

# Application: Charter School for Educational Excellence

Keith Szczepanski - [REDACTED]  
Annual Reports

## Summary

**ID:** 0000000227

**Status:** Annual Report Submission

**Last submitted:** Oct 30 2020 10:08 AM (EDT)

## Entry 1 School Info and Cover Page

**Completed** Aug 3 2020

### [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 2019-20 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, 2020)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

CHARTER SCHOOL OF EDUCATIONAL EXCELLENCE 662300860862

**a1. Popular School Name**

CSEE

**b. CHARTER AUTHORIZER (As of June 30th, 2020)**

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. DISTRICT / CSD OF LOCATION**

YONKERS CITY SD

**d. DATE OF INITIAL CHARTER**

1/2004

**e. DATE FIRST OPENED FOR INSTRUCTION**

9/2005

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

MISSION STATEMENT

The Charter School of Educational Excellence’s mission is to develop students who are critical thinkers, motivated leaders, and lifelong learners. We are committed to a strong partnership with teachers, parents, and community.

**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	CSEE offers an extended day of approximately eight (8) hours. This provides more time to focus on mastery and enrichment in basic subjects (ELA/MATH). The extended day also provides the school with additional time to focus on PE, Health, Music, Foreign Language and Arts program during the school day.
KDE 2	CSEE continues to take advantage of the longer school day through scheduling that allocates extended blocks of time (100 minutes) for basic subjects, rather than the traditional schedule of discrete 40-45 minute periods. This offers teachers and students sufficient and uninterrupted time blocks to meaningfully explore the basic subjects to ensure that students develop a much deeper understanding of the material.
KDE 3	CSEE continues to increase learning opportunities by strategically deploying Teaching Assistants throughout the building. Teaching assistants provide more personal attention to individual students who are falling behind academically and assist with differentiation and grouping of students engaged in further exploration of a subject matter.

KDE 4	CSEE employees standards-driven and researched-based curriculum to ensure all students are instructed through effective programs aligned with State learning standards. The curriculum provides a rich and more diverse learning experience. For example, the research-based Journeys (reading program) is used in conjunction with the social studies McGraw-Hill program to provide significant knowledge of diverse peoples and cultures and engage students in a rich learning experience.
KDE 5	CSEE continues fostering learning opportunities by offering students meaningful experiences in the arts. This portion of the educational program taps the diverse talents of the student body and exposes them to dance, theatre, music, and the visual arts. For example, students create paintings, give theatrical performances, demonstrate artistic knowledge, or analyze great works of art. This key design element has been fully implemented.
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

**Need additional space for variables**

No

**h. SCHOOL WEB ADDRESS (URL)**

[www.charterschoolofeducationalexcellence.org](http://www.charterschoolofeducationalexcellence.org)

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)**

829

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)**

853

**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)**

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6, 7, 8, 9

**l. 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 2020-2021?

No, just one site.

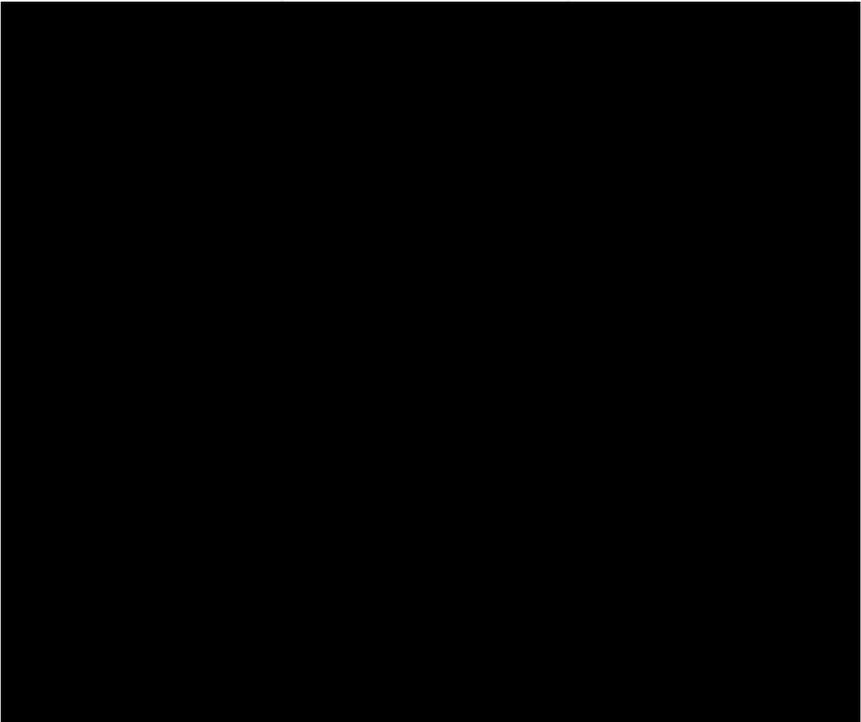
## School Site 1 (Primary)

### 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	260 Warburton Ave, Yonkers, NY 10701	[REDACTED]	Yonkers	K-9	No

**m1a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Cindy Lopez			
Operational Leader	Eleana LaGuerre			
Compliance Contact	Cindy Lopez			
Complaint Contact	Carmen Goldberg			
DASA Coordinator	Michael DeSimone			
Phone Contact for After Hours Emergencies	Cindy Lopez			

**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, 2020.**

**Site 1 Certificate of Occupancy (COO)**

[Certificate of Occupancy - CSEE ES and MS.pdf](#)

**Filename:** Certificate of Occupancy - CSEE ES and MS.pdf **Size:** 301.2 kB

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**Site 1 Fire Inspection Report**

[Fire Inspection July 2020 ES MS HS.pdf](#)

**Filename:** Fire Inspection July 2020 ES MS HS.pdf **Size:** 526.1 kB

**CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR**

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**n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).**

No

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**PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.**

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

Yes

**ATTESTATION**

**p. Individual Primarily Responsible for Submitting the Annual Report.**

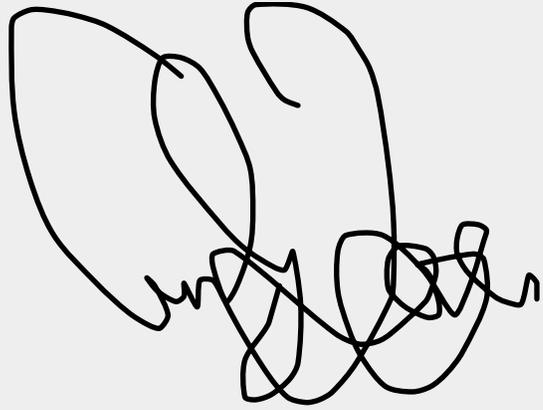
Name	Cindy Lopez
Position	Superintendent
Phone/Extension	[REDACTED]
Email	[REDACTED]

**p. 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. Check **YES** if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

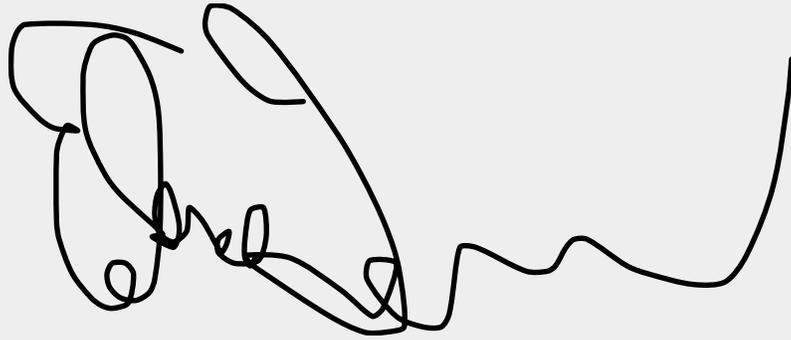
**Responses Selected:**

Yes

**Signature, Head of Charter School**



**Signature, President of the Board of Trustees**



**Date**

Aug 3 2020

**Thank you.**



## **Entry 2 NYS School Report Card**

**Completed** Aug 3 2020 Hidden from applicant

[Instructions](#)

**SUNY-authorized charter schools only**

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

## Entry 2 NYS School Report Card Link

CHARTER SCHOOL OF EDUCATIONAL EXCELLENCE 662300860862

### NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

<https://data.nysed.gov/profile.php?instid=800000057455>

## Entry 3 Progress Toward Goals

Completed Oct 30 2020

### Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 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".

## 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, 2020.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 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".**

#### 2019-20 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
				% of students enrolled at CSEE performing at proficiency on the I-Ready end of year assessment.  3rd Grade - 79% 4th Grade - 72%

5th Grade - 63%  
6th Grade - 58%  
7th Grade - 68%  
8th Grade - 73%

The goal was partially met, as the school's 3rd grade met the ELA absolute proficiency goal.

Efforts Taken:  
CSEE has restructured its ELA program by hiring 7 experienced teachers as Academic Intervention Specialists (AIS specialists), including a literacy teacher, who provide small group support in reading to all students who did not achieve a passing score on the NYS ELA exam in grades 3-8.

Due to an increase in need two Special Education teachers have been added to support classified and unclassified special ed students.

The ELA Director &

All students at the school will become proficient in reading and writing of the English language.

Measure 1:  
Absolute Proficiency - Each

<p>Academic Goal 1</p>	<p>year, 75% of students in each assessed grade who have been continuously enrolled in the school for two or more years will perform at or above Level 3 on the New York State English Language Arts (ELA) Assessment.</p> <p>Because the New York State ELA exam was not administered in the 2019-20 school year, the school has modified the measurement of this goal. In place of the State ELA exam results, the school will use the percentage of students achieving proficiency on the End of Year I-Ready ELA interim assessment, for all students enrolled at the school, to measure absolute proficiency.</p>	<p>I-Ready End of Year Assessment</p>	<p>Not Met</p>	<p>Consultant continues to provide ELA coaching to ensure instruction is aligned to common core standards, teachers are progress monitoring each student, using data to inform instruction and meeting regularly on a weekly basis to develop lessons focusing on programming strengths and weaknesses.</p> <p>CSEE uses the following to monitor progress: ELA Mock Test, I-Ready online instruction &amp; diagnostic exam that is aligned to CCLS and state tests. Data that is obtained will help inform instruction. Mock exams will be given 3 times a year.</p> <p>Teachers receive ongoing professional development in generating and reading iReady reports to support</p>
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				<p>instructional delivery as it relates to:</p> <ul style="list-style-type: none"> <li>● hetero/homogenous groupings that support struggling students and challenge on level and above students</li> <li>● differentiation based on literacy skills</li> <li>● interpreting student assessments (diagnostics)</li> <li>● scaffolding supports with focus on the most vulnerable student populations (i.e., ELL's, AIS, SpEd.)</li> <li>● setting clear goals for students that celebrates growth and success</li> </ul> <p>CSEE added a Literacy Certified Teacher to provide additional support to students in need.</p>
				<p>Grade Cohort Percentage Performing at Proficiency Target Achieved?</p> <p>Please see the</p>

All students at the school will become proficient in reading and writing of the English language.

Measure 3: Value Added to Student Learning - Each year, grade-level cohorts of the school's students will reduce by one-half the gap between their

following chart for results:

Gr. 2018-19  
(Target) 2019-20

3. 88% (88%) 79%  
- Not Met

4 75% (75%) 72%  
- Not Met

5 57% (66%) 63%  
- Not Met

6 71% (73%) 58%  
- Not Met

7 75% (75%) 68%  
- Not Met

8 66% (71%) 73%  
- Met

The goal was partially met as the school's 8th grade met the value-added goal.

Efforts Taken:  
CSEE has restructured its ELA program by hiring 7 experienced teachers as Academic Intervention Specialists (AIS specialists) who provide small group support in reading to all students who did not achieve a passing score on the NYS ELA exam in grades 3-8.

Academic Goal 2	<p>baseline performance and 75 percent of students scoring at or above Level 3 on the State ELA Assessment. If a cohort's baseline performance was above the objective, the cohort will maintain or increase its performance on the next administration.</p>	I-Ready End of Year Assessment	Not Met	<p>Due to an increase in need two Special Education teachers have been added to support classified and unclassified special ed students.</p>
	<p>Because the New York State ELA exam was not administered in the 2019-20 school year, the school has modified the measurement of this goal. In place of the State ELA exam results, the school will use the End of Year results from the 2018-19 and 2019-20 school years I-Ready interim assessment for all students enrolled at the school to measure the value added to student goal learning.</p>			<p>An ELA Director &amp; Consultant continues to provide ELA coaching to ensure instruction is aligned to common core standards, teachers are progress monitoring each student, using data to inform instruction and meeting regularly on a weekly basis to develop lessons focusing on programming strengths and weaknesses.</p>
				<p>CSEE uses the following to monitor progress: ELA Mock Test, I-Ready online instruction that is aligned to CCLS and state tests. Data that is obtained will help inform instruction. Mock exams will be given 3 times a</p>

				<p>year.</p> <p>Teachers receive ongoing professional development in generating and reading iReady reports to support instructional delivery as it relates to:</p> <ul style="list-style-type: none"> <li>● hetero/homogenous groupings</li> <li>● differentiation based on literacy skills</li> <li>● interpreting student assessments (diagnostics)</li> <li>● scaffolding supports with focus on the most vulnerable student populations (i.e., ELL's, AIS, Sp. Ed.)</li> <li>● setting clear goals for students that celebrates growth and success</li> </ul>
				<p>% of students enrolled at CSEE performing at proficiency on the I-Ready end of year assessment:</p> <p>3rd Grade - 62%</p> <p>4th Grade - 76%</p> <p>5th Grade - 73%</p> <p>6th Grade - 74%</p>

All students at the school will demonstrate competency in the understanding and application of mathematics computation and problem solving.

Measure 1:  
Absolute Proficiency - Each year, 75% of students in each

7th Grade - 82%  
8th Grade - 76%

The goal was partially met, as the school's 4th, 7th, and 8th grades met the absolute proficiency goal in mathematics.

Efforts Taken to Improve:

CSEE has restructured its math program to include more hands-on activities and by using the mathematics program for grades K-5 by Houghton Mifflin Harcourt, Go Math! and Big Ideas for grades 6-8. Program is designed to meet the objectives and intent of the Common Core State Standards for Mathematics, and provide thorough coverage of the CCSS with an emphasis on depth of instruction.

Particular attention is given to providing support for teachers as

Academic Goal 3	<p>assessed grade who have been continuously enrolled in the school for two or more years will perform at or above Level 3 on the New York State Mathematics Assessment.</p> <p>Because the New York State mathematics exam was not administered in the 2019-20 school year, the school has modified the measurement of this goal. In place of the State mathematics exam results, the school will use the percentage of students achieving proficiency on the End of Year I-Ready mathematics interim assessment, for all students enrolled at the school, to measure absolute proficiency.</p>	I-Ready End of Year Assessment	Not Met	<p>they transition to a focused, rigorous curriculum. The program is designed so that teachers can easily create the environments necessary for teaching the Common Core State Standards for Mathematics with depth without having to develop new materials.</p> <p>CSEE has hired 7 Academic Intervention Specialists (AIS specialists) who provide small group support in math to all students who did not achieve a passing score on the NYS math exam in grades 3-8.</p> <p>Due to an increase in need two Special Education teachers have been added to support classified and unclassified special ed students.</p> <p>A math Director &amp; Consultant was hired to work with</p>
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				<p>teachers across all grades to increase teacher competency in math instruction. In addition to providing PD on a monthly basis to all grade level teams, the math director ensures instruction is aligned to the new CCLS, teachers are progress monitoring and using data to inform instruction.</p> <p>CSEE uses the following to monitor progress: Math Mock Test, I-Ready online instruction that is aligned to CCLS and state tests. Data that is obtained will help inform instruction. Mock exams will be given 3 times a year.</p>
				<p>Grade cohort percent performing at proficiency target achieved?</p> <p>Please see the following chart for results:</p> <p>Grade 2018-19</p>

All students at the

(Target) 2019-20  
3. 72% (74%) 62%  
- Met  
4 91% (91%) 76%  
- Not Met  
5 81% (81%) 73%  
- Not Met  
6 86% (86%) 73%  
- Not Met  
7 88% (88%) 81%  
- Not Met  
8 83% (83%) 76%  
- Not Met

The goal was not met.

Efforts Taken to Improve:

CSEE has restructured its math program to include more hands on activities and by using the mathematics program for grades K-5 by Houghton Mifflin Harcourt, Go Math! And Big Ideas for grades 6-8. Program is designed to meet the objectives and intent of the Common Core State Standards for Mathematics, and provide thorough coverage of the CCSS with an emphasis on depth of instruction.

<p>Academic Goal 4</p>	<p>school will demonstrate competency in the understanding and application of mathematics computation and problem solving.</p> <p>Measure 3: Value Added to Student Learning - Each year, grade-level cohorts of the school's students will reduce by one-half the gap between their baseline performance and 75 percent of students performing at proficiency on the End of Year I-Ready mathematics assessment. If a cohort's baseline performance was above the objective, the cohort will maintain or increase its performance on the next administration.</p> <p>Because the New York State mathematics exam was not administered in the 2019-20 school year, the school</p>	<p>I-Ready End of Year Assessment</p>	<p>Not Met</p>	<p>Particular attention is given to providing support for teachers as they transition to a focused, rigorous curriculum. These efforts are apparent in the way lessons begin with context-based situations and progress toward more abstract problems. Students and teachers are supported as they advance from concrete to abstract content through the use of models and math talk prompts presented in the Student Editions, and sample questions provided in the Teachers Editions.</p> <p>CSEE has hired 7 Academic Intervention Specialists (AIS specialists) who provide small group support in math to all students who did not achieve a passing score on the NYS math exam in grades 3-</p>
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has modified the measurement of this goal. In place of the State mathematics exam results, the school will use the End of Year results from the 2018-19 and 2019-20 school years I-Ready interim assessment for all students enrolled at the school to measure the value added to student goal learning.

8.

Due to an increase in need two Special Education teachers have been added to support classified and unclassified special ed students.

A math Director & Consultant continue to work with teachers across all grades to increase teacher competency in math instruction. The math Director attends grade team meetings and guides teachers in implementing curriculum as well as provide 1:1 support for new teachers. In addition to providing PD on a monthly basis to all grade level teams, director ensures instruction is aligned to the new CCLS, teachers are progress monitoring and using data to inform instruction.

A math coach

				<p>meets regularly 3-8 grade teachers to provide coaching/mentoring to the new math teachers to promote better understanding of math content and skills in order to improve student outcomes on the NYS math exams.</p> <p>CSEE uses the following to monitor progress: Math Mock Test, I-Ready online instruction that is aligned to CCLS and state tests. Data that is obtained will help inform instruction. Mock exams will be given 3 times a year.</p>
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

**2. Do have more academic goals to add?**

No

**3. Do have more academic goals to add?**

No

**4. ORGANIZATION GOALS**

**For the 2019-2020 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”.**

**2019-2020 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
				In the 2019-20 school year, CSEE’s daily student attendance rate was 93.4%  CSEE started a school-wide best attendance challenge

Org Goal 1	Each year, the school will have an average daily student attendance rate of at least 95 percent.	School Attendance Records	Not Met	<p>rewarding students with perfect attendance each month. School met consistently with parents of students showing increase in absence patterns. School sent attendance letters home to parents.</p> <p>Weekly phone calls to parents Monthly attendance notices regarding chronic absenteeism Meetings with parents and administration to discuss absences.</p>
Org Goal 2	Each year, 95 percent of all students enrolled on the last day of the school year will return the following September.	School attendance records	Met	In the 2019-20 school year, 97.5% of the students enrolled on the last day of the year returned the first day of the year the following September.
	Each year, the school will comply			CSEE has complied with all applicable laws, rules and regulations. The Board takes legal compliance matters very seriously and has retained outside counsel to ensure

Org Goal 3	with all applicable laws, rules, regulations and contract terms including, but not limited to, the New York Charter Schools Act, the New York Freedom of Information Law, the New York Open Meetings Law, the federal Individuals with Disabilities Education Act, and federal Family Educational Rights and Privacy Act.	Board Policies and Meetings	Met	compliance with all relevant laws. CSEE has in place and maintains effective systems, policies, procedures and other controls for ensuring that legal and charter requirements are met. CSEE's staff has been trained with respect to all applicable procedures and systems. The staff is empowered to identify and address any possible legal or compliance issues and to report these matters to the Board and/or its counsel.
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
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**

## 2019-2020 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	Upon completion of the school's first year of operation and every year thereafter, the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings	Independent Financial Audit Findings	Met	The school has undergone yearly independent financial audits that have resulted in no major findings.
Financial Goal 2	Each year, the school will operate on a balanced budget and maintain a stable cash flow. CSEE's budget and cash flow projections will be determined over the summer for the upcoming school year and will both reflect revenues that exceed projected expenses.	Monthly and weekly financial statements are prepared and analyzed by the Controller or Dir of Accounting and then distributed to the school admin and board of directors.	Met	The school maintained a balanced budget and a stable cash flow throughout the year.
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

## 7. Do have more financial goals to add?

No

Thank you.

## Entry 3 Accountability Plan Progress Reports

**Incomplete** Hidden from applicant

### Instructions

### **SUNY-Authorized Charter Schools ONLY**

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

## Entry 7 Disclosure of Financial Interest Form

**Completed** Aug 3 2020

### Instructions - Multiple Uploads Permitted

#### **Required of ALL Charter Schools by August 3**

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 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)**
- **SUNY- Authorized Charter Schools: [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.

### **[Disclosure Forms 2020](#)**

**Filename:** Disclosure Forms 2020.pdf **Size:** 2.1 MB

# Entry 8 BOT Membership Table

Completed Aug 3 2020

## 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 8 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.

**CHARTER SCHOOL OF EDUCATIONAL EXCELLENCE 662300860862**

### 1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	Eduardo LaGuerre [REDACTED]	Chair	Executive Committee, Finance Committee, Facilities	Yes	3	7/1/2015	7/1/2020	10

			Committee, Bylaw Committee					
2	Sobeida Cruz, 	Trustee/Member	Academic Committee, Fundraising Committee	Yes	3	7/1/2015	7/1/2020	10
3	Nadine Burns-Lyons, 	Secretary	Executive Committee	Yes	3	7/1/2015	7/1/2020	7
4	Carlos Medina, 	Trustee/Member	Academic Committee	Yes	3	7/1/2017	7/1/2022	5 or less
5	Jim Killoran, 	Treasurer	Committee, Finance Committee	Yes	2	7/1/2015	7/1/2020	9
6	Dr. James Stenerson, 	Trustee/Member	Academic Committee	Yes	2	7/1/2019	7/1/2024	9
7	Lisbel Rosario, 	Parent Rep	Parents	Yes	2	7/1/2019	7/1/2020	9

8								
9								

**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, 2020	7
b.Total Number of Members Added During 2019-2020	0
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

**3. Number of Board meetings held during 2019-2020**

11

**4. Number of Board meetings scheduled for 2020-2021**

11

Thank you.

## Entry 9 Board Meeting Minutes

Completed Aug 3 2020

### Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 3, 2020.

### [Board Minutes 2019 2020 SY](#)

Filename: Board Minutes 2019 2020 SY.pdf Size: 2.8 MB

## Entry 10 Enrollment & Retention

Completed Aug 3 2020

### Instructions for submitting Enrollment and Retention Efforts

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2019-2020.

## Entry 10 Enrollment and Retention of Special Populations

### Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual 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 2020-2021.

CHARTER SCHOOL OF EDUCATIONAL EXCELLENCE 662300860862

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## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	Presentations and applications left at churches and community organizations serving families in areas designated as economically disadvantaged, as per the most recent census.	Presentations and applications left at churches and community organizations serving families in areas designated as economically disadvantaged, as per the most recent census
English Language Learners/Multilingual Learners	<ul style="list-style-type: none"> <li>• Recruitment team is fluent in Spanish</li> <li>• Flyers and Advertisements in Spanish in Westchester Hispano Newspaper.</li> <li>• Applications left at Mexican Chamber of Commerce, restaurants, churches, and YMCA (65% of YMCA's membership is Hispanic) that potential ELL students utilize.</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment team is fluent in Spanish</li> <li>• Flyers and Advertisements in Spanish in Westchester Hispano Newspaper.</li> <li>• Applications left at Mexican Chamber of Commerce, restaurants, churches, and YMCA (65% of YMCA's membership is Hispanic) that potential ELL students utilize.</li> </ul>
Students with Disabilities	Partnered with Early Learning Centers to determine ways that students with disabilities can be identified as early as possible. Advised parents, during recruitment events that school enrolls students with disabilities	Partnered with Early Learning Centers to determine ways that students with disabilities can be identified as early as possible. Advised parents, during recruitment events that school enrolls students with disabilities

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
	<ul style="list-style-type: none"> <li>• CSEE partners with local daycare/learning centers / preschools to determine ways that students with disabilities can be identify as early as possible. CSEE meets with parents to</li> </ul>	<ul style="list-style-type: none"> <li>• CSEE partners with local daycare/learning centers / preschools to determine ways that students with disabilities can be identify as early as possible. CSEE meets with parents to</li> </ul>

Economically Disadvantaged

promote its program and further clarify that all students are able to apply to CSEE for available seats;

- CSEE holds meetings in English and Spanish to support parents that do not speak English or have limited understanding of English;
- CSEE holds recruitment/enrollment meetings at local non-for-profits, community organizations, Yonkers Public Libraries, YMCA, fairs, other charter schools, to connect with potential ELLs, SWDs, and economically disadvantaged families;
- CSEE pays for Half-page advertisement in the following papers: Yonkers Rising, Westchester Hispano, LoHud and other online papers;
- Marketing materials highlight the program information;
- Marketing materials that contain a description of the special education program (Resource Room) and related services (Speech, Occupational, Counseling, Vision, Physical therapy) that CSEE provides directly and those that will be provided by the student's district of residence or other provider;
- CSEE utilizes one individual (Special Education Director) to oversee the provisions of special education program and services, and to be available during recruitment and enrollment to answer questions;
- Marketing material translated into Spanish to attract English Language Learners.

promote its program and further clarify that all students are able to apply to CSEE for available seats;

- CSEE holds meetings in English and Spanish to support parents that do not speak English or have limited understanding of English;
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- Marketing material translated into Spanish to attract English Language Learners.

- CSEE partners with local daycare/learning centers / preschools to determine ways that students with disabilities can be identify as early as possible. CSEE meets with parents to promote its program and further clarify that all students are able to apply to CSEE for available seats;
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- CSEE holds recruitment/enrollment meetings at local non-for-profits, community organizations, Yonkers Public Libraries, YMCA, fairs, other charter schools, to connect with potential ELLs, SWDs, and economically disadvantaged families;
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- CSEE utilizes one individual (Special Education Director) to oversee the provisions of special education program and services, and to be available during

recruitment and enrollment to answer questions;

- Marketing material translated into Spanish to attract English Language Learners.
- The school employs, a special education director, who is responsible for coordinating with CSEs; providing information to and obtaining information from CSEs as needed throughout the year; determining if entering students have IEPs; and working with CSE's and school districts to ensure that all required special education and related services are being provided and that all IEPs are appropriate in the context of the charter school setting.
- CSEE makes available, as required by law, a student's general education and special education teacher (and other required school personnel) for meetings convened by such student's CSE, and provide such teachers and personnel with copies of the student's IEP.
- CSEE ensures that parents of children with special needs are informed of how their children are progressing on annual IEP goals and in the general curriculum at least as frequently as parents of regular education children.

recruitment and enrollment to answer questions;

- Marketing material translated into Spanish to attract English Language Learners.
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- CSEE ensures that parents of children with special needs are informed of how their children are progressing on annual IEP goals and in the general curriculum at least as frequently as parents of regular education children.

- CSEE partners with local daycare/learning centers / preschools to determine ways that students with disabilities can be identify as early as possible. CSEE meets with parents to promote its program and further

- CSEE partners with local daycare/learning centers / preschools to determine ways that students with disabilities can be identify as early as possible. CSEE meets with parents to promote its program and further

Students with Disabilities

clarify that all students are able to apply to CSEE for available seats;

- CSEE holds meetings in English and Spanish to support parents that do not speak English or have limited understanding of English;
- CSEE holds recruitment/enrollment meetings at local non-for-profits, community organizations, Yonkers Public Libraries, YMCA, fairs, other charter schools, to connect with potential ELLs, SWDs, and economically disadvantaged families;
- CSEE pays for Half-page advertisement in the following papers: Yonkers Rising, Westchester Hispano, LoHud and other online papers;
- Marketing materials highlight the program information;
- Marketing materials that contain a description of the special education program (Resource Room) and related services (Speech, Occupational, Counseling, Vision, Physical therapy) that CSEE provides directly and those that will be provided by the student's district of residence or other provider;
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- Marketing materials highlight the program information;
- Marketing materials that contain a description of the special education program (Resource Room) and related services (Speech, Occupational, Counseling, Vision, Physical therapy) that CSEE provides directly and those that will be provided by the student's district of residence or other provider;
- CSEE utilizes one individual (Special Education Director) to oversee the provisions of special education program and services, and to be available during recruitment and enrollment to answer questions;
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- The school employs, a special education director, who is

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- CSEE ensures that parents of children with special needs are informed of how their children are progressing on annual IEP goals and in the general curriculum at least as frequently as parents of regular education children.

## Entry 12 Percent of Uncertified Teachers

Completed Aug 3 2020

### 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.

## Entry 12 Uncertified Teachers

## 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.

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**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, 2020)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
<b>Total Category A: 5 or 30% whichever is less</b>	<b>1.0</b>

**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, 2020)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
<b>Total Category B: not to exceed 5</b>	<b>1.0</b>

**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, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	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	2

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	43

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

Total Category F	45
------------------	----



**Thank you.**

## Entry 13 Organization Chart

**Completed** Aug 3 2020

### [Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

### [CSEE Organization Chart 2020](#)

**Filename:** CSEE Organization Chart 2020.pdf **Size:** 212.1 kB

## Entry 14 School Calendar

**Completed** Aug 3 2020

### [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 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

**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.**

### [CSEE School Calendar 2020-2021 Draft 7](#)

**Filename:** CSEE School Calendar 2020 2021 Draft 7.23.20.pdf **Size:** 457.0 kB

# Entry 15 Links to Critical Documents on School Website

Completed Aug 3 2020

## 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., 2018-19 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 15 Links to Critical Documents on School Website

**School Name:** Charter School for Educational Excellence

### 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:

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	<a href="https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=383084&amp;type=d&amp;pREC_ID=869947">https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=383084&amp;type=d&amp;pREC_ID=869947</a>
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=383084&amp;type=d&amp;pREC_ID=869947">https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=383084&amp;type=d&amp;pREC_ID=869947</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=1736239&amp;type=d&amp;pREC_ID=1913163">https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=1736239&amp;type=d&amp;pREC_ID=1913163</a>
3. Link to NYS School Report Card	<a href="https://data.nysed.gov/profile.php?">https://data.nysed.gov/profile.php?</a>

- instid=800000057455
4. Most Recent Lottery Notice Announcing Lottery <https://www.charterschoolofeducationalexcellence.org/apps/news/article/1122189>
  5. Authorizer-Approved DASA Policy [https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC\\_ID=383406&type=d&pREC\\_ID=1602461](https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=383406&type=d&pREC_ID=1602461)
  6. District-wide Safety Plan [https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC\\_ID=383406&type=d&pREC\\_ID=871142](https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=383406&type=d&pREC_ID=871142)
  - 6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo) [https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC\\_ID=383406&type=d&pREC\\_ID=871142](https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=383406&type=d&pREC_ID=871142)
  7. Authorizer-Approved FOIL Policy [https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC\\_ID=383406&type=d&pREC\\_ID=871142](https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=383406&type=d&pREC_ID=871142)
  8. Subject matter list of FOIL records [https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC\\_ID=383406&type=d&pREC\\_ID=871142](https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=383406&type=d&pREC_ID=871142)
  9. Link to School Reopening Plan <https://4.files.edl.io/745b/07/31/20/160653-900e3270-47d1-463d-aede-d987b5a2fe04.pdf>

Thank you.



## Entry 16 COVID 19 Related Information

**Completed** Aug 3 2020

### Instructions

#### Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

## Entry 16 COVID 19 Related Information

## TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
851	809	853

### Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participating Students

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**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

EDUARDO LAGUERRE

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

CHARTER SCHOOL OF EDUCATIONAL EXCELLENCE

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

CHAIRMAN

2. Is the trustee  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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:  
Carlos M. Medina

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):  
Charter School for Educational Excellence

- List all positions held on the education corporation board (e.g., president, treasurer, parent representative).
- Is the trustee 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.

- Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself
—	NONE —		

Please write "None" if applicable. Do not leave this space blank.

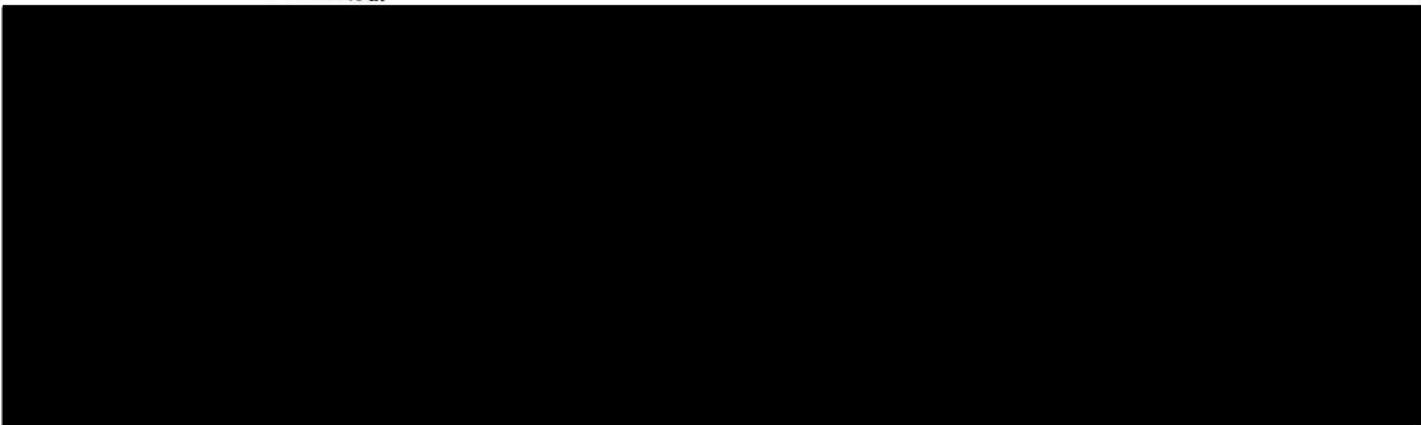
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed 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
Please write "None" if applicable. Do not leave this space blank.				
—	NONE		—	

R. M. Merz  
Signature

7/24/2020  
Date

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**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

SORBEIDA CAJIZ

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

CHARTER SCHOOL OF EDUCATIONAL EXCELLENCE

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

FINANCE COMMITTEE

2. Is the trustee 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.

NO

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write None. Please note that if you answered Yes to Questions 2-4 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 yourself

Please write "None" if applicable. Do not leave this space blank. may/2019 Present			Esteban and Guerre daughter
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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**.

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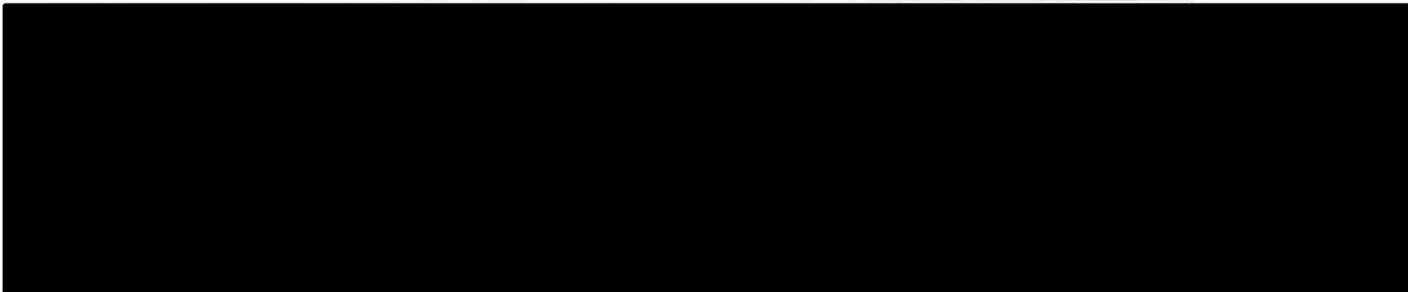
*Sobaida Perez*  
 Signature

7/15/2020  
 Date

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**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

  Nadine Burns-Lyons  \_\_\_\_\_

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

  The Charter school of Educational Excellence  \_\_\_\_\_

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Secretary

2. Is the trustee an employee of any school operated by the Education Corporation?

   Yes   X   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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

   Yes   X   No

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

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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 yourself
<b>None</b>			



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

JAMES F STEWERTSON

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

CHARTER SCHOOL OF EDUCATIONAL EXCELLENCE

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

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<i>Please write "None" if applicable. Do not leave this space blank.</i>		
NONE		

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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**.

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<i>Please write "None" if applicable. Do not leave this space blank.</i>				
NONE				

  
Signature

7/22/2020  
Date

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**Business Telephone:** \_\_\_\_\_

**Business Address:**



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

Lisbel ROSARIO

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Charter School of Educational Excellence

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Parent Representative

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

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None		

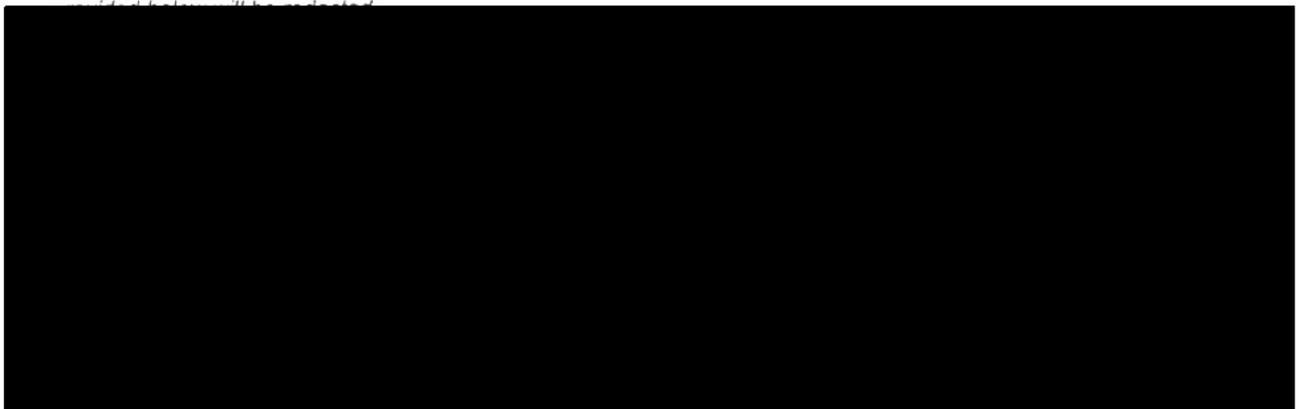
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		None		



  
 Date

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**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

James J. Killoran

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Charter School of Educational Excellence

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Treasurer, Board Member, Volunteer
2. Is the trustee ~~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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

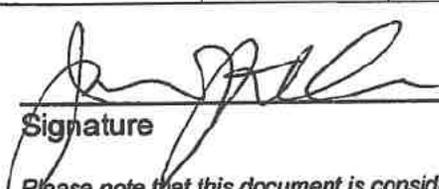
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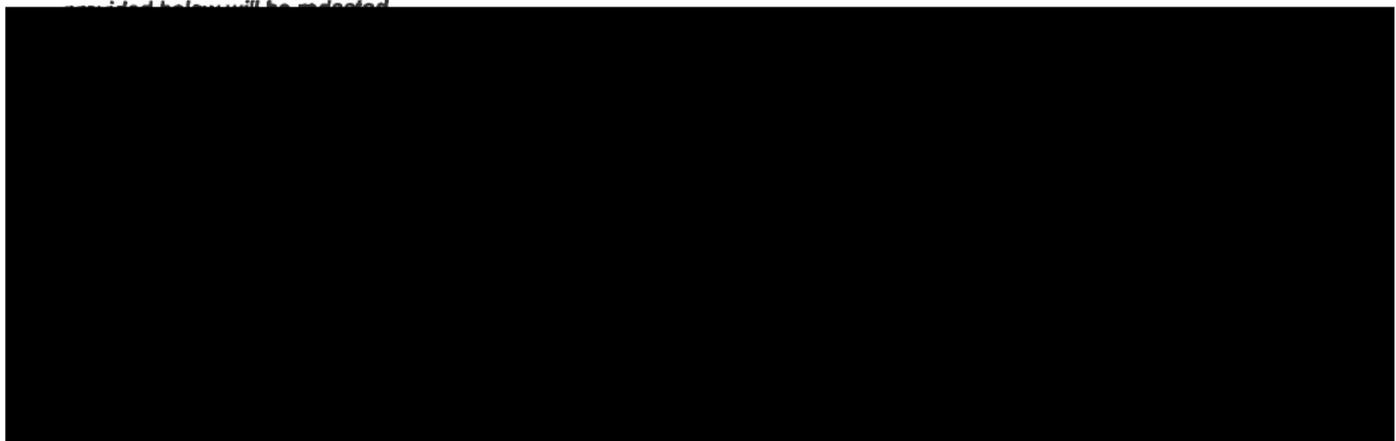
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<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Signature  Date 7/5/2020

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**Board of Trustees Meeting  
August 20, 2019**

**Attendance:** E. LaGuerre, S. Cruz, Dr. James Stenerson, Carlos Medina, Dr. Jim Killoran, Robin Zeikowitz-Emmanuelli, Lisbel Rosario

**Absent:** Nadine Burns-Lyons

**Present Non-Board Member:** C. Lopez, J. Jacaruso, J. Spina, D. Palmer, D. Rendina, C. Goldberg, Eleana LaGuerre,

**Call to order:** 6:18 PM

**Welcome and Introductory Remarks – E. LaGuerre**

- Mr. LaGuerre welcomes everyone to tonight's meeting and acknowledges the incredible work the teachers did last school year. This is the 5<sup>th</sup> year Charter School of Educational Excellence has been designated a Reward School. Mr. LaGuerre thanked the trustees for attending opening day at CSEE on 8/19/19 and welcoming all the staff.
- Mr. LaGuerre welcomes Robin Zeikowitz-Emmanuelli to the Board as a non-voting member; to participate and make recommendations at this point until background check is complete from NYSED.

**Community Open Forum-**Mr. Laguerre provided opportunity for the public to address the board. No comments were made from the community.

**ACTION ITEMS**

**Resolution 1 2019-2020: Adoption of Board of Trustee June 13, 2019 meeting minutes**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the June 13, 2019 Board of Trustees meeting.

**Motioned by:** S. Cruz

**Seconded by:** J. Stenerson

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED August 20, 2019

Attest

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Resolution 2 2019-2020: Adoption of the Charter School of Educational Excellence 2019-2020 School Year Calendar**

**RESOLVED:** The Board of Trustees moves to adopt the Charter School of Educational Excellence 2019-2020 Calendar establishing the: Board of Trustee Meeting Schedule; school session days; and half-day professional development schedule for instructional staff.

**Motioned by:** J. Stenerson  
**Seconded by:** J. Killoran  
**Discussion:** None  
**Votes for and against:** Unanimously passed

PASSED AND ADOPTED August 20, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Resolution 3 2019-2020: Adoption of the Charter School of Educational Excellence Board of Trustees Meeting Calendar for 2019-2020 School Year Calendar**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustees meeting calendar for the 2019-2020 school year.

**Motioned by:** J. Stenerson  
**Seconded by:** J. Killoran  
**Discussion:** None  
**Votes for and against:** Unanimously passed

PASSED AND ADOPTED August 20, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Resolution 4 2019-2020: The Board of Trustees moves to select Robin Zeikowirz-Emmanuelli, Esq., as a member to its Board of Trustees.**

**RESOLVED:** The Charter School of Educational Excellence Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Robin Zeikowirz-Emmanuelli, Esq., as a member to its Board of Trustees, pending approval by NYSED. The resolution approving Robin Zeikowirz-Emmanuelli is adopted upon NYSED's approval.

**Motioned by:** J. Killoran  
**Seconded by:** C. Medina  
**Discussion:** The trustees are elated to have Robin on the Board, and that we will be needing her professionalism as we move ahead toward our closing with the bond and financing. Ms. Robin Emmanuelli will be truly committed to helping us grow.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED August 20, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyon  
Secretary, Charter School of Educational Excellence

**Resolution 5 2019-2020: Adoption of the amended Charter School of Educational Excellence Code of Conduct**

**RESOLVED:** The Board of Trustees moves to adopt the amended Charter School of Educational Excellence Code of Conduct.

**Motioned by:** J. Killoran

**Seconded by:** S. Cruz

**Discussion:** Code of Conduct has been reviewed by legal counsel; any references made to Victory Education Partners has been removed; any listings of Superintendent and Principal names have been updated; dress code updated; this Code of Conduct also applies to the high school.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED August 20, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Resolution 6 2019-2020:** Authorization to contract with **Arrow Security, Inc.** for security services for the 2020 fiscal year.

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to contract with Arrow Security, Inc. for security services required for school operations at the rate of \$18.95 per regular working hour, and \$28.42 per overtime hour for the Security Officer, and at the rate of \$ 19.60 per regular hour and \$ 29.40 per overtime hour for one Security Supervisor and Seven Security Officers in the 2020 fiscal year.

**Motioned by:** J. Killoran

**Seconded by:** L. Rosario

**Discussions:** \$1.70 increase per officer hourly rate; \$2.00 increase for overtime; \$2.50 increase overtime for supervisor; 2 part time officers to oversee the High School; it was requested that Mr. Palmer look into a School Resource Office Job Description and Salary; the team will need to review and be flexible of possibly hiring another part time officer or increase hours of full time officer. There are no metal detectors or wands in the high school.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED August 20, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Resolution 7 2019-2020:** Authorization to contract with **Classico Building Maintenance, Inc.** for cleaning services for the 2020 fiscal year.

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to contract with Classico Building Maintenance, Inc. for cleaning services required for school operations at the hourly rate of \$26.50 per hour for the shift supervisor, and \$20.50 per hour for cleaners for a five hour shift on school days, and as otherwise needed, for the 2019 fiscal year.

**Motioned by:** S. Cruz

**Seconded by:** C. Medina

**Discussions:** Satisfied with service of Classico Building Maintenance; increase will be begin on Jan. 1<sup>st</sup>

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED August 20, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Resolution 8 2019-2020:** Authorization to contract with **Regina Caterers, Inc.** for food services.

**RESOLVED:** The Board of Trustees authorizes a contract with Regina Caterers, Inc. to provide breakfast, lunch and snacks compliant with the National School Lunch Program for the 2019-2020 fiscal year at the price of \$1.33 for each breakfast, \$2.40 for each lunch, and \$0.73 for each snack.

**Motioned by:** S. Cruz

**Seconded by:** L. Rosario

**Discussions:** No changes to rate; meal plan is decided collaboratively with kitchen staff; menus are reviewed by Superintendent, Director of Operations and Kitchen Staff. High School kitchen equipment is being rented.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED August 20, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Resolution 9 2019-2020:** Authorization to contract with **Tur-Bus Transportation Corp.**

**RESOLVED:** The Board of Trustees authorizes a contract with Tur-Bus Transportation Corp. to provide two (2) buses for routes in the Bronx and the city of Yonkers at the rate of \$393 per bus per day, and \$50 a day for bus monitors, one (1) bus for a route in the City of Yonkers at the rate of \$300 per day and \$40 a day for bus monitors, and one (1) bus for a route in the City of Mt. Vernon at the rate of \$365 per day and \$50 a day for bus monitors

**Motioned by:** J. Stenerson

**Seconded by:** L. Rosario

**Discussions:** Parents will share cost of transportation. Mount Vernon bus cost parents \$75 per month; Bronx bus cost parents \$125 per month. Metro cards costs parents \$58. Siblings travel together and high school students are dropped off at CSEE High School first and then to CSEE. Trustees suggested that CSEE has a conversation with owner of Tur Bus- make sure buses have seat belts and review that students are wearing seat belts. Seat belt checks should be part of bus monitors job. Send reminder home to parents that students traveling on the bus wear their seatbelt.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED August 20, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Executive Session-**

Commenced 7:15pm

Concluded- 8:00pm

#### **Informational Items**

##### **Finance Report- S. Cruz**

- Credit card statements reviewed as well as checks paid out to vendors for review.
- 12/7/19 Designer Handbag Bingo
- Planning Beats & Bites at Kanopi again this year.

##### **Academic Report- J. Stenerson**

- All technology equipment and teacher equipment is in and in good order. Copiers are going to the High School on 8/21/19.

##### **Facilities Report- E. LaGuerre**

- Waiting on ConEdison to shut off gas line, demolition of building can begin once that is complete.

##### **Elementary School Principal Report- J. Spina**

- Several EA's were hired as elementary classroom teachers
- Worked with PTO and Parent Coordinator for the Kindergarten Ice Cream Social on Monday, August 26<sup>th</sup> from 3:00-4:00
- Kindergarten will begin at 9:00am on first day of school
- Staff will continue to participate in professional development sessions with a strong lens on social-emotional learning, behavior management, and curriculum and planning.

### **Middle School Principal Report- J. Jacaruso**

- Two new 5<sup>th</sup> grade teachers; one new 8<sup>th</sup> grade algebra teacher; one EA moved into a classroom position
- Reviewed procedures for referring students for school services with teachers- IEP's, ELL's and Title I.
- 8<sup>th</sup> grade Algebra Regents- 92% passed
- 8<sup>th</sup> grade Living Environment- 89% passed

### **High School Principal Report- D. Palmer**

- Incoming 9<sup>th</sup> grade "Meet & Greet" BBQ hosted on July 9, 2019 70 students attended and 30 Parents
- 9<sup>th</sup> grade Orientation- August 27<sup>th</sup> at CSEE High School from 6:00-7:00pm; PTO requested to have a table for this evening.
- Advisory Committees- would like to provide workshops throughout the year regarding the CTE programs.

### **Superintendent Report- C. Lopez**

- CSEE Campus- Finished off school year strong; all academic staff has been hired and some staff have been promoted to different positions within the school.
- High School financing- 8 hours of calls per week with 5-8 hours of documentation follow up.
- Will be looking into available funding through Medicaid for students and school could be reimbursed for nursing services.
- Received training on how to develop a Safety Committee and a High-Quality Emergency Operations Plans.
- The SSAE Grant comes to an end September 30<sup>th</sup>. CSEE received 70 Chromebook and additional funding is also being allocated to student technology.
- Ongoing meetings with Dr. Stenerson
- Reviewed Parent Handbook and Code of Conduct with legal counsel.
- CSEE Regional K-12 program is going to welcome approximately 876 students on September 5<sup>th</sup>.
- Still developing support system for students at risk.
- Fire Inspection and CO for high school is needed

### **Director of Operations Report- E. LaGuerre**

- Attended the Multi-Hazard Emergency Planning for Schools on July 16-17, 2019 in Ulster County, NY- 8/23/19 1<sup>st</sup> Safety Committee Meeting was held at CSEE
- CSEE has a total of 80 Metro cards to disburse to the 9<sup>th</sup> grade class. Parents must pay \$58 a month to keep their cards active. A monthly report must be submitted to the Westchester County Department of public works and transportation to be invoiced on active cards.
- New this year- CSEE will have a bus to transport 52 students from Mt. Vernon.
- CSEE insurance was changed from Gallagher to LAMB as of July 1<sup>st</sup>.

### **Chief Custodian Report-D. Pagan**

- Status on St. Bartholomew- cleaning, stripping wax, replaced tiles, lockers installed, LED lights installed- to be finished by 8/23
- CSEE building- good year with Classico Building Maintenance in the evening smooth transition for summer work.

### **BoostEd Finance Report-P. Augello**

- Sent out year-end closing numbers, good financial standings
- Sent email with Customer's Bank request we should now be getting a high interest rate on money.
- S&P ratings on our 2010 bonds

### **PTO Report-L. Rosario**

- Met with administration to recap year.
- Set schedule for program for upcoming year.
- H.S. events still pending
- Partnered with Bright School Kits to provide parents with one stop shop with school supplies 123 kits sold raised \$619 with that initiative.
- Used Uniform Sale 8/26
- Rolling out a new member directory

**Motion to Adjourn- 8:49 pm**



**Board of Trustees Meeting  
September 18, 2019**

**Attendance:** E. LaGuerre, S. Cruz, Dr. James Stenerson, Nadine Burns-Lyons, Dr. Jim Killoran, Robin Zeikowitz-Emmanuelli, Lisbel Rosario

**Absent:** Carlos Medina

**Present Non-Board Member:** C. Lopez, J. Jacaruso, J. Spina, D. Palmer, D. Rendina, C. Goldberg, Eleana LaGuerre,

**Call to order:** 6:15 PM

**Welcome and Introductory Remarks – E. LaGuerre**

- Mr. LaGuerre welcomes everyone to tonight's meeting. Mr. LaGuerre states how the school has been going through negotiations regarding the financing of the high school project. The company that was selected SISCA has not been able to retain bond financing to bond the construction of the project. SISCA has multiple projects that they are presently constructing and their capacity for bonding is estimated at \$70,000,000.00. CSEE is seeking alternatives one option is looking to see if CSEE can float the bond ourselves getting some bids, but this is highly unlikely. Another option is to retain the second highest bidder of the project, which was Signature. CSEE has reached out to Signature in regards to restructure their cost for the project. Options are open and looking to renegotiate a deal within the next 2 weeks to see what is best for the school.
- Demolition is scheduled to commence on Monday, September 23<sup>rd</sup> and to take 5 weeks
- Not closed on bonds yet; conference calls happening several times a week.
- Ms. Robin Zeikowitz-Emmanuelli is non-voting trustee at this time.

**Community Open Forum-**Mr. Laguerre provided opportunity for the public to address the board. No comments were made from the community.

**ACTION ITEMS**

**Resolution 10 2019-2020: Adoption of Board of Trustee August 20, 2019 meeting minutes**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the August 20, 2019 Board of Trustees meeting.

**Motioned by:** J. Killoran

**Seconded by:** L. Rosario

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED September 18, 2019

Attest:By:\_\_\_\_\_ Date:\_\_\_\_\_

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 11 2019-2020: Adoption of the Charter School of Educational Excellence Strategic Plan that was developed during the 2019 Board of Trustees Retreat**

**RESOLVED:** The Board of Trustees moves to adopt the Charter School of Educational Strategic Plan.

**Motioned by:** S. Cruz

**Seconded by:** J. Stenerson

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED September 18, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Resolution 12 2019-2020: Adoption of the amended Charter School of Educational Excellence Parent Handbook**

**RESOLVED:** The Board of Trustees moves to adopt the amended Charter School of Educational Excellence Parent Handbook.

**Motioned by:** J. Stenerson

**Seconded by:** J. Killoran

**Discussion:** This document was worked on with the Principals, PTO President, Lawyer and school Superintendent.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED September 18, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Resolution 13 2019-2020: Adoption of the amended Charter School of Educational Excellence High School Athletic Handbook**

**RESOLVED:** The Board of Trustees moves to adopt the amended Charter School of Educational Excellence High School Athletic Handbook.

**Motioned by:** J. Stenerson

**Seconded by:** L. Rosario

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED September 18, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Resolution 14 2019-2020: Authorization to execute amended NMTC documents.**

**RESOLVED:** The Board of Trustees moves to authorize the execution of amended NMTC documents, delivery and performance of the Financing Documents, as it appears in the records of the Corporation.

**BOARD RESOLUTION OF THE BOARD OF TRUSTEES OF  
CHARTER SCHOOL OF EDUCATIONAL EXCELLENCE**

The Board of Trustees of Charter School of Educational Excellence, a New York charter school authorized by the Education Department of State of New York pursuant to Article 56 of the Education Law of the State of New York (the "Corporation") do hereby certify that, at a meeting of the Corporation duly called and held on September 18, 2019, the following resolutions were adopted (the "Effective Date").

**RECITALS**

**WHEREAS**, the Corporation through its affiliate, Lamartine/Warburton LLC, a Delaware limited liability company (the "LLC"), in connection with a New Markets Tax Credit financing (the "Financing Transaction"), the LLC will construct and develop a new approximately 76,000 square-foot educational facility, which will include a four-story building with a one-level parking garage and a two-story building with a one-level parking garage, and an athletic facility located on the Premises (defined below) in the City of Yonkers, New York in a manner that will allow the LLC to qualify as a "qualified active low-income community business" (the "QALICB") under the "portion of business" rules set forth in Treasury Regulations § 1.45D-1(d)(4)(iii)(A) (the "Portion of Business Requirements") in order to be eligible for Federal New Markets Tax Credits (the "NMTCs") pursuant to Section 45D of the Internal Revenue Code of 1986, as amended (the "Code"). Such establishment, rehabilitation and development on the Premises are hereinafter referred to as the "Project";

**WHEREAS**, in connection with the Financing Transaction, the Corporation intends to convey to LLC its fee interest in that certain real property having the following address: (i) 220-226 Warburton Avenue (being tax map number 2-2106-30 and -34), (ii) 232 Warburton Avenue (being tax map number 2-2106-36), and (iii) 236 Warburton Avenue (being tax map number 2-2106-39), each in the City of Yonkers, New York (collectively, the "Premises"), and the LLC, in turn, will lease the Premises to the Corporation pursuant to the terms of that certain Lease Agreement (the "Lease") dated as of the closing date of the Financing Transaction (the "Closing Date");

**WHEREAS**, in connection with the execution of the Lease, the LLC and the Corporation will execute that certain Memorandum of Lease (the "Memorandum of Lease") to be executed and delivered on the Closing Date;

**WHEREAS**, the LLC has requested that CIVIC BUILDERS SUB-CDE 12, LLC, a New York limited liability company (the "CDE Lender") provide certain loans (collectively, the "CDE Loans") in the approximate aggregate principal amount of \$11,760,000.00 to the LLC in connection with the Financing Transaction and the Project;

**WHEREAS**, the CDE Loans will be evidenced by (i) a certain Promissory Note A in favor of CDE Lender in the principal amount of \$8,518,800.00 and (ii) a certain Promissory Note B in favor of CDE Lender in the principal amount of \$3,241,200.00 (collectively, the “CDE Notes”);

**WHEREAS**, it is a condition of making the CDE Loans that the LLC enter into and be bound by one or more loan agreements, by and between the LLC and the CDE Lender (collectively, the “Loan Agreements”), and certain other loan documents (as further defined and described in the Loan Agreements);

**WHEREAS**, in addition to the Financing Transactions contemplated herein, the Corporation and LLC seeks to use a portion of the proceeds from the issuance of certain education revenue bonds by the Yonkers Economic Development Corporation as an additional source of financing for the Project (the “Bond Financing”) after the Effective Date;

**WHEREAS**, in connection with the CDE Loans, the LLC and/or the Corporation will also be required to enter into, including, but not limited to, the following (collectively with the CDE Notes and Loan Agreements, the “NMTC Transaction Documents”):

- (a) Assignment of Construction Documents in favor of the Sub-CDE;
- (b) Indemnity Agreement on Hazardous Materials and Handicapped Access in favor of the Sub-CDE and U.S. Bancorp Community Development Corporation, a Minnesota (“USBCDC”);
- (c) Depository Account Control Agreement (Disbursement Account);
- (d) Bank Account Pledge Agreement (Disbursement Account);
- (e) A depository control agreement related to a reserve for fee payments to the CDE Lender;
- (f) A bank account pledge agreement related to a reserve for fee payments to the CDE Lender;
- (g) New Markets Tax Credit Compliance Agreement;
- (h) Community Benefits Agreement;
- (i) One or more flow of funds memoranda;
- (j) Guaranty of Performance and Completion;
- (k) A disbursement agreement related to the release of the CDE Loans from the construction disbursement account; and
- (l) Unconditional Guaranty of New Markets Tax Credits, Put Price and Environmental Indemnity in favor of USBCDC.

**WHEREAS**, as a condition to CDE Lender’s consent to the Bond Financing, CDE Lender requires amendment of one or more NMTC Transaction Documents after the Effective Date, and the execution and delivery of additional transaction documents that include, without limitation, the following (the foregoing amendments and additional transaction documents are collectively referred to herein as the “Construction Funding Documents”):

- (i) granting of one or more mortgages on the Premises for the benefit of CDE Lender to secure LLC's obligation under the Loan Documents ("Mortgage");
- (ii) Construction Monitoring and Disbursement Agreement;
- (iii) Subordination, Nondisturbance, and Attornment Agreement and delivery of estoppel certificates as may be required by CDE Lender; and
- (iv) New Markets Fee and Expense Agreement.

**WHEREAS**, in addition to the CDE Loans, the Corporation intends to obtain an unsecured loan from Civic Builders, Inc., a New York not-for-profit ("Civic Builders") in the approximate principal amount, not to exceed, of \$1,400,000.00 (the "Civic Loan") to establish certain reserves required under the Bond Financing;

**WHEREAS**, the Corporation will benefit from, and the Board of Trustees believes it is in the best interest of the LLC to take, the actions set forth below in connection with the above-described transactions and matters; and

**WHEREAS**, copies of the above-described documents, along with certain other ancillary memoranda, documents and certificates related thereto are herein collectively referred to as the "Financing Documents."

**NOW, THEREFORE, BE IT RESOLVED**, as follows:

1. Resolved, that the Board of Trustees of the Corporation does hereby approve, authorize, ratify and confirm (a) the execution and delivery by the Corporation and the LLC of the Financing Documents to which the Corporation and LLC is a party, (b) the execution and delivery by the Corporation and the LLC of the Construction Funding Documents concurrently with the Bond Financing closing, and (c) the consummation of all other transactions described in the recitals to this resolution and contemplated by the Financing Documents.
2. Resolved, that the Corporation will manage and operate the LLC in accordance with the Portion of Business requirements, including, without limitation, maintaining a complete and separate set of books and records for the Project separate and distinct from any other trade or business conducted by the Corporation, and (ii) using the proceeds of the CDE Loan solely for the Project.
2. Resolved, the Board of Trustees of the Corporation does hereby approve, authorize, ratify and confirm the Corporation's borrowing of the Civic Loan from Civic Builders, and in connection therewith, to execute and deliver by the Corporation of a promissory note evidencing the Corporation's indebtedness under the Civic Loan and certain other transaction documents as may be required by Civic Builders in connection with the Civic Loan.
3. Resolved, that the Corporation and the LLC shall be, and hereby is, authorized to undertake and perform all of its obligations under the Financing Documents to which it is a party, including promissory notes and all such other documents, instruments and borrowing authorizations, as may be necessary or appropriate to obtain the CDE Loans and to perform its obligations under the Financing Documents.

4. Resolved, that the Corporation and the LLC shall be, and hereby is, authorized to take any and all action, and to enter into, execute and deliver any such documents, as may be necessary or appropriate in connection with the Project and to perform its obligations under such documents.
5. Resolved, that the Corporation and the LLC shall be, and hereby is, authorized to pay all required fees and other transaction costs in order to obtain the CDE Loans.
6. Resolved, that Eduardo LaGuerre, in his capacity as Chairman of the Corporation on behalf of the Corporation, or, in his capacity as Authorized Signatory of the LLC on behalf of the LLC ("Authorized Representative"), is hereby authorized and directed to execute and deliver the Financing Documents to which the Corporation and LLC will be a party in substantially the form presented to the Board of Trustees, with such changes or additions thereto, or deletions therefrom, as such Authorized Representative executing the same shall approve, which shall be conclusively evidenced by his execution of such instruments.
7. Resolved, that the Authorized Representative is hereby authorized to enter into such other agreements and to take all such other actions as may be necessary or required of the Corporation and the LLC in connection with the CDE Loans and the other agreements described in the foregoing resolutions and any and all such other documents on the terms and conditions set forth in the forms thereof provided to the Corporation and the LLC or upon such other or additional terms as an Authorized Representative shall deem appropriate.
8. Resolved, that the Authorized Representative is hereby authorized to enter into such other agreements and to take all such other actions as may be necessary or required of the Corporation and the LLC in connection with the Financing Documents and to consummate the transactions contemplated by the Financing Documents.
9. Resolved, that the Authorized Representative is hereby authorized to enter into such other agreements and to take all such other actions as may be necessary or required of the Corporation and the LLC in connection with the opening of bank accounts contemplated by the Financing Documents.
10. Resolved further, that any action heretofore taken by the Corporation and the LLC in furtherance of the transactions contemplated by the foregoing resolutions shall be, and hereby is, ratified, affirmed, and approved in all respects.

## CERTIFICATION

The undersigned, being the Chairman of CHARTER SCHOOL OF EDUCATIONAL EXCELLENCE (the "Corporation"), DOES HEREBY CERTIFY that the following constitutes a true and correct copy of a resolution adopted by the Board of Trustees of the Corporation on September 18, 2019, authorizing the execution, delivery and performance of the Financing Documents, as it appears in the records of the Corporation in my possession as of the date hereof.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereto set my hand this 18 day of September 2019.

**Motioned by:** S. Cruz

**Seconded by:** J. Killoran

**Discussion:** This resolution has been prepared by legal staff.

**Votes for and against:** passed 5-0

L. Rosario abstained from voting

PASSED AND ADOPTED SEPTEMBER 18, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, Charter School of Educational Excellence

### **Executive Session-Tabled**

### **Informational Items**

#### **Executive Committee Report- Mr. LaGuerre**

- Everything regarding high school is on schedule; extensive delays with finalizing bonds closing date.
- Issue with the 50/50 formula that the NYS Regents imposed on CSEE. Based on the resolution that was submitted to NYSED and in accordance with state law that siblings have been excluded from the 50/50 ruling. It clearly states in the law that siblings have preference. The literal interpretation from the Superintendent of Yonkers Dr. Quezada was that it is a 50/50 formula regardless of siblings. Dr. Quezada has shown an unwillingness to collaborate and consequently will not be paying CSEE for CSEE students living in Yonkers. The City of Yonkers will get the money; CSEE will not be reimbursed for the students. Meeting scheduled for 9/26/19 with NYSED, Mayor of Yonkers, CSEE, and Yonkers School District regarding this is issue.
- Mr. LaGuerre explains to the trustees CSEE's options on this issue- should CSEE drop the students and have them enroll back at the district, take this issue to court, or begin the process of changing the authorizer since the board of regents is not allowing flexibility with the 50/50 ruling.
- Moving forward with other recruitment efforts outside of Yonkers.

#### **Finance Report- S. Cruz**

- Credit card statements reviewed as well as checks paid out for review.
- 12/7/19 Designer Handbag Bingo
- Trustees received financial report from Mr. Augello; School year started off financially strong; finances in order

### **Academic Report- J. Stenerson**

- Extra wifi spots installed in the High School
- Science materials have been ordered
- Additional edIT support at the high school

### **Facilities Report- Tabled**

#### **Elementary School Principal Report- J. Spina**

- AIS teacher Ms. Munson provided elementary teachers with Whole Brain Teaching professional development and how to use it effectively in the classroom.
- Reading Specialist, Terry Nagai volunteering at CSEE for the 2<sup>nd</sup> year- supporting out struggling students in K and 1.
- Teachers have formulated SMART goals to help further their professional development
- 2019-200 assessment calendar was finalized to help guide teaches with their pacing and using data to drive their instruction

#### **Middle School Principal Report- J. Jacaruso**

- Ongoing professional development during the last week of August- (expectations, marshall evaluation, hands on science)
- Assessment Calendar- Benchmarks scheduled for week of September 24<sup>th</sup>; I-Ready Diagnostic 1 to be completed by September 20<sup>th</sup>
- Reviewing ELA & Math state scores; Trustee commented that attention needs to be focused on the 6<sup>th</sup> grade students this year to bring up the scores and if extra support can be provided to them.

#### **Superintendent Report- C. Lopez**

- Very successful school opening for both K-8 and 9<sup>th</sup> grade program; strong team and great school culture
- Through the SSAE Grant CSEE received 70 Chromebooks, and 4 camera sets (camera, flash, tripod, batteries, memory card)
- 9<sup>th</sup> graders provided with all resources needed; identifying additional resources for students at risk; large number of students will need remediation; school looking for best options.
- Technology fully integrated (online testing, phone system for teachers, student emails, and google documents for staff)
- Having issues with the district getting the students cleared for sports since Dr. Norris has retired the district is also shorthanded with staff and saying they are unable to complete our physicals any time soon. Will be following up with this issue to get students cleared to participate in the athletic program.

#### **High School Principal Report- D. Palmer**

- 9<sup>th</sup> grade orientation- held on 8/27/19 approximately 170 people in attendance, 92 of which were registered high school students. Reviewed important information including mission/vision statements, grading policy, uniform policy, and promotion criteria.
- First day of school was very successful; Yonkers Voice media lived streamed the arrival of CSEE High School students. Started the day with a kick-off assembly and students participated in icebreaker games.
- Club Selection Survey- currently offering six clubs: Dance/Step Team, Anime club, Art Club, Music Club, Photography and Yearbook Club, Literary Club
- CSEE website is being updated to include the high school curriculum, materials, bell schedule, and arrival and dismissal procedures.
- Mr. LaGuerre recommended we begin focusing on substance abuse and discussing these topics with the students.

#### **Director of Operations Report- E. LaGuerre**

- Bus drill and fire drill were successfully completed; parents were notified via email and text
- Vargas and Rivera audit at CSEE has been schedule for October
- Lunch application for the 2019-2020 school year are currently being submitted to the operations office for classification and preparing for state submission.
- Yonkers buses are still not reporting to school on time, on average they are running 15 minutes late
- Ongoing Vendor meetings with Regina Caterers, Turbus and Arrow Security to ensure quality.

**Chief Custodian Report-D. Pagan- TABLED**

**BoostEd Finance Report-Submitted by P. Augello**

**PTO Report-L. Rosario**

- 1<sup>st</sup> PTO meeting was held on 9/11/19- well attended; thanks the trustees and administration for the support.
- Membership drive- goal is to have 200 PTO parent members
- Chocolate sales have started
- Panera Bread Family Night in certain locations- 11/7/19
- Box Tops- going digital
- PTO CSEE- Instagram account please join
- PTO movie night-students voted on the movie choice
- Suggestion to make the PTO membership more enticing- give the members something that the other parents don't get; possible newsletter that would encourage other parents to sign up and become a member of the PTO.

**Motion to Adjourn- 7:57 pm**



**Board of Trustees Meeting  
October 10, 2019**

**Attendance:** E. LaGuerre, S. Cruz, Nadine Burns-Lyons, Dr. Jim Killoran, Robin Zeikowitz-Emmanuelli, Lisbel Rosario  
**Absent:** Carlos Medina, Dr. James Stenerson  
**Present Non-Board Member:** C. Lopez, J. Jacaruso, J. Spina, D. Palmer, D. Rendina, C. Goldberg, Eleana LaGuerre,

**Call to order:** 6:10 PM

**Welcome and Introductory Remarks – E. LaGuerre**

- Mr. LaGuerre welcomes everyone to tonight’s meeting. For the record, Ms. Robin Zeikowitz-Emmanuelli is non-voting trustee at this time.
- High school site- existing structures demolished; full demolition will be completed by end of this week.
- The school had anticipated financing through New Market Tax Credits, regretfully there were delays with processing the application and the school is no longer engaging in New Market Credits. There are enough funds through the IDA with bond financing this allows for competition with investors. Closing will take place 1<sup>st</sup> week of November; all legal elements in place for closing.

**Community Open Forum-** Ms. Brown stated she is very excited that CSEE is moving forward with building the high school. Many neighbors excited for the new building in the community.

**ACTION ITEMS**

**Resolution 15 2019-2020: Adoption of Board of Trustee September 18, 2019 meeting minutes**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the September 18, 2019 Board of Trustees meeting.

**Motioned by:** S. Cruz

**Seconded by:** J. Killoran

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED October 10, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 16 2019-2020: Authorization to proceed with new bound financing structure**

**RESOLVED:** The Board of Trustees of Charter School of Educational Excellence, a New York charter school authorized by the Education Department of State of New York pursuant to Article 56 of the Education Law of the State of New York (the “Corporation”) do hereby certify that, at a meeting of the Corporation duly called and held on October 10, 2019 the following resolutions were adopted (the “Effective Date”).

## RECITALS

**WHEREAS**, the Corporation through its affiliate, Lamartine/Warburton LLC, a Delaware limited liability company (the "LLC"), the LLC will construct and develop a new approximately 76,000 square-foot educational facility, which will include a four-story building with a one-level parking garage and a two-story building with a one-level parking garage, and an athletic facility located on the Premises (defined below) in the City of Yonkers, New York. Such establishment, rehabilitation and development on the Premises are hereinafter referred to as the "Project";

**WHEREAS**, the Corporation and LLC seeks to use a portion of the proceeds from the issuance of certain education revenue bonds by the Yonkers Economic Development Corporation as a source of financing for the Project (the "Bond Financing") after the Effective Date;

**WHEREAS**, in addition to the Bond Financing contemplated above, the Corporation sought to use the allocation of certain New Markets Tax Credits through Civic Builders (Civic) as an additional source of financing for the Project (the "NMTC Financing")

**WHEREAS**, in furtherance of the NMTC Financing, the Board of Trustees executed that certain Resolution 76 2018-2019, which authorized execution of a New Markets Tax Credit Reservation Agreement (the "Reservation Agreement") with Civic which contains certain terms necessary for the Civic to distribute its NMTC allocation to the Project;

**WHEREAS**, the New Market Tax Credits financing did not close before the deadline set forth the Reservation Agreement and Civic terminated the Reservation Agreement on September 26<sup>th</sup>, 2019 by providing written notice to the Corporation (the "Termination Letter");

**WHEREAS**, the Corporation will benefit from, and the Board of Trustees believes it is in the best interest of the LLC to take, the actions set forth below in connection with the above-described transactions and matters; and

**NOW, THEREFORE, BE IT RESOLVED**, as follows:

1. Resolved, that the Board of Trustees of the Corporation does hereby recognize receipt of the Termination Letter and hereby accepts the termination of the Reservation Agreement.
2. Resolved, that the Board of Trustees of the Corporation does hereby authorize cessation of all previously authorized actions related to the performance of its duties under the Reservation Agreement.
3. Resolved, that the Board of Trustees of the Corporation does hereby authorize the Corporation and the LLC to take all necessary actions related to securing the Bond Financing and advancing the Project in the absence of the NMTC Financing.
1. Resolved, that the Corporation and the LLC shall be, and hereby is, authorized to take any and all action, and to enter into, execute and deliver any such documents, as may be necessary or appropriate in connection with the Project and to perform its obligations under such documents.
2. Resolved further, that any action heretofore taken by the Corporation and the LLC in furtherance of the transactions contemplated by the foregoing resolutions shall be, and hereby is, ratified, affirmed, and approved in all respects.

**Motioned by:** J. Killoran

**Seconded by:** L. Rosario

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED October 10, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Resolution 17 2019-2020: Authorization to execute contract for insurance coverage for the construction of the CSEE high school campus.**

**RESOLVED:** The Board of Trustees moves to authorize the execution of the contract for insurance coverage for the CSEE high school construction project from First Fidelity Brokerage, Inc. through Gemini Insurance Company for Liability and Excess Liability insurance and Lloyds of London for Builders Risk, for a two year policy term, for cost not to exceed \$699,408.

**Motioned by:** S. Cruz

**Seconded by:** J. Killoran

**Discussion:** This is a very good policy, which is saving the school money.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED October 10, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Resolution 18 2019-2020: Authorization to purchase instrumental equipment for the High School Performing Arts Program in the amount of \$6,045.00**

**RESOLVED:** The Board of Trustees moves to authorize the purchase of the attached itemized list of instrumental equipment for the High School Performing Arts Program in the amount of \$6,045.00.

**Motioned by:** J. Killoran

**Seconded by:** S. Cruz

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED October 10, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons

**Executive Session-Tabled**

**Informational Items**

**Executive Committee Report- Mr. LaGuerre**

- Update on enrollment- This year's enrollment requirement was to enroll students 50% outside of the district and 50% students living in Yonkers. There were issues with the interpretation of what was presented to the school. When the resolution was submitted to the Board of Regents it included that siblings were excluded from the 50/50 formula. The interpretation that has been given to the CSEE Board of Trustees from the New York State Education Department is that 50/50 no matter if they are siblings. CSEE is now faced with the following dilemma. There are students enrolled in excess of the 50/50 rule. Several meetings have been held with the Mayor of Yonkers and Superintendent of Schools in an effort to reach a compromise; moving forward effective immediately, CSEE will adhere the 50/50 formula for this year. CSEE can retain the 26 students for this school year and absorb the cost, but what will happen next school year. The school does not have the financial capacity to take on that many children if the City of Yonkers is going to be paid for them and not issue the money to CSEE. A decision to be made next week regarding this.

**Finance Report- S. Cruz**

- Designer Handbag Bingo- Save the Dates have gone out.
- Monthly expenditures look good

**Academic Report- C. Lopez**

- Dr. Stenerson has been working with the school on the following items
  - Curriculum
  - Principals Rubric
  - Flushing out IT issues and identifying any additional software needed.
- Trustee requested a Superintendent rubric as well for the evaluation.

**Facilities Report- Mr. LaGuerre**

- Next Meeting to take place October 15<sup>th</sup>- 8:00am
- Only pending item is the revision of plans for a survey that was submitted to the buildings department.
- Construction to start mid November for foundation work as soon as bonds are closed.
- SISCA- issues with requirements that were being asked; they were able to give us a letter of credit for 2 million dollars, which was sufficient for the investors.
- No issues with St. Bartholomew's High School location.

**Elementary School Principal Report- J. Spina**

- September 27<sup>th</sup>- Kindergarten Parent Workshop was held to inform parents about the importance of phonemic awareness.
- Collaborated with Directors on common planning sessions. Making adjustments to grade team meetings to support areas of need.
- Students in grades 1-3 participated in an educational program with our local firefighters.

**Middle School Principal Report- J. Jacaruso**

- Middle School Students participated in "How to be a Successful CSEE Student" assembly.

- Action plan in place with 5<sup>th</sup> grade team-the following changes are being made to assist students with making progress
  - Revising reading scope and sequence
  - Revising questions with lessons- focusing on incorporating questions that promote high-level thinking and discussion
  - Co-teaching: a variety of co-teaching models with each of the 5<sup>th</sup> grade teachers to provide a variety of benefits to students.
- KIND Campaign Assembly- girls and boys will have their own assemblies. Grade 5-6 created Anti-Bullying Skits to perform for grades 1-3.

#### **High School Principal Report- D. Palmer**

- Board requested pictures from the Bahamas Aid Drive- items were donated to the victims of Hurricane Dorian and pickup was scheduled with the Red Cross.
- After School Performing Arts Performing Program- High school is in need of instruments in order to launch the program. Program will be held on Tuesdays & Fridays from 3:30-4:30
- Thank you Mr. LaGuerre for donating cameras for the photography club; students have been taking headshots in hopes to get student Id's.
- Art Club-working to beautify the school
- Observations have begun
- January-February- looking to bring in people who work in the industries of culinary, hospitality and auto to begin speaking with the students.

#### **Superintendent Report- C. Lopez**

- Working with team to finish up investor presentation for the high school bonds
- Working closely with the Director of Operations
- Additional resources have been ordered to support 9<sup>th</sup> grade
- Working on developing evaluation rubrics for Principals, directors, and non-academic staff.
- Putting together a corrective plan so that over enrollment does not happen again.
- Looking into SUNY as becoming authorizer.

#### **Chief Custodian Report-D. Pagan- TABLED**

#### **Director of Operations Report- E. LaGuerre**

- Ongoing trainings with operations staff of roles before, during, and after drills.
- Financings- Vargas and Rivera Audit was completed on October 3<sup>rd</sup> for the 2018-2019 school year. Currently pending the final report.
- Billing has been submitted to all districts and state.
- All students K-9 have received lunch cards; scanning and tracking meal process had begun.
- CSEE has received payment for the July NYSED Child Nutrition Program

#### **PTO Report-L. Rosario**

- Box Top collections are underway-moving towards collecting digitally
- Kona Ice fundraiser- brought a revenue of \$697 which they donated 20% to PTO
- Teacher's Shout Out Program- where parents can send us their nominations for a teacher spotlight of the month and the PTO board will vote on the winner and post it on website.
- PTO purchased table for Designer Handbag Bingo- raffling off empty seats to members that attend two or more PTO meetings.

**BoostEd Finance Report- P. Augello**

- Base Per Pupil revenue is above budget at this point. The actual recorded is based upon the October 1<sup>st</sup> billable enrollment of 865.792 students.
- Accounts Receivable mostly represents the districts balance from the September and November district invoice.
- Discussion held regarding investors and upcoming finance meeting.

**Motion to Adjourn- 7:50 pm**

**Board of Trustees Meeting  
November 19, 2019**

**Attendance:** E. LaGuerre, S. Cruz, Nadine Burns-Lyons, Carlos Medina, Dr. James Stenerson, Robin Zeikowitz-Emmanuelli, Lisbel Rosario

**Absent:** Dr. Jim Killoran

**Present Non-Board Member:** C. Lopez, J. Jacaruso, J. Spina, D. Palmer, D. Rendina, C. Goldberg, Eleana LaGuerre,

**Call to order:** 6:15 PM

**Welcome and Introductory Remarks – E. LaGuerre**

- Mr. LaGuerre welcomes everyone to tonight's meeting; very exciting month for the Charter School of Educational Excellence and as a board very proud to be part of a movement to reform education in this county with the expansion of a regional high school.
- Investors came to visit the school, they were very impressed how everyone contributes the passion from the staff, desire to learn from the students and the support from the parents it is a collective effort. 37 investors from across the nation trying to buy the bonds to construct the high school campus; the interest rate was reduced and \$150,000,000.00 in bonds was offered to the school.
- Contracts have been signed and building is ready to be built; construction should start in about a week.
- Mr. LaGuerre thanks everyone who played a key role in planning for this financial investment especially Superintendent Lopez.
- Still issued pending with the NYS Board of Regents.

**Community Open Forum-** Ms. Brown stated if our next steps would be to build a college.

**ACTION ITEMS**

**Resolution 19 2019-2020: Adoption of Board of Trustee October 10, 2019 meeting minutes**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the October 10, 2019 Board of Trustees meeting.

**Motioned by:** S. Cruz

**Seconded by:** L. Rosario

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED November 19, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Resolution 20 2019-2020: Adoption of the Charter School of Educational Excellence School Wide Safety Plan.**

**RESOLVED:** The Board of Trustees moves to adopt the amended Charter School of Educational Excellence School Wide Safety Plan.

**Motioned by:** S. Cruz

**Seconded by:** L. Rosario

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED November 19, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Executive Session-**

Commenced 6:30pm

Concluded- 7:00pm

**Resolution 21 2019-2020:** WHEREAS, the Charter School of Educational Excellence (CSEE) is currently in a disagreement with the Yonkers School District over the proper interpretation of admissions and enrollment restrictions that were imposed upon CSEE as part of the resolution of the New York Board of Regents that allowed the school to expand to grade 12; and

WHEREAS, in connection with this disagreement, the State Education Department (SED) has requested that CSEE indicate its agreement with a characterization of those admissions and enrollment restrictions that CSEE believes to be inaccurate, it is therefore

**RESOLVED** that the board of trustees of CSEE (the Board) will issue a letter to SED communicating the school's position on this matter and is further

**RESOLVED** that the Board delegates to its Chair the authority to work with the school's counsel and leadership to finalize and submit this letter without further action by the Board.

**Motioned by:** S. Cruz

**Seconded by:** J. Stenerson

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED November 19, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 22 2019-2020:** Whereas the Charter School of Educational Excellence is currently in a disagreement with the Yonkers Public School District over the proper interpretation of admissions and enrollment restrictions that were imposed upon CSEE as part of the resolution of the New York Board of Regents that allowed the school to expand to grade 12; and

WHEREAS, in connection with this disagreement, the State Education Department (SED) has requested that CSEE indicate its agreement with a characterization of those admissions and enrollment restrictions that CSEE believes to be inaccurate, it is therefore

**RESOLVED** that the board of trustees of CSEE (the Board) will issue a corrective action plan to SED communicating the schools position on this matter and is further

**RESOLVED** that he Board delegates to its Chair the authority to work with the school's counsel and leadership to finalize and submit this action plan without further action by the Board.

**Motioned by:** N. Burns-Lyons

**Seconded by:** C. Medina

**Discussion:** None

**Votes for and against:** Unanimously passed

### **Informational Items**

**Executive Committee Report-** TABLED

**Finance Report-** S. Cruz

- Monthly statements and expenditures have been reviewed
- Designer Handbag Bingo- 11 Tables committed.
- Beats and Bites- date for event pending
- Actively started putting together the foundation for the school; one of our donors have been very willing to help the school get the foundation going; looking for a name for the foundation; and working on putting together a board and the bylaws for the foundation.

**Facilities Report-** Mr. LaGuerre

- Went to visit an Auto Technology High School program. CSEE needs to continue meeting with the different committees and other private corporations that can help with the programs as the building is being constructed.
- One thing recommended is a bigger bay for Auto Program and larger technology space.

**Elementary School Principal Report-** J. Spina

- Pupil Personal Committee Meetings being held- designing and developing academic action plans for students who are at risk and not performing on grade level.
- Working with CEI consultant-getting feedback on academic program
- Academic progress meeting are being held with the parents of struggling students. During these meetings we discuss: data, tier I interventions we have implemented and next steps we will take to further support the struggling student.
- Buddy Reading program is about to take flight in grades k,1,3 and 4
- On Friday, November 22<sup>nd</sup> the second WordStart parent workshop will be held. Parents are invited to participate in a hands on workshop where they will create take home materials to support phonics instruction at home.

### **Middle School Principal Report- J. Jacaruso**

- Met with 31 parents to discuss current academics and develop learning intervention plans as needed.
- Academic Intervention Teacher assigned to each grade level for extra support; ELA & Math Directors co-plan with teachers; working on integrating ELA into the Social Studies course
- Major concern- Cyberbullying via social media. Many assemblies have been held with the students speaking on this topic. Next month a Cyberbullying Prevention workshop will be held with the Yonkers Police Department. Commissioner is very eager to work with us.
- Ongoing teacher observations being conducted.

### **High School Principal Report- D. Palmer**

- All instruments were purchased for the after school music program,; students are working on a song to perform for the "International Holidays Around the World" celebration.
- Through Project Boost CSEE HS received 22 tickets to the Broadway Show Wicked. Ms. Parker and 21 students attended the show.
- Students are scheduled to visit Manhattanville College on December 2<sup>nd</sup> and 3<sup>rd</sup> they will explore the campus and have an information session with a staff member.
- Need to begin thinking about after school academic support in the next few months for the students.
- Student Town Hall Meeting- second meeting has been held where students have an opportunity to share what activities/programs they would like to see implemented in the high school.

### **Suggestions from the Trustees to the Principals:**

- Look into getting a Drone for the photography club and begin to document the construction of the new high school building
- Meditation- how can we incorporate throughout the elementary, middle and high school
- Pen pals program- with students from India
- Trustees are very impressed with what is being implemented; trustees never have to wonder what is going on in the school.

### **Healthy Body, Healthy Mind Report- Mr. DeSimone**

- Fall sports coming to an end. Middle School Flag Football Championship game this coming Saturday
- Winter Sports beginning in December- looking forward to work with the High School Boys Basketball Team
- Gatorade Sponsorship
- Juan from Tur Bus- very instrumental to the program; looking to recognize him at the Athletic Banquet this year.
- Consider purchasing a shuttle or mini bus for the future- Trustee asking if someone could put a budget together on the cost for this.

### **Academic Report- Dr. Stenerson**

- Thoroughly enjoy working with the leadership team.
- Additional Chromebooks needed-cost approximately \$8,700.00
- After school music program- additional funds needed
- HS Baking Program- will need funds and instructor
- Working with goals for leadership team and working on rubric with Superintendent

**Resolution 23 2019-2020 authorize the purchase of 20 new Chromebooks with extended warranty at a cost of \$8,688.74 to be used for the purposes of the CUBE**

**RESOLVED** The Board of Trustees moves to authorize the purchase of 20 new Chromebooks with extended warranty at a cost of \$8,688.74 to be used for the purpose of the CUBE.

**Motioned by:** J. Stenerson

**Seconded by:** S. Cruz

**Discussion:** None

**Votes for and against:** Unanimously passed

**Resolution 24 2019-2020 authorize additional funding for the High School After School Music Program \$1,500.00 for equipment and \$9,600.00 for a music instructor.**

**RESOLVED** The Board of Trustees moves to authorize additional funding for the High School After School Music Program \$1,500.00 for equipment and \$9,600.00 for a music instructor.

**Motioned by:** J. Stenerson

**Seconded by:** S. Cruz

**Discussion:** PTO will help support this program; long-term goal is to have a marching band, which performs at athletic events; and to look into incorporating the middle school students into this program.

**Votes for and against:** Unanimously passed

#### **Superintendent Report- C. Lopez**

- Financing on High School Project complete-closed on the bonds
- Ongoing work with billing and enrollment concerns for Yonkers
- Completed and submitted CSEE Emergency Response Plan
- NYSED Visit- December 13<sup>th</sup>
- Recruitment for 2020-2021 school year has began
- Developing CTE Program extensive process-working with consultant to get school certified

#### **Director of Operations Report- E. LaGuerre**

- In compliance with all safety drills
- Visitor passes to be implemented
- Worked with Regina Caterers on preparing the Thanksgiving Feast for the students K-9 on November 26<sup>th</sup>.
- Yonkers buses have been improving on time.
- 8 active Merki cameras at St. Bartholomew's
- HVAC-waiting on quote for the high school
- Requesting a motorized gate be installed-security struggles with opening and closing gate

#### **Chief Custodian Report-D. Pagan**

- Carbon monoxide detectors lasted 13 years and now need replacing; Trustees requested the cost to replace all carbon monoxide detectors and install one in gym by the kitchen.
- Looking to get bid for cost of changing all lights to LED
- Middle School bathrooms- interested in tiling bathrooms and rip up the floors; hire a consultant and need to do a mold test.
- Slope in back- need to contact owner to discuss. Call Frank Raho to give a bid; can this be added to high school slope so it can be done all at once.
- Cleaning gym floor- Discuss with Classico helping out and bring in equipment to clean high school gym floor.

#### **BoostEd Finance Report- P. Augello**

- Base Per Pupil revenue is above budget at this point.
- Vargas and Rivera- audit report sent; requested that representative come and meet with trustees.
- Direct Educational expenses, in total, are on par with the budget at this point

- Operating & Maintenance expenses were on target in total.

**PTO Report-L. Rosario**

- 3<sup>rd</sup>-5<sup>th</sup>- grade Movie Night- 65-70 students attended
- 12/7- Chipotle Family Dinner Night
- 1<sup>st</sup> Community Service Event held-Candy grams delivered to veterans.
- Staff vs PTO Volleyball game 12/13
- Holiday Boutique Sale

**Motion to Adjourn- 8:47 pm**



**Board of Trustees Meeting  
December 23, 2019**

**Attendance via Skype Call:** E. LaGuerre, S. Cruz, Nadine Burns-Lyons, Dr. James Stenerson, Dr. Jim Killoran, Lisbel Rosario

**Absent from Skype Call:** Carlos Medina, Robin Zeikowitz-Emmanuelli

**Present Non-Board Member on Skype call:** C. Lopez, J. Jacaruso, J. Spina, D. Rendina, C. Goldberg, Eleana LaGuerre,

**Call to order:** 3:05pm

**Welcome and Introductory Remarks – E. LaGuerre**

Mr. LaGuerre welcomes everyone to today's meeting. It is explained to the trustees that CSEE is still having an ongoing issue with the Yonkers City School District and not receiving full payment for students. This funding comes from the State Education Department and is disbursed through a formula depending on where the child lives. CSEE has met and had several meetings with the Superintendent of Schools. CSEE has hired council to generate a letter to submit to the NYS Board of Education stating how this rule has been imposed on CSEE and not something that was done within the scope of written law. The 50/50 enrollment formula is a preference not mandated based on total number of students enrolled for the school year. CSEE states it is based on the total number of open seats. The way the law is written for the State of New York; it gives preference to the children in the district that the school resides at and preference to the children that are siblings of children that are already enrolled in the school; following that, it gives preference to anyone that applies to the lottery. CSEE's next steps is to seek a charter from the Trustees of the State University of New York ("SUNY"). Trustee asked if there were any risks in moving forward with applying to SUNY. Only risk at this point is that SUNY does not accept the application.

**ACTION ITEMS**

**Resolution 26 2019-2020: Adoption of Board of Trustee November 19, 2019 meeting minutes**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the November 19, 2019 Board of Trustees meeting.

**Motioned by:** J. Killoran

**Seconded by:** J. Stenerson

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED December 23, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Resolution 27 2019-2020: Give authorization for school lawyer to submit a letter to the State Education Department that clearly expresses the Board's position in regards to the enrollment and admissions restriction.**

WHEREAS, the Board of Trustees (the "Board") of the Charter School of Educational Excellence (the "School") has serious concerns about the way that the Yonkers School District and the State Education Department are interpreting the admissions and enrollment arrangements that were imposed by the Board of Regents in connection with the recent expansion of the School; and

WHEREAS, in order to address these concerns, the Board directed its legal counsel to draft a letter to the State Education Department setting forth the School's position with regard to the admissions and enrollment restrictions; and

WHEREAS, counsel has provided the Board with a viable letter for the State Education Department that clearly expresses the Board's position; it is therefore

RESOLVED that the letter drafted by counsel is endorsed by the Board and shall be issued by counsel without delay.

**Motioned by:** J. Killoran

**Seconded by:** N. Burns-Lyons

**Discussion:** as discussed during welcome remarks

**Votes for and against: Roll Call-** S. Cruz- Yes, L. Rosario- Yes, J. Stenerson- Yes, N. Burns-Lyons- Yes, J. Killoran- Yes, E. LaGuerre- Yes

PASSED AND ADOPTED December 23, 2019

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Motion to Adjourn-** 3:27 pm

**Board of Trustees Meeting  
January 9, 2020**

**Attendance:** E. LaGuerre, S. Cruz, Dr. Jim Killoran, Dr. James Stenerson,, Lisbel Rosario

**Absent:** Nadine Burns-Lyons, Carlos Medina, Robin Zeikowitz-Emmanuelli

**Present Non-Board Member:** C. Lopez, J. Jacaruso, D. Palmer, D. Rendina, C. Goldberg, Eleana LaGuerre,

**Call to order:** 6:00 PM

**Welcome and Introductory Remarks – E. LaGuerre**

- Mr. LaGuerre welcomes everyone to tonight’s meeting; looking forward to seeing CSEE go through major growth in the new year. Still have the pending issue with regional enrollment policy. Hoping to resolve this matter with the proposed options. Thanks CEI and trustees for helping with this dilemma.

**Community Open Forum-**

- Mr. Swingle- 8<sup>th</sup> grade English teacher proposed to open a chapter of the National Junior Honor Society. Students would be required to participate in one volunteer project per year. Suggested project is opening up a student driven mobile library within the school. There is an annual fee of \$385.00; Dr. Jim Killoran offered to pay 1<sup>st</sup> year application fee. Meet with Superintendent to move forward with this.

**ACTION ITEMS**

**Resolution 28 2019-2020: Adoption of Board of Trustee December 23, 2019 meeting minutes**

**RESOLVED:** The Board of Trustee’s moves to adopt the Board of Trustee meeting minutes for the December 23, 2019 Board of Trustee’s meeting.

**Motioned by:** J. Stenerson

**Seconded by:** L. Rosario

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED January 9, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 29 2019-2020: Authorization to contract with Classico Building Maintenance, Inc. for cleaning services for the 2020 fiscal year.**

**Resolved:** The Board of Trustees authorizes the Charter School of Educational Excellence to contract with Classico Building Maintenance, Inc. for cleaning services required for school operations at the hourly rate of \$29.05 per hour for the shift supervisor, and \$22.93 per hour for cleaners for a five hour shift on school days, and as otherwise needed, for the 2020 fiscal year.

**Motioned by:** L. Rosario

**Seconded by:** J. Killoran

**Discussions:** This contract is just for the 260 Warburton Avenue location; CSEE has a great partnership with Classico; staff gives feedback on cleanliness; this contract will go into effect tomorrow.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED January 9, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 30 2019-2020: Authorization to contract with D.P. Wolff, Inc. for HVAC maintenance services for the 2020 fiscal year.**

**Resolved:** The Board of Trustee's authorizes the Charter School of Educational Excellence to contract with D.P. Wolff, Inc. for HVAC system maintenance services for CSEE's facility at 260 Warburton Avenue at a price of \$15,492.00 for the 2020 fiscal year.

**Motioned by:** J. Stenerson

**Seconded by:** J. Killoran

**Discussions:** Maintenance services include all 3 separate units on campus; once high school campus is completed CSEE will look into up grading system at 260 Warburton location.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED January 9, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 31 2019-2020: Authorization to contract with Center for Educational Innovation for Professional Development Services.**

**RESOLVED:** The Board of Trustees moves to authorize a contract with the Center for Educational Innovation ("CEI") to provide professional development to the CSEE high school academic staff during the 2020 fiscal year in the amount of \$15,000.

**Motioned by:** J. Killoran

**Seconded by:** L. Rosario

**Discussions:** This contract is specifically for Mr. Bruce Abramowitz who will be working with the CTE program and getting the school certified. Need to begin looking for outside garage space to train students in the automotive program

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED January 9, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Resolution 32 2019-2020: Authorization to contract with Educators 4 Student Success for Professional Development Services.**

**RESOLVED:** The Board of Trustees moves to authorize a contract with **Educators 4 Student Success** to provide professional development to the CSEE high school academic staff during the 2020 fiscal year in the amount of \$11,000.

**Motioned by:** J. Stenerson

**Seconded by:** J. Killoran

**Discussions:** This is a Professional Development company run by Mr. John Falco who was a founder of CSEE many years ago. Consultant will come and give high school teachers and principal professional development on improving instructional practice to meet the needs of the students.

**Votes for and against:**

PASSED AND ADOPTED January 9, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Executive Session- TABLED**

**Executive & Facilities Committee Report- E. LaGuerre**

- Significant setbacks with the permits being issued; design of the high school was rejected due to inadequate parking and technical issues. New drawings will be sent back to the Yonkers Buildings Department on 1/10/2020. Permits for fence was approved and landscape work will begin. Top priority is expanding for a working auto shop.

**Finance Report- S. Cruz**

- Monthly statements and expenditures have been reviewed
- Designer Handbag Bingo raised \$9,084.00
- A meeting was held with State Senator Mayer suggested CSEE begins to do more lobbying to bring in more money to our independent charter school.
- Date pending for Bites and Bytes

**Academic Report- Dr. Stenerson**

- Last year’s Assistant Principals evaluations completed
- Currently finishing Principals evaluation
- Requesting that the Principals evaluation for next year will be a rubric that is being developed now based on goals presented at the Board of Trustees Retreat. Would like to institute a mid-year review to make sure goals are being met.

- Rubric and goals to be set for Directors as well.

#### **Elementary School Principal Report-** presented by C. Lopez

- Challenges- Kindergarten issues- students are not ready for a school setting; been working with parents and students continuing to collaborate with Mrs. Perez and Ms. Graham for behavior management. These supports include individualized behavior plans, incentive charts and other tier I interventions.

#### **Middle School Principal Report-** J. Jacaruso

- 7<sup>th</sup> & 8<sup>th</sup> grade participated in Hour of Code program
- Having mandatory attendance meetings with parents to address issues
- Student Breakfast Supervisor Program- students keep track of breakfast in the classroom and make sure students are eating and like the meals, they are eating. This is also helping with recycling and reducing waste.
- Cyberbullying assembly to be held this month.
- After School Academic Program to begin this month
- Ongoing teacher observations and meetings
- See attachments

#### **High School Principal Report-** D. Palmer

- Great visit with NYSED
- High School Band- students working hard; put on an incredible performance during the international holiday show.
- AIS teacher comes 3x per week; introducing a peer tutoring program
- Working with teachers to develop a curriculum map for each course
- Mr. Trauner has been a tremendous help with the high school special education program.
- see attachments

#### **Superintendent Report-** C. Lopez

- Student recruitment: various parent orientation sessions held at CSEE
- Attended State of State in Albany
- Working with IT and state to complete the Technology Readiness checklist paperwork for CBT
- Visit to off site location for auto program
- see attachments

#### **Director of Operations Report-** E. LaGuerre

- Safety and security procedures updated
- NYS review of health and nutrition program taking place in February.
- Need to begin discussion of purchasing a school bus

#### **Chief Custodian Report-**D. Pagan

- Pictures were taken with Drone camera of the demolition and high school lot.

- All carbon monoxide detectors replaced.
- Update on gate for next meeting
- Need to discuss back fence with Abrim

**BoostEd Finance Report- P. Augello**

- Base Per Pupil revenue is above budget at this point.
- Operating & Maintenance expenses were on target in total
- Working on mid-year budget amendment; will present at next board meeting

**PTO Report-L. Rosario**

- 45 PTO members
- Teacher of the Month- Ms. Fagan
- Raised \$579.00 at the PTO vs. Staff volleyball game; great efforts from both sides
- \$10,000 raised from chocolate sale
- 1/24- Movie Night K-2
- 1/10- Zumba Family Fitness Night
- 2/5- 6:00pm Next PTO Meeting

**Other Items**

- Requested that Mrs. Goldberg begin reporting on recruitment efforts and to reach out if assistance is needed.
- Transportation application was distributed to students.
- Board of Trustees Retreat scheduled for May 16, 2020 at CSEE

**Motion to Adjourn- 7:52 pm**

**Board of Trustees Meeting  
February 10, 2020**

**Attendance:** E. LaGuerre, S. Cruz, Dr. Jim Killoran, Dr. James Stenerson

**Absent:** Nadine Burns-Lyons, Carlos Medina, Robin Zeikowitz-Emmanuelli, Lisbel Rosario

**Present Non-Board Member:** C. Lopez, J.Spina, J. Jacaruso, D. Palmer, D. Rendina, C. Goldberg, Eleana LaGuerre,

**Call to order:** 5:50 PM

**Welcome and Introductory Remarks – E. LaGuerre**

- Mr. LaGuerre welcomes everyone to tonight's meeting
- **Update on High School Project-**
  - Permits to begin foundation work was received on February 4<sup>th</sup>.
  - SISCA can begin excavation work; this will take approximately 3 ½ months.
  - Committee meets every other Monday; Mr. LaGuerre thanks Mrs. Goldberg for all her assistance.
  - SISCA has to provide security during evenings and weekends as well as put up security cameras.
  - Existing retaining wall on LaMartine Terrace- engineers have looked at wall no issues with wall at this time.
  - Demo contractors gave the school credit back for company not having to remove the brick. SISCA submitted change order.
  - Issue with parking- drawings redone; did not lose any parking spaces.
  - Traffic Light- survey being worked on at this time
  - Mr. LaGuerre requests that the school begins to look at acquiring the Laundry Mat and next steps for architects would be coming up with the plans for the laundry mat.
  - Mr. LaGuerre requests that all trustees get pictures of site and plans of project.
- Mrs. Goldberg and Mrs. Lopez to determine a date for groundbreaking ceremony
- Finance presentation to board trustees-
  - Existing debt 10.8 million
  - Mid-March begin the process of refinancing the bonds adding in any additional improvements within that cost of refinancing (wishlist, schedule of values, acquiring laundry mat, plumbing cost)

**ACTION ITEMS**

**Resolution 33 2019-2020: Adoption of Board of Trustee January 9, 2020 meeting minutes**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the January 9, 2020 Board of Trustees meeting.

**Motioned by:** J. Killoran

**Seconded by:** J. Stenerson

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED February 10, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Resolution 34 2019-2020: Authorization to contract with Stanhope Partners to provide communications consultation and services to CSEE.**

**Resolved:** The Board of Trustees authorizes the Charter School of Educational Excellence to contract with Stanhope Partners to provide communications consultation and services to CSEE. Such services to include media relations, writing, editing, preparation of materials, preparing school personnel for media interviews, communications counsel and other duties as considered necessary to help CSEE achieve its objectives. A monthly retainer fee of \$6,500 will be paid for the duration of this engagement.

**Motioned by:** J. Killoran

**Seconded by:** S. Cruz

**Discussions:** Authorizing this contract will help CSEE achieve its objective of getting a SUNY Charter passed

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED February 10, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons  
Secretary, Charter School of Educational Excellence

**Resolution 35 2019-2020: The Board of Trustees (the "Board") of the Charter School of Educational Excellence (the "School") commit to submitting an application for a new charter school to SUNY in this application round, due on 02/25/20.**

WHEREAS, the Board of Trustees (the "Board") of the Charter School of Educational Excellence (the "School") seeks to have a positive impact on its community and to serve more families than its program can currently serve; and

WHEREAS, there is a perennial wait list of students seeking to attend the School which attends to unmet need for the School's program; and

WHEREAS, the State University of New York ("SUNY") is an outstanding, nationally-recognized charter school authorizer and it currently accepting applications for new charter schools; it is therefore

**RESOLVED** that the members of the Board commit to submitting an application for a new charter school to SUNY in this application round so that the School's program can be provided to many more children and it is further

**RESOLVED** that the Superintendent has the authority to finalize and submit the application once she determines it to be complete.

**Motioned by:** J. Killoran

**Seconded by:** J. Stenerson

**Discussions:** Tugboat is assisting CSEE with completing the SUNY application

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED February 10, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 36 2019-2020: Authorization to contract with Special Testing Laboratories for materials testing and field inspection services as required by the City of Yonkers Department of Buildings. Owner required direct contracting.**

**Resolved:** The Board of Trustees authorizes the Charter School of Educational Excellence to contract with **Special Testing Laboratories** for materials testing and field inspection services as required by the City of Yonkers Department of Buildings. This is an owner required direct contract, not to exceed \$100,000.00.

**Motioned by:** J. Killoran

**Seconded by:** J. Stenerson

**Discussions:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED February 10, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 37 2019-2020: Authorization to contract with Baird to provide Underwriting Services, Placement Agent Services or loan facilitation/arranger services to Charter School of Educational Excellence for the possible refinancing of all or not to exceed \$14,000,000 Yonkers Economic Development Corporation (Charter School of Educational excellence Project), Series 2010A and possible funding of additional capital needs for its existing facilities (the "Financing" or the "Securities").**

**Resolved:** The Board of Trustees authorizes the Charter School of Educational Excellence to contract with Baird to provide Underwriting Services, Placement Agent Services or loan facilitation/arranger services to Charter School of Educational Excellence for the possible refinancing of all or not to exceed \$14,000,000 Yonkers Economic Development Corporation (Charter School of Educational excellence Project), Series 2010A and possible funding of additional capital needs for its existing facilities (the "Financing" or the "Securities").

**Motioned by:** J. Killoran

**Seconded by:** S. Cruz

**Discussions:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED February 10, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

### **Executive Session- TABLED**

#### **Finance Report- S. Cruz**

- Budget for this year has been amended
- Beats and Bytes- May 5, 2020- honoring SISCA, Dr. Rabaddi and 3 teachers (1 elementary, 1 middle, 1 high). Teachers will nominate other teachers and should be selected by 1<sup>st</sup> week of April.

#### **Academic Report- Dr. Stenerson**

- Met with Superintendent and IT department- wishlist was created for next year
- Meeting scheduled with Cannon
- Evaluations for 2018-2019 Principals are completed
- Technology integration for the new building needed (wifi, wireless security, lights, everything integrated)
- Wishlist- master security system, and updating system with communication of parents

#### **Elementary School Principal Report- J. Spina**

- Data meetings were held with each individual teacher in grades K-4; looking at data trends and best practices the teachers can use to support students who have made little progress
- Requested that a 1 page summary be put together of preliminary ideas about next years Kindergarten class and the steps CSEE will take as well as what professional development will be offered to the teachers.

#### **Middle School Principal Report- J. Jacaruso**

- Hold over meetings with parents will begin soon
- Ongoing team meetings to discuss small group within the classroom, checking data to revisit groups and make changes accordingly.
- Mid-year teacher evaluations completed.
- Less parents attending PTO meetings this year; need to begin enticing parents to attend meetings
  - Survey parents what day/time is best for them
  - Incentives with students- contest or award ceremony (star student)
  - Explore the option of Saturday PTO meetings

### **High School Principal Report- D. Palmer**

- Students have been given new AIS assignments for 3<sup>rd</sup> marking period based on the courses they have demonstrated difficulties in.
- Peer Tutoring Program- 15 peer tutors; students can receive extra support from their peers during academic intervention service periods.
- February- Student of the Month and Most Improved Student of the Month program- Teachers will submit candidate for each category- for each subject. Students will be awarded a certificate, announcements; photos posted, and group lunch.
- CSEE Band- would like to perform at Beats & Bytes this year as well as the Athletic Banquet.

### **Superintendent Report- C. Lopez**

- Superintendent will be presenting in Albany, NY about educational excellence
- Working on teacher recruitment for the upcoming school year
- Meeting held to discuss current IT needs and equipment needed for the 2021 school year.
- Working on SUNY Application
- Working with Principal Palmer and various consultants to develop CTE program, and scheduling for next year.

### **Director of Operations Report- E. LaGuerre**

- Safety Committee meeting scheduled for 2/14/2020
- NYSED Child Nutrition Program conducting a 3-year administrative review for 2/13/2020
- February district billing was submitted
- Seeing an increase in meal consumption based on revisions made to the menu from last month.

### **Chief Custodian Report-D. Pagan**

- School AC Units getting serviced during Winter Break
- Patching, painting, stripping and waxing floors as needed will take place during winter break
- Basement plumbing issues resolved
- No current facility issues at the temporary high school campus
- Mr. LaGuerre recommended getting a 100ft snake for the school.

### **BoostEd Finance Report- P. Augello**

- Base Per Pupil revenue is above budget at this point.
- Mid-year budget amendment was submitted
- List of open positions for 2020-2021 accounted for in budget

### **PTO Report-Tabled**

### **Motion to Adjourn- 7:28 pm**



**Board of Trustees Meeting  
March 12, 2020**

**Attendance:** E. LaGuerre, S. Cruz, Nadine Burns-Lyons, Dr. Jim Killoran, Dr. James Stenerson, Lisbel Rosario  
**Absent:** Carlos Medina  
**Present Non-Board Member:** C. Lopez, J.Spina, J. Jacaruso, D. Palmer, D. Rendina, C. Goldberg, Eleana LaGuerre,

**Call to order:** 6:10 PM

**Welcome and Introductory Remarks – E. LaGuerre**

- Mr. LaGuerre welcomes everyone to tonight’s meeting. Unfortunately, due to the circumstances a candidate interested in becoming a member of the CSEE’s Board of Trustees cancelled to attend tonight’s meeting. Resume has been circulated to trustees. Mr. LaGuerre has asked the candidate to the next board meeting and an interview will be conducted during executive session.
- Mr. LaGuerre thanks Superintendent Lopez for sending out the memo to parents regarding the protocol and steps to stay healthy during the Corona Virus. As of today, student attendance has not been affected and the school is being sanitized several times throughout the day.

**Community Open Forum-** No comments were made from the community at this time.

**ACTION ITEMS**

**Resolution 38 2019-2020: Adoption of Board of Trustee February 10, 2020 meeting minutes**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the February 10, 2020 Board of Trustees meeting.

**Motioned by:** S. Cruz

**Seconded by:** J. Killoran

**Discussion:** Modification requested to be made to the February Minutes specifically the wording in resolution 34.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED March 12, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 34 2019-2020: Authorization to contract with Stanhope Partners to provide communications consultation and services to CSEE.**

**Resolved:** The Board of Trustees authorizes the Charter School of Educational Excellence to contract with Stanhope Partners to provide communications consultation and services to CSEE. Such services to include

media relations, writing, editing, preparation of materials, preparing school personnel for media interviews, communications counsel and other duties as considered necessary to help CSEE achieve its objectives of submitting a charter application to SUNY. A monthly retainer fee of \$6,500 will be paid for the duration of this engagement.

**Motioned by:** S. Cruz

**Seconded by:** J. Killoran

**Discussions:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED February 10, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 39 2019-2020: The Board of Trustees moves to refinance the 2010 bond debt.**

Whereas, the school is at the 10 year threshold making it possible that the outstanding bond debt issued in 2010 can be refinanced.

Therefore, the school will explore a refinance option and retain the underwriting firm of Robert W. Baird for this engagement.

**Motioned by:** S. Cruz

**Seconded by:** J. Stenerson

**Discussions:** Mr. Augello briefs the trustees on the bond market which is good at this time and CSEE would achieve some significant savings with refinancing.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED March 12, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Executive Session- TABLED**

**Executive Report- Mr. LaGuerre**

- Interested in bringing in another candidate to serve on the CSEE board of trustees.

**Finance Report- S. Cruz**

- All credit card statements and vendor payout checks have been reviewed
- May 5, 2020- Beats & Bytes
- Donation pending from Mr. Steve Klinsky

## **Academic Report- Dr. Stenerson**

- Superintendent and Dr. Stenerson had Mid-Year meetings with High School and Middle School Principals to discuss goals using the new evaluation format.
- Meeting held with Cannon representative for copiers; company is interested in discussing the needs and plans for the high school. Possibility of taking a trip to their location to see the different types of printers they can offer (3D printing).
- EdIT meeting scheduled for March 13, 2020 to review the current agreement; discuss areas where the school needs additional support.
- In the process of getting a Tech Assessment for next academic school year.
- Mr. LaGuerre states the need to focus on web-based programs for the school and under the circumstances if a student needs to borrow a computer from the school CSEE can provide it to them during this time.

## **Facilities Report- Mr. LaGuerre**

### **High school update**

- Construction team, engineers, architects, meet every 2 weeks; construction and development on time.
- Groundbreaking Ceremony- April 2, 2020 11:00am
- Upcoming Planning Board Meeting- hoping to get the rest of the permits passed and engineer completion of traffic light report which will be presented at planning board meeting.
- Committed to having Solar panels and a turf field for this high school project. Would need to determine naming rights for the field.
- Owner of the Laundry Mat is aware CSEE is interested in acquiring that space.

## **Elementary School Principal Report- J. Spina**

- Corona Virus-  
Met as part of the Safety Committee Team to discuss procedures and next steps; surveyed students on devices they have at home and if they have internet service.
- Continued collaboration with school Dean, Psychologist and the classroom teachers in implementing tier I and Tier II supports for behavior management.
- Arranged for Dean to speak with our first-grade classrooms to reinforce hands are not for hitting and support behavior management.
- Intervisitations between classrooms to showcase best practices and provide targeted learning opportunities for our new teachers.

## **Middle School Principal Report- J. Jacaruso**

- In order to alleviate some high school anxiety that our 8<sup>th</sup> graders are going through; the 8<sup>th</sup> grade team and school dean discussed having a high school panel; February 13- three students came to CSEE and discussed their high school experience; our visitors spoke in each class for about 30 minutes; this was a positive event for all students; our 8<sup>th</sup> graders felt that this was really helpful and informative, citing "real" talk from high school students, and for helping to emphasize a number of students' perspectives as to what "really" matters in high school
- Completed all Mid-Year evaluations for teachers in grades 5-8- met with all teachers individually to discuss the rubric and how they were scored; teachers were given a ranking in each domain; signed and placed in their folder; final evaluations will be given in June 2020

- Automotive Program Intro for 8<sup>th</sup> grade - guest speaker discussed the automotive program; students will be going on a field trip to the Javits Car Show on April 15 to learn more about the automotive program. Auto Show was cancelled due to virus concerns
- Coronavirus- remote learning; met with teacher to discuss remote learning; letters went home with students last week to inform parents; teachers have assigned work ready to go in the event there is a school shut down; many classrooms using Google classroom; Remind messages

### **High School Principal Report- D. Palmer**

- The CSEE High School's peer tutoring program continues. Students are receiving extra support from their peers during our academic intervention service periods. Many students have found the program to be beneficial.
- The high school is beginning its after school Regents prep program on Wednesday, March 18, 2020. Students have the opportunity to participate in Regents prep for courses that they will be taking the Regents exam in.
- Teachers participated in professional development that focused on areas of growth identified during observations. Professional development and workshops provided by consultant

Board of Trustee requested Principals to send nominations for one Elementary, Middle and High School teacher to be honored during the Beats & Bytes event this year.

### **Athletics Report- Mr. DeSimone**

- 250 students participated in Spring Sports tryouts- unfortunately Spring sports are suspended at this time.
- Uniforms will be ordered and if not used; can be used for next year

### **PTO Report- L. Rosario**

- STEM Program event- 80 students in attendance- students made a robot using basic household items
- 4 parents at last PTO meeting
- Family Fitness night scheduled for next month
- This months PTO meeting canceled due to Corona Virus

### **Superintendent Report- C. Lopez**

- Student recruitment: ongoing parent orientation sessions held at CSEE (morning, afternoon, evening); Recruiting out of district students; heavy focus on Bronx recruitment
- Charter Schools Association: Participated in panel discussion, Educating for Excellence. Event held in Albany, February 15, 2020
- Visit to The Academy Charter High School to discuss curriculum and programs offered.

### **Coronavirus**

- CSEE is following guidance from the State Education Department which has been working closely with the New York State Department of Health to provide schools with up to date information regarding the Novel Coronavirus
- Online Academic Platform:
  - Discussed and updated Online Instruction Platform that will meet the needs of all students in grades K-9

- Parents were advised that if the school were to close that CSEE is fully prepared to provide ongoing instruction through our Online Instructional Platform
- Developing procedures for students who will need to take a CSEE issued tablet home; surveyed students and called parents

#### **Director of Operations Report- E. LaGuerre**

- CSEE has had multiple safety committee meetings in the past month to go over best practices for handling the Corona virus that is affecting our community
- The business office has been ordering sanitizer and doing daily checks for availability to ensure we have an ongoing supply of disinfecting materials at the school, as the community is facing a shortage at this time. As the virus progresses the availability of disinfecting materials is limited
- CSEE had a successful NYSED Child Nutrition/Food Service 3-year administrative review on 2/13. All required follow up documentation has been successfully submitted

#### **Chief Custodian Report-D. Pagan**

- During February break, started the process of changing baseboards in the M.P.R, patching up holes on walls, and painting walls in need of painting. Stripped and buffed selected areas of the building floors.

#### **Coronavirus Update**

- Met as part of the Safety Committee Team to discuss and update procedures for disinfecting building
- Made arrangements for cleaning supplies to be available to the school. Great connection with our vendors. They have been providing the school with supplies
- In addition to the regular cleaning during the day and at night, we added a custodian to disinfect doors, door knobs, bathrooms and sinks, lockers, water fountains, consistently throughout the day
- Met with cleaning company to talk about the virus and what we needed to do to keep the students and staff safe
- Added additional cleaning procedures for both CSEE custodians and Cleaning Company
- Every morning we are disinfecting (spray) the entire building before the staff and students come in, we are spraying all areas during the change in periods (every bell) until the end of the school day.
- Requested to look into the electrostatic machine.

#### **BoostEd Finance Report- P. Augello**

- Base Per Pupil revenue is above budget at this point
- Employee Salaries, in total, were below budget through the end of February due to the timing of open positions/start dates/lower usage.
- Interest Income is significantly higher due to the higher balance in the Project/Construction account earning interest before the project is completed.
- Other Revenue represents other fundraising activities by the school (dress down days, vending machine sales, etc.).

#### **Press Release-**

- All trustees received press release
- Mrs. Goldberg to send link of public hearing to the trustees

#### **Motion to Adjourn- 7:50 pm**



**Board of Trustees Zoom Meeting  
May 21, 2020**

**Attendance:** Eduardo LaGuerre, Sobeida Cruz, Dr. Jim Killoran, Dr. James Stenerson, Lisbel Rosario, Nadine Burns- Lyons

**Absent:** Carlos Medina

**Present Non- Board Member:** C. Lopez, J. Spina, J. Jacaruso, D. Palmer, C. Goldberg, E. LaGuerre,, M. Perez

**Call to order:** 5 p.m. by Mr. Laguerre

**Welcome and Introductory Remarks-**Mr. LaGuerre

- Welcome and thank you for attending the board meeting this evening.

**Community Open Forum-** No comments were made from the community at this time. No online visitors reported at this time.

**ACTION ITEMS**

**Resolution 46 2019-2020: Adoption of Board of Trustee April 16, 2020 meeting minutes.**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes from the April 16, 2020 Board of Trustees meeting.

**Motioned by:** Dr Kiloran

**Seconded by:** Dr Stenerson

**Discussion:** None at this time

**Votes for and against:** Unanimous

PASSED AND ADOPTED May 21, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Nadine Burns-Lyons, Secretary, Charter School of Educational Excellence

**Resolution 45 2019-2020: Authorization to adopt the revised Charter School of Educational Excellence Admission and Enrollment Policy.**

**WHEREAS,** the Charter School of Educational Excellence (CSEE) recently conducted the admissions lottery for the 2020-2021 school year and seeks to move forward with notifying students and their families about the results of that lottery so that CSEE may engage in the enrollment process; and

**WHEREAS,** the New York State Education Department (NYSED) has informed CSEE Board of Trustees and leadership that the school may not move forward with notifying students and families of the results of the

lottery until CSEE provides NYSED with a revised admissions and enrollment policy that is consistent with input provided to CSEE by NYSED, and

**WHEREAS**, counsel for CSEE has, with input from the schools leadership, drafted a revised admissions and enrollment policy that incorporates the requirements of NYSED; it is therefore

**RESOLVED** that the Board of Trustees, having reviewed the revised policy hereby adopts it for use by CSEE in the 2020-2021 school year, subject to approval and any revisions required by NYSED.

**Motioned by:** J. Killoran

**Seconded by:** S. Cruz

**Discussion:** None at this time

**Votes for and against:** Unanimous

PASSED AND ADOPTED May 4, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nadine Burns-Lyons, Secretary, Charter School of Educational Excellence

**Resolution 47 2019-2020: Authorization to submit Intercept to New York State Education Department.**

**WHEREAS**, the Charter School of Educational Excellence (“CSEE” or the “School”) enrolls students who reside in Yonkers and other districts and, under state law, is entitled to receive from each district public funds attributable to each and every student who attends the School; and

**WHEREAS**, to date, Yonkers Public Schools has refused to provide such funds for 30 students who reside in Yonkers and are current students at the School, despite numerous attempts by CSEE to urge the district to make these payments; and

**WHEREAS**, State law dictates that a charter school that believes it has been denied adequate funding by a district should file, by May 31 of the relevant school year, an intercept request with the State to retrieve such funds; and

**WHEREAS**, the Schools leadership, working with its financial and legal advisors, has prepared an intercept submission (the “Intercept Submission”) for the State, and the CSEE Board of Trustees (the “Board”) has had an opportunity to review the Intercept Submission; it is therefore

**RESOLVED:** The Board of Trustees approves the Intercept Submission subject to any final amendments called for by the CSEE Superintendent, and directs the Superintendent to take the steps necessary to file it with the State.

**Motioned by:** Lisbel Rosario

**Seconded by:** Dr Stenerson

**Discussion:** When school districts do not pay charter schools there is a process that allows the charter school to contact the State Board of Ed. directly and have the funds intercepted. The way we do this is by a calculation as to how many student we have that we request funding for and what was paid by the school district. There is an

application process. The application is reviewed by the intercept unit and if they are in agreement the Intercept will contact the Yonkers Board of Ed for amount requesting.  
Currently the amount owed by the Yonkers board of Ed is roughly \$340,000. This number is from the 5<sup>th</sup> billing cycle.

**Votes for and against:** Unanimous

PASSED AND ADOPTED May 21, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Nadine Burns-Lyons, Secretary, Charter School of Educational Excellence

**Resolution 48 2019-2020: Authorization to renew edIT Contract.**

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to renew its contract for IT Management Services with edIT Support Technology Services for the period effective July 1, 2020 through June 30 2022. The contracted fee is based upon the scope of work as outlined in the Service Agreement dated May 2020 at a price of Fifteen Thousand Two Hundred and Fifty Dollars (\$15,250.00) per month or One Hundred Eighty-three Thousand Dollars (\$183,000.00) for the year. The fiscal year fee increase (+ \$75,000) enables one additional full time-staff member for IT coverage between 7AM - 5PM and maintenance coverage and updates to the security cameras and surveillance storage for both campuses. This excludes any out-of-scope work edIT is directed to perform.

Motioned by: Dr Stenerson  
Seconded by: Dr Kiloran  
Discussion: None at this time  
Votes for and against: Unanimous

PASSED AND ADOPTED May 21, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Nadine Burns-Lyons, Secretary, Charter School of Educational Excellence

**Resolution 49 2019-2020: Authorization to join CEI Application to the 2020 TSL Competition Federal Grant.**

**RESOLVED:** The Board of Trustees moves to authorize CSEE to join the Center for Educational Innovation (CEI) Application to the 2020 Teacher and School Leader Incentive Fund (TSL) Federal Grant, in which CEI will serve as the lead applicant.

Attest:  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
Nadine Burns-Lyons, Secretary, Charter School of Educational Excellence

**Resolution 50 2019-2020: Authorization to purchase IT equipment**

**RESOLVED:** The board of trustees authorizes \$175,000 to be used for the purchase of IT equipment including such things as laptops for teachers, Chrome Books for students, charging stations, projectors, replacement laptops used during the corona virus.

Motioned by: S Cruz  
Seconded by: Dr Stenerson  
Discussion: None at this time  
Votes for and against: Unanimous

PASSED AND ADOPTED May 21, 2020

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Nadine Burns-Lyons, Secretary, Charter School of Educational Excellence

**Finance Report- S.Cruz**

- Reviewed the last month's credit card statements as well as checks to our vendors and there are no discrepancies.
- Beats and bites Cinco de Mayo event was a success.
- September 30<sup>th</sup> is currently still on hold for Beats and Bites fundraiser date.
- The Foundation is still in the process of being filed with the State.
- \$19,000 in donations has already been collected for the Beats and Bites event.

**Academic Report- Dr Stenerson**

- Dr Stenerson met with the Superintendent Lopez, high school principle Palmer to discuss their academic needs and curriculum supplies for the next school year.
- Has been keeping tabs on the CEI afterschool program which is underway. Only about 30 students have expressed interest.
- Working on current IT needs and contract

**Facilities Report- Mr. LaGuerre**

- The final foundation work of the High School will start this week.
- Mr LaGuerre had spoken with the owner of the laundry mat next to CSEE for sale of there lease. The original discussion was for 1 million dollars but the owner would like to sell for more.
- The acquirement of the lease is currently on hold although the owner asked to start this process in July.

**Elementary School Principal Report- J. Spina**

- Thank you for the staff appreciation signs.
- Remote learning is going well.
- Conducted a survey with parents, which found that 46% felt that live lessons were most helpful to the student, while 61% said that time management seemed to be the biggest hurdle that student faced.
- Currently focusing on end of the year assessments to baseline the growth of our students.
- Kindergarten Graduation- the current plan is to have a parade in which the students and parents can decorate cars and graduates can wear there cap and gown and receive their diplomas.
- Thanks to Ms. Acevedo who hosted two art workshops for students to make mother's day cards.

**Middle School Principal Report-J. Jacaruso**

- There are currently 10 students attending the CEI tutoring program.
- The art program is up and running.
- 8<sup>th</sup> grade Parade Graduation is scheduled for June 23<sup>rd</sup>- Students will be able to go to different stations to receive diplomas and other awards.

- Currently working on the end of year assessment with IReady diagnostic. Students are preparing for end of year exams.
- E-Newsletter sent out

### **High School Principal Report- D. Palmer**

- Highlighted our students by celebrating student of the month.
- CEI tutoring program is being occupied by our High School students. Thank you Ms. Parker for coordinating the program with our students and making sure that they take advantage of this tool.
- Enrollment has been steady at 96%, attendance in virtual class rooms is at 88%.
- Castle learning training for our teachers went very well.
- June 10<sup>th</sup>- June 16<sup>th</sup> are the scheduled final exam dates for our students.

### **Athletics Report- M. DeSimone**

- Owl strong initiative was able to purchase \$300.00 worth of PPE gear to be distributed to local hospitals as well as provided 57 meals to hospital staff members.
- Hopeful to get more students interested in Esports-spoke with CEI and was told they can give an individualized one on one zoom breakdown to students who are interested grades 7-9.
- Would like to host an athletic banquet to hand out awards and yearbooks to students. This event will take place during a two week period and have one team participate at time (roughly 15 students). Possibly have a bar-b-que.
- Currently creating a virtual summer camp offered to student k-8. High School students can participate as mentors. There will be 3 components to the camp; Physical Training, Social/Emotional support, elective tutorial. The camp will take place Monday-Friday 9am-12pm. More discussion will be submitted about this potential program at next meeting.

### **PTO Report- L. Rosario**

- Currently working on closing up the school year.
- Finalizing date for the PTO board elections.
- Would like to have a virtual party for 6<sup>th</sup>-8<sup>th</sup> graders sometime before the school year ends.

### **Parent Coordinator- C. Goldberg**

- Has been supporting parents currently with their fears and concerns.
- Some parents have received food gift cards.
- Working on a new flyer for students that reside outside the district.
- Possibly hiring counseling professionals to provide emotional support.
- Create a survey for parents as to what is going on at home and any resources they may need.

### **Superintendent Report- C. Lopez**

- Working on updating student administration and enrollment policy.
- New student registration process will allow parents to come to the school by appointment to register their children.
- State Ed will be observing our online zoom classes in the weeks to come for mid-year observations.
- Currently working on completing the state audit.
- Safety committee are working on procedure for this year and next year.
- Will be providing the data from the assessment for all three schools to the Board by July.

**Operations Report- E. LaGuerre**

- Updating tax return and IRS information and NYS grant portal information.
- Purchased 6 new hand held thermometers-currently looking to purchase a thermometer kiosk to take temperature of up to 100 people at once. There is currently no FDA approved temperature kiosk.
- Business office has been operating as normal. Checks have been going out and being received and deposited.
- Kitchen staff has been working to clear out lockers and desk of the students.
- Student's medications that were in the building were distributed back to the parents.

**BoostED Finance Report- P. Augello**

- May financials were submitted. The numbers include the 30 students who Yonkers board of Ed has not paid for.
- Currently working on 1<sup>st</sup> draft of the budget. The final budget will be submitted at the June meeting.
- The projected budget cuts for Yonkers is \$250.00 per student and \$700.00 for Mt Vernon students while NYC students will still receive the same amount as this year.
- There may also be additional cuts in the coming months to the school budget depending on state revenue.
- With an increasing and strong enrollment, we are confident it will help offset the decline in funding.
- Any text or materials that need to be purchased should be done now.

**Chief Custodian Report**

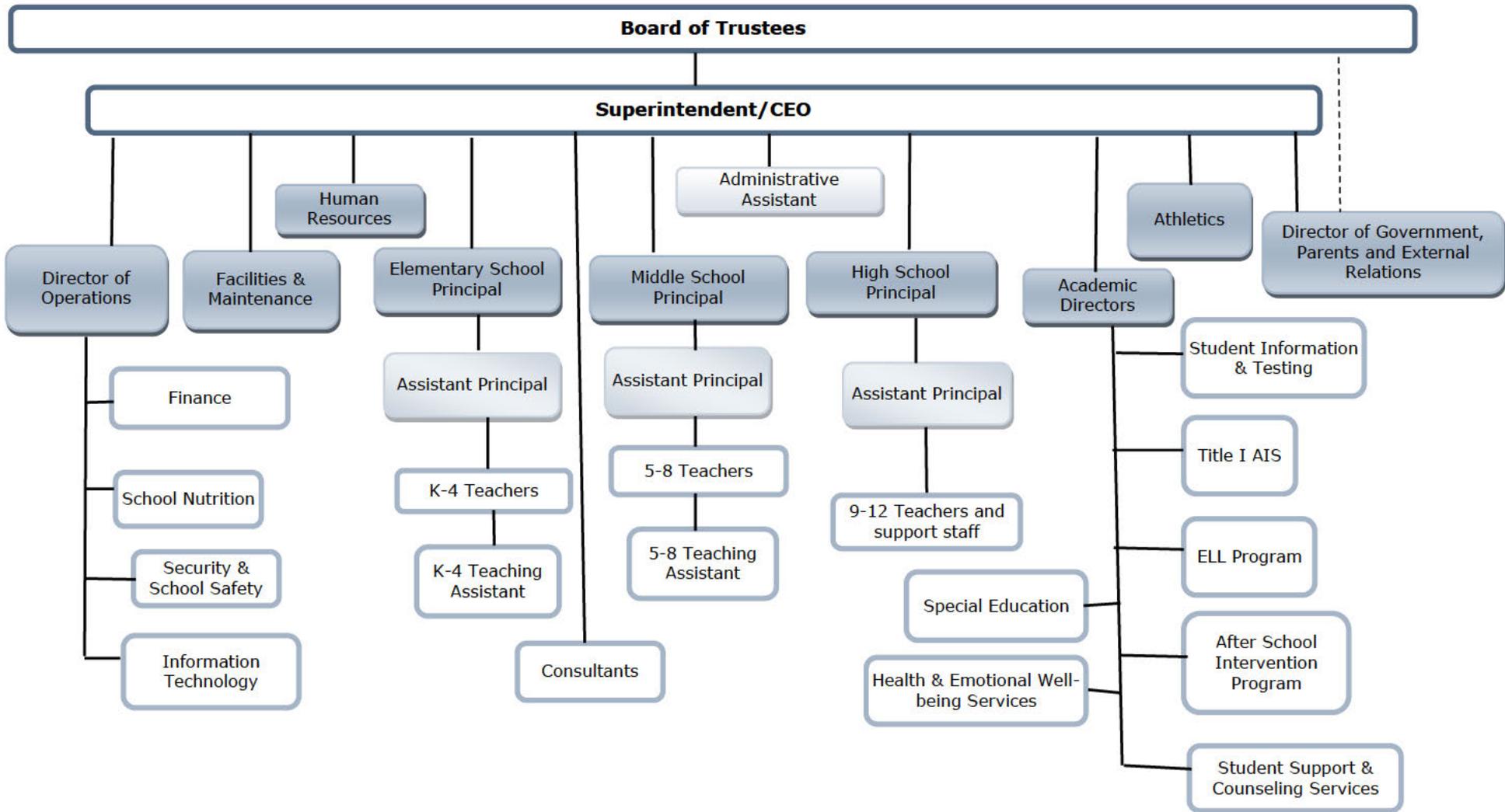
- Cleaning equipment has been purchased and installed

**Coronavirus-2019**

- Weekly updates on our website. Please refer parents for useful information that they may need.
- Looking globally and nationally as to what works to keep our CSEE community safe once school reopens.

**Motion to Adjourn-** 6:48 pm, by S. Cruz and seconded by Dr Stenerson, unanimously passed.

# Charter School of Educational Excellence Organizational Chart



**Charter School of Educational Excellence**  
**2020-2021 School Calendar - DRAFT**

SEPTEMBER 2020							September (16 Days)	
S	M	T	W	Th	F	S		
		1	2	3	4	5		7 <b>School Closed-Labor Day</b>
								8 <b>First Day of School-All students report to school</b>
6	7	8	9	10	11	12		10 <b>Board of Trustees Meeting</b>
13	14	15	16	17	18	19		28 <b>School Closed-Yom Kippur</b>
20	21	22	23	24	25	26		Marking Period 1: Sep. 8 – Nov. 6, 2020
27	28	29	30					
OCTOBER 2020							October (21 School Days)	
S	M	T	W	Th	F	S		
				1	2	3		6 *Half-Day for Students; PD for Teachers
								8 <b>Board of Trustees Meeting</b>
4	5	6	7	8	9	10		TBA Hispanic Heritage Month
11	12	13	14	15	16	17		12 <b>School Closed-Columbus Day</b>
18	19	20	21	22	23	24		16 <b>Progress Report Distribution</b>
25	26	27	28	29	30	31		
NOVEMBER 2020							November (17 School Days)	
S	M	T	W	Th	F	S		
1	2	3	4	5	6	7		2-20 Food Drive
								3 <b>School Closed-Election Day</b> Professional Development for Staff
8	9	10	11	12	13	14		11 <b>School Closed-Veterans Day</b>
15	16	17	18	19	20	21		12 <b>Board of Trustees Meeting</b>
22	23	24	25	26	27	28		13 <b>Report Cards/Parent Teacher Conferences</b>
29	30							26-27 <b>School Closed-Thanksgiving Recess</b>
								Marking Period 2: Nov. 9, 2020 – Jan. 29, 2021
DECEMBER 2020							December (17 School Days)	
S	M	T	W	Th	F	S		
		1	2	3	4	5		8 *Half-Day for Students; PD for Teachers
								10 <b>Board of Trustees Meeting</b>
6	7	8	9	10	11	12		18 <b>Progress Report Distribution</b>
13	14	15	16	17	18	19		24-31 <b>School Closed-Holiday Recess</b>
20	21	22	23	24	25	26		
27	28	29	30	31				

JANUARY 2021						
S	M	T	W	Th	F	S
					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						

January (19 School Days)	
1	<b>School Closed-New Year's Day</b>
4	School Reopens-All Students Report to School
12	*Half-Day for Students; PD for Teachers
14	Board of Trustees Meeting
18	<b>School Closed-Martin Luther King, Jr. Day</b>
29	Report Cards/Parent Teacher Conferences

FEBRUARY 2021						
S	M	T	W	Th	F	S
	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						

February (15 School Days)	
2	*Half-Day for Students; PD for Teachers
TBA	<b>Black History Month Celebration</b>
11	Board of Trustees Meeting
15-19	<b>School Closed-Winter Recess</b>
22	School Reopens-All Students Report to School
<b>Marking Period #3: Feb. 1 – April 16, 2021</b>	

MARCH 2021						
S	M	T	W	Th	F	S
	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			

March (20 School Days)	
9	*Half-Day for Students; Professional Development for Teachers
5	<b>Progress Report Distribution</b>
11	Board of Trustees Meeting
29-31	<b>School Closed-Spring Recess</b>

APRIL 2021						
S	M	T	W	Th	F	S
				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	28	29	30	31	

April (19 School Days)	
1-5	<b>School Closed-Spring Recess</b>
30	School Reopens-All Students Report to School
15	Board of Trustees Meeting
16	Report Cards/Parent Teacher Conferences
28	*Half-Day for Students; PD for Teachers
<b>Marking period #4: April 19- June 25, 2021</b>	

	<b>MAY 2021</b>							<b>May (20 School Days)</b>
S	M	T	W	Th	F	S	<b>13</b> Board of Trustees Meeting <b>18</b> *Half-Day for Students; PD for Teachers <b>13</b> <b>School Closed</b> <b>21</b> <b>Progress Report Distribution</b> <b>31</b> <b>School Closed – Memorial Day</b>	
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							
	<b>JUNE 2021</b>							<b>June (18 School Days)</b>
S	M	T	W	Th	F	S	<b>9</b> Board of Trustees Meeting <b>25</b> *Half-Day/Last Day of School for Students: <b>Report Card Distribution</b>	
		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					
	<b>JULY 2021</b>							<b>July</b>
S	M	T	W	Th	F	S		
				1	2	3		
	5	6	7	8	9			
	12	13	14	15	16			
	19	20	21	22	23			
	26	27	28	29	30			



**Part I: General Information and Fire/Life Safety History  
(to be completed annually)**

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	<input checked="" type="checkbox"/>	b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
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2. Is there a fire sprinkler system in this facility? Yes \_\_\_\_\_ No   
 If yes, is the sprinkler alarm connected with the building alarm? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Is there a fire hydrant system for facility protection? Yes  No \_\_\_\_\_  
 If yes, indicate ownership of the system.  
 Public Owned  School Owned \_\_\_\_\_ Other \_\_\_\_\_ (specify)

4. Indicate the ownership of this facility.  
 Leased  Owned \_\_\_\_\_ Other \_\_\_\_\_ (specify)

5. What is the current gross square footage of this facility? (to the nearest whole ten feet)

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6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.  
 a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement.  
 Yes \_\_\_\_\_ No \_\_\_\_\_

b) Average time to evacuate this facility:

0	2	3	0
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Minutes                  Seconds

c) Student instruction in arson and fire prevention was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety during each month that school is in session.  
 Yes \_\_\_\_\_ No

d) Employee training in fire prevention, evacuation, and fire safety was provided during the past year, and Records maintained in accordance with Section F406 of the 2015 International Fire Code.  
 Yes  No \_\_\_\_\_

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the 2015 International Fire Code?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

8. Have there been any fires in this facility since the last annual fire inspection? Yes \_\_\_\_\_ No

If yes, indicate:

a) Number of fires 

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b) Total number of injuries 

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c) Total cost of property damage \$ 

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CHARTER SCHOOL OF EDUCATIONAL EXCELLENCE

**Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet**

School Name \_\_\_\_\_ Building Name \_\_\_\_\_

Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			13A-2			19E-1		
08B-2			13B-2			19F-1		
08C-2			14A-2			19G-1		
08D-2			14B-2			19H-2		
08E-2			14C-2			20A-1		
09A-2			14D-1			20B-1		
09B-2			14E-1			20C-1		
09C-1			15A-2			21A-3		
09D-1			15B-1			22A-3		
09F-2	✓	7-22-16	15C-2			22B-3		
09G-2			15D-2			22C-3		
10A-2			15E-1			23A-1		
10B-2			16A-2			23B-1		
10C-1			16B-2			23C-1		
10D-1			16C-2			23D-2		
11A-2			17A-3			24A-3		
11B-1			17B-2			25A-3		
11C-2			17C-2					
11D-2			17D-2					
11E-1			17E-1					
12A-1			17F-3					
12B-3			17G-1					
12C-2			17H-2					
12D-2			17I-2					
12E-1			17J-1					
12F-1			17K-1					
12G-1			17L-1					
12H-1			18A-2					
12I-1			18B-2					
12J-1			18C-2					
12K-1			18D-2					
12L-1			19A-3					
12M-1			19B-2					
12N-1			19C-1					
12O-2			19D-1					

If any additional non-conformances are observed, check item 25A-3 and list the Code section below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Inspector**  
The inspector has been provided with a copy of the previous year's school fire safety report:

Yes  No

**Part III: Nonpublic School Certifications**

Please complete sections III-A, Section III-B and/or Section III-C, and Section III-D as directed below

**Section III-A Fire Inspection Method**

What method(s) did the school authorities use to complete the annual fire inspection for this building? **Check appropriate box(es)**

Inspection by the fire department of the city, town, village or fire district in which the building is located (complete section III-B)

Inspection by a fire corporation whose territory includes the school building (complete section III-B)

Inspection by the county fire coordinator, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located (complete section III-B)

Employing or contracting persons who, in the judgment of the school authorities, are qualified to make such an inspection (complete section III-C)

For additional information regarding these methods, please refer to: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

**Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator**

The individual noted below inspected this building on 7/21/20 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: Norman F Downes Title: CEO

Signature: *Norman F Downes* Date: 7/21/20

Inspector's Organization: Code Compliance Inspections

Inspector's Telephone #: [REDACTED] Inspector's Email: [REDACTED]

Inspector's Registry # (assigned by the NYS Department of State) [REDACTED]



**Part I: General Information and Fire/Life Safety History**  
**(to be completed annually)**

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	<input checked="" type="checkbox"/>	b) Other Student Use (dormitory, dining hall, physical education building, etc.)	<input type="checkbox"/>
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2. Is there a fire sprinkler system in this facility? Yes  No

If yes, is the sprinkler alarm connected with the building alarm? Yes  No

3. Is there a fire hydrant system for facility protection? Yes  No

If yes, indicate ownership of the system.

Public Owned  School Owned  Other \_\_\_\_\_ (specify)

4. Indicate the ownership of this facility.

Leased  Owned  Other \_\_\_\_\_ (specify)

5. What is the current gross square footage of this facility?  
 (to the nearest whole ten feet)



6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement.

Yes  No

b) Average time to evacuate this facility:

0	3
---	---

4	5
---	---

Minutes                  Seconds

c) Student instruction in arson and fire prevention was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes  No

d) Employee training in fire prevention, evacuation, and fire safety was provided during the past year, and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes  No

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the 2015 International Fire Code?

Yes  No

✓

8. Have there been any fires in this facility since the last annual fire inspection? Yes \_\_\_\_\_ No ✓

If yes, indicate:

a) Number of fires

--	--

b) Total number of injuries

--	--

c) Total cost of property damage

\$

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**CHARTER SCHOOL OF EDUCATIONAL EXCELLENCE  
HIGH SCHOOL**

**Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet**

School Name \_\_\_\_\_ Building Name \_\_\_\_\_

Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			13A-2			19E-1		
08B-2			13B-2			19F-1		
08C-2			14A-2			19G-1		
08D-2			14B-2			19H-2		
08E-2			14C-2			20A-1		
09A-2			14D-1			20B-1		
09B-2			14E-1			20C-1		
09C-1	✓	7-22-20	15A-2			21A-3		
09D-1			15B-1			22A-3		
09F-2			15C-2			22B-3		
09G-2			15D-2			22C-3		
10A-2			15E-1			23A-1		
10B-2			16A-2			23B-1		
10C-1			16B-2			23C-1		
10D-1			16C-2			23D-2		
11A-2			17A-3			24A-3		
11B-1			17B-2			25A-3		
11C-2			17C-2					
11D-2			17D-2					
11E-1			17E-1					
12A-1			17F-3					
12B-3			17G-1					
12C-2			17H-2					
12D-2			17I-2					
12E-1			17J-1					
12F-1			17K-1					
12G-1			17L-1					
12H-1			18A-2					
12I-1			18B-2					
12J-1			18C-2					
12K-1			18D-2					
12L-1			19A-3					
12M-1			19B-2					
12N-1			19C-1					
12O-2			19D-1					

**If any additional non-conformances are observed, check item 25A-3 and list the Code section below.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Inspector**

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes  No

**Part III: Nonpublic School Certifications**

**Please complete sections III-A, Section III-B and/or Section III-C, and Section III-D as directed below**

**Section III-A Fire Inspection Method**

What method(s) did the school authorities use to complete the annual fire inspection for this building? **Check appropriate box(es)**

- Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located (complete section III-B)
- Inspection by a **fire corporation** whose territory includes the school building (complete section III-B)
- Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located (complete section III-B)
- Employing or contracting persons** who, in the judgment of the school authorities, are qualified to make such an inspection (complete section III-C)

For additional information regarding these methods, please refer to: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

**Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator**

The individual noted below inspected this building on \_\_\_\_\_ (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's Organization: \_\_\_\_\_

Inspector's Telephone #: \_\_\_\_\_ Inspector's Email: \_\_\_\_\_

Inspector's Registry # (assigned by the NYS Department of State) \_\_\_\_\_

**Section III-C Fire Inspection by Another Individual**

School authorities must give reasonable notice of the date and time the annual fire inspection is to be made to the local fire official who has the regular duty of fighting fire in the building to be inspected. Such official, or any subordinate designated by him, may be present during the inspection and may also file a report of inspection.

The individual noted below inspected this building on 7/21/20 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed.

Inspector's Name: Norman F Downes Title: CEO

Signature: *Norman F Downes* Date: 7/21/20

Inspector's Organization: Code Compliance Inspections

Inspector's Telephone #: [REDACTED] Inspector's Email: [REDACTED]

Inspector's Registry # (assigned by the NYS Department of State) [REDACTED]

Name of Local Fire Authority: YONKERS FIRE DEPARTMENT

Address of Local Fire Authority: 470 Nepperhan Ave Yonkers, NY 10701

Notification Date: \_\_\_\_\_ Fire Authority Contact Name: \_\_\_\_\_

Was a Local Fire Official Representative present at inspection?

- Yes
- No

**Section III-D. School or Building Administrator, Director, or Headmaster**

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, has at the meeting held pursuant to Section 807-a of New York State Education Law, conferred with the fire chief concerning the alleged deficiencies appearing on the inspection report and the measures proposed to be taken to correct such deficiencies.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_





Mike Spano  
Mayor

William J. Schneider, P.E.  
Commissioner



87 NEPPERHAN AVE. 5TH FLOOR  
YONKERS, NEW YORK 10701



CITY OF YONKERS  
Department of Housing and Buildings

# PARTIAL FINAL CERTIFICATE OF OCCUPANCY

DISTRICT ZONE: M

DATE: 11/17/2016

ISSUED TO: CHARTER SCHOOL OF ED. EXCELLENCE

APPLICATION NO: [REDACTED]

ADDRESS: 260 WARBURTON AVENUE

LOCATION: 250 A/K/A 260 WARBURTON AVENUE

YONKERS, NY 10701

SBL: 2.-2106-42

This is to certify that the building and/or premises identified above may be legally occupied for the intent, purpose, use and capacities as specified below, in accordance with approved plans and documents as may have been filed with the City of Yonkers, and conditioned that the owner and occupant thereof comply with all applicable provisions of the Yonkers Zoning Ordinance, New York State and local building and fire prevention codes, all applicable regulatory ordinances, and any special conditions listed hereon:

DESCRIPTION OF WORK COMPLETED:

**CONSTRUCTED AN ADDITION TO AN EXISTING 3-STORY MASONRY/STEEL/FRAME MODULAR SCHOOL PER PLANS FILED.**

DISTRICT ZONE	LEGAL USE AND OCCUPANCY	PARKING		TOTAL	STORIES & CONSTRUCTION CLASSIFICATION
		OUTDOOR	GARAGE		
M	Conforming Use	40 + 2 HC	0	42	

FLOOR	OCCUPANCY AND USE OF EACH FLOOR	STAND	SPRINKLER	CONSTRUCTION
[REDACTED]				

(NOTHING BELOW THIS LINE)

*William J. Schneider*  
William J. Schneider, P.E.  
Commissioner  
Department of Housing and Buildings

SPECIAL CONDITIONS:  
AREA VARIANCE #5238  
260 WARBURTON AVENUE  
BLOCK 2106, LOT 42  
ZONE: "M"

- 1). That the applicant and/or property owner shall provide to the Board within 45 days from August 17, 2010 a certified affidavit that all real estate taxes due are up to date and whether any certiorari proceedings are under way.
- 2). That the applicant and/or property owner shall apply for building permit, pay all appropriate fees or fines to the Department of Housing and Buildings, City of Yonkers, within 60 days from August 17, 2010.
- 3). That fire, smoke and carbon monoxide detectors shall be installed, hardwired throughout the school, shall be connected to outside independent 24-hour monitoring service and shall be fully operational before the school is occupied.
- 4). That the sprinkler system shall be installed throughout the school, shall be connected to an outside independent 24-hour monitoring service and shall be fully operational before the school is occupied.
- 5). The landscape plan shall be submitted to the Planning Director for approval. The landscaping shall be completed before a Final Certificate of Occupancy is issued.
- 6). That the entire parking area, new and disturbed, shall be paved and striped according to plans submitted to the City Traffic Engineer for approval before the school is occupied.
- 7). That the applicant shall contact the Westchester County Department of Transportation with regard to the existing location of the Bee-Line bus stop number 67, impacts and improvements servicing the neighborhood.
- 8). That Case #4835, Condition #5, is hereby rescinded. However, the applicant shall submit a detailed traffic plan to the City Traffic Engineer for approval for the safe movement of vehicles, children and pedestrians. The approved plan shall be implemented before the school is occupied.
- 9). That any and all broken sidewalks or curbs shall be replaced and/or repaired as directed by the City Engineer. All work shall be completed before the school is occupied.

CONTINUED.....

- 10). That outside lighting shall meet the candlepower requirements per current code and shall be directed away from adjoining properties.
- 11). That no vehicles or paraphernalia unrelated to the school shall be parted or stored on the premises.
- 12). That no vehicles related to the school shall be parked on the streets in the Historic District, namely, Halcyon Place up to 283 Warburton Avenue.
- 13). That as testified, the full middle school gym with locker room and stage can be used for the community after school hours.
- 14). That these conditions shall be specified on the Certificate of Occupancy and the applicant and/or owner shall permit periodic inspections at the discretion of the Department of Housing and Buildings, City of Yonkers, at least once every calendar year for purposes of determining the conditions are being satisfied.
- 15). That should the applicant and/or property owner not comply with, breach or violate any of the conditions at any time, this approval is hereby rescinded and authorizes the Department of Housing and Buildings to take appropriate action.
- 16). That all expenses associated with these conditions shall be the responsibility of the applicant and/or property owner.

**(NOTHING BELOW THIS LINE)**

