 3- 8)	NYS Exam	Unable to Assess	N/A
Academic Goal 2	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State ELA examination meets or exceeds such percentage for New York City. (Relevant for schools serving grades 3-8)	NYS Exam	Unable to Assess	N/A
Academic Goal 3	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State Mathematics examination meets or exceeds such percentage for the Community School District(s) (CSD). (Relevant for schools serving	NYS Exam	Unable to Assess	N/A

	grades 3-8)			
Academic Goal 4	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State Mathematics examination meets or exceeds such percentage for New York City. (Relevant for schools serving grades 3-8)	NYS Exam	Unable to Assess	N/A
Academic Goal 5	In each year of the charter term, the school will demonstrate increased proficiency rates on the New York State ELA examination. (Relevant for schools serving grades 3-8)	NYS Exam	Unable to Assess	N/A
Academic Goal 6	In each year of the charter term, the school will demonstrate increased proficiency rates on the New York State Math examination. (Relevant for schools serving grades 3-8)	NYS Exam	Unable to Assess	N/A

Academic Goal 7	Where the school has an eligible subgroup population (deemed as six or more students) of English language learners, the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term. (Relevant for schools serving grades 3-8)	NYS Exam	Unable to Assess	N/A
Academic Goal 8	Where the school has an eligible subgroup population (deemed as six or more students) of students with disabilities, the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term. (Relevant for schools serving grades 3-8)	NYS Exam	Unable to Assess	N/A

Academic Goal 9	Where the school has an eligible subgroup population (deemed as six or more students) of students eligible for the Free or Reduced Price Lunch program, the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term. (Relevant for schools serving grades 3-8)	NYS Exam	Unable to Assess	N/A
Academic Goal 10	Where the school has an eligible subgroup population (deemed as six or more students) of English language learners, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term. (Relevant for schools serving	NYS Exam	Unable to Assess	N/A

	grades 3-8)			

2. Do have more academic goals to add?

Yes

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	Where the school has an eligible subgroup population (deemed as six or more students) of students with disabilities, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term. (Relevant for schools serving grades 3	NYS Exam	Unable to Assess	N/A
	Where the school has an eligible			

Academic Goal 12	subgroup population (deemed as six or more students) of students eligible for the Free or Reduced Price Lunch program, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term. (Relevant for schools serving grades 3-8)	NYS Exam	Unable to Assess	N/A
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2020-2021 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Each year, the school self-reported average daily student attendance rate shall meet or exceed the average daily attendance for the Community School District (CSD) of location for elementary and middle schools and the citywide average for high schools.	School Records 96%	Met	
	Each year, the retention rate will exceed the rate of the Community			

Org Goal 2	School District (CSD) of location. The retention rate for a given year is defined as the percentage of students enrolled in ATS on 10/31 of that year who are still enrolled in at the school in ATS on 10/31 the following school year, excluding terminating grade.	School Records		
Org Goal 3	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for English language learners.	SIRS Data		
Org Goal 4	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students with disabilities.	SIRS Data		
Org Goal 5	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of	SIRS Data		

	Regents, for students eligible for the Free or Reduced Price Lunch program.			
Org Goal 6	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for English language learners.	SIRS Data		
Org Goal 7	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for students with disabilities.	SIRS Data		
Org Goal 8	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for students eligible for the Free or Reduced Price Lunch program.	SIRS Data		
	In each year of the charter term, parents will express			

Org Goal 9	satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of parents that meets or exceeds citywide averages in positive responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of parents participate in the.	NYCDOE School Survey	Unable to Assess	
Org Goal 10	In each year of the charter term, staff will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of staff that meets or exceeds citywide averages in positive responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of staff participate in the survey.	NYCDOE School Survey	Unable to Assess	

Org Goal 11	In each year of the charter term, students will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of students that meets or exceeds citywide averages in positive box responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of students participate in the survey. (Relevant for schools serving grades 6-12 only)	NYCDOE School Survey	Unable to Assess	
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Each year, the school will maintain a stable cash flow as evidenced by having 60 days of unrestricted cash on hand reported in their yearly independent fiscal audit.	School Financial Records	Met	
Financial Goal 2	Each year, the school will operate on a balanced budget. A budget will be considered “balanced” if revenues equal or exceed expenditures.	School Financial Records	Met	
Financial Goal 3	Each year, the school with meet or exceed 85% of their authorized enrollment on 10/31 as recorded in ATS.	SIRS Data	Met	
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed Nov 1 2021

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021.** SUNY CSI will forward to NYSED CSO.

ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools must upload final, audited financial statements to the Annual Report Portal no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Peninsula Preparatory Academy Charter School - 6-30-21 FS final

Filename: Peninsula Preparatory Academy Chart 4YCVjGQ.pdf **Size:** 276.7 kB

Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Completed Nov 1 2021

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the website at 2020-2021 Charter School Annual Report webpage. Upload the completed file in Excel format. **Due November 1, 2021.**

Education Corporations with more than one school should complete the Excel spreadsheet for the Education Corporation as a whole, not for the individual schools. Please submit the same Excel spreadsheet for each of the schools.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

PPACS Audited Annual Financial Report Template

Filename: PPACS Audited Annual Financial Rep lJx5rFL.xlsx **Size:** 68.5 kB

Entry 4c – Additional Financial Documents

Completed Nov 1 2021

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the $750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is $100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

PeninsulaPrep_Escrow_agr_Redacted

Filename: PeninsulaPrep_Escrow_agr_Redacted.pdf **Size:** 378.2 kB

Entry 4d - Financial Services Contact Information

Completed Nov 1 2021

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Jason Pierre	[redacted]	[redacted]

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Miaoling Lin, CPA			3

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	CSBM	Leslie Roper Thomas	237 West 35th Street, New York, NY Suite 301 New York, NY 10001			

Entry 5 – Fiscal Year 2021-2022 Budget

Completed Aug 2 2021

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 Projected Annual Budget template in the portal or from the Annual Report website **by November 1, 2021**.

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Instructions - SUNY authorized charter schools should download the 2021-2022 Budget and Quarterly Report Template on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

PPACS 2021-2022 DOE Budget 072821 _FINAL

Filename: PPACS 2021 2022 DOE Budget 072821 FINAL.xlsx **Size:** 44.8 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed Aug 2 2021

Required of ALL Charter Schools by August 2

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools:Disclosure of Financial Interest Form
- SUNY- Authorized Charter Schools: SUNY Trustee Financial Disclosure Form

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the **education** corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation. Note: Docusign is accepted.

BOT Upload PPA

Filename: BOT Upload PPA.pdf **Size:** 1.0 MB

Entry 7 BOT Membership Table

Completed Aug 2 2021

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

1. 2020-2021 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email	Position on the	Committee	Voting Member	Number of Terms	Start Date of	End Date of	Board Meeting

		Address	Board	Affiliations	Per By-Laws (Y/N)	Served	Current Term (MM/DD/YYYY)	Current Term (MM/DD/YYYY)	s Attended During 2020-2021
1	Betty Leon	[redacted]	Chair	Finance, Academic	Yes	16	9/1/2020	9/1/2022	12
2	Doretha McFadden	[redacted]	Vice Chair	Academic	Yes	8	9/1/2020	9/1/2022	12
3	Kevin Alexander	[redacted]	Trustee/ Member	Finance	Yes	8	9/1/2020	9/1/2022	9
4	Jacqueline Burton Waal	[redacted]	Secretary	Academic	Yes	16	9/1/2020	9/1/2022	12
5	Brandon Jeffries	[redacted]	Treasurer	Finance	Yes	7	9/1/2019	9/1/2021	11
6	Malik Sanders	[redacted]	Trustee/ Member	Finance	Yes	3	9/1/2019	9/1/2021	7
7	Constance Blackman	[redacted]	Trustee/ Member	Academic	Yes	1	9/1/2019	9/1/2021	10
8	Randy Hall	[redacted]	Trustee/ Member	Finance	Yes	1	9/1/2019	9/1/2021	9

9	Jenny Young		Parent Rep	Academic	Yes	1	01/21/2021	06/30/2022	6

1a. Are there more than 9 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2021	9
b.Total Number of Members Added During 2020-2021	1
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Aug 2 2021

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 2, 2021.

PPA meeting minutes 2020-21

Filename: PPA meeting minutes 2020 21.pdf **Size:** 2.4 MB

Entry 9 Enrollment & Retention

Completed Aug 2 2021

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
Economically Disadvantaged	Seventy percent of PPA's marketing is done in low-income neighborhoods with annual open houses dedicated to residents of low-income housing. PPA also works closely with community organizations that do outreach into low-income communities. PPA runs a universal pre-K program. This is an additional method for attracting economically disadvantaged students. Peninsula Preparatory is also a school-wide Title 1 school and our title 1 team host numerous workshops throughout the school year that are open to the public. Peninsula continues to use local agencies to assist in recruiting economically disadvantaged students. We also use social media to target families.	In 2020-2021, our percentage of ED students was 70% and our district was 77%. We will work towards meeting the district in 2021-22 by continuing to implement the recruitment efforts for ED students described on the left.
English Language Learners	All PPA marketing materials are sent home to parents in both English and Spanish, as well as other languages if requested. PPA is located in a densely-populated Hispanic, African, and Haitian community. Our Parent Coordinator works closely with whese communities to encourage parents to enroll their child(ren) at PPA. In 2019-20, we established a lottery weight for ELLs to ensure that our enrollment of ELLs continues to reflect our district.	In 2020-21, our ELL enrollment was within two percentage points of the district. We are continuing to use the strategies listed to the left in the 2021-22 school year, including translating our marketing materials and reaching out to parents locally, to ensure that we continue meeting the district.

Students with Disabilities	Peninsula Preparatory Academy has a working relationship with one of Far Rockaway's best pre-K centers for children with disabilities. Our Special Education staff host a number of workshops onsite and offsite with hope to educate and recruit parents that have children with disabilities.	We are continuing to work with a local pre-K for children with disabilities to attract this group. We will also continue hosting workshops going forward to continue recruiting parents of SWD.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	We promote a culture of achievement, maintain an orderly and safe learning environment, and engage parents and the community as partners. PPA is committed to the success of every child through the provision of high quality student-centered attention. This individualized attention is essential to ensure the academic achievement of the many at-risk children we serve. In addition, PPA partners with a local agency to support parents with employment, housing, and education. PPA provides vouchers to uniforms and school supplies to economically disadvantaged students. Further, economically disadvantaged students are not charged for any school activities.	We are committed to retaining ED students using the strategies listed on the left. We are additionally focusing on supporting this group as they return to in-person learning after experiencing two school years disrupted by the COVID-19 pandemic.
	We support the academic achievement of ELLs through an inclusive approach, with an emphasis on Tier I support that	

English Language Learners	minimizes pull-out intervention. PPA employs a full-time ELL teacher to conduct individual and small-group support for ELLs as well as provide professional development for teachers on strategies to support ELLs in the classroom. Classroom teachers receive PD on how they can support ELL students through increased use of language and opportunities for oral presentations.	We are continuing to implement the strategies listed to the left to support the retention of ELLs at PPA.
Students with Disabilities	Extra assistance may be provided to special education students as required by their IEP, but they have the same resources available to them to improve their skills as their fellow students and have access to the same curricular content. Furthermore, PPA provides professional development to teachers and has small class sizes that create an environment that supports learning for all students, including those with disabilities. For those students with IEPs that require Special Education teacher services and/or a resource room setting, the school directly provides these special education services. PPA employs a Special Education (SPED) Coordinator, plus at least four SPED teachers on staff. For those students with IEPs that require related services, such as counseling, speech, occupational, and physical therapies, the school contracts with the Queens' CSE or outside service providers.	We have a robust program to support SWDs, and we will continue to implement these approaches in the 2021-22 school year.

Entry 10 – Teacher and Administrator Attrition

Completed Aug 2 2021

Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System – Employee Clearance

Charter schools must ensure that all prospective employees[1] receive clearance through the NYSED Office of School Personnel Review and Accountability (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, or related/contracted service providers**. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

[1] Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers**. See NYSED memorandum dated October 1, 2019 at http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf or visit the NYSED website at: http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf.

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Completed Aug 2 2021

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category A: 5 or 30% whichever is less	5.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category B: not to exceed 5	1.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category C: not to exceed 5	0.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	16

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	22

Thank you.

Entry 12 Organization Chart

Completed Aug 2 2021

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2020-2021 **Organization Chart.** The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

Organizational_Chart-2020-21

Filename: Organizational Chart 2020 21.pdf **Size:** 310.1 kB

Entry 13 School Calendar

Completed Sep 15 2021

Instructions for submitting School Calendar

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

School calendars must meet the minimum instructional requirements as required of other public schools *"… unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

PPA 2021-22 Calendar

Filename: PPA 2021 22 Calendar.pdf **Size:** 371.5 kB

Entry 14 Links to Critical Documents on School Website

Completed Aug 2 2021

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo);
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 14 Links to Critical Documents on School Website

School Name: Peninsula Prep CS

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	https://www.peninsulaprep.org/compliance-documents
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://www.peninsulaprep.org/compliance-documents
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://www.peninsulaprep.org/compliance-documents
3. Link to NYS School Report Card	https://www.peninsulaprep.org/compliance-documents
4. Lottery Notice announcing date of lottery	https://www.peninsulaprep.org/admissions
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://www.peninsulaprep.org/compliance-documents
6. District-wide Safety Plan	https://www.peninsulaprep.org/compliance-documents
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.peninsulaprep.org/compliance-documents
7. Authorizer-Approved FOIL Policy	https://www.peninsulaprep.org/compliance-documents
8. Subject matter list of FOIL records	https://www.peninsulaprep.org/compliance-documents

Thank you.

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

Financial Statements

For the years ended June 30, 2021 and 2020

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL
Financial Statements
June 30, 2021 and 2020

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Independent Auditors' Report

To the Board of Trustees of
Peninsula Preparatory Academy Charter School

Report on the financial statements

We have audited the accompanying financial statements of Peninsula Preparatory Academy Charter School, which comprise the statements of financial position as of Peninsula Preparatory Academy Charter School as of June 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Peninsula Preparatory Academy Charter School as of June 30, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other reporting required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated October 28, 2021, on our consideration of Peninsula Preparatory Academy Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Peninsula Preparatory Academy Charter School's internal control over financial reporting and compliance.

New York, New York
October 28, 2021

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL
Statements of Financial Position
As of June 30,

	2021	2020
Assets		
Current assets		
Cash	$ 943,968	$ 502,890
Grants and other receivables	459,317	287,802
Prepaid expenses	4,888	13,437
Total current assets	1,408,173	804,129
Property and equipment, net - Note 4	196,117	161,681
Other assets		
Reserve contingency	75,482	75,476
Security deposits	-	47,778
Total assets	$ 1,679,772	$ 1,089,064
Liabilities and Net Assets		
Current liabilities		
Accounts payable and accrued expenses	$ 218,337	$ 202,808
Accrued salaries and other payroll-related expenses - Note 5	433,546	429,262
Accrued interest payable	2,268	-
Deferred revenue	22,169	-
Total current liabilities	676,320	632,070
Long-term liabilities		
SBA loan - paycheck protection program - Note 7	900,000	-
Total liabilities	1,576,320	632,070
Net assets without donor restrictions		
Undesignated	27,970	381,518
Reserve contingency	75,482	75,476
Total net assets without donor restrictions	103,452	456,994
Total liabilities and net assets without donor restrictions	$ 1,679,772	$ 1,089,064

The accompanying notes are an integral part of these financial statements.

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL
Statements of Activities
For the years ended June 30,

	2021	2020
Operating revenue and other support		
State and local per pupil operating revenue		
General education	$ 4,805,460	$ 5,087,989
Special education	597,747	659,247
Total state and local per pupil operating revenue	5,403,207	5,747,236
Grants, contracts and other support		
State and local	263,427	643,443
Federal	300,609	337,994
Contributions and other	23,017	6,606
Total grants, contracts and other support	587,053	988,043
Total operating revenue and other support	5,990,260	6,735,279
Expenses		
Program expenses		
Regular education	4,269,352	4,331,483
Special education	1,048,201	1,232,845
Total program expenses	5,317,553	5,564,328
Supporting services		
Management and general	1,026,249	1,094,113
Total supporting services	1,026,249	1,094,113
Total program and supporting services expenses	6,343,802	6,658,441
Change in net assets	(353,542)	76,838
Net assets without restrictions - beginning of year	456,994	380,156
Net assets without restrictions - end of year	$ 103,452	$ 456,994

The accompanying notes are an integral part of these financial statements.

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL
Statement of Functional Expenses
For the year ended June 30, 2021

	Program services			Supporting services	Total Program and Supporting services
	Regular education	Special education	Total programs	Management and general	
Salaries					
Instructional personnel	$ 2,387,544	$ 605,597	$ 2,993,141	$ -	$ 2,993,141
Non - instructional personnel	60,915	9,286	70,201	34,000	104,201
Administrative staff personnel	180,090	29,599	209,689	407,254	616,943
Total salaries	2,628,549	644,482	3,273,031	441,254	3,714,285
Operating expenses					
Payroll taxes and fringe benefits	618,855	158,899	777,754	116,856	894,610
Retirement benefits	18,064	4,638	22,702	3,411	26,113
Professional fees	2,379	611	2,990	303,450	306,440
Office expense	58,408	14,997	73,405	11,029	84,434
Insurance	37,362	9,593	46,955	7,055	54,010
Maintenance and repairs	146,221	37,544	183,765	27,610	211,375
Equipment and furnishings	588	151	739	111	850
Rent	412,998	106,043	519,041	77,985	597,026
Utilities	30,175	7,748	37,923	5,698	43,621
Staff development	22,372	3,549	25,921	251	26,172
Advertising and recruitment	10,699	1,729	12,428	178	12,606
Student services	833	127	960	-	960
Instruction supplies and materials	78,514	11,969	90,483	-	90,483
Technology and communication	61,957	15,908	77,865	11,699	89,564
Food service	58,354	8,896	67,250	-	67,250
Depreciation	83,024	21,317	104,341	15,677	120,018
Other expenses	-	-	-	3,985	3,985
Total operating expenses	1,640,803	403,719	2,044,522	584,995	2,629,517
Total expenses	$ 4,269,352	$ 1,048,201	$ 5,317,553	$ 1,026,249	$ 6,343,802

The accompanying notes are an integral part of these financial statements.

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL
Statement of Functional Expenses
For the year ended June 30, 2020

	Program services			Supporting services	Total Program
	Regular education	Special education	Total programs	Management and general	and Supporting services
Salaries					
Instructional personnel	$ 2,381,547	$ 716,504	$ 3,098,051	$ -	$ 3,098,051
Administrative staff personnel	172,279	28,598	200,877	500,008	700,885
Total salaries	2,553,826	745,102	3,298,928	500,008	3,798,936
Operating expenses					
Payroll taxes and fringe benefits	616,524	179,877	796,401	120,708	917,109
Retirement benefits	33,031	9,637	42,668	6,467	49,135
Professional fees	5,961	968	6,929	290,234	297,163
Office expense	46,023	13,428	59,451	9,010	68,461
Insurance	30,922	9,022	39,944	6,054	45,998
Maintenance and repairs	150,696	43,967	194,663	29,505	224,168
Equipment and furnishings	12,396	3,617	16,013	2,426	18,439
Rent	389,660	113,687	503,347	76,290	579,637
Utilities	36,829	10,745	47,574	7,211	54,785
Staff development	39,918	8,975	48,893	4,543	53,436
Advertising and recruitment	8,245	1,599	9,844	394	10,238
Student services	27,090	4,397	31,487	-	31,487
Instruction supplies and materials	63,475	10,304	73,779	-	73,779
Technology and communication	52,846	15,418	68,264	10,347	78,611
Food service	115,393	18,732	134,125	-	134,125
Depreciation	148,648	43,370	192,018	29,103	221,121
Other expenses	-	-	-	1,813	1,813
Total operating expenses	1,777,657	487,743	2,265,400	594,105	2,859,505
Total expenses	$ 4,331,483	$ 1,232,845	$ 5,564,328	$ 1,094,113	$ 6,658,441

The accompanying notes are an integral part of these financial statements.

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL
Statements of Cash Flows
For the years ended June 30,

	2021	2020
Cash flows from operating activities		
Change in net assets	$ (353,542)	$ 76,838
Adjustment to reconcile change in net assets to net cash (use in)/provided by operating activities		
Depreciation	120,018	221,121
Changes in operating assets and liabilities		
Grants and other receivables	(171,515)	(110,648)
Prepaid expenses	8,549	10,945
Security deposits	47,778	-
Accounts payable and accrued expenses	15,529	(95,749)
Accrued salaries and other payroll-related benefits	4,284	(820)
Accrued interest payable	2,268	-
Deferred revenue	22,169	(9,261)
Net cash (used in)/provided by operating activities	(304,462)	92,426
Cash flows from investing activities		
Reserve contingency	(6)	(14)
Acquisition of fixed assets	(154,454)	(164,326)
Net cash used in investing activities	(154,460)	(164,340)
Cash flows from financing activities		
SBA loan - paycheck protection program	900,000	-
Net cash provided by financing activities	900,000	-
Net increase/(decrease) in cash	441,078	(71,914)
Cash - beginning of year	502,890	574,804
Cash - end of year	$ 943,968	$ 502,890

The accompanying notes are an integral part of these financial statements.

Note 1 Organization

Peninsula Preparatory Academy Charter School (the "School"), a 501(c)(3) tax-exempt organization, is a public charter school located in Far Rockaway, New York. The School's charter was renewed in 2019 for an additional five years. The school operated classes from kindergarten to fifth grades until August 2017, when pre-kindergarten classes were added. The mission of the School is to create a challenging, technology-rich learning environment in which the cornerstone of high expectations and focused instruction guarantee that every child, including those at-risk, succeeds academically. Enrollment in available class slots is open to all potential student candidates, with those residing in the immediate area given first preference. A lottery is held to award these available slots.

Note 2 Summary of significant accounting policies

Basis of presentation and use of estimates. The financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America ("U.S. GAAP"), which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash. The School maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. The School has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on cash.

Grants and other receivables. Grants receivable are recorded at net realizable value. The allowance for doubtful accounts are the School's best estimate of the amount of probable credit losses in existing receivables. Management determines the allowance based on historical write-off experience and reviews its allowance for doubtful accounts periodically. Past due balances are reviewed individually for collectability, Grant receivables are $459,317 and $287,802 at June 30, 2021 and 2020, respectively. No allowance was recorded at June 30, 2021 and 2020 as management believes all amounts are collectible.

Donated goods and services. The New York City Department of Education provides free lunches directly to some of the School's students. Such costs are not included in these financial statements. The School covers the unreimbursed cost of lunches for children not entitled to free lunches. The office of Pupil Transportation provides free transportation to the majority of the students during the district's school days.

Reserve contingency. Reserve contingency relates to required reserve and escrow accounts that are required to be maintained by the School in accordance with charter requirements.

Note 2 Summary of significant accounting policies - (continued)

Financial statements presentation. The financial statements of the School follows the accounting standard for not-for-profit organization, which require the School to report information regarding its statements of financial position and statements of activities according to the following net asset classifications:

Net assets without donor restrictions. Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the School.

Net assets with donor restrictions. Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the School or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

Revenue recognition. The School recognizes revenue from the state and local governments based on the School's charter status and the number of students enrolled. Such revenue is recorded when services are performed in accordance with the charter agreement. The New York State Department of Education mandates the rate per pupil. Such revenue is recognized ratably over the related school year in which it is earned.

Grants and contracts revenue is recognized when qualifying expenditures are incurred and/or services are provided to the students during the applicable school year. Funds received in advance or any unspent funds for which qualifying expenditures have not been incurred are recorded as refundable advances. Any unspent amounts might be returned to the granting agency or the granting agency can approve that those amounts be applied to a future grant period.

Refundable advances. Funds received in advance for which qualifying expenditures have not been incurred are reflected as refundable advances from state and local government grants in the accompanying statements of financial position.

Operating risk. The coronavirus outbreak may have an adverse effect on the results of operations. Given the uncertainty around the extent and timing of the potential future spread or mitigation of the coronavirus and around the imposition or relaxation of protective measure, the School cannot reasonably estimate the impact to future results of operations.

Note 2 Summary of significant accounting policies - (continued)

Property, plant and equipment. Property, plant and equipment are recorded at cost. Donated assets are capitalized at the estimated fair value at date of receipt. Maintenance and repairs are charged to expense as incurred; significant improvements are capitalized. The School capitalizes additions and significant improvements in excess of $1,000. Items with an acquisition cost of less than $1,000 or a useful life of less than one year are expensed in the year purchased. Depreciation is computed using the straight-line method over estimated useful lives of the respective assets.

The estimated depreciable lives of the different classes of property are as follows:

Asset	Useful life
Furniture and fixtures	7 years
Leasehold improvements	2-7 years
Machinery & equipment	3-7 years
Computer & Office equipment	3 years

Income taxes. The School has received its tax-exempt status from the Internal Revenue Service (IRS), under Section 501(c)(3) of the Internal Revenue Code (IRC), and is classified as a publicly supported organization, under IRC sections 509(A)(l) and 170(B)(l)(A)(I1).

Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken and recognize a tax liability (or asset) if the School has taken an uncertain position that more likely than not would not be sustained upon examination by taxing authorities. Management has analyzed the tax positions taken and has concluded that as of June 30, 2021, there are no uncertain positions taken or expected to be taken that would require recognition or disclosure in the financial statements.

The School is no longer subject to income tax examination by tax authorities for years before June 30, 2018.

Functional expenses. The costs of providing program and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among program services, administrative and fund raising. Such allocations are determined by management on an equitable basis.

The expenses that are allocated include the following:

Salaries	Time and effort
Payroll taxes and fringe benefits	Time and effort
Professional fees	Time and effort
Insurance	Square footage
Maintenance and repairs	Time and effort
Rent	Square footage

Note 3 Liquidity and availability

Financial assets available for general expenditures, that is, without donor or other restrictions limiting their use, within one year of June 30, are:

Financial assets:	2021	2020
Cash	$ 943,968	$ 502,890
Grants and other receivables	459,317	287,802
Amount available for general expenditures within one year	$ 1,403,285	$ 790,692

Note 4 Property and equipment

Property and equipment consisted of the following at June 30:

	2021	2020
Leasehold improvements	$ 1,895,489	$ 1,751,469
Furniture and fixtures	104,472	230,607
Computer equipment	17,161	17,161
Office equipment	223,337	262,188
Machinery and equipment	36,793	403,189
	2,277,252	2,664,614
Less: accumulated depreciation	(2,081,135)	(2,502,933)
Total	$ 196,117	$ 161,681

Note 5 Accrued salaries and other payroll-related expenses

Accrued payroll and benefits consist of amounts earned by the staff during the school year that is paid out over the summer months. As of June 30, 2021 and 2020, total accrued salaries and other payroll-related expenses amounted to $433,546 and $429,262, respectively.

Note 6 Retirement plan

The School offers a 401(k) plan for all employees. Employees are eligible for the plan immediately upon employment and participation in the plan is voluntary. Employees can make pretax contributions, up to IRS limits for each calendar year. The School matches the employee contribution up to 4% of the employee's annual compensation. For the years ended June 30, 2021 and 2020, the School's matching contribution was $26,113 and $49,135, respectively. Such plan assets are held in a separate trust and are not included in the accompanying financial statements. All plan assets are held for the exclusive benefit of the Plan's participants and beneficiaries.

Note 7 SBA loan - paycheck protection program

On Mar 8, 2021, the School obtained a loan of $900,000 (the "PPP loan") from a commercial bank pursuant to the Paycheck Protection Program ("PPP") administered by the Small Business Administration (the "SBA") pursuant to the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). The PPP Loan and accrued interest will be forgivable after twenty-four weeks as long as the School uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintains its payroll levels. The PPP loan matures on Mar 8, 2023 and bears an interest rate of 0.98% per annum, with interest accruing on the unpaid principal balance. No payments of principal or interest are due during the six-month period beginning on the date of the PPP loan (the "Deferral Period"). The PPP loan balance as of June 30, 2021 was $900,000.

Note 8 Concentration of credit and revenue risks

Credit risk. The School maintains its cash in bank deposit accounts, which, at times, may exceed federally insured limits. The School has not experienced any losses in such accounts. The School believes it is not exposed to significant credit risk on cash and cash equivalents.

Revenue risk. The School received approximately 90% and 85% of its operating revenue, which is subject to specific requirements, from per pupil funding from the New York City Department of Education during the years ended June 30, 2021 and 2020, respectively. Additionally, as of June 30, 2021 and 2020, the School's grants receivable consists of approximately 88% and 92%, respectively, from the New York State Department of Education and the Federal Title grants.

Note 9 Contingency

The School participates in a number of federal and state programs. These programs require that the School comply with certain requirements of laws, regulations, contracts, and agreements applicable to the programs in which it participates. All funds expended in connection with government grants and contracts are subject to audit by government agencies. While the ultimate liability, if any, from such audits of government and contracts by government agencies is presently not determinable, it should not, in the opinion of the management, have a material effect on the financial position or results of operations. Accordingly, no provision for any such liability that may result has been made in the accompanying financial statements.

Note 10 Support services

The School entered into an agreement, which renews annually, with a third party service to provide assistance with accounting and bookkeeping, financial reporting and budgeting, and grant financial management. For the years ended June 30, 2021 and 2020, fees under this agreement amounted to $114,199 and $111,464, respectively.

Note 11 Rent

The School has an operating lease for its facilities which expired on June 30, 2019 and is currently on a month to month rental agreement with the landlord. As of June 30, 2021 and 2020, rent expenses amounted to $597,026 and $579,637, respectively.

Note 12 Subsequent events

Management has evaluated subsequent events through October 28, 2021, the date that the financial statements were available to be issued. Based on this evaluation, management has determined that no subsequent events have occurred which require disclosure in the financial statements.

NCheng LLP
accountants and advisors

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Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

To the Board of Trustees of
Peninsula Preparatory Academy Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Peninsula Preparatory Academy Charter School, which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 28, 2021.

Internal control over financial reporting

In planning and performing our audit of the financial statements, we considered Peninsula Preparatory Academy Charter School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Peninsula Preparatory Academy Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of the Peninsula Preparatory Academy Charter School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and other matters

As part of obtaining reasonable assurance about whether Peninsula Preparatory Academy Charter School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audits, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of this report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Peninsula Preparatory Academy Charter School's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Peninsula Preparatory Academy Charter School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

New York, New York
October 28, 2021

CHASE

Client Funds Sub-Account Application

(Check one): ☐ Individual ☐ Joint ☑ Business

Client Sub-Account Number (For Bank Use Only) [redacted]

Client Sub-Account Name PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

Client SSN/ITIN ___ - ___ - ___ **Client EIN** [redacted]

Client's Address (1099 Will be forwarded to address indicated below)

Street 611 BEACH 19TH STREET

City FAR ROCKAWAY State NY Zip Code 11691

Client Funds Primary Account Name PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

Client Funds Primary Account Number [redacted]

Account Agreement and Authorization

By signing the Application I agree to terms and conditions governing the operation of business accounts and services. I may deposit funds on behalf of a client into the Client Funds Primary Account or into the Client Funds Sub-Account which shall be opened for the benefit of a client and designated as such. I represent and warrant to JPMorgan Chase Bank, N.A. ("Chase") that I have the authority to deposit and withdraw such funds on behalf of all clients and further authorize Chase to accept deposits for credit to client accounts as designated by me. If requested, I will provide Chase with documentation satisfactory to Chase, substantiating the relationship between me and my clients.

Client Tax Certification Requirements

I understand that I am responsible for providing Chase with a tax certification properly executed by my client pursuant to the Internal Revenue Code. I agree to provide the originally executed W-8BEN or W-9 (as appropriate) in a form acceptable to Chase, within thirty (30) days following this account opening or before any earlier liquidation. I understand that Chase will withhold tax from all interest earned on this client account until a properly executed tax certification as outlined in this paragraph is received. If this occurs, I understand that Chase will not be able to refund the withheld taxes.

Authorized Signature X _____ Date 6/13/13

To be signed by the Primary Account Holder

Authorized Name MR. JASON PIERRE Date 6/13/13

(Please print)

Member FDIC

CFASubApp (10/09)

Scan

CHASE

CHASE CLIENT FUNDS W-9 SUB-ACCOUNT AGREEMENT

Client Funds Account Custodian: PENINSULA PREP ACADEMY CHARTER

Client Funds Sub-Account Holder Name: PENINSULA PREP ACADEMY CHARTER

Client Funds Sub-Account Number: [redacted]

Form W-9-Request for Taxpayer Identification Number (TIN) and Certification

USE THIS BOX TO PROVIDE NAME AND ADDRESS

Taxpayer/Payee Name:

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

Address (number, street and apt. or suite no.)

611 BEACH 19TH STREET

City, State and ZIP Code:

FAR ROCKAWAY, NY 11691

Status: ☐ Individual/Sole Proprietor ■ Corporation ☐ Partnership ☐ Other (describe)

☐ Check here if exempt payee

Enter your taxpayer identification number (TIN) below. If you are a resident alien and you do not have or are not eligible to get a SSN, your TIN is your IRS-issued individual taxpayer identification number (ITIN).

SSN/ ITIN: ___ - ___ - ___ *Social Security Number/ ITIN*

EIN: 86 - 1106640 *Employer Identification Number*

CERTIFICATION:

Under penalties of perjury, I certify that (1) the number shown on this form is my correct Taxpayer Identification Number, and (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and (3) I am a U.S. citizen or other U.S. person (as defined in the Form W-9 instructions).

Certification Instructions: You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Agreement Regarding Client Funds Account

By signing below I am authorizing the Client Funds Account Custodian identified above to open a bank account (the Client Funds Sub-Account) on my behalf. The Client Funds Sub-Account will not be under my control. I authorize the Client Funds Account Custodian to endorse checks payable to me and to deposit them into the Primary Client Funds Account to which this Client Funds Sub-Account is related and I authorize JPMorgan Chase Bank, N.A. to accept such deposits. I acknowledge that I will not receive notice of transactions, including deposits or withdrawals affecting the Primary Client Funds Account or the Client Funds Sub-Account.

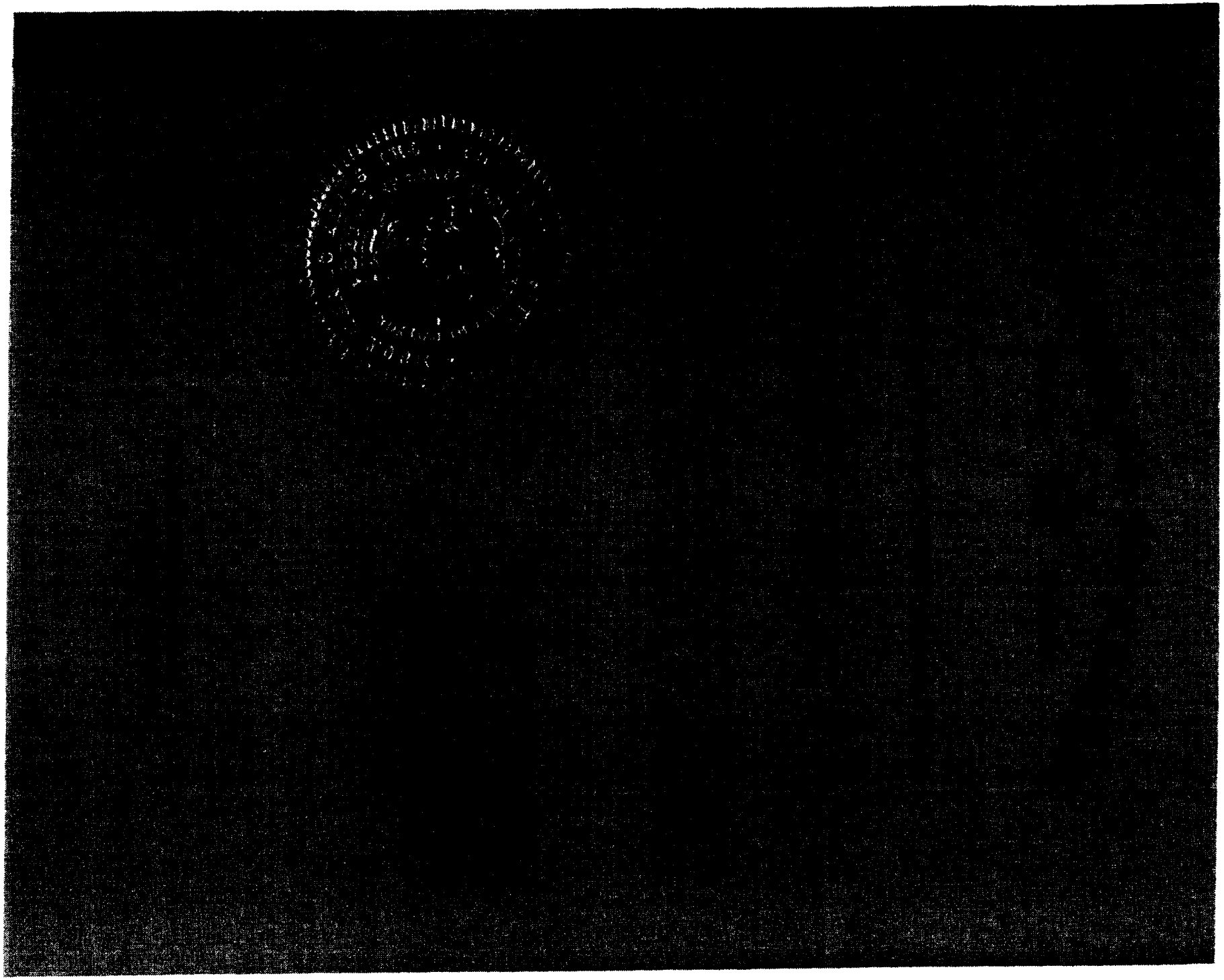
The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Sign Here _____ **Date** 6/13/13

Taxpayer/Payee Signature

CFA1009 (10/09)

Scan



Disclosure of Financial Interest
by a Current or Proposed Board of Trustees Member

Name:

Constance Blackman

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Peninsula Preparatory Academy

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Member

2. Are you an employee of any school operated by the education corporation?

Yes ◯ **No** ◉

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

Yes ◯ **No** ◉

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

Yes ◯ **No** ◉

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

Yes ◯ **No** ◉

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes ◯ **No** ◉

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write "None" if applicable. Do not leave this space blank. None			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	*Please write "None" if applicable. Do not leave this space blank.*			

Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

-last revised 04/2021

Signature: Constance Blackman
Constance Blackman (Jul 29, 2021 20:15 EDT)

Email: constance.blackman@gmail.com

NYSED 202021 BOT Financial Disclosure Form

Final Audit Report 2021-07-30

Created:	2021-07-30
By:	Jen Pasek (jen@pasekconsulting.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAmuv7a5K14RoKqssc0ThZXLnctAHCkMJq

"NYSED 202021 BOT Financial Disclosure Form" History

Web Form created by Jen Pasek (jen@pasekconsulting.com)
2021-06-15 - 7:04:17 PM GMT

Web Form filled in by Constance Blackman (constance.blackman@gmail.com)
2021-07-30 - 0:15:53 AM GMT- IP address: 108.14.252.163

Document emailed to Constance Blackman (constance.blackman@gmail.com) for signature
2021-07-30 - 0:15:55 AM GMT

Email viewed by Constance Blackman (constance.blackman@gmail.com)
2021-07-30 - 0:16:56 AM GMT- IP address: 74.125.210.24

E-signature verified by Constance Blackman (constance.blackman@gmail.com)
2021-07-30 - 0:16:59 AM GMT- IP address: 108.14.252.163

Agreement completed.
2021-07-30 - 0:16:59 AM GMT

Disclosure of Financial Interest
by a Current or Proposed Board of Trustees Member

Name:

Randy Hall

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Peninsula Preparatory Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board Member

2. Are you an employee of any school operated by the education corporation?

Yes ◯ **No** ◉

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

Yes ◯ **No** ◉

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

Yes ◯ **No** ◉

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

Yes ◯ **No** ◉

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes ◯ **No** ◉

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write "None" if applicable. Do not leave this space blank. None			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	*Please write "None" if applicable. Do not leave this space blank.*			

Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

-last revised 04/2021

Signature: Randy Hall
Randy Hall (Jul 31, 2021 08:33 EDT)

Email: influenceactivewear@gmail.com

NYSED 202021 BOT Financial Disclosure Form

Final Audit Report 2021-07-31

Created:	2021-07-31
By:	Jen Pasek (jen@pasekconsulting.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJhrSGwM9MF4rbcrMh8RDNcds-_v-Wx2V

"NYSED 202021 BOT Financial Disclosure Form" History

Web Form created by Jen Pasek (jen@pasekconsulting.com)
2021-06-15 - 7:04:17 PM GMT

Web Form filled in by Randy Hall (influenceactivewear@gmail.com)
2021-07-31 - 12:33:37 PM GMT- IP address: 100.2.151.82

Document emailed to Randy Hall (influenceactivewear@gmail.com) for signature
2021-07-31 - 12:33:39 PM GMT

Email viewed by Randy Hall (influenceactivewear@gmail.com)
2021-07-31 - 12:33:44 PM GMT- IP address: 74.125.210.24

E-signature verified by Randy Hall (influenceactivewear@gmail.com)
2021-07-31 - 12:33:55 PM GMT- IP address: 100.2.151.82

Agreement completed.
2021-07-31 - 12:33:55 PM GMT

Adobe Sign

Disclosure of Financial Interest
by a Current or Proposed Board of Trustees Member

Name:

Brandon Jeffries

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Peninsula Preparatory Academy

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Community Partner/Representative, Treasurer

2. Are you an employee of any school operated by the education corporation?

Yes ◯ **No** ◉

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

Yes ◯ **No** ◉

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

Yes ◯ **No** ◉

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

Yes ◯ **No** ◉

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes ◯ **No** ◉

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write "None" if applicable. Do not leave this space blank. None			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	*Please write "None" if applicable. Do not leave this space blank.*			

Business Telephone ____

Business Address: _ ____

E-mail Address: ___ ____

Home Telephone: __ ____

Home Address: ___ ____

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

-last revised 04/2021

Signature: Brandon Jeffries
Brandon Jeffries (Aug 2, 2021 17:24 EDT)

Email: bjeffries@queensdefenders.org

NYSED 202021 BOT Financial Disclosure Form

Final Audit Report 2021-08-02

Created:	2021-08-02
By:	Jen Pasek (jen@pasekconsulting.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzeSJBNA7-Hxng-N59ZUPEeHJaeyCBsRm

"NYSED 202021 BOT Financial Disclosure Form" History

Web Form created by Jen Pasek (jen@pasekconsulting.com)
2021-06-15 - 7:04:17 PM GMT

Web Form filled in by Brandon Jeffries (bjeffries@queensdefenders.org)
2021-08-02 - 9:24:44 PM GMT- IP address: 98.113.37.34

Document emailed to Brandon Jeffries (bjeffries@queensdefenders.org) for signature
2021-08-02 - 9:24:47 PM GMT

Email viewed by Brandon Jeffries (bjeffries@queensdefenders.org)
2021-08-02 - 9:24:57 PM GMT- IP address: 98.113.37.34

E-signature verified by Brandon Jeffries (bjeffries@queensdefenders.org)
2021-08-02 - 9:25:02 PM GMT- IP address: 104.47.56.126

Agreement completed.
2021-08-02 - 9:25:02 PM GMT

Adobe Sign

Disclosure of Financial Interest
by a Current or Proposed Board of Trustees Member

Name:

Doretha McFadden

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Peninsula Preparatory Academy

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Vice Chair

2. Are you an employee of any school operated by the education corporation?

Yes ◯ **No** ◉

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

Yes ◯ **No** ◉

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

Yes ◯ **No** ◉

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

Yes ◯ **No** ◉

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes ◯ **No** ◉

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write "None" if applicable. Do not leave this space blank. None			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	*Please write "None" if applicable. Do not leave this space blank.*			

Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

-last revised 04/2021

Signature: Doretha McFadden
Doretha McFadden (Jul 29, 2021 22:37 EDT)

Email: ree74@aol.com

NYSED 202021 BOT Financial Disclosure Form

Final Audit Report 2021-07-30

Created:	2021-07-30
By:	Jen Pasek (jen@pasekconsulting.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYqzrcP6GJwgan01OwXw65Ty1kzhDDEf3

"NYSED 202021 BOT Financial Disclosure Form" History

Web Form created by Jen Pasek (jen@pasekconsulting.com)
2021-06-15 - 7:04:17 PM GMT

Web Form filled in by Doretha McFadden (ree74@aol.com)
2021-07-30 - 2:37:18 AM GMT- IP address: 98.25.178.119

Document emailed to Doretha McFadden (ree74@aol.com) for signature
2021-07-30 - 2:37:20 AM GMT

Email viewed by Doretha McFadden (ree74@aol.com)
2021-07-30 - 2:39:10 AM GMT- IP address: 209.73.183.25

E-signature verified by Doretha McFadden (ree74@aol.com)
2021-07-30 - 2:39:36 AM GMT- IP address: 98.25.178.119

Agreement completed.
2021-07-30 - 2:39:36 AM GMT

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

611 Beach 19th Street Far Rockaway, NY 11691

PHONE 347- 403- 9231 **FAX** 718-327-2581

Karen Jones, Principal

***P**ride – **P**erseverance - **A**chievement – **C**haracter*

BOARD MEETING MINUTES - Wednesday, July 8,, 2020

Attendance – as per Conference/Zoom Call

Board Officers:: Betty Leon, Chair**; Doretha McFadden,** Vice Chair**; Jacqueline Burton-Waal,** Recording Secretary

Brandon Jeffries, Treasurer;

Board Members: Kevin Alexander, Randy Hall; Constance Blackman, Malik Sanders,

PPA Staff: **Karen Jones,** Principa**l; Jason Pierre,** Finance,

PTO Board: Kimberly Taylor, PTO Recording Secretary; **Krystal Payne-Bello**, PTO Correspondence Secretary

Absent: Jada Tucker, PTO President; **Melody Shields**, PTO Vice President; **Malik Sanders**, Board Member

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1. **Mission Statement** and **Goal # 3** (read by all)
2. **Introduction of PTO Board and Guests:**
3. **Approval of Minutes** – June 20, 2010

Motion to accept the Minutes for June 20, 2020 was made by, , seconded by and unanimously passed by all.

BOARD CHAIR'S REPORT – Betty Leon

Regents Report -Ms. Leon received a copy of the Regents report and asked Ms. Jones to present more information to the PPA Board – particularly the sections that affect PPA. Ms. Jones stated that there were changes made to the educational law(s), but not affected PPA.

PRINCIPAL'S REPORT – Karen Jones

1. **Faculty & Staff met requirements for** Remote Learning
    a. **Teachers met all of the challenges** related to remote learning
    b. **PPA was able to better serve our students** in that PPA was one of the few schools that was able to administer assessments.
    c. **Students are familiar with and accustomed to using technology**
    d. **Teachers were very engaging** (at all times) and were always problem solving.
    e. **Parents were always informed** re: student's progress.
2. **Challenges** of Remote Learning:

i. **Ell students e**xperienced the greatest challenges because by staying at home, they heard ONLY THEIR HOME LANGUAGE.
ii. **PPA will set up two aps for the ELL students** (BABEL and DUO LINGO)
iii. **Grade 2 students** also experienced challenges due to the fact that Grade 2 students are transitioning from "passive" to "active" learners who engaged in "Book Studies centered around 'Book Talks' and 'Conversations.'"

b. Questions:

i. Why are some students doing better than others?
ii. What's being done differently to insure that all students are on the same page?

c. Answers:

i. PPA is putting a greater "thrust" on MOTIVATING all students to WANT to learn. REMOTE LEARNING has enhanced and increased students' MOTIVATION.
ii. A greater number of PARENTS ARE MORE INVOLVED in their child's education.

3. **Attendance** – is very good and has remained steady at 95%.
4. **Graduation**
    i. **Invitations** have been sent.
    ii. **Video Recordings** have been received from:
        A. Senator Sanders
        B. Assembly Member Stacy Amatos
5. **Chancellor's Plan for re-opening schools** is the same ROTATION PLAN that Ms. Jones presented to the Board (April 8, 2020). Here's a recap of Ms. Jones' Plan
    i. **September** - All students will stay home in Sept.
    ii. **October** – Two Groups of students or 2/3 of the students (**GROUPS B and C) will be in the building**.
    One Group or (1/3 of the students) **GROUP A will remain at home.**
    iii. **The following equipment will be provided** to keep the students safe:
        A. Plexi-glass shield
        B. Face Shields (Ms. Jones showed a picture)
        C. Face Masks – each student will be provided with 2 masks/day. One of

PPA's parents is a doctor who will let Ms. Jones know if the masks can be purchased at a cheaper price.

D. Each student's temperature will be taken "at the door" as they enter.

E. Should a student experience illness, or a temperature, parents will be informed and must understand that they must come to the school and take their child home immediately.

F. One parent has opted to continue with remote learning at home.

iv. **Flexible Dates** – The Chancellor suggested that there be "flexible dates for "re-entry." Ms. Jones has already presented the PLAN (with flexible dates) to The Board of PPA. (May 13, 2020)

6. **Virtual Parent Meetings - Next Meeting is July 8, 2020**

   i. **Information to be shared:**

      A. September Start Date - **September 9, 2020;** however, ALL PPA STUDENTS WILL REMAIN AT HOME.

B. **October –** Two groups (B and C) or (2/3 of the students come to school and one Group (Group A) or (1/3) stays home.
C. **Every precaution** will be taken to insure the safety and welfare of every student.
D. **All questions and concerns will be answered** including addressing the one parent who does not want her child to come into the building.

7. **Start dates for the reopening of schools - September 2020**
   a. **Chancellor's recommendation –** Thursday Sept. 10th
   b. **PPA's Start date – Wednesday September 9, 2020** (One day before the DOE)
   c. **PPA students will have the recommenced 180 days of instruction** (whether they are at home or not).
   d. **Also, Charter School students have a 2-hour "longer day."**

8. **The DASHBOARD**
    a. **Attendance** has improved
    b. Translated into percentages, PPA has remained steady at **95%.**
9. **Academic Data**
    a. **Achieve 3000 –** Completed Scores will be ready in July
        i. **Grades 2-5** have been steadily improving
        ii. **Transition from Grade 1st to 2nd is big**. We find that students need to be MORE INDEPENDENT.
        iii. **PPA invested a "tremendous amount of time" in STAFF DEVELOPMENT**
        iv. It took TIME, RESOURCES and "BUY IN" to transition teachers from their dependence of Teacher's Guides to engaging students in BOOK TALKS.
            A. **Grade 5 -** Did better this year. This is the 1st year they had the same teacher from September – June. In addition, the 'MIND SHIFT" of the teachers had to occur in that "they have to let kids struggle."
            B. The Completed Scores will e ready in July

b. **Results for "SUPERKIDS" - Grades 1-5 – ELA**
c. **Results MATH – Grades 1-5**
    i. **Success of Class 402** having had 2 EXPERIENCED TEACHERS seemed to have made a difference as opposed to 401 which had 2 NEW TEACHERS.

    ii. **Grade 5**
        A. **501** the teacher was VERY STRONG and ENGAGING and used every resource given in PD.
        B. **502** is the ICT Class that has SPED students
            a. **Small Group Instruction –** Groups were re-divided and made even smaller.
            b. **Students were scaffolded** much, much more and to a greater extent than before.
d. **Ms. Laurent – SPED students in Grade 5**
    i. Students learned in Groups
    ii. Learning was scaffolded
    iii. Skills improved

Comments from the Board:

Doretha McFadden – “You could see, the teachers have come out of their ‘comfort zone.’”

Ms. Jones – “Parents can tell that we are doing whatever they need and WE PROVIDED whatever they needed. We were always PROBLEM SOLVING and able to give parents their NEXT STEPS.”

6.

Betty Leon – Between Grades K & 1, and Grades 1 & 2, what are you going to do differently to make sure that they are ALL ON THE SAME PAGE?” What are we going to do for THOSE TEACHERS?

Ms. Jones – There is a process to help get the teachers there. The teachers do too much HAND HOLDING. For example, I’ve observed the teachers give students SENTENCE STARTERS. Teachers have to learn how to STRETCH KIDS. In addition, teachers spend too much time working with kids “at the bottom” and are not giving enough attention to the “kids in the middle” and the “kids at the top.”

Ms. Leon – We have to think about bringing those teachers "to the top" and telling them "You're not doing what I need you to do."

Ms. McFadden – We've discussed this before. We've talked about "building them up" and "keeping them moving."

Ms. Jones – alluded to the fact that we will continue this discussion in the next ACADEMIC COMMITTEE MEETING.

Brief Discussion

1. Finding another Grade 5 teacher as one of the present teachers is completing her "practicum" at another school.
2. Hiring a Math Specialist

7.

Motion: Principal's Report

A Motion to accept the Principal's Report was made by Betty Leon, seconded by Doretha McFadden, and unanimously passed by all.

FINANCE & OPERATIONS REPORT – Jason Pierre

Mr. Pierre prefaced his report by stating that the Board should be prepared to "have another meeting" due to the fact that this meeting is occurring 'early in the school year (amidst the

uncertainty of what's going to happen for the remainder of the school year, the budget is still in the process, he proceed to:

1. Go through all of the "LINES"
2. Make predictions based on last year's budget
3. Give us projections based on the enrollment of 320 students
4. Projected a breakdown of how many students will fall into the following categories:
    a. 10 students will fall in the 20% Category
    b. 30 students will fall in the 20% - 60% Category
    c. 5 students will fall in the 60% (and over) Category

Motion – Finance Report

A Motion to accept the Finance Director's Report was made by Betty Leon, seconded by Randy Hall, and unanimously passed by all.

8.

PTO REPORT

ACADEMIC COMMITTEE REPORT

Jacqueline Burton-Waal and Doretha McFadden

Academic Committee Meeting Report – Wednesday **July 7, 2020**

Jacqueline Burton Waal and Doretha McFadden, Co-Chairs

Attendance

AC Members: Jacqueline Burton-Waal, Academic Committee Chair;

Doretha McFadden, Academic Committee Co-Chair;

Betty Leon, Board Chair

PPA Staff: Karen Jones, Principal, Ms. TA Jones; i

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PRINCIPAL'S REPORT- Ms. Karen Jones

1. **Ms. Jones shared the document related to the reopening of PPA in October 2020.**
2. **Topics:**
    - **A. Operations**
    - **B. Best Practices** i
        - **1.** In all areas that affect our students
        - **2.** Based on information from the Center for Disease Con
    - **C. On-Going (frequent) communication with PPA Families**

PARENT WEBINAR TODAY (JULY 8, 2020 – 4:00 PM

LINK https://us02web.zoomus/j815947518

- **D.** Everybody being flexible including:
    - **1.** In-School instruction
    - **2.** Remote Learning (Home-School Instruction)
    - **3.** Health and Behavior

- **4.** Family Issues (we can help with)

E. **Tablets**– PPA has a sufficient supply of tablets for every student enabling them to use the GOOGLE CLASSROOM more effectively
F. **Manage Expectations**

3. Ms. Jones predicted that PPA will be open for all students – probably in January
4. **September – December 2020 the focus will be:**
    A. Health & Safety
    B. Attendance
    C. In-Person Instruction
5. **ALLEVIATE PARENTAL CONCERNS – There will be a meeting for parents today at 4:00 PM**
6. **Consistent CLEANING CYCLES**
    A. During the daytime and each evening
    B. Monitoring of Bathrooms
        1. STATIONS (outside the bathrooms will enable Ms. Lee to see into the bathrooms (without being intrusive). She will also monitor "safe distancing" in that students will use the bathrooms (2 at a time).
        2. Students will go in (2 at a time)
        3. Hand Blowers will be installed

4. Hand Sanitizer will be stationed at entrances to the building to manage hand cleaning as students enter.

C. Classrooms – 18 students per classroom

1. Hand Sanitizer (approved by the DOE)
2. Frequently scheduled hand washing

D. Buses

1. PPA students will ride first
2. Buses will be cleaned/sanitized throughout the day.

E. Hallways will be ONE WAY

7. SCHOOL DISTANCING

A. Teachers will come in and set up their classrooms

B. Students will face ONE WAY (facing the board, surrounded by **PLEXI-GLASS BARRIERS 6' high on three sides. Ms. Jones showed a picture.**

C. Cafeteria – Three Lunch Periods (Breakfast, Lunch & Dinner)

1. No family style eating
2. All surfaces will be sanitized
3. Students will not be allowed to "pass food"
4. Face Masks and gloves will be worn by the servers.
5. Students will ware FACE SHIELDS for extra protection.

6.The Board has to make a decision re: the serving of dinner.

7, HYGIENE

a. There will be NO BIRTHDAY CELEBRTIONS
b. All surfaces will be wiped down (twice a day)
c. Who goes to the Nurse? Only if a child is throwing up.

8.SPORTS & PHYSICAL EDUCATION - One class at a time (Outside)

9.NEW HIRE(s)

a.PPA needs one Associate Teacher

b. Ms. Jones is presently interviewing a candidate who has her Masters' Degree.

c. Another candidate has approx.. 20 years experience.

d. Ideally, the candidate should have about 5 or 6 years.

ADJOURNMENT

A Motion to adjourn the meeting was made by Doretha McFadden, seconded by Kevin Alexander, and unanimously passed by all.

Next Board Meeting: Wednesday July 8, 2020 – Time - TBA

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

611 Beach 19th Street Far Rockaway, NY 11691

PHONE 347- 403**-** 9231 **FAX** 718-327-2581

Karen Jones, Principal

***P**ride – **P**erseverance - **A**chievement – **C**haracter*

PPA – Board Meeting – Minutes - Tuesday, August 25, 2020 - Via ZOOM

Special Meeting chaired by - Jason Pierre and Ms. Karen Jones

ATTENDANCE

Board Officers: Betty Leon, Chair; **Doretha McFadden,** Vice Chair**; Jacqueline Burton-Waal,** Recording Secretary

Board Members: **Constance Blackman; Malik Sanders**

PPA Staff: **Karen Jones,** Principa**l; Jason Pierre,** Finance Director

PTO Officers: Kimberly Taylor, PTO Recording Secretary

Absent:

Board Members: Kevin Alexander, Brandon Jeffries, Randy Hall, Brandon Jeffries

PTO Officers: Jada Tucker, Melody Shields, Chrystal Panes Bello,

1. **Introductions and Greetings** – to PPA Board Members, PPA Staff and PTO Officers by Betty Leon
2. **The Church reached out to Mr. Pierre re: the fact that:**
    a. They are going to do repairs on the Roof and Pointing of the building.
    b. All the work will be done on the EXTERIOR of the building.
    c. They need until the 2nd week in October to complete the work/project.
    d. We have clearance to re-enter the building on October 15, 2020.
3. **When PPA Re-Opens:**
    a. 2/3 of the students will be in the building.
    b. 1/3 of the students will engage in Remote Learning (at home).
    c. All DOE Schools (including PPA) start (remotely) on September 9, 2020.
4. **All other repairs to the interior of the building** will be made as soon as the school has completed the process of hiring contractors, obtaining permits, etc.

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PHONE 347- 403**-** 9231 **FAX** 718-327-2581

Karen Jones, Principal

***P**ride – **P**erseverance - **A**chievement – **C**haracter*

PPA – Board Meeting – September 9, 2020 - Via ZOOM

ATTENDANCE

Board Officers: Betty Leon, Chair; **Doretha McFadden,** Vice Chair**; Jacqueline Burton-Waal,** Recording Secretary; **Brandon Jeffries,** Treasurer

Board Members: **Malik Sanders**

PPA Staff: **Karen Jones,** Principa**l; Jason Pierre,** Finance Director

PTO Board: Jenny Young, **President;** Kimberly Taylor, **Vice President;** Chrystal Paynes Bello; **Recording Secretary**

Absent: Kevin Page, Randy Hall, Constance Blackman, PTO – Correspondence Secretary

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1. **Introductions and Greetings to PPA Board Members, PPA Staff, PTO Board 2020-2021**
2. **Reading/Recitation of MISSION STATEMENT and GOAL # 5**
3. **Approval of Minutes** – August 12, 2020

Principal's Report - Karen Jones

Plans for First Day of School

1. Parents were asked to have students in school uniform
2. **Format**
   - **i.** Pledge of Allegiance
   - **ii.** PPA Pledge
   - **iii.** Acknowledgement of Birthdays

2. **Expectations**
    i. Students are to be:
        1. Attentive and Alert
        2. Still and listening,
        3. Their "heart into learning.''
3. **Attendance & Punctuality**
    i. Be (in school or at your computer – ON-TIME
    ii. Complete all Assignments "in the allotted time."
4. **Google Classrooms**
    1. **Google Meeting for Parents** next week
    2. **NETTIQUIT** – Appropriate Behaviors students should use when on-line (for example, Whole Body Listening)
5. **Introduced Staff** - New as well as former teachers were encouraged to "Jump Right In."
6. **Websites –** Teachers used Google Web Site and created their own WEB SITE – which were very STUDENT-CENTERED and ENGAGING
7. **Professional Development** - Teachers were asked (and shown how to:
    1. Close the gaps between Grade Levels."
    2. Engage students in learning by asking questions
    3. Ask questions
    4. Elicit suggestions:
    5. Suggestions "What Can We Do?"
8. **New Programs and Formats - WONDERS – New Reading Program**
    1. Strengthens Literacy Skills
    2. Contains a Comprehensive Set of Resources
    3. Gives all students ACCESS to READING & Writing and provides :
        i. Scaffolding& Support
        ii. Flexibility
    4. Students become Problem Solvers
    5. Students engage with technology via:
        i. E Books
        ii. Video Resources and MORE!

9. **Program's Goals:**
    1. Make every student a SUCCESS STORY
    2. Helps all students on ALL LEVELS OF LEARNING
        i. The program features a STRONG ON-LINE PRESCENCE
        ii. Improves Writing Efficiency regardless of Level of Writing Effic
    3. Conference Room (is attached) . . .
        i. Students can work in small Groups.
        ii. This is especially effective for English Language Learners (ELL Students) and/or students who are Academically Challenged
    4. **Authentic Literature** is infused into every component
    5. **PPA can "Keep the Best** of what teachers have already been doing."
    6. WONDERS replaces NY Ready and SuperKids

Math – PPA will be using ENVISION MATH 2.0 features:

1. On-Line Learning
2. Every lesson begins with a "problem solving" activity
3. Students choose the resources that work best for them because no 2 students are alike
4. Student Progress can be tracked.
5. Empowers every teacher and student!
6. Teachers SET THE TONE for students to be EXCITED

Guidance Counselor

7. Showed us one of the Teacher's Web Site. For Example, one teacher displayed "How to Be a GREAT Distance Learner.
8. New ELL Teacher (Ms. Quevo was moved from Pre – K}
9. Everything went smoothly
10. Questions (on the chat) were FIELDED until the end of the school day

Approval of Principal's Report

A motion to approve the Principal's Report was made by Betty Leon, seconded by, Kevin Alexander and unanimously approved by all.

BOARD CHAIR'S REPORT – Betty Leon

1. **Approval of Minutes – August 12, 2020**

A Motion to approve the Minutes for August 12th was made by Betty Leon, seconded by Malik Sanders, and unanimously passed by all.

2. **Approval – PTO President**

A motion to approve Ms. Jenny Young as the PTO President for the 2020/2021 school year was made by Doretha McFadden, seconded by Kevin Alexander, and unanimously passed by all.

3. Ms. Johnson, Parent Coordinator, was complimented for her work towards

Assisting the PTO in getting a new President – Ms. Jenny Young.

4. Greetings and remarks from the New PTO President Jenny Young
5. **Approval – Chair's Report**
   A motion to accept the Board Chair's Report was made by Doretha McFadden, seconded by Brandon Jeffries, and unanimously passed by all.

Business Manager's Report – Jason Pierre

Precautions against Covid 19

1. **Non-Contact Temperature Readers** will detect persons who do not wear masks and/or whose masks are worn improperly.
2. **Readers will generate a Report** at the end of the day re:

   a. Persons whose temperature's rising
   b. Persons who need medical care
   c. Persons who have not submitted a "Health Survey."
3. **PPA's Custodians** will:
   a. Change GARGAGE BAGS
   b. Wipe down classrooms
4. Teachers will be asked to be "out of their classrooms" by 3:30 PM.
5. **Safety Equipment** will be tested and shared.
6. **Storage Containers** for students will be kept below their desks as opposed to the Coat room.
7. **Classroom Emergency Kits** will be re-stocked to contain:
   a. Masks
   b. Thermometer readers
   c. 2 gowns
   d. Laminated document (SAFETY PROCEDURES) should we suspect a Covid 19 case.
10. **Isolation Rooms** - **1st and 2nd Floor** - will have a small kitchenette and a bathroom.
11. **Blue Cards** are now (DIGITAL) and will provide "instant" access to information for teachers and nurses.
12. **Safety Plan** remains the same and there will be fire drills. In addition:
    1. PPA is trying to purchase 300 Chrome Books for its students
       i. PPA has met all the demands for devices (one device /child.
       ii. So far, 70 requests 30 have been filled
       iii. **Goal** – remainder of students should have a device in a timely manner. PPA is trying to get parents to respond in a timely manner re:
            1. Registration and Devices)
            2. AT&T will donate 10 devices (that don't require wi-fi) on a "short-term" loan.
13. Motion – Business Manager's Report

    A motion to accept the Finance Manager's Report was made by Kevin Alexander, seconded by Doretha Mc Fadden, and unanimously passed by all.

PTO Report – Jenny Young

1. The PTO is putting together a **Plan for parents to log** in each morning if they have issues, questions, concerns.
2. **1st PTO meeting October 15th**
3. **Information on REMOTE CLASSES for parents** was given by Ms. Leon. In addition, she referred parents who would like to become a Home Health Aide, to send their information to the PPA Parent Coordinator (Larnice Johnson) - Johnson@peninsulaprep.org

14. Adjournment - Ms. Leon "thanked everyone for attending the meeting

Motion to Adjourn

A motion to adjourn the Board Meeting was made by Jacqueline Burton Waal, seconded by Doretha McFadden, and unanimously passed by all.

NEXT BOARD MEETING

Via ZOOM

WEDNESDAY OCTOBER 13, 2020

6:00 PM

PPA – BOARD Meeting - Wednesday October14, 2020

Attendance - PPA STAFF: Karen Jones, Principal**; Jason Pierre**, Business Manager; **Ta Jones; Ms. Laurent**, Guidance Counselor

PPA BOARD: Betty Leon Board Chair; Doretha McFadden, Board Co-Chair; Jacqueline Burton-Waal, Board Secretary;

Board Members: Constance Blackman, Brandon Jeffries, Kevin Alexander

PTO: President - Jenny Young

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MISSION STATEMENT

Recitation of GOAL # 2

PRINCIPAL'S REPORT – Karen Jones

1. **REMOTE LEARNING** continues.
2. **STAFF MEETING**
    - **i.** Teachers shared and explained their needs
    - **ii.** PPA has hired two new teachers:
        - **a.** Grade 2 – Ms. Williams
        - **b.** Grade 3 – Ms. Franklin
    - **iii.** Ms. Jones is continuing to interview applicants for the remaining "unfilled" positions. Interviews are scheduled for next week.
3. **WONDERS READING PROGRAM – Status**
    - **i.** Students have their materials
    - **ii.** To date, teachers have not received the Teacher's Guides
4. **MATH PROGRAM**
5. **PARENT MEETING and PARENT SURVEYS**
    - **i.** Ms. Jones gave a Video Message to the families of PPA
    - **ii.** They also received an update re: Gov. Cuomo's Message
    - **iii.** **Parent Satisfaction Survey** - As per the survey, the majority of gave "**favorable responses**" indicating they are **satisfied**, and **their needs are being addressed**.
    - **iv.** As per the following categories (**Homework, Events/Activities and Technical Assistance** the majority of the parents responded as follows:

1. **Homework time** – Parents felt it was **reasonable.**
2. **Events/Activities** – parents said they were **well-informed** and are **satisfied** with all communication
3. **Technical Assistance** – Parents are **very satisfied** as Mr. Paduano and Ms. Ta Jones respond to their every "technical" need.

v. Voiced Concerns/Comments

1. Some students do not pay attention
2. Some parents will not be IN the building until the Governor ok's all NYS schools
3. Some parents of "low performing" students are receiving "too much assistance" from their parents. Ms. Jones added, "There isn't much PPA can do about this to reinforce student's independence.
4. **Parental Needs/Questions/Concerns**
   a. **The No. 1 Question** – When is school going to open again? Not until work on the roof has been completed.
   b. Other parents want to know when they can pick up their children's books**.**
   c. One parent needs a device and wants to know when her daughter will receive one. Mr. Paduano is working on it. PPA will contact this parent and arrange a time for her to pick up the device.
   d. **Uniforms** – One parent did ask "**Why must the children where a uniform for six hours?**" Mrs. Jones' response was that the uniform conveys the fact that the children are in "SCHOOL MODE" and will conduct themselves accordingly.
5. **Middle Schools** Have been contacted

6. ACADEMIC GROWTH

i. PPA is closing the Academic gap.

ii. Teachers are seeing to it that students do what they need.

iii. **ASSESSMENTS**:

1. The Staff used ACHIEVE to assess Reading as well as other assessments.
2. **Report Cards** - Grades 4 and 5 will have Report Cards. All other grades we receive progress Reports.
3. Parent Conferences were held in som
4. e grades
5. **Track C** has been divided into 2 groups. Ms. Jones and Mr. Pierre will decide "how to handle this situation" due to the large number of students." They are working on a solution which might involve hiring additional staff. Ms. Jones and staff will revisit this issue with staff. In the interim, she is considering the use of the GYM and or the CAFETERIA. Betty Leon interjected, "Or, place the "TOP" students (who are less distracted) in the GYM or Cafeteria, and ROOM DIVIDERS can be used to separate groups of students.
6. **NY State Exams** – The Federal Government has mandated that PPA give STATE EXAMS; but, they cannot be given "remotely." In the meantime: **Assessments** will be done via:
    a. Monthly Progress Reports (Grades K-3)
    b. Quarterly Reports (Grades 4 – 5)
    c. PPA is preparing its students for the State Exams.

7. **Questions from Board Members:**

i. Who are the parents who are having a difficult time "helping their children? Ms. Jones said she would try to identify those parents. She would send an additional memo to the parents" for the purpose of finding out who are the students in most need of EXTRA ACADEMIC HELP.

ii. Suggestion from Betty Leon, Board Chair. There could be Saturday Classes to help students who need the EXTRA HELP?

Approval - Principal's Report

A motion to accept the Principal's Report was made by Jacqueline-Burton-Waal, seconded by Doretha McFadden and unanimously passed by all.

BOARD CHAIR'S REPORT - Betty Leon

Ms. Leon began her report by stating "The PTO President has not been "voted onto the Board." She proceeded to address her questions to Mr. Pierre:

Ms. Leon: "Has the PTO President forwarded the paperwork to the DOE?"

Mr. Pierre: The PTO President has not sent the Disclosure Forms yet. I anticipate going into the "PORTAL" for the CONTACT SHEETS on November 2nd.

Ms. Leon: Speaking to Ms. Burton-Waal, "Mr. Pierre will send you the reason(s) why.

Mr. Pierre: Once I get the new forms, I will forward them (to the PTO President).

Ms. Leon: You can't use last years forms?

Mr. Pierre: No. Last year's forms won't work. The FORMS are updated every year.

Ms. Leon said she would explain (the process) to the PTO President, why she hasn't been "voted onto the PPA Board." Moreover, she would add, "That's the reason why, she's unable to vote."

Approval of the Minutes

A motion to accept the Minutes for September 9, 2020 was made by Doretha McFadden, seconded by Betty Leon and unanimously passed by all.

Approval: Board Chair's Report

A motion to approve the Board Chair's Report was made by Doretha McFadden, seconded by Kevin Alexander, and unanimously approved by all.

Business Manager's Report – Jason Pierre

1. **Projections for the Year -** based on 320 students (45 are Special Ed. students = $) as of August 31, 2020.
    a. **Cash on Hand =** 1.5 Million (includes the Escro Account of 1.4 Million)
    b. **Positive cash for the 2021 year = 230K**
2. **These amounts are due to the following facts:**
    a. PPA's Enrollment Target is 313-314. We're missing
    b. Uncertainty of when schools would be open
    c. Two other Charter Schools are going to re-open in January
    d. Parents enrolling their children in other schools
    e. Pre-K & K are not mandatory. Parents opted to keep them home another year.
3. **Special Education Students**
    a. Sped Students (0 – 59 Category) = 6 students
    b. " " (60 & over Category = 20
4. **Things that impacted the numbers and the Projections**:
    a. Fewer SpEd. Students; therefore, IEP's no longer in existence
    b. Services were cut
        i. Some went from an ICT setting to a SETTS Setting
        ii. Some students had their "accommodations" removed from their IEP's
5. **Working Capital is strong. Just over 1.56** as we have an "upswing" in new enrollment.
6. **Auditors** – We are "in talks" with the Auditors. There will be a more stringent audit from the Charter Center this year. We anticipate being "on time" for November 2020.
7. **Positive cash - We have $415K**
8. **Cash on Hand – 230K**
9. **Enrollment**
    iii. **Target -** 313-31
    iv. **Actual – 313 -314**
10. Sp Ed Categories: 1-10, 20-59, 60 and Over. We're hovering around 90.
    a. **IEP's** changed (including accommodations)

b. **ICT Services** – more students will move from the 20-59 category.

c. Audits/Auditors

- **i.** Have to be done remotely
- **ii.** Scan in over 150 documents
- **iii.** Send 10 student files
- **iv.** More info is requested that has never been asked for in the past.
- **v.** Auditors ask, "How do we keep track of authorizations?"
  1. Draft of document will be presented to the Board at the next meeting
  2. Budget revenue $966,000 cash
  3. Recognized $957,000
     - **a.** Care's Act - $100,000 used for salaries, AIS, Crome Books, upgrades to the building (in response to COVIID Plan. (Devices, scanning , floor signs, masks & face shields)
     - **b.** Upgrades to the main office, nurse has isolation room in addition to her office, installed "handwashing" sink in the Knd. Room.
  4. 463,000 positive cash
     - **a.** Dep # will drop to 120,000
     - **b.** Q. "Is this OFFSET from the rent?"
     - **c.** A. No. it goes as an asset to the school. And is used to apply for a grant."

11. Once we're "back in the building:

a. We can negotiate for less rent because of all the improvements/upgrades we made to the building.

b. Commercial Real Estate – We could search for a RB to find a building for us. We could talk to banks (like Chase) that we have relationships with.

- i. We pay $37,000 now for rent.
- ii. We could find out How much would a Mortgage be?
- iii. We miss out on benefits because we don't own a building.
- iv. Mr. Pierre said he would begin researching.

Motion:

A motion to give Mr. Pierre permission to research options related to commercial properties in the "downtown" Far Rockaway area was made by Kevin Alexander, seconded by Betty Leon, and unanimously passed by all.

12. Up-dates:

a. **Pointing** on the outside of the building and the work on the Roof -is 70% complete.
b. We will finishing the work in the hallways.
c. We will test the machines, keosks, hand sanitizers, and Air Purifiers.

13.Q & A:

1. **Q**. - What date will the building be ready?
2. **Ans**. By October 23rd
3. **Q.** When will Staff return to building?
4. **Ans.** Nov. 2nd
5. **Q.** When do you feel 100% comfortable?
6. **Ans.** January 2021. Teachers have from the 23rd – 26th to start decorating their rooms.
7. **Q.** Parent's decision - when they want their children to return?
8. **Ans.** Mr. Pierre asked to get a document/report from the construction company AIR QUALITY REPORT. Ms. Jones requests that staff have a "check" (covid Test) and results BEFORE.

Approval Business Manager's Report

A motion to approve the Business Manager's Report was made by Betty Leon, seconded by Doretha McFadden, and unanimously passed by all.

PTO Report – Jenny Young, President

The PTO Report is in the Chat - yjenny12@gmail.com

Meeting with PSEG

ZOOM WORKOUT NIGHT

14. Q & A

Q. **Doretha McFadden** – Do we need to Policies and Procedures for REMOTE LEARNING?

Ans. We already have it. (Protocols, and procedures are "spelled out."

Motion to Adjourn

A motion to adjourn the meeting was made by Doretha McFadden, seconded by Betty Leon, and unanimously passed by all.

PPA – BOARD Meeting – Thursday - November 12, 2020

Attendance

PPA STAFF: Karen Jones, Principal**; Jason Pierre**, Business Manager; **Ta Jones;** Communications Director**;**

Rachael Laurent, Guidance Counselor

PPA BOARD: **Betty Leon** Board Chair; **Doretha McFadden**, Board Co-Chair; **Jacqueline Burton-Waal**, Board Secretary

Board Members: Constance Blackman, Brandon Jeffries,

PTO: - Jenny Young, President;

Absent: **Kevin Alexander**

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Mission Statement

Recitation of GOAL # 5

PRINCIPAL'S REPORT – Karen Jones

1. **Remote learning.**
    a. Teachers are making progress and Instruction has gotten better.
    b. Teachers, Parents, and students are more engaged.
    c. As per the DASHBOARD, the students are doing better.
2. **Weekly Schedules** are sent to parents to inform them of Assessments so that students are prepared.
3. **Weekly Progress Reports** for Grades K-3 include the FOUNDATIONAL SKILLS
4. **Weekly Report Cards** for Grades 4-5 are beneficial for MIDDLE SCHOOL APPLICATIONS
5. **Weekly Meetings with Teachers** have addressed challenges such as:
    a. **Time Management**
    b. **Monthly Surveys**
    c. **Research** to address the teachers' needs is also shared
6. **Weekly Goals** are set, and parents are more supportive because they "know what's coming up next."
7. **Report Cards** for Grades 4 – 5 have been sent home.
8. **Issues** teachers are having difficulty with TIME MANAGEMENT and/or planning time for:
    a. Face Time with students
    b. Break Out Groups
9. **Synchronous vs. Asynchronous Teaching –** Ms. Jones researched shared these methodologies to help teachers understand their need to:
    a. **Make instructional videos** to help students think and learn
    b. **Provide time for WRITING,** and insist that their students include **writing** in their respective schedules every day.
    c. **Use "Guides" published by McGraw Hill** as resources to help them better understand the program.

10. **PARENT-TEACHER CONFERENCES for 5th Grade - Reporting & Communicating with parents** has been "VERY BENEFICIAL for Grade 5. Teachers have been able to share specific information re;
    a. **Reading Levels**
    b. **Specific Skills** where students may be "faltering."
11. **STAFFING –** PPA has 3 NEW staff members who are working well with students and existing teaching teams.
12. **RE-OPENING of PPA** is slated for JANUARY 4, 2021
    a. Time has been "set-aside in December for teachers to get their learning spaces ready."
    b. The Technology has been installed to test students as they enter the building.
    c. In addition, teachers have to be "randomly tested" periodically. If they refuse to be tested, they have to remain at home and do remote learning instruction.
    d. **Dec. 11, 2020 - Student Immunizations** must be done (and double-checked.
13. **Return to the building – January 4, 2020.** However, parents may elect to continue remote learning at home (if they so choose).
14. **Deadline for completion of Immunization Records -** December 11th
15. **Q & A**

Q. Please elaborate on "Teachers are having difficulty managing their time."

A. Teachers have a Prep every day, and their work-day has been cut by 2 hours. Teachers have to "figure that out."

Q. Are the teachers just "making excuses" or "not really trying"?

A. Teachers are given 2 PD days/month. The 1st and 3rd Wednesdays. On these days, I use 2 Hours of the 2nd Wednesday to give some teachers more support.

Q. Why are teachers in need of MORE TIME (for planning) when their day has been CUT by 2 HOURS? The teachers HAVE TO FIND A WAY! YOU'VE BEEN GIVEN 2 HOURS!

A. All in attendance agreed!

Q. "Is there any thing I can help with when they return to the building?" (Mr. Hall)

A. "Yes." (Ms. Jones)

Motion – Principal's Report

A motion to accept the Principal's Report was made by Jacqueline Burton-Waal, seconded by Constance Blackman, and unanimously passed by all.

Business Manager's Report – Jason Pierre

1. **Financial Summary**
    a. **Closed September** with just over 1 Million Dollars in the bank. Including the Escrow Account ($75.k has to be reduced to $70K.
    b. **Cash On Hand** – Just over 61 days. 60 days is required by the DOE.
    c. **Carry over into 2021**, we project 5 days.
    d. **Budgeted for** 320 students. We are just over 307 now.
    e. **Attendance Benchmark** is at 95%.
    f. **Grants –** PPA is "in the process of "applying for" some grants; however, some narratives have to be written.
2. **U Pre-K**
    a. Some 10% salary increases for u PreK Teachers
    b. Looking for extra funds for the purpose of outfitting the PreK classrooms such as installing plumbing in the PreK classrooms.
3. **Lines for the Recognition of Cost Savings:** We have a **30K Credit** from Trinet for re-signing for another year.
4. **Enrollment**
    a. **Actual -** 307 students as of October
    b. **Pledged** - 320
    c. **Variance** – 13 ($200K)
    d. We do not backfill after January
5. **SPED Category -** PPA has a "large" SPED and documented ELL presence in the building due to the fact that students have been identified and documented.
    a. General Category -
    b. **20 – 59 Category =** off by 1 student. We pledged for 30 Students; we have 31.
    c. 60 & Over Category
6. **Assets** & Liabilities - 1.4 million dollars
    a. 796K - Liabilities
    b. Working Capital - 1.88
    c. Total Debt Ratio – 1.07
    d. Assets – just under 900K
7. **Escrow Account** = $75K - Has to be reduced to 70K within the next 6 months

8. **When we move "Back into the Building,"**
    a. We anticipate an "upswing of students.
    b. An 800-unit housing development is coming to the Rockaways.
9. **Budgeted for**
    a. 320 Enrollment is 307 as of Oct
    b. Variance of 13 students
10. **Attendance is 95%** (Benchmark)
11. Some Narratives have to be written for more capital
    a. For example, we are looking for other space
    b. There are now 2 more schools in our Zip Code
    c. Capital Grants
    d. Chrome Books though the Councilman Donovan Richards' Office
    e. Technology Funding for the purchase of more laptops
12. After THANKSGIVING:
    a. The building will be open for teachers to set-up their rooms, use and test the equipment.
13. Q & A

    Q. How many Chrome Books are going to be purchased?

    A. 300

Motion – Finance Report

A motion to accept the Finance Report was made by Jacqueline Burton-Waal, seconded by Doretha McFadden, and unanimously passed by all

PTO Report - Ms. Young, PTO President

1. **Last PTO Meeting**
    a. _____ Drive Contest. There were submissions from each of the grades.
    b. 32 families participated and winners were chosen.
2. **PSEG representative** shared information on heating costs and savings
    a. ZOOM Workout Night
    b. 31 FAMILIES PARTICIPATED
3. PSENG – Heating info was posted
4. Family Workout Night = via zoom (with the PPA Gym Teacher)
5. Planning a Movie Night
6. PTO President's forms have to be submitted so that she can be voted onto the Board

Continuation of the ADEMIC COMMITTE Report – Jacqueline Burton-Waal

1. Ms. Jones (Principal) observed the instruction of two boys' young men. Their behavior has improved, and there were NO issues.

PPA – Academic Committee Meeting – Wednesday November 4, 2020

Attendance - PPA STAFF: Karen Jones, Principal

PPA BOARD: Betty Leon Board Chair; Doretha McFadden, Board Co-Chair; Jacqueline Burton-Waal, Board Secretary/Academic Com. Chair

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Progress Report/Updates

1. **Wonders Reading Program -** Ms. Jones gave a brief update/report re: Grades 3, 4, 5.
2. **Third Grade**
    i. **Grade 3** is doing well thus far and usually does. However, as students "go up the grades," they don't do as well in grades 4 and 5.
    ii. **Focusing on Writing.** The teachers will have the students do more writing.
3. **Second Grade** "didn't do badly on the Wonders' Exam.
4. **Features PPA likes** about the WONDERS READING PROGRAM
    i. Itemizes where the struggles are
    ii. Record Records

2. New Teacher for Grade 3 – Her name is Ms. Franklin and she is familiar with the WONDERS Reading Program and is able to support her colleagues in getting the implementation of the program into the Google Platform.

3. Math

1. Grade Two is "doing an excellent job and is moving into Unit 2
2. Grade Four is going to "move into intervention starting tomorrow." (Thursday November 5)

4. Students with MAJOR BEHAVIOR PROBLEM

Two (Grade 4) students (and a younger sister) were so disruptive the teacher cannot teach. They have been enrolled in PPA since Kindergarten. Now that they're in Grade 4, the work is harder, and they can't keep up. To make matters worse, the mother refuses to take phone calls from the school.

Q & A

Question – **Ms. McFadden** – **How do we suspend "Remote Learning" students?**
Answer - Ms. Jones (and Mr. Pierre) are going to do some research. Ms. Jones is going to view them (remotely) starting Monday (November 8) to observe the teacher's instruction and discipline strategies.

Comment - McFadden – These young men feel that "We're going to do what WE want to do."

We may have kept them (here at PPA) too long.

Answer - M.s Jones - Ms. Cervoni will do a CLOSE OBSERVATION and send her report to me right away.

Question - Ms. Burton-Waal **What can Ms. Laurent do**?

Answer - Ms. Laurent has Grade 5 and her "hands are full." We have a new SPED Teacher and I'm going to observe what she's going to do.

Student Reports

1. **K, 1, 2, 3 -** are sending home MONTHLY REPORTS.
2. **Grades 4 – 5 –** are sending home QUARTERLY REPORT CARDS.

Motion to Adjourn

A motion to adjourn the Board Meeting was made by Betty Leon, seconded by Doretha McFadden, and unanimously passed by all.

PPA Board Meeting – Wednesday - Dec. 9, 2020

ATTENDANCE

Board Officers: Betty Leon, Chair; Doretha McFadden, Co-Chair; Jacqueline Burton-Waal, Secretary;

Board Members: Kevin Alexander, Malik Sanders, Brandon Jeffries; Randy Hall, Constance Blackman

PPA Staff: Karen Jones, Principal; Jason Pierre, Finance Director; Ta Jones, Director of Communication; Rachel Laurent Pierre, Guidance Counselor

PTO Board: PTO President; - Jenny Young; PTO Vice President - Kimberly Taylor

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Reading of the:

Mission Statement

Goal # 2

Approval of Minutes - November 11, 2020

A Motion to accept the Minutes for November 11, 2020 was made by **Doretha McFadden**, seconded by **Jacqueline Burton-Waal**, and unanimously passed by all.

Principals Report – Karen Jones

1. **Things that are done with faculty (on a monthly basis:)**
    a. **Teachers were asked and gave answers to the following "reflective and student-centered" questions**:
        i. How do I **demonstrate understanding**?
        ii. How do we get students to **demonstrate skills** such as:
            1. **Paying attention** during Academic Lessons?
            2. How do I **work on patience and tolerance**?
    b. **After I've taught**,
        i. How do we know students understand**?**
        ii. Teachers have Office Hours where they can meet with the teachers
    c. All Teachers responded that they Meet with their coach(es)

2. **Programs we use for Reading and Math**
    a. Achieve 3000
    b. Looked at **Growth in Grade 2**
    c. Discussed "**have students achieved thew goal?"**
        i. Students have to complete 2 lessons /week
        ii. Classes and students that made greatest progress are acknowledged and rewarded.
3. **Wonders Reading Program – closing the achievement gaps**
    a. Data shows that the whole school is "doing better."
    b. Grade 2 scores were "lower" on the grid because the Grade 2 teacher was hired later.
    c. Suggestion – Betty Leon – Reward achievement with a PIZZA Parties, McDonalds, etc. (at the end of the month.) Ms. Jones interjected that the students on Grade 2 are receiving GIFT CARDS)
    d. **Other Suggestions:**
        i. **Mr. Pierre** interjected that other schools have platforms that are linked to reading and math scores whereby students may be awarded for achievement.
        ii. Acknowledgement of the work that Ms. Reeves and Ms. Johnson have been doing to get more children into school by talking to parents on-line.
4. **CAP IT Reading Program** from New Zealand – PPA is currently "piloting" this program in an attempt to "close the reading gap." Some features are that it:
        i. Teaches Reading Skills
        ii. Used remotely
        iii. Focuses on Phonemic Awareness and putting sounds together
5. **Envision Math** is working
6. **Virtual Stem Activity** is slated to begin on December 15
7. **In School Learning will resume –** pending inspection and approval by the Building's Dept.
    a. **15% of students** are going to return in January 2021
    b. **PPA is prepared** with face masks, face shields and privacy screens that "go completely around the desks.

c. **Roof** should be completed before Christmas
d. **Scaffolding** will be around the building until March, due to the fact that there is some minor pointing work that cannot be done until "the weather begins to turn warmer.
e. **Mr. Pierre meets with the following persons and/or departments each week**: Expected date of completion is January 4, 2021.
    i. Fema
    ii. Colleen
    iii. Director of Operations Brooklyn Dioses
    iv. Contractors
f. Expected date of completion is January 4, 202

8. **Parents:**
    a. Have been informed that PPA expects to have everything ready (without putting anyone in danger) by January 4th .
    b. Have to agree to Immunizations and Random Testing for their children.
9. **Fragile Learners** – Ms. Jones has placed in the following information in the "Drop Box" – documentation which separates students who have "behavioral issues" from those who are "fragile learners." To date, there are 5 fragile learners and 6 students with behavioral issues.
10. **Questions**:

Doretha McFadden – Prefers to receive information via Email as opposed to the Drop Box.

Students who are doing Well – It's working. The students love to be (publicly) acknowledged and rewarded.

Ms. Leon asked Mr. Pierre if there are funds that can be designated to support this endeavor. In addition, she suggested that the REWARDS be made public so that it can be VIEWED by family, friends, Board Members etc.

Mr. Randy Hall shared "how important it is to give outside variables of fun and interaction with the students ie. Alvin Alley Streaming Dance Classes."

Motion – Principal's Report

A Motion to approve the Principal's Report was made by Betty Leon, seconded by Doretha McFadden, and unanimously passed by all.

Finance Director's Report

1. **We are experiencing Cost Savings** due to the fact that there is fewer (or less) operational costs. For example:
    a. We have fulfilled our goal of more than **60 days of positive cash on hand.**
    b. 307 students (full enrollment) = 320 is our (target).
2. Operational costs are "very little" expenses on the custodial end due to savings with oil, custodial staff, monitoring of operational equipment (boiler, etc.).
3. Kitchen not fully operational, to keep caterers we need at least 50 meals) d and garbage pickup suspended."
    a. Meals and garbage pickup have been suspended
    b. Payroll savings due to more "part time" employees
    c. Mr. Pierre plans to ask the Diocese for a forebearance on the rent
    d. There is an increase in the number and/or services to Sped. Students.
4. **From now to June:**
    a. Scale back spending on School Visits, Trips, Graduation expenses
    b. In ZIP CODE 11691 500 affordable there's going to be an influx in the number of students due to the increase in "affordable housing" in the surrounding area in 2021-2022.
    c. We have 100K in CARES ACT $
    d. We have 250K from the Borough President Donovan Richards' office
    e. We secured 249K equipment for our classrooms
    f. There's additional funding for UPK (Universal Pre-Kindergarten)
    g. SPED – Increase I There has been an increase in the enrollment of SPED students and some students have "increased services.
    h. Wait list will increase from 500 – 1,500

5. **Mr. Pierre will speak to Ms. Wala**, in regard to "when she thinks she will be ready?" He will also inquire about the lease, and a projection as to "how long?" He will request that her responses be "in writing."

Motion Financial Report: A motion to accept the Finance Report was made by Kevin Alexander, seconded by Brandon Jeffries, and unanimously passed by all.

PTO Report – Jenny Young, President

1. **Activities**
    a. Movie night with parents
    b. Coffee Time – Tea-Time
    c. Christmas movie (this month)
    d. Parents utilizing the chat. One parent inquired about "ways to make money while at home."
2. **Next PTO Meeting - Ways of making $ from home**

3. **Ms. Johnson, Ms. Kimberly Taylor and Ms.** Bello **have been helping and working with the PTO**
4. **Q. – "Betty Leon How much money do you (the PTO) have?"**
   A – "Just under $5,000."

Motion: PTO Report

A motion to accept the PTO Report was made by Kevin Alexander, seconded by Randy Hall, and unanimously passed by all.

New Business – Kevin Alexander

6.

PPA – Academic Committee Report – December 2, 2020

PPA STAFF: **Karen Jones**, Principal

Academic Committee: Jacqueline Burton-Waal, AC Chair; Doretha McFadden, AC Co-Chair, Betty Leon, Board Chair

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1. **Teacher Surveys** are designed to:

a. Stay ahead of "potential" problems
b. Be more "reflective" and "student-centered."
c. The results are thoughtful and actionable

2. **Achieve 3000 Program -** Grades 3, 4, 5. Results are "lower" due to the fact that students are not completing "lesson activities.**"**
3. **WONDERS Reading Program –** Grades K-2 – Students are making improved progress in Reading, Writing and Skill Building
4. **Envision Math –** Focuses on "critical thinking" and "real-world application skills.
5. **Weekly Goals/Progress Reports** are sent to parents

a. U Pre-K –
b. Math Program – Grades 3, 4, 5
c. Math Program – Grades K – 2
d. U Pre-K -

6. **Reports**

a. Student Reports
b. Monthly Reports

7. **Staffing - New Teacher for Grade 3**
8. **Q & A**

Motion to Adjourn

A motion to adjourn the Board Meeting was made by, Kevin Alexander, seconded by Randy Hall and unanimously passed by all.

PPA – Board Meeting – January 13, 2021

PPA Board Meeting = Wednesday January 13, 2020

ATTENDANCE

Board Officers: Betty Leon, Chair; Doretha McFadden, Co-Chair; Jacqueline Burton-Waal, Secretary;

Board Members: Kevin Alexander, Malik Sanders, Brandon Jeffries; Randy Hall, Constance Blackman

PPA Staff: Karen Jones, Principal; Jason Pierre, Finance Director; Ta Jones, Director of Communication; Rachel Laurent Pierre, Guidance Counselor

PTO Board: PTO President; - Jenny Young; PTO Vice President - Kimberly Taylor

PTO Parent: Ms. Diaz

Opening/Introductions – Betty Leon

1. Anyone who wants to speak may do so by using the (raise hand button)
2. Reading/Recitation – Mission Statement
3. Reading/Recitation – Goal #3
4. Introduction of Board Members
5. Approval of Minutes – December 9,

A Motion to accept the minutes for December 20, 2020 was made by Doretha McFadden, seconded by Randy Hall, and unanimously passed by all.

Board Chair's Report

1. After viewing the Impeachment Hearing and Voting by the House of Representatives and the Senate (Wed. January 13, 2021) Ms. Leon suggested that the students in Grades 3rd, 4th and 5th Grade students "have opportunities to learn be CIVICS."
2. In preparation of Ms. Jones Retirement, Ms. Leon is going to:

a. Call a few Board member to form a committee for the purpose of starting the process for hiring a new principal for PPA. That would include:
    i. Advertising the position
    ii. Reviewing Resumes
    iii. interviewing candidates
    iv. Selecting a new Principal
b. Reach out to Danik Miller to assist the committee of Board Members through the (above) process.
c. Selecting a new Principal before September
d. Some of the parents should also sit on this committee

3. Welcome new Board Member, Ms. Jenny Jay, – as a <u>voting member of the Board.</u>

Motion to accept the Board Chair's Report was made by Kevin Alexander, seconded by Brandon Jeffries and unanimously passed by all.

Principal's Report

1. **Academic Progress**
    a. Students are demonstrating improvement Month by month)
    b. SPED teachers are STRIVING to help students make improvements; however, there are inconsistencies depending on the subject matter they're teaching. Yet the students are also improving.

2. **Closing the Achievement** Gap
    a. The new program the school us using is geared to Grades 1 and 2 and Grade 2 is doing a lot better.
    b. As a result of conversations with Ms. Inforna, a decision has been made to include the Kindergarten students.
    c. Mr. Farley submitted his list of students who are "going before the CSE:"
        i. Five Kindergarten students
        ii. Two 1st Grade students
    d. Grade Two is improving in their Lexile levels in "Achieve."

e. "In cases where we don't see enough progress, it's because <u>the students aren't doing the assignments.</u>" There is a struggle to get **all** of the students to do their homework.

3. The Wonders Reading Program for ALL students Grades K - 5

a. The Reading scores, when compared to last year, the students are consistently doing better – even with the FRAGILE learners.
b. The Focus on skill building and writing.
c. The Teachers of Grades Three and Four are working diligently to "bring up" the Writing Skills of their students.
d. The Program is Slow, Sequential, and Step-by-Step

4. Envision MATH Program – Full School Implementation

a. Tests will be based on the **Envision Program**
b. One Teacher's classroom is separated due to the fact that this classroom has students with SPECIAL NEEDS, moreover, they are:
    i. Fragile learners
    ii. Learners with Behavior Issues
c. The class has been divided into TWO GROUPS for planning and implementation.
d. This month, Ms. Jones noticed that the students are making progress.

5. DOJO - goes home to parents

a. Meetings with teachers and parents are happening with greater frequency (above and beyond the regularly scheduled Parent-Teacher Meetings.
    i. Parents are "coming on board."
    ii. Teachers have been "<u>relentless</u> in getting the students in school."
b. Ms. Johnson has been INDISPENSIBLE!
    i. She has been is on the phone (every day) talking with parents about their child's attendance problem.
    ii. Ms. Jones receives copies of all of her emails to parents.

6. **Ms. Reeves**
   a. Has been working with Grade 5 parents and overseeing the
   b. **Prep for Prep Program** – prepares students for Grade Six

7. **Preparations for re-entering the building -** Ms. Jones is working with Mr. Pierre to putting a **PLAN** together. The Next Step will be to communicate the plan to the parents.
8. **Covid Testing -** Ms. Jones said, "she is not ready to take a poll with regard to what the teachers are going to do. There may be one or two students whose parents have not complied.
9. **Immunizations' Deadline** has been extended to Dec. 11, 2020
10. **Q & A**
    a. **Q. - Betty Leon:** Stated that she felt that **students must be immunized** as we enter the Spring Season.
    b. **Jason Pierre:** All students have been immunized with the exception of students whose parents cited a RELIGIOUS CONTRAINDICATION.
    c. **Q. – Jacqueline Waal** - **Do we have a policy re Immunizations?**
    d. **Jason Pierre -** Yes. PPA has a policy, and the DOE has a policy also.
    e. **Q. Brandon Jeffries - Could a rep. from the ADABO center attend/present at PTO Meetings?**
    f. **Jason Pierre** - Adabo also has TOWN HALL meetings.
    g. Ms. Leon asked Mr. Pierre to pass that information to the parents.

       Ms. Jones asked Mr. Pierre to also send that info to Ms. Ta Jones and to reach out to St. Johns (neighborhood) Hospital and to give the link re: the **Covid Vaccine Update - Vaccine Finder.NYC.Gov**

    h. **Ms. Leon** asked the PTO rep. to contact her if she plans to reach out to St. John's Hospital

A Motion to accept the Principal's Report was made by Kevin Alexander, seconded by Doretha McFadden, and unanimously passed by all.

Finance Committee Report – Jason Pierre

1. **Attendance** – There is a decrease with regard to enrollment as PPA went from 320 students to 303.
    a. Unemployment and evictions have affected attendance and "movement."
    b. The anticipated enrollment of 320 for next year may have to be adjusted (lowered). Therefore, we will have less funding in some categories.
2. **Cash on Hand** – Just over $1Million. There haven't been any significant expenses, and there will be no Graduation Expenses.
3. **Recruiting**
    a. **Lottery** – PPA has completed the Lottery' Once posted, we will be able to enroll some students (early).
    b. **SPED Population** "is holding steady."
    c. **General Education Population** determines:
        Funding
        Care's Act
        E Rate Funding
4. **Nurse's Office**
    a. Has been "retrofitted" to include a HOLDING AREA/ISOLATION ROOM to accommodate students suspected of having covid 19.
    b. In addition, there is the Nurse's Office.
5. **Classrooms** are checked (daily)
6. **Cost savings –** PPA is experiencing a cost savings due to a smaller staff.
    a. **The Kitchen staff –** consists of 2 persons.
    b. **They Serve –** Breakfast, Lunch and Dinner. All meals may be picked up.
7. **PPA's Building will be assessed for Next Year.**
    a. This will enable us to "project" for next year (1921-1922)
    b. We will look at "intake."
8. **Lottery**
    a. Has been completed virtually.
    b. Once posted we will enroll students early.
    c. **Sped Program** will operate at an 8:1 capacity.

9. **More Facts re: Next Year's Budget**
    a. **Working Capital** = 1.929
    b. **Debt Ratio** = .5
    c. **Anticipated Revenue** = 1.4 million
    d. **Cost Savings = $**159,000
    e. **Revenue – 2.6 Million**
10. **Crome Books** - We are going to receive 500 NEW Crome Books
11. **Questions:**
    a. **Kevin Alexander** – Although projections are off, how are the revenues doing compared to expenses?
    Answer: We have a net surplus, and Ms. Jones came up with cleaver ways to save $
    b. **Betty Leon** - Did we apply for a PPA Loan?
    Answer: We're working on "having a solid line of credit - 300K."
    c. **Ms. Leon** – We shouldn't be having a problem.
    Answer – We have excellent credit and steady attendance. Mr. Pierre also stated that in his opinion: "A "line of credit is better than a loan. We've paid off loans "on time."
    d. **Betty Leon** – How are we going to fill the 17-student deficit?
    Answer – It should close, once we're back into the building. We can "Market" the school by informing parents that we're safe in utilizing "in the building" learning.
    Attendance: Parents who have moved and didn't inform PPA
        1. We will have to "regroup" funds due to the fact that some students have moved.
        2. We will work hard at "closing the gap" between students leaving and students coming in.
        3. We are going to inform parents that we have REMOTE INSTRUCTION.
    e. **Ms. Leon** – Give parents the option of "teaching their kids at home." We could have dedicated teachers for Remote Learning.

f. Ms. Leon – What's going on with Pre-K? Is there a plan?

Answer: Instruction time is 90 min. Students are consistently on remote learning. We are going to Recruit for UPK students now as we want "the Cream of the Crop." Thus far, we have had GOOD REVIEWS!

g. Ms. Leon:

1. Acknowledged the presence of Board Members (Mr. Brandon Jeffries and Malik Sanders) and asked Mr. Jeffries to speak to the Borough President (and other Elected Officials) re: DISGRESIONARY FUNDS.
2. She also thanked Mr. Pierre for the "fine job" he is doing and for the fact that he was present despite the fact that he wasn't feeling well.
3. PPA is going to be recruiting and interviewing for a Principal.
4. The Executive Team needs to schedule a discussion (in a week or so).

Motion to accept the Business Manager's Report was made by Malik Sanders, seconded by Brandon Jeffries, and unanimously passed by all.

PPA PARENTS' REPORT

Ms. Jenny Young, PTP President, addressed the following:

PTA ACTIVITIES that occurred during the last month:

1. Movie Night
2. Committee Meetings

UPCOMING EVENTS/ACTIVITIES coming up in the next few weeks:

1. Vaccine Immunizations

Ms. Leon opened the floor for Parents who would like to make a comment.

1. Ms.Diaz
    a. Thanked everyone for allowing parents to vies Board Meeting
    b. Thank Ms. Jones for being very diplomatic.

c. Additional support and guidance from Ms. Jenny Young, Ms. Johnson (respectively) for leading and supporting the PTO. "I see a difference in leadership.

2. **Q & A**
   a. **What is the process for getting a NEW Principal?**
   b. **What will it look like?**

Ms. Leon

i. Plans to get Board Members on the committee
ii. Asked for 2 PTO parents to be on the committee.
iii. Asked parents to seek parents who will be good candidates to sit on this committee.
iv. Educator/Consultant – Ms. Leon is going to seek the services of an Education Consultant who will mentor and tell us. "What the school needs to do."

BUSINESS REPORT AND UPDATES – Kevin Alexander, RDRC

1. The **RDRC** is going to host the **CHILDREN'S ART COMPETITION** to highlight FAR ROCKAWAY!
   a. The competition will SHOCASE the FIFTH GRAERS of PPA, PS 197, and two more schools.
   b. **Art supplies will be donated** for Art-Work and Displays
   c. **Theme**:
      i. WHAT DO THE HOLIDAYS OF 2020 LOOK LIKE TO THE CHILDREN?
      ii. Rev. Dr. Martin Luther King
2. **Goals** – To have 4 schools participate.
   a. To revitalize ARTS & CULTURE
   b. For each school two classes will be selected to receive GIFT CARDS – for students to purchase what they want.
   c. GIFT CARD ($50,00 each) will be given to the students.
3. There was a brief discussion re: distribution of materials and supplies.

Adjournment

A Motion to Adjourn the meeting was made by Kevin Alexander, seconded by Malik Sanders, and unanimously passed by all.

Karen Jones concluded by saying that she (also) wants parent involvement at future Board Meetings.

ACADEMIC COMMITTEE REPORT – Jacqueline Burton Waal

A "re-cap" of the PPA "(SCHOOL RE-ENTRY PLAN" – will be presented at the next Board Meeting.

PPA BOARD MEETING – FEBRUARY 10, 2021

ATTENDANCE

PPA Staff: Karen Jones, Principal; Jason Pierre, Ta Jones, Mrs. Johnson, Ms. Frazier

PPA Board: Betty Leon, Board Chair; Doretha McFadden, Vice Chair; Jacqueline Burton-Waal, Secretary

Kevin Alexander, Randy Hall, Brandon Jeffries, Constance Blackman, Malik Sanders

PTO Board: Kimberly Taylor, President; Jenny Young, Vice President

PTO Members: Maritza Vargas, Ms. Frazier, R. Pierre, Nichol Diaz, Chrystal Franklin, L. Barbieri, Aubrie Bello

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PRINCIPAL'S REPORT – Karen Jones

1. **ACHIEVE 3000 – January 2021 - End-Of-Month Level Changes –** Ms. Jones alluded to two Bar Graphs show continuous Growth on the students as she shared her report. She also explained that "Achieve 3000" changes with the student's accomplishments. She also referred to and explained the **Data Table** which shows Students' Growth in both directions (rising and falling. Below are some "highlights" by Grade Level (including Benchmarks). In September, there is a LEVEL SET. As students progress through the year, the text becomes more complex as the children become more accomplished.
    a. **Grade 2 - 520 is the Standard set for Grade 3**
        i. Bar Graph
        ii. Students are continuously growing and "close to reaching the standard."
        iii. SPED Students are doing well, however, Standard 4 has presented some challenges. The teacher is re-teaching and working with students in small groups.
    b. **Grade 3 - 520 is the Standard for Grade 3**
        i. The students have been using Tracks A, B, and C.
        ii. Grade 3 has continuously "moved up."
    c. **Grade 4 – 780 is the Standard set for Grade 4**
        i. The students have been using Tracks A, B, C, and C2
        ii. The students are "moving up."
        iii. Track C2

1. There are some issues with one of the Grade Four classes. For example, some the students don't come to class.
2. Ms. Jones, Mr. Farley, and Ms. Cervoni, have been working with the teacher and with the students.

d. **Grade 5 – 880 is the Standard for Grade 5**
   i. Achievement Levels are approaching the standard
   ii. SPED students are making slow progress with incremental increases.
   iii. They will be prepared for Middle School

2. **WONDERS and ENVISION READING PROGRAMS Reports – Grades K – 5.** The Principal and the Board shared Tracts for all the Grades. Students in Tract C2 have additional challenges, however, the Principal is looking at "growth."
   a. **Kindergarten** is doing well. Two students are struggling, however there is remediation for these students.
   b. **Grade 1**
   c. **Grade 2 –** <u>Working to achieve</u> and maintain "Mastery"
   d. **Grade 3 –** C2 students are also working hard to maintain "Mastery."
   e. **Grade 4 – "**Started out a bit challenged, with Main Idea and Summarizing." however, the students are working on these skills.
      i. Bi-Lingual students are getting extra help.
      ii. Working with the Teachers to "problem solve" the challenges as one group of students are "more cooperative" and, therefore, do better.
   f. Grade 5 - Scores are moving up.

3. **ENVISION**
   a. **Kindergarten –** Teachers are continuously remediating.
   b. **Grade 5** is doing well, and the teachers are more experienced.

4. **PPA Reopening Plan** – There was a brief discussion re: plans to reopen PPA. All agreed to meet next week to further discuss the plan and dates. Mr. Pierre interjected that there has to be further coordination between the Dept. of Health; the Diocese, and the Custodians, Nurses, Fire Dept. Dept., and the Dept. of Human Services. Then the Dept. of Health has to "see the motion."

Approval – Principal's Report

A Motion to accept the Principal's Report was made by Jacqueline Burton-Waal, seconded by Doretha McFadden, and unanimously passed by all.

Approval of Minutes

A motion to accept the Minutes for the meeting held on **Wednesday February 10, 2021** was made by Brandon Jeffers, seconded by Kevin Alexander, and unanimously passed by all.

CHAIR'S REPORT – Betty Leon

1. **Process and Plans to advertise for a new Principal –** Ms. Leon brought us "up-to-date" for plans to hire a Principal for PPA who will help our school to include a sixth grade.
    a. **Results of the Meeting held on Monday Feb. 8, 2021**
    b. **A Survey Monkey** has been conducted.
    c. **Mr. Pierre** has prepared an OUTLINE.
    d. There will be a meeting with Aretha Miller.
    e. We would like to **advertise the position by March 1st.**
    f. Ms. Leon asked for volunteers to assist with the interviewing and hiring of a new principal.
    g. Parents were asked to "pass the word along; and, if they know someone who would like to apply, forward their information to the Board."
2. **Executive Committee Meeting** – Ms. Leon will send a communication to the members of the Executive Committee to inform them of the date/time of the meeting to discuss the school's re-opening.

Approval – Board Chair's Report

A Motion to accept the Board Chair's Report was made by Kevin Alexander, seconded by Doretha McFadden and unanimously passed by all.

BUSINESS REPORT – Jason Pierre

1. **Cash on Hand** at the close of the school year = 1.3 Million. Without the ESCRO ACCOUNT (1.2 Million). We're looking at 73 days of Cash on Hand (which meets our Benchmark.)
2. **Reserve for 2021/2022 School year.** Looking at the numbers from six months to a year from now, Mr. Pierre outlined reasons for the fact that "We're starting to cut into our reserve for next year."
3. **In the Last couple of Days:**
    a. Anticipated Pre-K Enrollment is 54; however, we have 28 students are registered.
    b. Therefore, the Pre-K Budget is "cut in half." The budget of a little over 500K is now 280K.
    c. The Knd. Program was expected to enroll 320 students, but we have 300 students.
4. **Next Cycle** - "We are going to be removing about 1/2 Million Dollars from the next cycle."
5. **Application for BPP**
    a. PPA is eligible for $999,000 of which 100% is going to be spent on payroll.
    b. Mr. Pierre asked the Board to permit him to complete the application.
6. **Two Applications for Discretionary Funds** were completed and submitted.
7. **The money will also help fund the following programs:**
    a. **ELL Program -** As part of the application, Mr. Pierre also asked for funds for the ELL Program and explained how funding for the ELL Program also benefits the community.
    b. **Special Ed. Projects and Services** such as the Math, ELA, Speech, "Parent Services, and other components of SPED.

8. **Budget Questions** – PPA was budgeted in June 2020 and was staffed in order to accommodate the "increasing" numbers of students. As a result of the Covid Pandemic, we're now looking at:
    a. Where are the "overages."
    b. Where are we seeing the "overspend?"
        i. The cost of (or for) teachers is "over" by 81K.
        ii. Grant Funding through the charter Center has help to pay for most of this overfunding.
        iii. Title 11 and Title 11A has also helped to balance the budget.
9. **Q & A**
    a. **Pre-K enrollment –** This year was the lowest enrollment. Therefore, PPA condensed what was to be three classrooms into two.
    b. **Rent –** We are paying "full rent" despite the fact that we are unable to use the building. Ms. Leon asked Mr. Pierre to NOT SEND THE FULL RENT and ASK FOR AN ABATEMENT.
    c. **Disenrollment = 17 Students –** due to families moving "out of the Rockaways," and/or "out of state." Ms. Johnson is calling all families on the WAIT LIST.
    d. **Attempts to BACKFILL –** PPA is attempting to "backfill by calling students on the "WAIT LIST." However, many parents are opting for "remote" learning.
10. **Motion to apply for the PPP (Payroll Protection Program) Covid Relief**
    A motion to give Mr. Pierre permission to apply for the PPP LOAN was made by Betty Leon, seconded by Jason Pierre, and unanimously passed by all.
11. **SPED Population and Budget**
    a. **Allotment =** 42 Students
    b. **Attending =** 37 – 40 Students
    c. **Pending =** 3
    d. **Debt-Ratio =** .5 – Our Assets cover our Liabilities
12. **Revenue to Date =** $2.9 Million
13. **Budgeted for** $3.2 Million **- Revenue** $2.9 Million **= Deficit =** $361K
14. Expenses = Anticipated $2.6 Million vs. Actual Expenses = $2.677 Million

Approval – Business Manager's

A Motion to approve the Business Report was made by Kevin Alexander, seconded by Jacqueline Burton-Waal, and unanimously passed by all.

PTO Report – Kimberly Taylor

1. **PTO Events –** Activities for families to "Log In/On and Participate."
    a. **Coffee Time/Tea TIme**
    b. **Family Workout Night**
    c. **Art & Apple Juice** hosted by the Art Teacher

Pictures of the aforementioned events/activities are posted on the PPA Website

2. **Q & A**
    a. **"What's your Budget?"** (Betty Leon)
    b. **$ 2,400**. (Jason Pierre)
3. **Future Fundraisers:**
    a. **Popcorn Fundraiser -** starting in March 2021

Ms. Leon requested that the PTO inform the members of the Board so that the Board can support the fund raisers.

ACADEMIC COMMITTEE REPORT – Jacqueline Burton-Waal, Chair

1. **Academic Committee Meeting – Wednesday February 3, 2021**
2. **PPA Faculty Meeting –** (2/3/21)
    a. **Faculty viewed two videos:**
        i. **Every Kid Deserves a Champion – Rita Thompson.** This video focused on the fact that:
            1. Teachers should see the BEST in our children
            2. Teachers should PRAISE STUDENTS MORE for individual effort,
        ii. **The Story of Tommy Soddard** focused on the fact that his teacher noticed his physical appearance – especially grooming – appeared to change (for the worse) after the passing of his

iii. father. The CARING teacher looked at his records and discovered that Tommy was really a "delightful" child; despite the present OUTWARD APPEARANCE. Needless to say, the teacher TOOK AN INTEREST IN TOMMY and SHOWED HIM MORE ATTENTION. When his mother passed, Tommy gave his teacher two gifts: A BRACELET and a HALF BOTTLE of PERFUME that belonged to his mother.

Years later, Tommy invited this teacher to his wedding.

iv. When teachers show students that they CARE, "it goes a long way!"

3. **DATA**
   a. **Achieve 3000 -** Out of 255 students, 90% showed growth
   b. **Remediation Plan focusing on READING DEVELOPMENT** is "in place" to support the remaining 25% of the students.
4. **Disciplinary Issues – with regard to REMOTE LEARNING**
   a. **Use the TIME OUT strategy.**
      i. Suggested Time = 5 Minutes
      ii. Less Time for younger students (Grades 2 and under)
   b. **Contact:**
      i. The Parent(s)
      ii. Ms. Reeves – Dean of Students
   c. CALL STUDENTS ATTENTION TO THE FACT THAT "TIME OUT" is:
      i. Is a CONSEQUENCE of THEIR behavior (misbehavior).
      ii. Can IMPACT their FUTURE in that they cannot make up for the <u>lost time</u> when they could have been actively engaged in learning.

Approval of Committee Reports (PTO and Academic Committee)

A Motion to accept the Committee Reports (**ACADEMIC & PTO**) was made by Doretha McFadden, seconded by Kevin Alexander, and unanimously passed by all.

PPA Board Meeting Wednesday March 10, 2021

ATTENDANCE

PPA Staff: Karen Jones, Principal; Jason Pierre, Business Manager

PPA Board: Betty Leon, Board Chair; Doretha McFadden, Co-Chair; Jacqueline Burton-Waal, Secretary; Jenny Young, PTO President; Constance Blackman, Kevin Alexander, Brandon Jeffries,

1. **Attendance** – Roll Call
2. **Reading/Recitation of Goal 2**
3. **Approval of Minutes - March 10, 2021**

A Motion to approve the Minutes for March 10, 2021 was made by Doretha McFadden, seconded by Constance Blackman and was unanimously passed by all.

Board Chair's Report – Betty Leon

Meeting with Senator Malcom Smith - Ms. Leon reached out to Senator Malcom Smith to help us secure a building for the PPA Charter School. He committed to helping the Board secure a building. Ms. Leon is going to invite him to the next Board Meeting. (April 14, 2021).

New CHANCELOR OF SCHOOLS (who was BORN in the ROCKAWAYS will be invited to PPA in the near future.

PTO Board Members were asked to pass along this information to the PTO, and all parents, as Ms. Leon would like everyone invite the residents to these meetings.

Motion: Board Chair's Report

A motion was made by Jacqueline Burton-Waal, seconded by Doretha McFadden, and unanimously passed by all to receive the Board Chair's Report.

Principal's Report - Ms. Karen Jones

1. **Academic Achievement/Progress Overview -** Ms. Jones shared "the concerted efforts of teachers to close the Achievement Gap." This includes **Benchmarks, Lexile Levels, and Milestones in both Literacy and Math**. She was pleased to report that "**Every class has shown growth on the ACHIEVE 3000, VISION, and WONDERS Assessments."** In addition, writing competency has improved as teachers are using a more "structured process within their instruction procedures."
2. **Return of students to the Building - 2nd Reopening – April 19, 2021**
    a. Ms. Jones stressed the fact that the decision to return to IN PERSON LEARNING rests with the parents.
    b. There will be sufficient staff to accommodate the number of students who return.
    c. The return will be conducted in 3 Stages. Procedures and protocols are in place to receive the students who will be returning in small numbers.
    d. Number of Students returning has decreased from 62 to 45.
3. **Dates for NYS Assessments**
    a. **ELA –** March 24 & 25
    b. **Math –** May 3 – 10
    c. **Science (Performance) –** May 25 – June 4
    d. **Science (Written) –** June 7
4. **The Parent Meeting** provided parents a deeper understanding of the work that is being done with their children as instructional techniques, definitions of terms, and examples, made methodologies more transparent to parents.
5. **OPEN HOUSE for PARENTS –** is being planned for Tuesday March 16, 2021.
6. **Non-Academic Activities**
    a. **ART COMPETITION sponsored by RCDC** - **Mr. Kevin Alexander** was proud to say that **2 Students** from PPA received a $50,00 GIFT CARD.
    b. **1st Annual Poetry Competition –** Three students won the following GIFT CARD PRIZES $100., $75.00, and $25.00,

3.

BUSINESS MANAGER'S REPORT – Jason Pierre

Mr. Pierre shared the following: based on the FINANCIAL SUMMARY for the PERIOD ENDING January 31, 2021

1. Cash on Hand – All Accounts
2. Cash on Hand – Operating Accounts
3. Actual Budget and Variances for GENERAL and SPED PROGRAMS
4. Current Assets & Liabilities

Academic Committee Meeting – Wed. March 10, 2021 – 5PM

Attendees: Karen Jones, PPA Principal; Betty Leon, Board Chair; Doretha McFadden, Board and AC Committee Co-Chair; Jacqueline Burton-Waal, AC Committee Chair.

1. **Conditions of the Building** - particularly changes to the INTERIOR.
    a. Partitions to protect students
    b. Pictures of children around the building
    c. The desks are "set up."
2. Ms. Jones would like for the PPA parents to come in and see the improvements. A meeting is scheduled for Tuesday evening March 16th.
3. Schedule for future AC Meetings – AC Meetings will be held on **the same dates as the Board Meetings.**
4. **The NEXT ACADEMIC COMMITTEE MEETING is scheduled for Wednesday April 14th – 5:00 PM.**

Peninsula Prep - Board Meeting - April 14, 2021

Attendance:

Board Officer: Betty Leon. Chair; Doretha McFadden, Co-Chair; Jacqueline Burton-Wall, Secretary, Kevin Alexander - Treasurer,

Board Members: Brandon Jeffries, Randy Hall, Malik Sanders, Constance Blackman

PPA Staff: Karen Jones, Principal; Jason Pierre, Chief Operating Officer, Ta Jones, Director of Communications

PTO Board: Pro President - Jenny Young; Vice Pro President - Kimberly Taylor, Krystle Payne-Bello

PPA Staff Members: L. Bamberger, L. Barbieri, S. Frazier

Special Guest: Peninsula Prep Founder Malcolm Smith

The Board Meeting began at 6:00 PM

Opening/Introductions - Betty Leon

1. Reading/Recitation - Mission Statement
2. Reading/Recitation - Goal #3
3. Introduction of Founding Member -Former Senator Malcolm Smith
4. Board Meeting are on the 2nd Wednesday of every month.

Board Chair's Report

1. *Peninsula Prep's lease is up in 2024 and the diocese is saying they will not renew the lease due to the school being in default.*
2. *Father Shannon has contacted the school about being in default.*
3. *Peninsula Prep hasn't made payments due to the diocese not keeping their end of the agreement - to have construction completed to allow the school building to be opened by the middle of October 2020. Six months after the promised date, the school is now able to be opened to accept scholars.*
4. *The school's lawyer will reach out to Diocese and their attorney*
5. Mrs. Leon invited Former Senator Smith to come visit the school.
6. Former Senator Smith expressed his appreciation for the school remaining open and that so many still have love for the school.
7. Senator Smith promised to assist any way that he could to help keep the doors open and to find a new location.

A motion to accept the chairperson's report was made by Doretha McFadden and seconded by Randy Hall and unanimously passed by all.

Principal's Report

1. **Soft Opening - Wednesday, April 7, 2021**

   A. Students wore a mask and shield at all times. During lunch - only the shield was worn, but students remembered to put the mask back on after eating

   B. Every child was provided a pair of over the head headphones.

   C. Parents were very responsive when the nurse called for children to come home.

   D. ***S***chool Wide opening is on Monday, April 19th. THere is enough PPE for everyone in the building.

2. **Academic Progress**

   E. K & 1 have maintained a steady growth patten in math.

   F. All grade levels have demonstrated continued progress- in Achieve, Mrs. McCourt's Class has reached their Lexile benchmark for the 1st time. Kudos to Mrs. McCourt's Class.

   G. All 5th Grade classes have exceeded their benchmark Lexile level of 880

   H. Scholars will still take the NYS ELA Exam on Tuesday, April 20th but students must come not the building. Those who do not choose to take the test will have no penalty.

   I.

A motion to accept Principal's Report was made by Mrs. Leon and seconded by Mrs. McFadden and, unanimously passed by all.

Finance Committee Report - Jason Pierre

1. **Cash on Hand:** $1.3 million - one of the healthiest positions we've been in this school year.

2. **Enrollment**:- Applications have been slow coming in due to the fear of the COVID virus.
   - Carrying the 300 students into June - projected increase in enrollment in September up to or above the 320.
   - Questions: ***"How many on the waiting list for the lottery?"*** Mrs. Leon. ***A - "Usually for kindergarten we have 200 - 300 after the lottery, but we have 100 right now on the wait list. 1st grade - 30 kids on the waiting list. There will be a waitlist in***

September. This has been across the board for all charter schools." - Mr. Pierre

3. **Revenue** - budget - just over $4.4 million - actual $3.8 million. $619,000 less that we received in funding - spread across government programs, per pupil and the slide in our enrollment.

4. Operational Costs when we come into the building will remain the same
    A. Meal service will be resumed at larger capacity
    B. Custodial staff - have staff initially to ensure deep cleaning, then reassess staff after week 1
    C. Light usage, electric outlets - electricity all will see uptick
    D. Wifi - dedicated Fiber line in the building instead of sharing with the community

5. Due to the COVID virus many UPK4 parents have opted for remote learning.

6. Questions: ***Mrs. McFadden "Our enrollment dropped - will we lose the money because our numbers have dropped?" "We adjust the budget as the year goes along" Mr. Pierre***

7. We have engaged with Brown/Harris/Stevens Commercial Services to assist with the process of identifying and financing/construction process of a building
    E. signed 7 month exclusive agreement
    F. In touch with 3 finance companies

8. No more money can be spent on the current building - patch and fix

- Board members asked to contribute $300 - $400 towards the building fund - if they can afford it. Mr. Hall was in agreement

A motion to accept Financial report was made by Malik Sanders, seconded by Randy Hall and unanimously accepted by all.

PTO Parent's Report - Ms. Jenny Young, PTO President

1. Double Good fundraising - raised $14,635 - the school receive $7,317.50. It was a SUCCESSFUL fundraiser

    - Tyler Cuffie sold the most popcorn - close to $2000

2. Tonight is Family Zoom Workout

A motion to accept PTO Report was made by Mrs. McFadden, seconded by Mrs. Leon and unanimously accepted by all.

The Board meeting closed at 7:45 PM.

May Board Meeting - Wednesday, May 12, 2021
Meeting began at 6:00 PM

Attendance:

Betty Leon - Board Chair,Dorethea McFadden - Co-Chair, Burton-Waal - Secretary; Constance Blackman - member, Randy Hall - member, Kevin Alexander, Brandon Jeffries

Karen Jones - Principal, Angela Informa - Assistant Principal, Rachele Pierre, Jason Pierre - Chief Operating Officer, Ta Jones - Director of Communication

Jenny Young - PTO President, Kimberly Taylor - Pro Vice President S. Frazier - staff member, Rosalind Lee - Staff member, Camille Morris - 3rd Grade Coach, Lisa Barbieri

Board Agenda:

Recitation of PPA's Mission:

1. Recitation of Mission statement
2. Recitation of Goal #4
3. PreK budget has been approved

Chairperson's Report: Betty Leon

Update on School's New Location

- We are looking at space, land and building

Update on Principal Recruitment

- speaking to A. Miller and looking at resumes and will begin making appointments for interviews via Zoom. When the final few have been selected, they will be invited to come in face-to-face.

Motion to accept Chairperson's report made by: Mrs. McFadden
Seconded by: Ms. Burton Waal
Unanimously accepted by all

Principal's Report: Karen Jones - Principal

1. School was closed due to COVID-19 on Tuesday, May 4th, but will reopen on Monday, May 17th with 105 students
2. Some of the 5th Grade scholars have been accepted to Scholar's Academy

Motion to accept report made by: Ms. Leon
Seconded by: Mrs. Burton Waal
Unanimously accepted by all

Financial Report: Jason Pierre - Chief Operating Officer

1. Cash On Hand - $1.7 million
2. Next board meeting will be presenting the budget for the 2021 - 22 school year

Motion to accept report made by: Kevin Alexander
Seconded by: Brandon Jeffries
Unanimously accepted by all

Committee's Reports: Jenny Young - PTO President

1. Zoom Family Workout - each Wednesday night
2. Planned Trivia Night scheduled Friday, May 21st
3. On May 5th there was a Financial Workshop with Mrs. Germaine Pang that benefited many of the parents and was very engaging
4. End of the year events are currently being planned.

Motion to accept committee's report made by: Ms. Leon
Seconded by: Mr. Jeffries
Unanimously accepted by all

Meeting adjourned at 7:40 PM
Motion to adjourn by Mr. Alexander

Old Business/New Business

Peninsula Preparatory Academy Charter School

611 Beach 19th Street, Far Rockaway, New York 11691 - Phone: 347.403.9231 Fax: 718.327.2581
Interim Principal: Rachele Pierre -- Assistant Principal: Angela Informa

June Board Meeting - Tuesday, June 22, 2021
Meeting began at 6:08 PM

Attendance:

Board Members:
Betty Leon - Board Chairperson
Dorethea McFadden - Co-Chairperson
Jacqueline Burton-Waal - Secretary
Brandon Jeffries - Treasurer
Randy Hall - member,
Kevin Alexander,

Absent:
Constance Blackman
Malik Sanders

PPA Staff:
Angela Informa - Assistant Principal
Rachele Pierre - Assistant Principal
Jason Pierre - Chief Operating Officer
Ta Jones - Director of Communication

PTO Board:
Jenny Young - PTO President
Kimberly Taylor - PTO Vice President

There were community members in attendance as well.

Board Agenda:

A motion was made to accept May's Board minutes by Mrs. Burton-Waal, seconded by Mr. Randy Hall accepted by all.

Recitation of PPA's Mission:

i. Recitation of Mission statement
ii. Recitation of Goal #2
iii. PreK budget has been approved

Peninsula Preparatory Academy Charter School

611 Beach 19th Street, Far Rockaway, New York 11691 - Phone: 347.403.9231 Fax: 718.327.2581
Interim Principal: Rachele Pierre -- Assistant Principal: Angela Inforna

Chairperson's Report: Betty Leon

- There will be an executive session at the end of the board meeting. All staff/families will need to log off so that the board can meet privately to discuss private matters.

Update on School's New Location:

- Mrs. Leon will have a committee looking for a new building: They will be called the Real Estate Committee. The Real Estate Committee will consist of: Ms. Betty Leon, Mrs. McFadden, Mr. Kevin Alexander, Mr. Brandon Jeffries, Mr. Jason Pierre, Mr. Randy Hall. The Real Estate Committee will make recommendations and will bring those recommendations and any concerns to the board. Mr. Alexander will be the chair of this committee.

- All of the board members should think of all of the things that they would want to see in the school.
- Principal Jones officially retired on May 28, 2021. The board will discuss/name her interim replacement during the executive session.
- *Questions - Mr. R. Hall: Is Mrs. Jones gone officially or will she play a part in this decision?*
- *Answer - Mrs. Leon: Mrs. Jones is officially gone and has moved onto retirement.*

Motion to accept Chairperson's report made by: Kevin Alexander
Seconded by: Mrs. McFadden
Unanimously Accepted by all

Principal's Report: Mrs. Inforna & Mrs. Pierre - Assistant Principals

- An Intent to Return Survey was created and sent to the staff to complete. While there are many teachers that plan to return, several have stated that they will not be returning for the 2021-22 school year.
- Interviewing for open positions - will begin in July
- The Director of Communications has created an academic calendar for the next school year 2021-22. It is being reviewed and will be shared with all families as well as posted on the website.
- Graduation Committee created and streamed three virtual graduation ceremonies this year. All families seemed please with the ceremonies and were not upset that it took place virtually.
- The school is working on picking up electronic devices for the next school year.
- Question: Mrs. Leon: Are the teachers aware there will not be any remote next year? All teachers are expected to report to the building daily. Answer: Mrs. Pierre - Yes, they are aware that we are back in the building.
- Mrs. Pierre discussed the Dashboard Breakdown of student enrollment {Please see attachment #1 - Dashboard Breakdown}
- There is a Waitlist for 2021-22 school year {Please see Attachment #1 - Waitlist for the 2021-2022 School Year}
- Attendance: 97% student attendance for both in-person and virtual - for staff 29% attended regularly in the month of May. *Question: Mrs. Leon: Will there be a plan of action so that this doesn't take place again? The teacher attendance isn't acceptable. Mrs. Pierre: Yes, we are creating a plan of action.*

Board of Trustees
Betty Leon - Chairperson, Dorethea McFadden - Co-Chair Person, Jacqueline Burton-Waal - Secretary,
Brandon Jeffries- Treasurer, Kevin Alexander - Member, Malik Sanders - Member,
Randy Hall - Member, Constance Blackman - Member, Jenny Young - PTO President

Peninsula Preparatory Academy Charter School

611 Beach 19th Street, Far Rockaway, New York 11691 - Phone: 347.403.9231 Fax: 718.327.2581
Interim Principal: Rachele Pierre -- Assistant Principal: Angela Inforna

Motion to accept Principal's Report made by: Mrs. McFadden

Seconded by: Ms. Jenny Young

Unanimously Accepted by all

Financial Report: Jason Pierre - Chief Operating Officer

- Cash On Hand - $1.7 million
- Next board meeting we will be presenting a 5 year projection budget
- We did not furlough any staff members - everyone remained on the payroll and worked from March 2020 until now.
- A Glow - we were able to save $463,000 from the pandemic
- There is a teacher shortage in NYS. Looking at other organizations
- Central Queens Academy & Merrick Academy are what PPA looked at. CQA is a built-out school and what PPA should look at when thinking of expansion.
- All of our enrollment states we should be back to full capacity in the Fall
- In regards to the teacher attendance, there is a proposal for a $70 payout for teachers that have days left in their bank instead of the "use it or lose it" policy in place now. This will allow teachers that have chosen to move on from PPA to receive a payment at the end instead of losing the days - as the policy is now.
- Professional Development - there will be a budget for professional development for the teachers
- Mr. Alexander explained the pay raises for the teachers. - by the August Board meeting, a document will be ready to present to the board in regards to paying raises and performances
- Questions: Mrs. Leon - I know with rental assistance, any grades added after 2012 are eligible for rental assistance? Does PK not count? Answer: Mr. Pierre: No, PK does not count. It would be when we add 6th Grade
- Mrs. Leon - Thank you for speaking to the vendors. Did we receive a discount? Answer: Mr. Pierre - On some things, yes we did. Such as custodial staff
- Question: Mrs. Leon: The PPE money - when do we need to spend it and is it included in the budget? Response: Mr. Pierre - We are projected to spend it all by November and no, it is not included in the budget at all.
- Mrs. Leon: When you have the contract with TriNet, please bring it to the board for approval. Mr. Pierre: It will be in October and I will bring it at that time.
- Question: Mrs. Leon: The bonuses that you've mentioned and the cost of living you mentioned, Mr. Pierre, I understand. My issue is... the teacher's performance. Response: Mr. Pierre - We will get something to present to the board in terms of bonuses and having them performance-based. Response: Mrs. Leon - Okay. I am all for rewarding great performance. But this data that we just saw... Response: Mr. Pierre - I understand. Questions: Mr. Hall - The payout of the raises would be to keep the teachers? The other part is an incentive for performance? I just want to make sure I understand. Response: Mr. Pierre: Correct. Response: Mr. Hall - Okay, I just wanted to understand. I think that this would be a positive incentive to keep the school competitive. Mrs. Leon - Mr. Pierre, please set up a meeting to further discuss the performance base so that it will be ready in August. Please give us at least 2 weeks' notice with a specific agenda to discuss. Please meet with Mrs. Inforna and Mrs. Pierre

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Randy Hall - Member, Constance Blackman - Member, Jenny Young - PTO President

- Mr. Alexander is the chair of the building committee. Mrs. Leon stated that we need an outside attorney. Due to conflict of interest, she cannot be the attorney and on the Board of Trustees.
- Mr. Jason Pierre explained that in creating the building, we would need to create a "Friends of" who is the landlord, and Peninsula Prep would be the tenant. This is due to the school being a charter that needs to be consistently renewed.

Motion to accept budget made by: Kevin Alexander
Seconded by: Brandon Jeffries
Unanimously Accepted by all

Motion to accept financial report: Kevin Alexander
Seconded by: Brandon Jeffries
Unanimously Accepted by all

Mrs. Leon, Board Chair opened the floor for questions/concerns - there were no questions from the community

Committee's Reports: Jenny Young - PTO President

1. The last board meeting consisted of summarizing the school year
2. July will be another fundraiser - Double-good Popcorn. This was a successful fundraiser

Motion to accept committee's report made by: Ms. Leon
Seconded by: Mr. Jeffries

Unanimously Accepted by all

There wasn't any new business/old business to be discussed.
Meeting adjourned at 7:40 PM
Motion to adjourn made by Mr. Alexander

Respectfully submitted,
Ta Jones

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Peninsula Preparatory Academy Charter School

611 Beach 19th Street, Far Rockaway, New York 11691 - Phone: 347.403.9231 Fax: 718.327.2581
Interim Principal: Rachele Pierre -- Assistant Principal: Angela Inforna

Principal's Report Attachment #1

Board of Trustees
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Randy Hall - Member, Constance Blackman - Member, Jenny Young - PTO President

Peninsula Preparatory Academy Charter School

611 Beach 19th Street, Far Rockaway, New York 11691 - Phone: 347.403.9231 Fax: 718.327.2581

Interim Principal: Rachele Pierre -- Assistant Principal: Angela Inforna

Dashboard Breakdown- May 2021

- Student enrollment PK-5th: 321 Students
  - Pre-k: 27 currently enrolled (13 boys and 14 girls)
  - K-5th: 294 students currently enrolled (118 boys and 176 girls)
    - 11.6% students enrolled are receiving SpEd services
    - 11.6% students enrolled are receiving ELL services
    - 15% students enrolled are receiving Math Intervention Services (MISE)
    - 28% students enrolled are receiving Reading Intervention Services (RISE)
    - 33.8% students are General Education Students who are not receiving any additional services outside of their classroom instruction

Waitlist for the 2021-2022 School Year

-Kindergarten 120 students

-1st Grade 16 students

-2nd Grade 22 students

-3rd Grade 18 students

-4th Grade 16 students

-5th Grade 20 students

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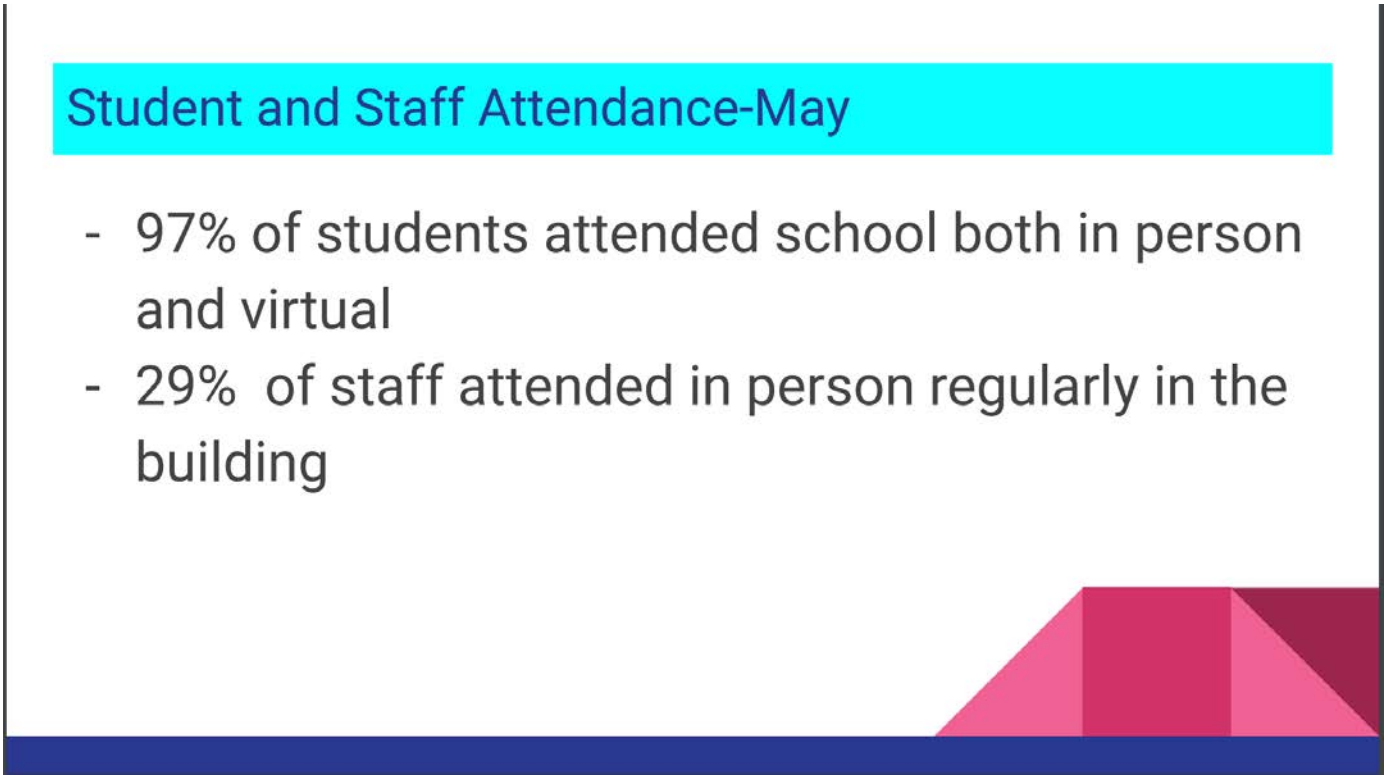

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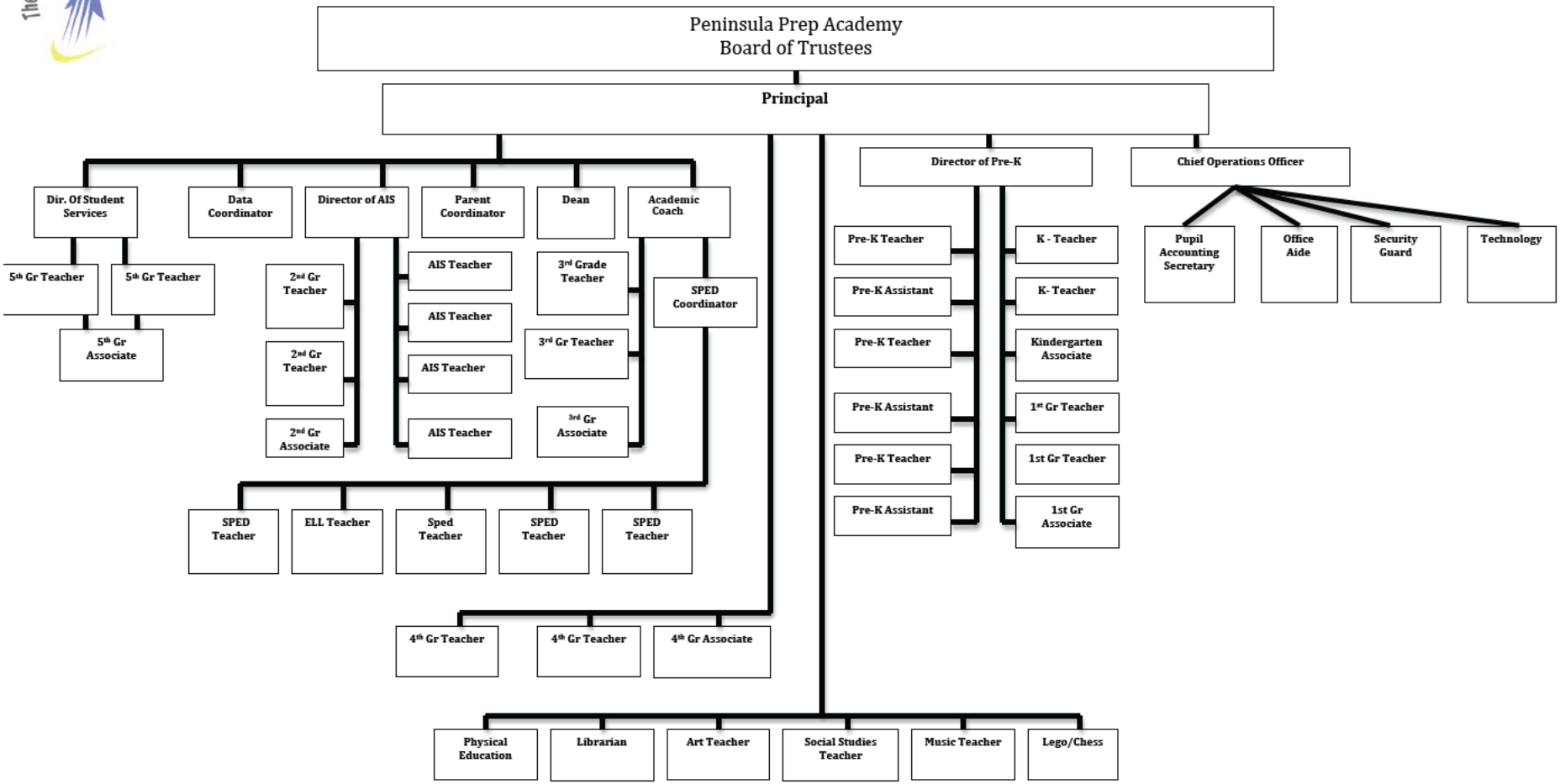
Brandon Jeffries- Treasurer, Kevin Alexander - Member, Malik Sanders - Member,

Randy Hall - Member, Constance Blackman - Member, Jenny Young - PTO President

_Peninsula Preparatory Academy Charter School Table of Organization 2019-20

Physical Address: 611 Beach 19th Street, Far Rockaway, NY 11691-Mailing Address: 595 Beach 19th Street, Far Rockaway, NY 11691 Phone: (347)-403-9231 Fax: (718)-327-2581



Peninsula Prep 2021/22 School Calendar

August 2021

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sept 3: Meet the Teacher

Sept 6: Labor Day - School Closed

Sept 7 - 8: Rosh Hashanah - School Closed

Sept 9: 1st Day of School

Sept 15: 1 PM Dismissal - Staff PD

Sept 16: Yom Kippur - School Closed

October 2021

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Oct 6: 1PM Dismissal - Staff PD

Oct 11: Italian Heritage/Indigenous People Day

Oct 20: 1PM Dismissal - Staff PD

November 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Nov 2: Election Day - Remote Learning Day

Nov 3: 1 PM Dismissal - Staff PD

Nov 11: Veteran's Day - School Closed

Nov 17: 1 PM Dismissal - Parent/Teacher

Nov 24: Friendsgiving Luncheon - 1 PM Dismissal

December 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Dec. 1: 1 PM Dismissal - Staff PD

Dec 15: 1 pm Dismissal - Staff PD

Dec 23 - 31: Winter Break - School Closed

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan 3: 7:30 AM Return to School

Jan 5: 1 PM Dismissal - Staff PD

Jan 17: MLK, Jr. - School Closed

Jan 19: 1 PM Dismissal - Staff PD

Nov 25 - 26: Thanksgiving Break

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb 1: Lunar New Year - School Closed

Feb 2: 1 PM Dismissal - Parent/Teacher

Feb 16: 1 PM Dismissal - Staff PD

Feb 17: 100 Days of School

Feb 21-25: Mid-Winter Break - School Closed

Feb 28: 7:30 AM Return to School

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mar 2: 1 PM Dismissal - Staff PD

Mar 16: 1 PM Dismissal - Staff PD

Mar 29 - 31: NYS ELA Exams grades 3 - 8

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 6: 1 PM Dismissal - Staff PD

April 13: 1 PM Dismissal - Parent/Teacher

April 15 - 22: Spring Break - School Closed

April 25: 7:30 AM Return to School

April 26 - 28: NYS Math Exam grades 3-5

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 2: Eid al-Fitr - School Closed

May 4: 1 PM Dismissal - Staff PD

May 18: 1 PM Dismissal - Staff PD

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 1: 1 PM Dismissal - Staff PD

June 7: Clerical Day - Remote Learning

June 9: Staff PD - No Scholars/Staff Only

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 30: Memorial Day - School Closed

June 15: 1 Dismissal - Staff PD
June 20: Juneeteenth - School Closed
June 23: Graduation Day
June 24: Last Day of School - 10 AM Dismissal

This certificate supersedes C.O. No. ZONING DISTRICT R-5

THIS CERTIFIES that the [illegible]-altered-[illegible]-building-premises located at

DISP. 595 (OFFICIAL 601) to 611 BEACH 19th ST. Block **15564** Lot **63**

CONFORMS SUBSTANTIALLY TO THE APPROVED PLANS AND SPECIFICATIONS AND TO THE REQUIREMENTS OF ALL APPLICABL LAWS, RULES, AND REGULATIONS FOR THE USES AND OCCUPANCIES SPECIFIED HEREIN

PERMISSIBLE USE AND OCCUPANCY

ALT. 855/83

STORY	LIVE LOAD LBS PER SQ FT	MAXIMUM NO OF PERSONS PERMITTED	ZONING DWELLING OR ROOMING UNITS	BUILDING CODE HABITABLE ROOMS	ZONING USE GROUP	BUILDING CODE OCCUPANCY GROUP	DESCRIPTION OF USE
1st	**100**	**290**			**4**		**GYM.**

NOTE: THE ABOVE USE FOR A TEMPORARY PERIOD OF (90) DAYS ONLY. SAME TO EXPIRE: 6/24/86.

NOTE: BASEMENT AND 2nd STORY OMITTED.

NOTE: EXCEPTIONS:

(1) Fire alarm certification required.
(2) 10% for ventilation and firestopping required.
(3) Fire protection plan required.
(4) Plumbing reinspection required.
(5) Emergency lighting certification required.
(6) Public Assembly application to be amended to agree with Alteration application, No - number of persons.
(7) Work permit to be renewed.

(

NOTE: THIS IS A TERMINAL TEMPORARY CERTIFICATE OF OCCUPANCY - NO RENEWAL WILL BE GRANTED.

NOTE: TWO PERSONS WITH A CERTIFICATE OF FITNESS AS FIREWATCH (FROM THE FIRE DEPARTMENT) TO BE IN ATTENDANCE AT ALL TIMES.

OPEN SPACE USES _____

(SPECIFY-PARKING SPACES, LOADING BERTHS, OTHER USES, NONE)

NO CHANGES OF USE OR OCCUPANCY SHALL BE MADE UNLESS

THAT THE ZONING LOT ON WHICH THE PREMISES IS LOCATED IS BOUNDED AS FOLLOWS:

BEGINNING at a point on the [redacted] corner formed by the intersection of
[redacted] and BEACH 19th ST.

running thence ..... feet; thence ..... feet;

thence Irregular Plot feet; thence ..... feet;

thence ..... feet; thence ..... feet;

thence ..... feet; thence ..... feet;

to the point or place of beginning.

[redacted] ALT. No. 855/83 DATE OF COMPLETION ——— CONSTRUCTION CLASSIFICATION 1 (FIREPROOF)

BUILDING OCCUPANCY GROUP CLASSIFICATION Public HEIGHT 2 & STORIES. 22' FEET

[redacted]

THE FOLLOWING FIRE DETECTION AND EXTINGUISHING SYSTEMS ARE REQUIRED AND WERE INSTALLED IN COMPLIANCE WITH APPLICABLE LAWS.

[redacted]

	YES	NO		YES	NO
STANDPIPE SYSTEM			AUTOMATIC SPRINKLER SYSTEM		
YARD HYDRANT SYSTEM					
STANDPIPE FIRE TELEPHONE AND SIGNALLING SYSTEM					
SMOKE DETECTOR					
FIRE ALARM AND SIGNAL SYSTEM	X				

STORM DRAINAGE DISCHARGES INTO:

A) STORM SEWER ☐ B) COMBINED SEWER ☐ C) PRIVATE SEWAGE DISPOSAL SYSTEM ☐

SANITARY DRAINAGE DISCHARGES INTO:

A) SANITARY SEWER ☐ B) COMBINED SEWER ☐ C) PRIVATE SEWAGE DISPOSAL SYSTEM ☐

LIMITATIONS OR RESTRICTIONS:

BOARD OF STANDARDS AND APPEALS CAL. NO. _____

CITY PLANNING COMMISSION CAL. NO. _____

OTHERS: