

# Application: Charter School for Educational Excellence

Keith Szczepanski - keithmszczepanski@gmail.com  
2022-2023 Annual Report

## Summary

ID: 0000000063

Last submitted: Nov 1 2023 08:27 PM (EDT)

Labels: Board of Regents

## Entry 1 School Info and Cover Page

Completed - Jul 31 2023

### 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 the [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 2022-2023 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, 2023**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

CHARTER SCHOOL OF EDUCATIONAL EXCELLENCE 800000057455

**a1. Popular School Name**

CSEE

**b. CHARTER AUTHORIZER (As of June 30th, 2023)**

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. School Unionized**

Is your charter school unionized?

No

**d. DISTRICT / CSD OF LOCATION**

YONKERS CITY SD

**e. Date of Approved Initial Charter**

Jan 6 2004

**f. Date School First Opened for Instruction**

Sep 6 2005

## **g. Approved School Mission and Key Design Elements**

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

To provide support to the Charter School of Educational Excellence and to further the vision of a school that has high expectations for every child; challenges each child to surpass the state standards; provides every child with a strong basis in reading, writing and mathematics; provides a strong foundation to enable children to tackle higher order skills and achieve at higher levels; provides a valuable education to allow children to engage in challenging work, such as conducting experiments for deep understanding, exploring cultures and histories using primary documents, engaging in debates of classical literature, analyzing great works of art, and appreciating musical compositions, among others; and teaches every child to become a critical thinker and lifelong learner.

KDE 1 - CSEE offers an extended day of approximately seven (7) 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 employs 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 that provides 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.

---

**h. School Website Address**

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

---

**i. Total Approved Charter Enrollment for 2022-2023 School Year**

1129

---

**j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment**

1117



**k. Grades Served**

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

**Responses Selected:**

k
1
2
3
4
5
6
7
8
9
10
11
12

**I. Charter Management Organization**

Do you have a [Charter Management Organization](#)?

No

**FACILITIES INFORMATION**

## m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

	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 previous year (K-5, 6-9, etc.)	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	220-260 Warburton Avenue, Yonkers NY 10701	914-476-5070	Yonkers	K-12	K-12	No

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

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Cindy Lopez	Superintendent	914-476-5070		<a href="mailto:clopez@cseeschool.org">clopez@cseeschool.org</a>
Operational Leader	William Pintado	Operations Manager	914-476-5070		<a href="mailto:wpintado@cseeschool.org">wpintado@cseeschool.org</a>
Compliance Contact	Danielle Rendina	Student Data Director	914-476-5070		<a href="mailto:drendina@cseeschool.org">drendina@cseeschool.org</a>
Complaint Contact	Carmen Goldberg	Director of Government, Parents & External Relations	914-476-5070		<a href="mailto:cgoldberg@cseeschool.org">cgoldberg@cseeschool.org</a>
DASA Coordinator	Meiling Perez	School Dean	914-476-5070		<a href="mailto:meperez@cseeschool.org">meperez@cseeschool.org</a>
Phone Contact for After Hours Emergencies	Cindy Lopez	Superintendent	914-476-5070		<a href="mailto:clopez@cseeschool.org">clopez@cseeschool.org</a>

**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, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

### Site 1 Certificate of Occupancy (COO)

[CO Certificate of occupancy k-12 buildings 2023.pdf](#)

**Filename:** CO Certificate of occupancy k-12 buildings 2023.pdf **Size:** 362.8 kB

---

### Site 1 Fire Inspection Report

*This is required, marked optional for administrative purposes.*

[Fire Inspection K8 260 W July 2022.pdf](#)

**Filename:** Fire Inspection K8 260 W July 2022.pdf **Size:** 992.3 kB

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

None

---

## CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

---

**o. Were there any revisions to the school’s charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).**

*Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.*

Yes

**o2. Summary of Charter Revisions**

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in mission, vision or philosophy	The school's mission statement was revised	June 18, 2022	May 15, 2023
2	Change in mission, vision or philosophy	One of the school's key design elements was modified to reflect the school's revised operational hours	June 18, 2022	May 15, 2023
3				
4				
5				

**More revisions to add?**

No

**ATTESTATIONS**

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Cindy Lopez
Position	Superintendent
Phone/Extension	914-476-5070
Email	<a href="mailto:clopez@cseeschool.org">clopez@cseeschool.org</a>

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

#### Responses Selected:

Yes

As outlined in ENTRY 10:

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

#### Responses Selected:

Yes

**Signature, Head of Charter School**

[Redacted signature area]

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

[Redacted signature area]

**Date**

Jul 29 2023

Thank you.



**Entry 2 Links to Critical Documents on School Website**

## Instructions

### **Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

## Form for Entry 2 Links to Critical Documents on School Website

School Name: Charter School for Educational Excellence

---



**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item**

**4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

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

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<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. Board meeting notices, agendas and 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>
3. New York State School Report Card	<a href="https://data.nysed.gov/profile.php?instid=800000057455">https://data.nysed.gov/profile.php?instid=800000057455</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=383406&amp;type=d&amp;pREC_ID=1602461">https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=383406&amp;type=d&amp;pREC_ID=1602461</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=383406&amp;type=d&amp;pREC_ID=1659280">https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=383406&amp;type=d&amp;pREC_ID=1659280</a>
6. Authorizer-approved FOIL Policy	<a href="https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=383406&amp;type=d&amp;pREC_ID=2037770">https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=383406&amp;type=d&amp;pREC_ID=2037770</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=383406&amp;type=d&amp;pREC_ID=2037770">https://www.charterschoolofeducationalexcellence.org/apps/pages/index.jsp?uREC_ID=383406&amp;type=d&amp;pREC_ID=2037770</a>

Thank you.



# Entry 3 Progress Toward Goals

Completed - Nov 1 2023

## Instructions

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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

# Entry 3 Progress Toward Goals

## PROGRESS TOWARD CHARTER GOALS

**Regents, NYCDOE, and Buffalo BOE-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 1, 2023.

---

---

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

---

---

## 2022-2023 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
Academic Goal 1	<p>GOAL 1: All students at the school will become proficient in reading and writing of the English language.</p> <p>Measure 1: Absolute Proficiency - Each 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>	New York State English Language Arts (ELA) Assessment	Not Met	<p>Percentage of students enrolled at CSEE for two or more years performing at proficiency on the state English language arts exam.</p> <p>3rd Grade – 55.2%  4th Grade – 48.6%  5th Grade – 64.6%  6th Grade – 83.6%  7th Grade – 82.2%  8th Grade – 72.7%  Total – 68.4%</p> <p>The goal was partially met. The percentage of students in the sixth and seventh grade, who have been enrolled at the school for at least two continuous years, exceeded the 75% proficiency goal on the 2022-23 State ELA exam.</p> <p>Grades K-4 - Elementary School</p> <ul style="list-style-type: none"> <li>• K-2 has introduced the Heggerty</li> </ul>

Reading Program, emphasizing the importance of foundational skills curriculum, which integrates explicit phonics instruction. All students will receive 65 minutes of phonics instruction per week. For those students requiring extra support, specially trained teachers will conduct small group sessions. Progress monitoring and ongoing assessments will help tailor the level of assistance for individual students.

- K-2 will place a strong emphasis on writing by incorporating Explorations in Non-Fiction writing and conducting in-depth analyses of student work to identify strengths and weaknesses, while guiding instructional approach. Daily differentiated writing assignments are implemented across all subject areas, and all students maintain daily SEL journals.

- To support student

learning at home, we offer literacy workshops for parents. Our commitment to teacher professional development remains unwavering, with a specific focus on lesson rigor and differentiation.

- The school has restructured the Student Support Departments and implemented an efficient system to swiftly identify students in need, and provide support services that are aligned to student individual needs.

- Restructure team meetings to incorporate both academic inquiry and social-emotional learning (SEL) inquiry as an ongoing practice. The principal will collaborate with teams on a weekly basis to track and assess student progress.

- CSEE High school students tutoring sessions for kindergarten and first-grade students to help close

learning gaps.

#### Grades 5-8 - Middle School

- Teachers will receive extra preparatory time to analyze data and tailor their teaching methods according to their class-specific data.
- Teachers and support personnel will convene weekly with the principal to examine data and engage in discussions.
- Teachers and support personnel will hold weekly meetings with the ELA director to evaluate their student data, curriculum, and lesson preparation to address the requirements of their students.
- Implement differentiated instruction to tailor lessons to individual needs, ensuring that struggling readers receive the support they require.
- Teachers will organize students

into small groups based on their reading levels and needs. This will allow teachers to provide targeted instruction, focusing on specific skills and providing immediate feedback.

- Promote reading and writing in all subject areas.
- Engage parents and the community in supporting students' literacy development. Host family literacy night, offer workshops, and provide resources for parents to continue literacy activities at home.
- Ensure that students have access to diverse and engaging reading materials at their appropriate reading levels, via classroom libraries and designate time for independent reading.
- Utilize the online tutoring platform- Paper (online tutoring) that caters to individual student needs.
- Implement a

summer reading program to prevent the summer slide and promote a culture of year-round literacy

- Develop/enhance independent reading at home during the school year through the “Book-In-A-Bag” program.

- New curricula was adopted to increase rigor in levels of questioning and texts (HMH); students have access to both paperback and electronic texts

- After school programming for 10 sessions in which groups are developed strategically to identify at-risk students  
Academic Intervention Services

- Students who have been identified by the median scale score between levels 2 and 3 for grades 3-8 ELA assessments have been identified and are receiving AIS services. (AIS groups are taught



with both push in and pull out models.)

- Groups are no larger than 6 students.
- AIS teachers and grade teams monitor students progress and identify students who are not meeting grade level expectations. The teachers then refer these students to the Pupil Personnel Committee to provide Tier 2/Tier 3 interventions.
- AIS teachers progress monitor their students receiving AIS services for ELA to drive instruction and move students out of AIS.
- The Pupil Personnel Committee consisting of support Services Directors, Psychologists, AIS teachers, ELL teachers, counselors and classroom teachers meet to discuss students who are not meeting grade level standards to discuss interventions, classroom

modifications and if the student would benefit from AIS or Special Education Services.

- AIS team meets biweekly to discuss student data and concerns, and to further develop plans to support student growth.

- AIS team members meet with Principals to review student data to identify students who are not meeting grade level expectations.

- AIS Director meets with Principals biweekly.

- To further support the students outside of school the AIS team hosts an orientation for families to help understand the services the student receives in school and also provide resources for the family.

- The school will continue to use iReady; online diagnostic and individualized instruction

## English Language Learners

- Students are given the NYSESLAT and NYSITELL assessments to identify their English Proficiency. Students who are identified as Emerging, Entering, Transitioning and Expanding receive ELL services.

- Small groups of ELL students are pulled out of the general ed classroom based on proficiency level to receive support services.

- Entering and Emerging students are seen 126 minutes weekly, Transitioning students are seen 84 minutes weekly and Expanding students are seen 42 minutes weekly.

- ELL group size ranges from 5 to 10 students.

- The ELL team meets with principals to review data for ELL students, their progress and or additional concerns.

- ELL team meets biweekly to discuss student progress and review data
- ELL teachers use Equipping ELL's curriculum for instruction.
- To further support the students outside of school the ELL team hosts an orientation for families to help understand the services the student receives in school and also provide resources for the family.
- The ELL team works with classroom teachers to provide classroom resources such as, academic vocabulary glossaries, digital resources - translators, and differentiation strategies.

#### Special Education

- Resource room instructors employ a pull-out approach to assist students in achieving their ELA IEP objectives. Students are seen every day as per their mandate on

their IEP and groups are no larger than 5 students.

- Progress reports are issued quarterly to track the advancement of their annual ELA IEP goals.

- Teachers utilize Fountas & Pinnell, and iReady data to monitor students' progress over the years.

- Special education teachers ensure that students are meeting their yearly ELA IEP goals.

- The specially trained special education teachers monitor the data for the students they serve in the classroom by reteaching lessons and striving to achieve annual goals.

- Special education teachers have biweekly meetings with the department director to review student achievement growth.

- Observations of classroom

				<p>interventions are conducted to provide teachers with effective strategies for supporting their students/classroom.</p> <ul style="list-style-type: none"> <li>• Support Service Directors also meet with Principals to review data, provide support to teachers in the RTI process, analyze data, and identify students at risk.</li> <li>• Support Service Directors meet with grade teams in grades 5 through 8 to assist teachers in the RTI process throughout the school year.</li> </ul>
Academic Goal 2	<p>GOAL 1: All students at the school will become proficient in reading and writing of the English language.</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 scoring at or above</p>	New York State English Language Arts (ELA) Assessment	Not Met	<p>Grade Cohort Percentage Performing at Proficiency Target Achieved?</p> <p>Please see the following chart for results:</p> <p>Gr. 2021-22 (Target) 2022-23</p> <p>3. 44.8% (59.1) 55.2 – not met</p> <p>4 49.2% (62.1) 48.6 – not met</p> <p>5 79.2% (79.2) 64.6 – not met</p>

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.

6 93.0% (93) 83.6 – not met  
7 68.6% (71.8) 82.2 - exceeded  
8 71.0% (73) 72.7 - not met

Total 68.1% (71.6) 68.4 – not met

The goal was not met. However, in the previous year, the school had a high percentage of students achieving proficiency on the state ELA exam.

Grades K-4 - Elementary School

● K-2 has introduced the Heggerty Reading Program, emphasizing the importance of foundational skills curriculum, which integrates explicit phonics instruction. All students will receive 65 minutes of phonics instruction per week. For those students requiring extra support, specially trained teachers will conduct small group sessions. Progress monitoring and ongoing assessments will help tailor the level of assistance for

individual students.

- K-2 will place a strong emphasis on writing by incorporating Explorations in Non-Fiction writing and conducting in-depth analyses of student work to identify strengths and weaknesses, while guiding instructional approach. Daily differentiated writing assignments are implemented across all subject areas, and all students maintain daily SEL journals.

- To support student learning at home, we offer literacy workshops for parents. Our commitment to teacher professional development remains unwavering, with a specific focus on lesson rigor and differentiation.

- The school has restructured the Student Support Departments and implemented an efficient system to swiftly identify students in need, and provide support services that are aligned to student



individual needs.

- Restructure team meetings to incorporate both academic inquiry and social-emotional learning (SEL) inquiry as an ongoing practice. The principal will collaborate with teams on a weekly basis to track and assess student progress.

- CSEE High school students tutoring sessions for kindergarten and first-grade students to help close learning gaps.

Grades 5-8 - Middle School

- data driven instruction - reteach of literacy skills based on class data

- teachers pulling small groups within the classroom

- weekly co-planning meetings with teachers and content director to collaborate on curriculum, assessments, interventions and strategies

- iReady individualized instruction
- NWEA MAP Growth testing (7-8)
- multiple forms of data collection throughout the duration of a lesson to check for understanding of skills being taught
- rigorous class assessments aligned with state standards
- Teachers will receive extra time to analyze data and tailor their teaching methods according to their class-specific data.
- Teachers and support personnel will convene weekly with the principal to examine data and engage in discussions.
- Teachers and support personnel will hold weekly meetings with the ELA director to evaluate their student data, curriculum, and lesson preparation to address the requirements of their

students.

- Use data to drive instruction. Regularly assess students' math skills to identify areas of improvement. Adjust teaching methods and interventions based on individual or group needs.

- Implement differentiated instruction to tailor lessons to individual needs.

- Teachers will organize students into small groups based on their math proficiency levels. This will allow teachers to provide personalized instruction and address specific needs.

- Utilize an online platform- Paper (online tutoring) that caters to individual student needs.

- Provide resources for parents, host family ELA Family night.

- Integrate literacy into humanities based subjects, to reinforce the

application of literacy  
in various contexts  
Academic  
Intervention Services

- Students who have been identified by the median scale score between levels 2 and 3 for grades 3-8 ELA assessments have been identified and are receiving AIS services. (AIS groups are taught with both push in and pull out models.)
- Groups are no larger than 6 students.
- AIS teachers and grade teams monitor students progress and identify students who are not meeting grade level expectations. The teachers then refer these students to the Pupil Personnel Committee to provide Tier 2/Tier 3 interventions.
- AIS teachers progress monitor their students receiving AIS services for ELA to drive instruction and move students out of AIS.

● The Pupil Personnel Committee consisting of support Services Directors, Psychologists, AIS teachers, ELL teachers, counselors and classroom teachers meet to discuss students who are not meeting grade level standards to discuss interventions, classroom modifications and if the student would benefit from AIS or Special Education Services.

● AIS team meets biweekly to discuss student data and concerns, and to further develop plans to support student growth.

● AIS team members meet with Principals to review student data to identify students who are not meeting grade level expectations.

● AIS Director meets with Principals biweekly.

● To further support the students outside of school the AIS team hosts an

orientation for families to help understand the services the student receives in school and also provide resources for the family.

- The school will continue to use iReady; online diagnostic and individualized instruction

#### English Language Learners

- Students are given the NYSESLAT and NYSITELL assessments to identify their English Proficiency. Students who are identified as Emerging, Entering, Transitioning and Expanding receive ELL services.

- Small groups of ELL students are pulled out of the general ed classroom based on proficiency level to receive support services.

- Entering and Emerging students are seen 126 minutes weekly, Transitioning students are seen

84 minutes weekly  
and Expanding  
students are seen  
42 minutes weekly.

- ELL group size  
ranges from 5 to 10  
students.

- The ELL team  
meets with principals  
to review data for  
ELL students, their  
progress and or  
additional concerns.

- ELL team meets  
biweekly to discuss  
student progress  
and review data

- ELL teachers use  
Equipping ELL's  
curriculum for  
instruction.

- To further support  
the students outside  
of school the ELL  
team hosts an  
orientation for  
families to help  
understand the  
services the student  
receives in school  
and also provide  
resources for the  
family.

- The ELL team  
works with classroom  
teachers to provide  
classroom resources  
such as, academic  
vocabulary  
glossaries, digital

resources - translators, and differentiation strategies.

#### Special Education

- Resource room instructors employ a pull-out approach to assist students in achieving their ELA IEP objectives. Students are seen every day as per their mandate on their IEP and groups are no larger than 5 students.
- Progress reports are issued quarterly to track the advancement of their annual ELA IEP goals.
- Teachers utilize Fountas & Pinnell, and iReady data to monitor students' progress over the years.
- Special education teachers ensure that students are meeting their yearly ELA IEP goals.
- The specially trained special education teachers monitor the data for the students they serve in the classroom by



				<p>reteaching lessons and striving to achieve annual goals.</p> <ul style="list-style-type: none"> <li>• Special education teachers have biweekly meetings with the department director to review student achievement growth.</li> <li>• Observations of classroom interventions are conducted to provide teachers with effective strategies for supporting their students/classrooms.</li> <li>• Support Service Directors also meet with the Principals to review data, provide support to teachers in the RTI process, analyze data, and identify students at risk.</li> <li>• Support Service Directors meet with grade teams to assist teachers in the RTI process throughout the school year.</li> </ul>
Academic Goal 3	GOAL 2: All students at the school will demonstrate competency in the understanding and	New York State Mathematics Assessment	Not Met	Percentage of students enrolled at CSEE for at least two years performing at proficiency on the

application of mathematics computation and problem solving.

Measure 1: Absolute Proficiency - Each 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 Mathematics Assessment.

state mathematics exam

3rd Grade – 58.6% - below

4th Grade – 48.6% - below

5th Grade – 57.1% - below

6th Grade – 83.3% - above

7th Grade – 77.8% - above

Total – 65.7% - below

The goal was partially met. The percentage of students in the sixth and seventh grade, who have been enrolled at the school for at least two continuous years, exceeded the 75% proficiency goal on the 2022-23 State Mathematics exam.

K-4/Elementary School

- Continue teacher professional development with a strong focus on differentiation.

- Investigate evidence-based math supports and programs as potential replacements for the

current math curriculum in use.

- Offer math workshops to parents with the aim of assisting them in enhancing math growth and facilitating learning at home.

- Establish a before school math initiative aimed at providing assistance to students who are experiencing challenges in math, with the goal of fostering mathematical development.

- Ongoing math teacher teams will convene to establish a vertical alignment strategy for the new curriculum.

- RTI process will continue. In addition the process will be evaluated for efficiency

- Restructure team meetings to incorporate both academic inquiry and social-emotional learning (SEL) inquiry as an ongoing practice. The principal will

collaborate with teams on a weekly basis to track and assess student progress.

Grades 5-7/Middle School -

- data driven instruction - reteach of mathematics skills based on class data
- teachers pulling small groups within the classroom
- weekly co-planning meetings with teachers and content director to collaborate on curriculum, assessments, interventions and strategies
- math workshop model to help strengthen skills as well meet the needs of lower level learners
- iReady individualized instruction
- NWEA MAP Growth testing
- multiple forms of data collection throughout the duration of a lesson

to check for understanding of skills being taught

- rigorous class assessments
- Teachers will receive extra time to analyze data and tailor their teaching methods according to their class-specific data.
- Teachers and support personnel will convene weekly with the principal to examine data and engage in discussions.
- Teachers and support personnel will hold weekly meetings with the math director to evaluate their student data, curriculum, and lesson preparation to address the requirements of their students.
- Use data to drive instruction. Regularly assess students' math skills to identify areas of improvement. Adjust teaching methods and interventions based on individual or group needs.

- Implement differentiated instruction to tailor lessons to individual needs.
- Teachers will organize students into small groups based on their math proficiency levels. This will allow teachers to provide personalized instruction and address specific needs.
- Utilize an online platform- Paper (online tutoring) that caters to individual student needs.
- Provide resources for parents, host family math night.
- Integrate math into other subjects, such as science and technology, to reinforce the application of math in various contexts.
- Implement peer tutoring where students can help their peers who are struggling in math. Academic Intervention Services
- Students who

have been identified by the median scale score between levels 2 and 3 for grades 3-8 Math assessments have been identified and are receiving AIS services. (AIS groups are taught with both push in and pull out models.)

- Groups are no larger than 6 students.
- AIS teachers and grade teams monitor students progress and identify students who are not meeting grade level expectations. The teachers then refer these students to the Pupil Personnel Committee to provide Tier 2/Tier 3 interventions.
- AIS teachers progress monitor their students receiving AIS services for Math to drive instruction and move students out of AIS.
- The Pupil Personnel Committee consisting of support Services Directors, Psychologists, AIS

teachers, ELL teachers, counselors and classroom teachers meet to discuss students who are not meeting grade level standards to discuss interventions, classroom modifications and if the student would benefit from AIS or Special Education Services.

- AIS team meets biweekly to discuss student data and concerns, and to further develop plans to support student growth.

- AIS team members meet with Principals to review student data to identify students who are not meeting grade level expectations.

- AIS Director meets with Principals biweekly.

- To further support the students outside of school the AIS team hosts an orientation for families to help understand the services the student receives in school and also provide



resources for the family.

- The school will continue to use iReady; online diagnostic and individualized instruction

#### Special Education

- Resource room instructors employ a pull-out approach to assist students in achieving their Math IEP objectives.

Students are seen every day as per their mandate on their IEP and groups are no larger than 5 students.

- Progress reports are issued quarterly to track student progress and advancement towards annual IEP goals.

- Teachers utilize Key Math and iReady Math data to monitor students' progress over the years.

- Special education teachers ensure that students are meeting their yearly IEP Math goals.

- The specially

trained special education teachers monitor the data for the students they serve in the classroom by reteaching lessons and striving to achieve annual Math goals.

- SPED teachers have biweekly meetings with the department director to review student achievement growth.

- When students are not meeting classroom standards, the Pupil Personnel Committee quickly identifies them and adjusts their support.

- Observations of classroom interventions are conducted to provide teachers with effective strategies for supporting students in need and their classrooms.

- Support Service Directors also meet with the Principals to review data, provide support to teachers in the RTI process, analyze data, and identify students at

				<p>risk.</p> <ul style="list-style-type: none"> <li>• Support Service Directors meet with grade teams in grades 5 through 8 to assist teachers in the RTI process throughout the school year</li> </ul>
Academic Goal 4	<p>GOAL 2: All students at the 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>	New York State Mathematics Assessment	Not Met	<p>Grade cohort percent performing at proficiency target achieved?</p> <p>Please see the following chart for results:</p> <p>Grade 2021-22 (Target) 2022-23</p> <p>3. 30.3% (52.7) 58.6 - exceeded</p> <p>4 30.8% (52.9) 48.6 – not met</p> <p>5 57.4% (66.2) 57.1 – not met</p> <p>6 70.1% (72.6) 83.3 - exceeded</p> <p>7 38.6% (56.8) 77.8 - exceeded</p> <p>Total 45.5% (60.3) 65.7 - exceeded</p> <p>The goal was partially met. The school met the overall value added to student learning goals. However, the school's fourth and fifth grades did not meet this goal.</p>

Academic Intervention Services

- Students who have been identified by the median scale score between levels 2 and 3 for grades 3-8 ELA assessments have been identified and are receiving AIS services. (AIS groups are taught with both push in and pull out models.)
- Groups are no larger than 6 students.
- AIS teachers and grade teams monitor students progress and identify students who are not meeting grade level expectations. The teachers then refer these students to the Pupil Personnel Committee to provide Tier 2/Tier 3 interventions.
- AIS teachers progress monitor their students receiving AIS services for ELA to drive instruction and move students out of AIS.
- The Pupil Personnel Committee

consisting of support Services Directors, Psychologists, AIS teachers, ELL teachers, counselors and classroom teachers meet to discuss students who are not meeting grade level standards to discuss interventions, classroom modifications and if the student would benefit from AIS or Special Education Services.

- AIS team meets biweekly to discuss student data and concerns, and to further develop plans to support student growth.

- AIS team members meet with Principals to review student data to identify students who are not meeting grade level expectations.

- AIS Director meets with Principals biweekly.

- To further support the students outside of school the AIS team hosts an orientation for families to help understand the

services the student receives in school and also provide resources for the family.

- The school will continue to use iReady; online diagnostic and individualized instruction

#### Special Education

- Resource room instructors employ a pull-out approach to assist students in achieving their Math IEP objectives. Students are seen every day as per their mandate on their IEP and groups are no larger than 5 students.

- Progress reports are issued quarterly to track the advancement of their annual IEP goals.

- Teachers utilize Key Math and iReady Math data to monitor students' progress over the years.

- Special education teachers ensure that students are meeting their yearly

IEP Math goals.

- The specially trained special education teachers monitor the data for the students they serve in the classroom by reteaching lessons and striving to achieve annual Math goals.

- SPED teachers have biweekly meetings with the department director to review student achievement growth.

- When students are not meeting classroom standards, the Pupil Personnel Committee quickly identifies them.

- Observations of classroom interventions are conducted to provide teachers with effective strategies for supporting their classrooms.

- Support Service Directors also meet with the Principals to review data, provide support to teachers in the RTI process, analyze data, and

identify students at risk.

- Support Service Directors meet with grade teams in grades 5 through 8 to assist teachers in the RTI process throughout the school year

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

#### 4. ORGANIZATION GOALS

**For the 2022-2023 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”.**

---



## 2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Each year, the school will have an average daily student attendance rate of at least 95 percent.	School Attendance Records	Not Met	<p>In the 2022-23 school year, CSEE's daily student attendance rate was 93.4%</p> <p>The goal was not met.</p> <p>School proactively communicates with all families regularly via email, text and backpack announcements in order to engage parents and to provide them with critical information regarding the program, school policies and attendance procedures. The school also has specifically assigned staff to follow up with student attendance and provide families with supports related to daily student attendance.</p> <p>· School dean is collecting and</p>

analyzing attendance data weekly to identify trends, patterns, and areas of concern.

- Attendance committee- school dean, principal and parent coordinator-meet weekly to discuss attendance for all grades and develop and implement strategies to improve attendance.
- School dean, principal and parent coordinator are meeting with parents to discuss attendance concerns and creating an improvement plan.
- Attendance incentives and recognition reward to students who consistently attend school.
- Regularly review and update the school's attendance policy to ensure it aligns with best practices and includes appropriate interventions for students who are chronically absent.
- School counselors will work with students who have attendance challenges. Provide

			<p>individualized support, guidance, and counseling.</p> <ul style="list-style-type: none"><li>· Early intervention-school dean has identified students with early signs of attendance issues and reached out to parents to address any underlying concerns and provide necessary support.</li><li>· School dean keeps records of attendance interventions, and follows up with students and families to monitor progress and address ongoing issues.</li><li>· Principal sends emails and newsletters to educate students and parents about the long term benefits of regular school attendance, emphasizing how it impacts academic success and future opportunities.</li><li>· School uses automated systems to send early morning attendance calls or texts to parents if their child is absent, prompting a timely response.</li></ul>
--	--	--	---

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	Not Met	<p>In the 2021-22 school year, 90.04% of the students enrolled on the last day of the year returned the first day of school in September 2022.</p> <p>The goal was not met.</p> <p>The school will continue to provide a support system to all families in order to help our families to remain in our community. We will actively seek input from families via surveys in order to identify how else the school can be of service. The school will also provide various workshops to parents in order to help parents better understand and cope with various situations.</p>
Org Goal 3	Each year, the school will comply 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	Board Policies and Meetings	Met	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 compliance with all relevant laws. CSEE has in place and maintains effective

	Meetings Law, the federal Individuals with Disabilities Education Act, and federal Family Educational Rights and Privacy Act.			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

---

## 2022-2023 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 response)

## 2021-2022 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 6			
Financial Goal 7			
Financial Goal 8			
Financial Goal 9			
Financial Goal 10			

Thank you.

## Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

### Instructions

#### SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, **and** into the SUNY Epicenter document management system by September 15, 2023.

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

## Entry 4 - Audited Financial Statements

Completed - Nov 1 2023

#### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.**

#### CSEE - 2022-23 FS FINAL

Filename: CSEE\_-\_2022-23\_FS\_FINAL.pdf Size: 769.1 kB



## Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

### [Instructions - SUNY-Authorized Charter Schools ONLY](#)

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

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

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

Completed - Nov 1 2023

### [Instructions - Regents-Authorized Charter Schools ONLY](#)

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

**Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.**

**EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.**

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

### [CSEE - 2022-23 Audit Template-NYSED FINAL](#)

Filename: CSEE\_-\_2022-23\_Audit\_Template-NYSED\_FINAL.xlsx Size: 75.5 kB

## Entry 4c – Additional Financial Documents

Incomplete

**Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

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

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

---

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

## Entry 4d - Financial Contact Information

Completed - Nov 1 2023

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal by **November 1, 2023**.

## Form for "Financial Contact Information"

## 1. School Based Fiscal Contact Information

School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
Paul J. Augello, Jr., CPA	<a href="mailto:Paugello@weboosted.com">Paugello@weboosted.com</a>	917-583-9330

## 2. Audit Firm Contact Information

School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
Myla Smith	<a href="mailto:myla@cpatrust.com">myla@cpatrust.com</a>	845-507-1273	8

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

Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

## Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 31 2023

**SUNY-authorized charter schools** should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

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

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

### [CSEE - 2023-2024 BudgetTemplate](#)

Filename: CSEE\_-\_2023-2024\_BudgetTemplate.xlsx Size: 40.9 kB

## Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 31 2023

## **Required of ALL Charter Schools**

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 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. 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 Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

## **Disclosure of Financial Interest by a Current or Former Trustee (2023)**

Filename: Disclosure\_of\_Financial\_Interest\_b\_ljUUrA.pdf Size: 2.6 MB

## **Entry 7 BOT Membership Table**

Completed - Jul 31 2023

## **Instructions**

## **Required of ALL charter schools**

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

## **Entry 7 BOT Table**

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

**Authorizer:**

Who is the authorizer of your charter school?

Board of Regents

**1. 2022-2023 Board Member Information (Enter info for each BOT member)**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Eduardo LaGuerrere	[REDACTED]	Chair	Executive Committee, Finance Committee, Facility, By-Law Committee	Yes	3	10/08/2020	10/08/2025	12
2	Sobeida Cruz	[REDACTED]	Vice Chair	Finance Committee	Yes	3	10/08/2020	10/08/2025	12
3	Nadine Burns Lyons	[REDACTED]	Secretary	Executive Committee, HR Committee	Yes	3	10/08/2020	10/08/2025	10
4	Dr. Jim Killoran	[REDACTED]	Trustee/Member	Finance Committee	Yes	2	10/08/2020	10/08/2025	6
5	James Stenerson, Ph.D	[REDACTED]	Trustee/Member	Executive Committee, Academic Committee, Technology	Yes	2	10/08/2020	10/08/2025	10

				Committee					
6	Wilson Soto, Esq.	██████████ ██████████ ██████████	Trustee/Member	By-Laws Committee, Finance Committee	Yes	1	10/08/2020	10/08/2025	10
7	Dr. Fred Hernandez	██████████ ██████████ ██████████	Trustee/Member	HR Committee, Academic Committee	Yes	1	06/17/2022	06/17/2025	11
8	Erika Fermin	██████████ ██████████ ██████████	Parent Rep	PTO President, Parent Committee	Yes	1	04/10/2022	04/10/2023	10
9									

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

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, 2023	8
b.Total Number of Members Added During 2022-2023	1
c. Total Number of Members who Departed during 2022-2023	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	11

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

8

Total number of Voting Members added during the 2022-2023 school year:

1

**Total number of Voting Members who departed during the 2022-2023 school year:**

1

**Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:**

11

**Total number of Non-Voting Members on June 30, 2023:**

0

**Total number of Non-Voting Members added during the 2022-2023 school year:**

0

**Total number of Non-Voting Members who departed during the 2022-2023 school year:**

0

**Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:**

0

**Board members attending 8 or fewer meetings during 2022-2023**

1

**Thank you.**

## Entry 8 Board Meeting Minutes

Completed - Jul 31 2023

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 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 1, 2023**.

### **2022-2023-BOT Minutes**

Filename: 2022-2023-BOT\_Minutes.pdf Size: 3.4 MB

## Entry 9 Enrollment & Retention

Completed - Jul 31 2023

### **Instructions for submitting Enrollment and Retention Efforts**

#### **Required of ALL Charter Schools**

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

#### **\*SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

## Entry 9 Enrollment and Retention of Special Populations



## Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>The school increased efforts in this area by recruiting students in areas predominately serving economically disadvantaged students and with large concentrations of families who speak languages other than English. The CSEE recruitment team is comprised of CSEE staff, parents and other volunteers. Specific team members speak different languages such as Portuguese, Tweek, Spanish, and Polish. CSEE continues to reach out to the most vulnerable communities with potential students, in a variety of ways. The school advertises and holds informational sessions in some of the most vulnerable neighborhoods in the Bronx, Mt. Vernon, Greenburgh, Elmsford and Yonkers. The school attends and provides school information at local events in specific neighborhoods, churches, and organizations serving minorities such as YMCA, PAL, Social Services Department, and Westhab. Other recruitment tools used by the school are linked to social media advertisements, community outreach, parent-to-parent referrals, recruitment fairs, community based projects and events, flyer advertisements in all communities, libraries, house of worship, supermarkets, bodegas, hospitals and other local</p>	<p>The school continued to increase efforts in this area by recruiting students in areas predominately serving economically disadvantaged students and with large concentrations of families who speak languages other than English. The CSEE recruitment team is comprised of CSEE staff, parents and other volunteers. Specific team members speak different languages such as Portuguese, Tweek, Spanish, and Polish. The CSEE recruitment team includes the parent coordinator, volunteer parents, community leaders and staff. CSEE continues to reach out to the most vulnerable communities with potential students, in a variety of ways. The school advertises and holds informational sessions in some of the most vulnerable neighborhoods in the Bronx, Mt. Vernon, Greenburgh, Elmsford and Yonkers. The school attends and provides school information at local events in specific neighborhoods, churches, and organizations serving minorities such as YMCA, PAL, Social Services Department, and Westhab. Other recruitment tools used by the school are linked to social media advertisements, community outreach, parent-to-parent referrals, recruitment fairs, community based projects and events, flyer advertisements in all communities, libraries, house of worship, supermarkets, bodegas,</p>

	community bulletin boards.	hospitals and other local community bulletin boards.
English Language Learners	<p>We cultivated relationships with the pastors/priests in the dense Spanish neighborhoods, and African Churches. The school built additional relationships with various organizations supporting families who English is a second language. We sent out mailings in English, Spanish and other prevalent languages to community members in the districts. All School Informational Sessions were held in both English and Spanish. The school developed an ELL Family to Family Outreach Program. We asked current families to distribute applications to friends, colleagues and neighborhood organizations. We found that having families participate in this process is the best way of bringing awareness to the ELL program and services that the school provides. Additionally, testimonials from these families were a critical component during recruitment as they were delivered in both in English and Spanish.</p>	<p>The school continued to cultivate relationships with organizations that serve English language learners. The recruitment team meets with the leaders of Hispanic/Latin organizations, including the pastors and priest in the dense Spanish neighborhoods, and African Churches, to ensure that they are fully aware of our school programs and can share information with their members. We send out mailings in English, Spanish and other prevalent languages to members in the districts. All School Informational Sessions are held in both English and Spanish. The school has an ELL Family to Family Outreach Program. We ask current families to distribute applications to friends, colleagues and neighborhood organizations. We find that having families participate in this process is the best way of bringing awareness to the ELL program and services that the school provides. Additionally, testimonials from these families are a critical component during recruitment as they provide prospective families with parents' point of view and relatable experiences. Sessions are delivered in both in English and Spanish.</p>
Students with Disabilities	<p>The school advertised, as a school that provides Special Education Services. CSEE recruitment materials states that we serve all students including those with an existing IEP, 504 plans, as well as</p>	<p>The school continued the advertisement campaign describing the school as a school that provides Special Education Services. On all of CSEE recruitment materials, it is stated that we serve all students</p>

those who struggled academically. We advertised in Westchester Magazine Special Ed campaign. We met with leaders of not for profit organizations in Yonkers, Mt. Vernon and the Bronx who serve families with special needs. Other recruitment tools used by the school were associated with social media advertisements, community outreach, parent-to-parent referrals, recruitment fairs, community based projects and events, flyer advertisements in all communities, libraries, house of worship, supermarkets, bodegas, hospitals and other local community bulletin boards. CSEE advertised in Westchester Hispano, and attended the Westchester Hispanic Fair; we put all literatures in Spanish/English in the community bulletin board and the library.

including those with an existing IEP and 504 plans. We advertise in Westchester Magazine Special Ed campaign. We continue to meet with the communities in Yonkers, Mt. Vernon and the Bronx who serve families with special needs like Family Services of New York. Other recruitment tools used by the school are linked to social media advertisements, community outreach, parent-to-parent referrals, recruitment fairs, community based projects and events, flyer advertisements in all communities, libraries, house of worship, supermarkets, bodegas, hospitals and other local community bulletin boards. The school is also incorporating a Parent Workshop revolving around: programs that serve students with speech, OT, PT and other services at our school, and strategies for working with students with disabilities. We encourage community members to come to our informational sessions to learn about the school Special Ed programs.

## Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>The school continued to cultivate relationships with parents by providing parents with 1:1 support at the school, providing parents with specific workshops for various challenges that the parents may be facing, and support in finding specific help or funding. School provided English as a second language support. We provided the Coffee with Parents program in order to provide parents with the opportunity to discuss additional services they may need such as support with attaining food, healthcare services, GED, childcare, or any other assistance the parent/family might need. Through numerous school events and day-to-day communication, the school built a strong relationship with the families in order for the school to be able to be responsive to their needs. We invited parents to the food pantry in our neighborhoods. We worked closely with neighborhood leaders who assisted our students and families with some of their crucial needs. We collaborated with St. Joseph's Hospital Family Clinic to address our family's health concerns.</p>	<p>The school applied for and received approval to provide free meals program to all students attending CSEE. Starting with the 2023-2024 school year, the school is part of the Child Nutrition Community Eligibility Program/CEP. This will ensure ED families do not have to worry about having to pay for student meals while students are attending school. The school continues to cultivate relationships with parents by providing parents with 1:1 support at the school, providing parents with specific workshops for various challenges that the parents may be facing, and support in finding specific help or funding. School provides English as a second language support. School will continue to provide the Coffee with Parents program in order to provide parents with the opportunity to discuss additional services they may need such as support with attaining food, healthcare services, GED, childcare, or any other assistance the parent/family might need. Through numerous school events and day-to-day communication, the school will continue to develop a strong relationship with the families in order for the school to be able to be responsive to their needs. We search for and invite parents to the food pantry in our neighborhoods. We worked closely with neighborhood leaders who assisted</p>

		<p>our students and families with some of their crucial needs. We collaborate with local hospitals and clinics, including St. Joseph's Hospital Family Clinic to address our family's health concerns.</p>
English Language Learners	<p>The school continued to build upon the culture that it had established revolving around supporting relationships with the parents, teachers and parent coordinator. The school provided professional development opportunities to the school staff in the areas of working with and supporting the needs of diverse communities including ELL students and their families.</p> <p>We created a supportive environment in which both students and families had access to support in their own language. The programs' faculty held academic workshops with the parents and students, in both English and Spanish, in order to provide parents with crucial school information and to learn a bit more about our ELL families and their environment.</p> <p>Family engagement is very important so we try to support our ELL families by cultivate a strong family relationship from the beginning of the school year.</p>	<p>The school has an amazing team dedicated to serving its ELL students and families. CSEE offers academic intervention services to students in need, including small group instruction to students who are English language learners. The school will continue to build upon the culture that it has stablished revolving around supporting relationships with the parents, teachers and parent coordinator. The school will continue to provide professional development opportunities to the school staff in the areas of working with and supporting the needs of diverse communities including ELL students and their families. CSEE will continue to build upon the supportive environment in which both students and families had access to support in their own language. The programs' faculty will provide additional academic workshops with the parents and students, in both English and Spanish, in order to provide parents with crucial school information and to learn a bit more about our ELL families and their environment. The parent coordinator will hold workshops and Coffee with Parents program in order to provide parents with the opportunity to discuss additional services they may need such as support with attaining food, healthcare services, GED, childcare, or any other assistance the</p>

		parent/family might need. Through numerous school events and day-to-day communication, the school will continue to develop a strong relationship with the families in order for the school to be able to be responsive to their needs.
Students with Disabilities	<p>The school continued to build upon the culture that it had established revolving around supporting parents with students with disabilities. The school provided professional development opportunities to the school staff in the areas of working with and supporting the needs of students with disabilities and their families. We created a caring environment in which both students and families had access to critical information regarding supporting students with disabilities, and support was also provided in their own language. The school incorporated Parent Workshops revolving around: programs that serve students with speech, OT, PT and other services at our school, and strategies for working with students with disabilities. School surveyed parents and provided supports based on parent and teacher feedback. School hired an additional special education teacher, counselor and school psychologist.</p>	<p>The school was able to hire additional faculty to support students with disabilities and to provide additional opportunities for social emotional learning development. The school will continue to focus on, and provided, professional development opportunities to the school staff in the areas of working with and supporting students with disabilities and their families. CSEE will continue to build upon the culture that it has established revolving around supporting parents with students with disabilities, by creating a caring environment in which both students and families have access to critical information and support for students with disabilities. CSEE will provide support to SwD in their own home language. The school will further develop the Parent Workshops revolving around: programs that serve students with speech, OT, PT and other services at our school, and strategies for working with students with disabilities. School will continue to survey parents and provided supports based on parent and teacher feedback. School hired an additional special education teacher, counselor and school psychologist.</p>

## Entry 10 – Teacher and Administrator Attrition

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

## A. TEACH System – Employee Clearance

### Required of ALL Charter Schools

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

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

#### 1. Emergency Conditional Clearances

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.



## **B. Emergency Conditional Clearances**

### **Emergency Conditional Clearances**

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

### **Attestation**

#### **Responses Selected:**

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

## **Entry 11 Percent of Uncertified Teachers**

Completed - Jul 31 2023

### **Instructions**

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

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

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

## **Entry 11 Uncertified Teachers**

School Name:

---

# Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	4.0

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

	FTE Count
i. Mathematics	2
ii. Science	1
iii. Computer Science	0
iv. Technology	1
v. Career and Technical Education	1
Total Category B: not to exceed 5	5.0

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
Total Category C: not to exceed 5	0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(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	6

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	64

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	70



Thank you.

Entry 12 Organization Chart

Completed - Jul 31 2023

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

### CSEE Organization Chart 2023

Filename: CSEE\_Organization\_Chart\_2023.pdf Size: 267.2 kB

## Entry 13 School Calendar

Completed - Jul 31 2023

[Instructions for submitting School Calendar](#)

### Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

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

Board of Regents-authorized charter schools also 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 (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

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

### CSEE School Calendar 2023 2024 SY - FINAL APPROVED 7

Filename: CSEE\_School\_Calendar\_2023\_2024\_SY\_\_EB7hA9I.pdf Size: 105.0 kB

## Entry 14 Staff Roster

Completed - Jul 31 2023

### INSTRUCTIONS

#### Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

**Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.**

**Reminders:** Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer <b>NOTE: MUST BE DONE FIRST</b>	Select your school's authorizer from the <b>drop-down list</b> first, before completing the roster.
School Name and Institution ID	Select your school's name from the <b>drop-down list</b> .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the <b>7 digit TEACH ID</b> for the Faculty/Staff person.
Role in School	<b>Select</b> the best choice of role of the Faculty/Staff person from the <b>drop-down list</b> .
CPR/AED Certification Status	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Subject Taught	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Notes	Optional

[faculty-staff-roster 2023 annual report](#)

Filename: faculty-staff-roster\_2023\_annual\_report.xlsx Size: 28.6 kB

# Optional Additional Documents to Upload (BOR)

Incomplete

**Charter School of Educational Excellence and Subsidiary**

**Consolidated Financial Statements  
and  
Independent Auditors' Report**

**June 30, 2023**

## **Charter School of Educational Excellence and Subsidiary**

### **Table of Contents**

Independent Auditors' Report	1 - 2
Financial Statements	
Consolidated Statement of Financial Position	3
Consolidated Statement of Activities	4
Consolidated Statement of Functional Expenses	5
Consolidated Statement of Cashflows	6
Notes to the Consolidated Financial Statements	7 - 17
Schedule of Expenditures of Federal Awards and Accompanying Notes	18 - 20
Independent Auditors' Report on Internal Control Over Financial Reporting and On Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	21 - 22
Independent Auditors' Report on Compliance For Each Major Program and on Internal Control Over Compliance Required by Uniform Guidance	23 - 24
Schedule of Findings and Questioned Costs	25



## **Independent Auditors' Report**

To the Board of Trustees of  
Charter School of Educational Excellence and Subsidiary  
Yonkers, New York

### **Opinion**

We have audited the accompanying consolidated financial statements of Charter School of Educational Excellence and Subsidiary, which comprise the consolidated statement of financial position as of June 30, 2023, and the related consolidated statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of Charter School of Educational Excellence and Subsidiary as of June 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are required to be independent of Charter School of Educational Excellence and Subsidiary and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Responsibilities of Management for the Financial Statements**

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

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Charter School of Educational Excellence and Subsidiary's ability to continue as a going concern within one year after the date that the consolidated financial statements are available to be issued.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

### **Auditor's Responsibilities for the Audit of the Financial Statements (continued)**

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- \* Exercise professional judgment and maintain professional skepticism throughout the audit.
- \* Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- \* Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Charter School of Educational Excellence and Subsidiary's internal control. Accordingly, no such opinion is expressed.
- \* Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- \* Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt Charter School of Educational Excellence and Subsidiary's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

### **Report on Summarized Comparative Information**


We have previously audited Charter School of Educational Excellence's 2022 financial statements, and our report dated October 27, 2022, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

### **Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the consolidated financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 26, 2023, on our consideration of Charter School of Educational Excellence and Subsidiary's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Charter School of Educational Excellence and Subsidiary's internal control over financial reporting and compliance.

  
New City, New York  
October 26, 2023

Charter School of Educational Excellence and Subsidiary  
Consolidated Statement of Financial Position  
June 30, 2023  
(With summarized comparative information for the year ended June 30, 2022)

<b>ASSETS</b>	<b>2023</b>	<b>2022</b>
Current Assets		
Cash and Cash Equivalents	\$ 11,004,766	\$ 7,736,882
Due from Government Agencies (Note 3)	2,079,813	2,257,779
Prepaid Expenses	37,279	81,887
Total Current Assets	<u>13,121,858</u>	<u>10,076,548</u>
Fixed Assets, Net (Note 4)	<u>42,750,114</u>	<u>41,248,714</u>
Other Assets		
Escrow - Restricted (Note 5)	101,872	101,400
Bond Trust Accounts - Restricted (Note 6)	5,470,177	11,373,034
Operating Lease Right-Of-Use Asset - Net (Note 11)	24,655,792	-
Security Deposits	73,267	73,267
Total Other Assets	<u>30,301,108</u>	<u>11,547,701</u>
Total Assets	<u><u>\$ 86,173,080</u></u>	<u><u>\$ 62,872,963</u></u>
<b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Bonds Payable - Current Portion (Note 9)	\$ 515,000	\$ -
Accounts Payable and Accrued Expenses	695,213	678,466
Accrued Payroll and Related Expenses	2,906,143	2,717,492
Unearned Revenue (Note 3)	100,000	272,751
Accrued Bond Interest	151,787	164,367
Operating Lease Liability - Current (Note 11)	604,824	-
Total Current Liabilities	<u>4,972,967</u>	<u>3,833,076</u>
Long-Term Liabilities		
Operating Lease Liability, Net of Current Portion (Note 11)	24,401,441	-
Bonds Payable, Less Current Portion (Note 9)	49,630,303	50,207,384
Total Long-Term Liabilities	<u>74,031,744</u>	<u>50,207,384</u>
Total Liabilities	79,004,711	54,040,460
Net Assets		
Net Assets Without Donor Restrictions	<u>7,168,369</u>	<u>8,832,503</u>
Total Liabilities and Net Assets	<u><u>\$ 86,173,080</u></u>	<u><u>\$ 62,872,963</u></u>

Charter School of Educational Excellence and Subsidiary  
Consolidated Statement of Activities  
For the year ended June 30, 2023  
(With summarized comparative information for the year ended June 30, 2022)

NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>2023</u>	<u>2022</u>
<b>PUBLIC SUPPORT AND REVENUE</b>		
Resident Student Enrollment	\$ 19,954,189	\$ 17,352,768
Grants and Contracts		
Food Service	951,195	953,179
Federal Funding	1,169,492	1,618,087
State Funding	261,881	47,321
Contributions	392,880	34,629
In-Kind Goods	86,000	-
Interest Income	379,975	19,905
	<u>23,195,612</u>	<u>20,025,889</u>
<b>EXPENSES</b>		
Program Services		
Regular Education	20,811,540	17,556,481
Special Education	1,131,163	1,072,034
	<u>21,942,703</u>	<u>18,628,515</u>
Supporting Services		
Management and General	2,917,043	2,656,247
	<u>24,859,746</u>	<u>21,284,762</u>
Total Expenses	<u>24,859,746</u>	<u>21,284,762</u>
Change in Net Assets	(1,664,134)	(1,258,873)
Net Assets, Beginning of Year	8,832,503	10,091,376
Net Assets, End of Year	<u><u>\$ 7,168,369</u></u>	<u><u>\$ 8,832,503</u></u>

Charter School of Educational Excellence and Subsidiary  
Consolidated Statement of Functional Expenses  
For the year ended June 30, 2023  
(With summarized comparative information for the year ended June 30, 2022)

	Regular Education	Special Education	Total Programs	Supporting Services Management & General	2023	2022
Personnel Service Costs						
Administrative Staff Personnel	\$ 1,491,295	\$ -	\$ 1,491,295	\$ 165,699	\$ 1,656,994	\$ 1,666,401
Instructional Personnel	6,637,965	458,819	7,096,784	-	7,096,784	6,047,200
Non-Instructional Personnel	-	-	-	595,737	595,737	557,854
Total Personnel Costs	8,129,260	458,819	8,588,079	761,436	9,349,515	8,271,455
Fringe Benefits	1,191,801	67,266	1,259,067	111,631	1,370,698	1,296,542
Payroll Taxes	754,269	42,571	796,840	70,649	867,489	726,410
Retirement Benefits	708,573	39,992	748,565	66,369	814,934	606,428
Total Personnel and Related Expenses	10,783,903	608,648	11,392,551	1,010,085	12,402,636	10,900,835
Operating Expenses						
Contracted Administrative and Operational Services	-	-	-	579,585	579,585	590,686
Legal	-	-	-	209,923	209,923	36,101
Other Purchased, Professional and Consulting Services	40,775	2,301	43,076	3,819	46,895	114,901
Student Services	714,204	40,310	754,514	66,897	821,411	766,780
Insurance	96,193	5,429	101,622	229,313	330,935	370,765
Supplies and Materials	348,625	19,677	368,302	32,655	400,957	458,254
Technology	132,741	7,492	140,233	12,434	152,667	141,773
Occupancy	871,074	49,164	920,238	81,590	1,001,828	632,133
Utilities	283,201	15,984	299,185	26,526	325,711	252,647
Staff Development	193,777	10,937	204,714	18,150	222,864	203,242
Marketing and Recruitment	62,445	3,524	65,969	5,849	71,818	21,676
Auditing Fees	-	-	-	30,000	30,000	32,000
Office Expenses	82,693	4,667	87,360	7,746	95,106	81,417
Maintenance and Repairs	826,923	46,672	873,595	77,455	951,050	973,791
Equipment and Furnishings	84,608	4,775	89,383	7,925	97,308	81,605
Transportation	654,883	36,962	691,845	61,340	753,185	455,313
Interest Expense Associated with Bond Cost	80,243	4,529	84,772	7,516	92,288	92,289
Depreciation	2,339,570	132,046	2,471,616	219,138	2,690,754	2,440,963
Interest Expense	1,923,039	108,537	2,031,576	180,124	2,211,700	2,211,575
Bad Debt Expense	769,801	-	769,801	-	769,801	-
In-Kind Goods	74,776	4,220	78,996	7,004	86,000	-
Other Expenses	448,066	25,289	473,355	41,969	515,324	426,016
Total Operating Expenses	10,027,637	522,515	10,550,152	1,906,958	12,457,110	10,383,927
<b>TOTAL EXPENSES</b>	<b>\$ 20,811,540</b>	<b>\$ 1,131,163</b>	<b>\$ 21,942,703</b>	<b>\$ 2,917,043</b>	<b>\$ 24,859,746</b>	<b>\$ 21,284,762</b>

Charter School of Educational Excellence and Subsidiary  
Consolidated Statement of Cash Flows  
For the year ended June 30, 2023  
(With summarized comparative information for the year ended June 30, 2022)

	<u>2023</u>	<u>2022</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from Resident Student Enrollment	\$ 20,213,176	\$ 17,112,736
Receipts from Grants and Contributions	2,607,676	1,953,155
Receipts from Other Revenue	379,975	19,905
Payments to Employees	(12,213,985)	(10,659,057)
Payments to Vendors and Suppliers	(9,274,820)	(9,194,431)
	<u>1,712,022</u>	<u>(767,692)</u>
Net Cash Provided By (Used In) Operating Activities		
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of Fixed Assets	(4,192,154)	(6,584,392)
	<u>(4,192,154)</u>	<u>(6,584,392)</u>
Net Cash Used In Investing Activities		
CASH FLOWS FROM FINANCING ACTIVITIES		
Advances from Bonds	-	12,514,593
Payments of Bond Payable	(154,369)	(12,668,964)
	<u>(154,369)</u>	<u>(154,371)</u>
Net Cash Used In Financing Activities		
NET DECREASE IN CASH, CASH EQUIVALENTS AND RESTRICTED CASH	(2,634,501)	(7,506,455)
CASH, CASH EQUIVALENTS AND RESTRICTED CASH AT BEGINNING OF YEAR	19,211,316	26,717,771
CASH, CASH EQUIVALENTS AND RESTRICTED CASH AT END OF YEAR	<u>\$ 16,576,815</u>	<u>\$ 19,211,316</u>
RECONCILIATION OF CASH, CASH EQUIVALENTS AND RESTRICTED CASH BALANCES:		
Cash and Cash Equivalents	\$ 11,004,766	\$ 7,736,882
Escrow - Restricted	101,872	101,400
Bond Trust Accounts - Restricted	5,470,177	11,373,034
	<u>\$ 16,576,815</u>	<u>\$ 19,211,316</u>
SUPPLEMENTAL DISCLOSURES:		
Cash paid during the year for interest	<u>\$ 2,211,700</u>	<u>\$ 2,211,575</u>

Charter School of Educational Excellence and Subsidiary  
Notes to the Consolidated Financial Statements  
June 30, 2023

NOTE 1 – ORGANIZATION

Charter School of Educational Excellence (the "School") is a New York education corporation incorporated by the Board of Regents of the University of the State of New York (the "Board of Regents") under Article 56 of the New York Education Law. The School is a non-profit 501(c) (3) corporation operating from 260 Warburton Avenue in Yonkers, New York. The School educates children in a completely nondiscriminatory and secular basis. The founders and supporters of the School believe that access to a public education of high quality for all children is the foremost issue. The School was originally chartered during April 2004 and opened in September 2005 with students from Kindergarten through 4th graders. In May 2023, the School successfully received a full five-year charter renewal (its 4th renewal) from its charter authorizer, the New York State Education Department that expires in June 2028, with a maximum enrollment of 1,129 students in grades Kindergarten through 12th.

Lamartine/Warburton LLC (the "Company") is a Delaware Limited Liability Company formed on April 17, 2019. The sole purpose of the Company is to support the School in its charitable activities, specifically limited to acquiring, owning, leasing, operating and maintaining real estate for the School to encourage and carry on any charitable, scientific, literary, spiritual or educational endeavor of the School within the meaning of section 501(c)(3) of the IRC of 1986 and section 420-a of New York Real Property Tax Law. The Company's sole member is the School, and therefore, is considered a disregarded entity for tax purposes.

From hereon in, the School and the Company are referred to as the "Organization".

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

*Basis of Accounting*

The financial statements have been prepared using the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Revenues are recognized when earned and expenses are recognized when incurred.

*Basis of Presentation*

Under the provisions of the Guide, net assets and revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified as follows:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. The Organization's board may designate assets without restrictions for specific operational purposes from time to time.

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

Earnings related to restricted net assets will be included in net assets without donor restrictions unless otherwise specifically required to be included in donor-restricted net assets by the donor or by applicable state law.

All net assets of the Organization at June 30, 2023 were considered to be net assets without donor restrictions.

Charter School of Educational Excellence and Subsidiary  
Notes to the Consolidated Financial Statements  
June 30, 2023

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

*Use of Estimates in the Preparation of Financial Statements*

The preparation of financial statements in conformity with accounting principles generally accepted in The United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

*Cash and Cash Equivalents*

For the purposes of the statement of cash flows, the Organization considers all highly liquid investments available for current use with an initial period of three months or less to be cash equivalents.

*Tax Exempt Status*

The School is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income. The School has filed for and received income tax exemptions in the jurisdictions where it is required to do so. The School files the Form 990 in the U.S. federal jurisdiction. With few exceptions, as of June 30, 2023, the School is no longer subject to U.S. Federal income tax examinations by tax authorities for the years ended prior to June 30, 2020. The tax returns for the years ended June 30, 2020 through June 30, 2022 are still subject to potential audit by the IRS. Management of the School believes it has no material uncertain tax positions and, accordingly it has not recognized any liability for unrecognized tax benefits.

*Fixed Assets*

Fixed assets consist of building, leasehold improvements, furniture and equipment and are valued at cost less accumulated depreciation. Depreciation is computed on a straight line basis over the estimated useful lives of the related assets or the term of the lease agreement. Normal replacement and maintenance costs are charged to earnings as incurred, and major renewals and improvements are capitalized. Upon disposition, the cost and related accumulated depreciation is removed from the accounts and the resulting gain or loss for the period. The Organization capitalizes assets with cost of \$500 and over. Depreciation is calculated based on the useful lives of the assets as follows: Building and Leasehold Improvements 20 Years, Equipment, Furniture and Fixtures 3 - 10 Years.

*Revenue Recognition and Receivables*

The School's sources of revenue are student enrollment fees, contracts and grants from government agencies, and contributions.

Student enrollment fees are received from the public school district where a student resides. The amount received each year from the resident district is the product of the approved operating expense per pupil and the full time equivalent enrollment of the students in the School residing in that district. The school generally invoices the resident district bimonthly and payment is due in 30 days.

The Organization recognizes revenue from grants, contracts and gifts in accordance with guidance under which the Organization evaluates whether a transfer of assets is (1) an exchange transaction in which a resource provider is receiving commensurate value in return for the resources transferred or (2) a contribution. If the transfer of assets is determined to be an exchange transaction, the Organization applies guidance under ASC 606. If the transfer of assets is determined to be a contribution, the Organization evaluates whether the contribution is conditional based upon whether the agreement includes both (1) one or more barriers that must be overcome before the Organization is entitled to the assets transferred and promised and (2) a right of return of assets transferred or a right of return.



Charter School of Educational Excellence and Subsidiary  
Notes to the Consolidated Financial Statements  
June 30, 2023

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Grants and contributions received are recorded as without donor restrictions or with donor restrictions based on the nature of donor restrictions. Grants are recognized when the School incurs expenses related to the contract. Generally, the funds are not remitted until a voucher for the services provided or expenses incurred has been submitted for reimbursement. Funds received in advance of services provided or expenses incurred are recorded as unearned revenue.

Contributions are reported as with donor restrictions support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified as net assets without donor restrictions and reported in the statement of activities as net assets released from donor restriction. Donor restricted contributions and grants whose restrictions are met within the same year as received are reflected as contributions and grants without donor restrictions. The School considers receivables to be fully collectible based on management's review of individual accounts outstanding. If collection becomes doubtful, an allowance for doubtful accounts will be established when that determination is made by management. Unpaid balances remaining after the stated payment terms are considered past due. Recoveries of previously charged off accounts are recorded when received.

*Provision for Bad Debt*

Receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through adjustments to valuation allowances based on its assessment of the current status of receivables. Balances still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance.

*Restricted Cash and Escrow Reserves*

Restricted debt service accounts, other reserves and restricted escrow relate to required reserves and escrow accounts that are required to be maintained by the School in accordance with the bond indenture and charter requirements.

*Functional Allocation of Expenses*

Expenses relating to more than one function are allocated to program service and management and general based on employee time estimates or other appropriate usage factors.

*Liquidity*

Assets are presented in the accompanying statement of financial position according to their nearness of conversion to cash and liabilities according to the nearness of their maturity and resulting in use of cash.

*Contributed Services*

Contributed services that create or enhance nonfinancial assets, or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at fair value in the period received.

A number of volunteers have made a contribution of their time to the School to develop academic and other programs and to serve on the board of trustees. The value of this contributed time is not reflected in the financial statements as such services either do not require specialized skills or would not typically be purchased had they not been provided as donations.

Charter School of Educational Excellence and Subsidiary  
Notes to the Consolidated Financial Statements  
June 30, 2023

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

*Debt issuance costs*

Debt issuance costs, net of accumulated amortization, are reported as a direct deduction from the face amount of the bonds payable to which such costs relate. Amortization of debt issuance costs is reported as a component of interest expense and is computed using a straight-line method over the term of the related debt. Accounting principles generally accepted in the United States of America require that the effective yield method be used to amortize financing costs; however, the effect of using the straight-line method is not materially different from the results that would have been obtained under the effective yield method.

*Comparative Financial Information*

The June 30, 2022 financial statements include certain prior year summarized comparative information in total but not by net asset class. As a result, the June 30, 2022 comparative information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such June 30, 2022 information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2022, from which the summarized information was derived.

*Leases*

Effective July 1, 2022, the Organization recognizes and measures its leases in accordance with FASB Accounting Standards Codification (ASC) Topic 842, Leases. The Organization is the lessee of properties under an operating lease agreement. Upon execution of a new contract, the Organization determines whether an arrangement is or contains a lease. Right-of-use assets represent the Organization's right to use leased assets over the term of the lease. Lease liabilities represent the Organization's contractual obligation to make lease payments over the lease term. Right-of-use assets and lease liabilities are measured, categorized, and recognized at lease commencement. The commencement date is when the landlord makes the building available for use. Operating leases are included in the operating lease right-of-use assets and operating lease liabilities on the statement of financial position.

The Organization has elected not to recognize right-of-use assets and obligations for leases with an initial term of twelve months or less. To the extent a lease arrangement includes both lease and non-lease components, the components are combined as one component.

Operating lease right-of-use assets and associated lease liabilities are recognized based on the present value of future minimum lease payments to be made over the expected lease term. The Organization uses the rate implicit in a lease if it is determinable. When the rate implicit in the lease is not determinable, the Organization uses the applicable U.S. treasury bill rate as of the commencement date to determine the present value of the lease payments. Lease expense for lease payments is recognized on a straight-line basis over the lease term. Interest expense is recognized as a component of the lease payment for finance leases.

*Newly Adopted Accounting Pronouncements*

In September 2020, the Financial Accounting Standard Board ("FASB") issued an Accounting Standard Update ("ASU") 2020-07, Not-For-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets. The ASU amends guidance for not-for-profit entities that receive contributed nonfinancial assets. The update requires not-for-profits to present contributed nonfinancial assets as a separate line item in the statement of activities, and to disclose information regarding each type of contributed nonfinancial assets. The update is to be applied on a retrospective basis and is effective for annual reporting periods beginning after June 15, 2022. The Organization adopted this pronouncement during the year ended June 30, 2023. The adoption of this accounting standard did not have an impact on the Organization's financial position or changes in its net assets.

Charter School of Educational Excellence and Subsidiary  
Notes to the Consolidated Financial Statements  
June 30, 2023

NOTE 3 – DUE FROM GOVERNMENTAL AGENCIES

Under the School's Charter School Agreement and the Charter School Act, the School is entitled to receive funding from both State and Federal sources that are available to public schools. These funds include State pupil enrollment funds and Federal food subsidies and Title I, IIA, III, IV and ESSERF funds. The calculation of the amounts to be paid to the School under these programs is determined by the State, and is based on complex laws and regulations, enrollment levels, and economic information related to the home school district of the children enrolled in the school. If these regulations, some of which are relatively new in the State of New York, were to change, or other factors included in the calculations were to change, the level of funding that the School receives could vary significantly.

Amount due from government agencies, net of unearned revenue of \$52,103, and included as revenues in the statement of activities, consist of the following as of June 30, 2023:

Resident Student Enrollment	\$ 1,698,831
Governmental Funding	1,237,904
	<u>2,936,735</u>
Allowance for Doubtful Accounts	(856,922)
	<u>\$ 2,079,813</u>

NOTE 4 – FIXED ASSETS

Fixed assets consist of the following:

Land and Building	\$ 2,478,280
Building	46,928,501
Leasehold Improvements	3,891,023
Construction in Progress	1,550,997
Equipment, Furniture and Fixtures	3,035,574
	<u>57,884,375</u>
Less: Accumulated Depreciation	(15,134,261)
	<u>\$ 42,750,114</u>

NOTE 5 - ESCROW - RESTRICTED

Pursuant to the Charter Agreement, the School is required to establish an escrow of at least \$75,000 over a 3 year period. In the event of termination of the charter, whether prematurely or otherwise, the School shall establish and follow procedures consistent with those required by Section 2851(2)(t) of the New York State Education Law in its use of the escrow. The balance as of June 30, 2023, is \$101,872.

NOTE 6 - BOND TRUST ACCOUNTS - RESTRICTED

The Organization has entered into a custody agreement with Wilmington Trust Company as Custodian and as Trustee. Debt service reserve represents funds held by Wilmington Trust Company in the name of the Organization. The Organization will direct educational aid payments to be deposited with the Custodian. The Custodian will pay the Trustee, for deposit in the Debt Service Fund, an amount equal to a proportionate share of the next interest payment and principal payment on the Bonds for which funds have not already been provided.

Charter School of Educational Excellence and Subsidiary  
Notes to the Consolidated Financial Statements  
June 30, 2023

NOTE 6 - BOND TRUST ACCOUNTS - RESTRICTED (continued)

Additionally, the Custodian will pay the Trustee, for deposit in the Repair and Replacement Fund, amounts necessary to equal the Repair and Replacement Fund requirement. Any funds remaining with the Custodian following such transfers will be transferred to the Organization. In connection with the bonded mortgage with the IDA, the Organization is required to maintain bond trust accounts which are administered by Wilmington Trust Company. The underlying investments in the bond trust accounts at June 30, 2022 consist of money market funds.

The Organization have entered into a collateral agreement for bond trust accounts not covered under federal deposit insurance. Cash is fully insured and collateralized under the bond trust accounts as of June 30, 2023.

Bond trust accounts consist of the following:

Interest Reserve	\$ 12,753
Debt Service	3,218,680
Repairs and Maintenance Reserve	133,547
Earnings Fund	399,635
Sinking Fund	347,957
Project Account	1,357,605
	<hr/>
	\$ 5,470,177
	<hr/>

NOTE 7 – RETIREMENT PLANS

*Retirement Savings Plan*

The School offers a 401(k) plan (the "Plan") for substantially all of its employees. Employees are eligible for the plan immediately upon employment and participation in the Plan is voluntary. Employees may contribute up to 15% of their annual compensation to the Plan, limited to a maximum annual amount as set periodically by the Internal Revenue Service. The School matches the employee contribution 100% up to 4% of the employee's total annual compensation. The School's contribution recognized in the statement of activities was \$18,109 for 2023. The Plan assets are held in a separate trust and are not included in the accompanying financial statements. All plan assets are held for the exclusive benefit of the Plan's participants and beneficiaries. The Plan assets are held in a separate trust and are not included in the accompanying financial statements. All plan assets are held for the exclusive benefit of the Plan's participants and beneficiaries. The Principal Financial Group administers the plan and is the acting custodian of the plan assets.

*New York State Teachers' Retirement System*

Employees of the School are eligible to participate in the New York State Teachers' Retirement System (NYSTRS). The NYSTRS is a defined benefit plan covering teachers in New York State, with pensions calculated based primarily on the member's years of service and final average salary. Contributions for the year ended June 30, 2023, was based on 10.29%, of participant salaries. The benefits provided to members of the plan are established by New York State Law and may be amended only by the State Legislature. Pension expense was \$796,825 for the year ended June 30, 2023.

Charter School of Educational Excellence and Subsidiary  
Notes to the Consolidated Financial Statements  
June 30, 2023

NOTE 8 – LINE OF CREDIT

The School has secured a revolving line of credit note from a financial institution in the amount of \$500,000. The line of credit was established on May 20, 2016 and is due on demand. The interest rate on the variable rate loan was 6% at June 15, 2019 with interest payable monthly. The balance due as of June 30, 2023 was \$0.

NOTE 9 – BONDS PAYABLE

On November 1, 2019, The Yonkers Economic Development Corporation provided financing through the issuance of \$35,740,000 Tax-Exempt Educational Revenue Bonds (Charter School of Educational Excellence Project) (the "Series 2019A Bonds"). The Series 2019A Bonds of \$3,060,000 bear interest at 4.00% per annum and principal due at maturity on October 15, 2029, \$8,610,000 bear interest at 5.00% per annum and principal due at maturity on October 15, 2039, \$14,030,000 bear interest at 5.00% per annum and principal due at maturity on October 15, 2049, and \$10,040,000 bear interest at 5.00% per annum and principal due at maturity on October 15, 2054.

On November 1, 2019, The Yonkers Economic Development Corporation provided financing through the issuance of \$1,045,000 in Taxable Educational Revenue Bonds (Charter School of Educational Excellence Project) (the "Series 2019B Bonds"), bearing interest at 4.50% per annum and principal due at maturity on October 15, 2024.

On November 1, 2020, The Yonkers Economic Development Corporation provided financing through the issuance of \$11,715,000 Tax-Exempt Educational Revenue Bonds (Charter School of Educational Excellence Project) (the "Series 2020A Bonds"). The Series 2020A Bonds of \$1,065,000 bear interest at 4.00% per annum and principal due at maturity on October 15, 2030, \$3,845,000 bear interest at 5.00% per annum and principal due at maturity on October 15, 2040, and \$6,275,000 bear interest at 5.00% per annum and principal due at maturity on October 15, 2050.

On November 1, 2020, The Yonkers Economic Development Corporation provided financing through the issuance of \$530,000 in Taxable Educational Revenue Bonds (Charter School of Educational Excellence Project) (the "Series 2020B Bonds"), bearing interest at 5.00% per annum and principal due at maturity on October 15, 2027.

The proceeds of the Series 2019 and 2020 bonds are to be used for the following purposes:

- 1) the construction of educational facilities.
- 2) paying certain prior indebtedness (NCB Capital Impact Loans I and II)
- 3) paying certain capital expenditures and capitalized interest during construction.
- 4) paying Series 2019 and 2020 Bond issuance costs.
- 5) fund of a Bond Fund Deposit and Reserve Fund Deposit.

Bonds Payable	\$ 52,603,617
Less: Debt Issuance Costs, Net	2,458,314
Bonds Payable, Less Debt Issuance Costs	50,145,303
Less: Current Portion of Bonds Payable	515,000
	<u>515,000</u>
Bonds Payable, Less Current Portion	<u><u>\$ 49,630,303</u></u>

Charter School of Educational Excellence and Subsidiary  
Notes to the Consolidated Financial Statements  
June 30, 2023

NOTE 9 – BONDS PAYABLE (continued)

The following is a summary of maturing debt service requirements for the fiscal year ending June 30, 2023.

<u>Year Ending</u>	<u>Amount</u>
2024	\$ 515,000
2025	540,000
2026	795,000
2027	835,000
2028	870,000
Thereafter	<u>49,048,617</u>
	<u><u>\$ 52,603,617</u></u>

The Organization is subject to debt and minimum cash on hand covenants which are calculated as follows:

	<u>Minimum Requirement</u>	<u>Actual</u>
Debt Service Coverage Ratio	1.10	1.62

The debt service coverage is calculated as follows:

Increase in Net Assets	\$ (1,664,134)	
Add Back: Interest Expense	2,211,700	
Depreciation and Amortization Expense	<u>2,783,042</u>	
Net Revenues Available for Debt Service	<u>\$ 3,330,608</u>	
Maximum Annual Debt Service	<u>\$ 2,057,330</u>	
Net Revenues Available for Debt Service	\$ 3,330,608	
Maximum Annual Debt Service	<u>\$ 2,057,330</u>	= 1.62

	<u>Minimum Requirement</u>	<u>Actual</u>
Days Cash on Hand Ratio	60	182

The minimum cash on hand coverage is calculated as follows:

Cash on Hand - Unrestricted	\$ 11,004,766	
Total Expenses	24,859,746	
Less: Depreciation and Amortization Expense	<u>(2,783,042)</u>	
Total Expenses less Depreciation and Amortization	<u>\$ 22,076,704</u>	
Days in Period	365	
Factor	60,484	
Cash on Hand - Unrestricted	\$ 11,004,766	
Factor	<u>\$ 60,484</u>	= 182

Charter School of Educational Excellence and Subsidiary  
Notes to the Consolidated Financial Statements  
June 30, 2023

NOTE 10 – DEBT ISSUANCE COST

The Organization incurred costs of \$2,033,802 related to the 2019 Bond offering (See Note 9). The costs are amortized over the term of the related debt (30 Years) using a straight-line method. Accumulated amortization at June 30, 2023 was \$245,914. Interest expense associated with bond costs charged to operations was \$67,793 for 2023.

The Organization incurred costs of \$734,851 related to the 2020 Bond offering (See Note 9). The costs are amortized over the term of the related debt (30 Years) using a straight-line method. Accumulated amortization at June 30, 2023 was \$64,425. Interest expense associated with bond costs charged to operations was \$24,495 for 2023.

NOTE 11 – COMMITMENTS

*Operating Lease*

The School entered into operating lease/service agreements for equipment on October 19, 2021 and March 18, 2022. The lease/service agreements expire on April 30, 2025.

*Occupancy Lease*

The Organization occupancy leases for the original leased premises and the lease amendment for additional space in the elementary school building had an expiration date of June 30, 2024, which expiration date was changed to September 1, 2051, by the ground lease executed to enable the financing of the middle school development. Lease Consolidation and Modification Agreement dated and effective November 12, 2020 was made by and between 260 Warburton Partners, LLC ("Owner") and LaMartine / Warburton LLC ("Tenant"). There were three separate leases. The 1st lease, which was between the Owner and the School, and the 3rd lease, which was between the Owner and Clean City Warburton Corp, were consolidated, amended, and restated and incorporated into the 2nd lease, which is between the Owner and the Organization. The new expiration date is June 30, 2054.

As a result of adopting ASU 2016-02, Leases (Topic 842) on July 2022 using the modified retrospective transition method, the School now recognizes right-of-use ("ROU") assets and lease liabilities for their operating leases. These new leases requirements were applied to those leasing arrangements with terms of more than twelve months since July 1, 2022, the ASC 842 adoption date. Amortization of right-of-use assets amounted to \$682,329 for the year ended June 30, 2023.

Assets and liabilities balances related to the operating lease on the statement of financial position as of June 30, 2023, are as follows:

Classification on the Statement of Financial Position		Assets	Liabilities
Operating Leases			
Operating lease right-of-use		\$ 24,655,792	
Operating lease liability			
	current		\$ 604,824
	long-term		24,401,441
		<u>\$ 24,655,792</u>	<u>\$ 25,006,265</u>

Charter School of Educational Excellence and Subsidiary  
Notes to the Consolidated Financial Statements  
June 30, 2023

NOTE 11 – COMMITMENTS (continued)

Weighted average remaining lease term (years):	
Operating Leases	32.5 years

Weighted average discount rate:	
Operating Leases	2.75%

<u>Year Ending</u>		<u>Operating Leases</u>
2024	\$	604,824
2025		621,905
2026		639,674
2027		657,960
2028		676,774
Thereafter		26,699,149
Total undiscounted cash flows		29,900,286
Less: present value discount		(4,894,021)
Total Lease Liability		\$ 25,006,265

NOTE 12 – CONTINGENCY

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

NOTE 13 – CONCENTRATIONS

Financial instruments that potentially subject the Organization to a concentration of credit risk include cash accounts at major financial institutions which, at times may exceed the Federal Deposit Insurance Corporation insured limit of \$250,000 and Due from Government Agencies. Management believes that there is little risk in any losses and has not experienced any losses in such accounts. Management also believes that credit risk with respect to Due from Government Agencies is limited since the amounts are due from government programs.

The School is dependent on various government agencies for funding, and is responsible for meeting the requirements of such agencies. If the school was to lose students or the related government funding, it could have a substantial effect on its ability to continue operations.



Charter School of Educational Excellence and Subsidiary  
Notes to the Consolidated Financial Statements  
June 30, 2023

NOTE 14 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

At June 30, 2023, the Organization has \$13,136,682 of financial assets to meet needs for general expenditures consisting of cash of \$11,004,766 and due from government agencies of \$2,131,916. None of the financial assets are subject to donor or other contractual restrictions. Accordingly all such funds are available to meet the cash needs of the organization in the next 12 months

In addition, to financial assets available to meet general expenditures over the year, the Organization operates with a balanced budget and anticipates covering its general expenditures by collecting sufficient tuition and other revenues.

NOTE 15 – SUBSEQUENT EVENTS

The Organization evaluates events occurring after the date of the financial statements to consider whether or not the impact of such events needs to be reflected or disclosed in the financial statements. Such evaluation is performed through the date the financial statements are available for issuance, which was October 26, 2023, for these financial statements.

Charter School of Educational Excellence and Subsidiary

Schedule of Expenditures of Federal Awards  
and Accompanying Notes  
For the year ended June 30, 2023

Charter School of Educational Excellence and Subsidiary  
Schedule of Expenditures of Federal Awards  
For the year ended June 30, 2023

<b>FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM TITLE</b>	<b>ASSISTANCE LISTING NUMBER</b>	<b>FEDERAL EXPENDITURES</b>
<b>U.S. DEPARTMENT OF EDUCATION</b>		
TITLE I GRANTS TO LOCAL EDUCATIONAL AGENCIES Pass - Through from the New York State Education Department	84.010	\$ 331,857
ENGLISH LANGUAGE ACQUISITION STATE GRANTS Pass - Through from the New York State Education Department	84.365	14,933
IMPROVING TEACHER QUALITY STATE GRANTS Pass - Through from the New York State Education Department	84.367	56,050
STUDENT SUPPORT AND ACADEMIC ENRICHMENT GRANTS Pass - Through from the New York State Education Department	84.424	17,676
ELEMENTARY & SECONDARY SCHOOL EMERGENCY RELIEF FUND Pass - Through from the New York State Education Department	84.425D	76,762
RESCUE PLAN ELEMENTARY & SECONDARY SCHOOL EMERGENCY RELIEF FUND Pass - Through from the New York State Education Department	84.425U	644,450
<b>TOTAL U.S. DEPARTMENT OF EDUCATION</b>		<b>1,141,728</b>
<b>U.S. DEPARTMENT OF AGRICULTURE (USDA)</b>		
SCHOOL BREAKFAST PROGRAM Pass - Through from the New York State Education Department	10.553	225,653
NATIONAL SCHOOL LUNCH PROGRAM Pass - Through from the New York State Education Department	10.555	659,952
SUMMER FOOD SERVICE PROGRAM FOR CHILDREN Pass - Through from the New York State Education Department	10.559	1,243
<b>TOTAL U.S. DEPARTMENT OF AGRICULTURE (USDA)</b>		<b>885,605</b>
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>		<b>\$ 2,028,576</b>

Charter School of Educational Excellence and Subsidiary  
Notes to Schedule of Expenditures of Federal Awards  
For the year ended June 30, 2023

NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Charter School of Educational Excellence, under programs of the federal government for the year ended June 30, 2023. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulation Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of Charter School of Educational Excellence, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the entity.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

Note 3 – INDIRECT COST RATE

Charter School of Educational Excellence has elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.



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

To the Board of Trustees of  
Charter School of Educational Excellence and Subsidiary  
Yonkers, New York

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Charter School of Educational Excellence and Subsidiary which comprise the consolidated statement of financial position as of June 30, 2023 and the related consolidated statements of activities, and cash flows for the year then ended, and the related consolidated notes to the financial statements, and have issued our report thereon dated October 26, 2023.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Charter School of Educational Excellence and Subsidiary's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Charter School of Educational Excellence and Subsidiary's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

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

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

**Report on Compliance and Other Matters**

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

**Purpose of this Report**

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

A black rectangular redaction box covering a signature.

New City, New York

October 26, 2023



**Independent Auditors' Report on Compliance For Each Major  
Program and on Internal Control Over  
Compliance Required by Uniform Guidance**

To the Board of Trustees of  
Charter School of Educational Excellence and Subsidiary  
Yonkers, New York

**Report on Compliance for Each Major Federal Program**

**Opinion on Each Major Federal Program**

We have audited Charter School of Educational Excellence and Subsidiary's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Charter School of Educational Excellence and Subsidiary's major federal programs for the year ended June 30, 2023. Charter School of Educational Excellence and Subsidiary's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Charter School of Educational Excellence and Subsidiary complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

**Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Charter School of Educational Excellence and Subsidiary and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Charter School of Educational Excellence and Subsidiary's compliance with the compliance requirements referred to above.

**Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Charter School of Educational Excellence and Subsidiary's federal programs.

**Auditor's Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Charter School of Educational Excellence and Subsidiary's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Charter School of Educational Excellence and Subsidiary's compliance with the requirements of each major federal program as a whole.

### **Auditor's Responsibilities for the Audit of Compliance (continued)**

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- \* Exercise professional judgment and maintain professional skepticism throughout the audit.
- \* Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Charter School of Educational Excellence and Subsidiary's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- \* Obtain an understanding of Charter School of Educational Excellence and Subsidiary's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Charter School of Educational Excellence and Subsidiary's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.


### **Report on Internal Control over Compliance**

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



New City, New York  
October 26, 2023



Charter School of Educational Excellence and Subsidiary  
Schedule of Findings and Questioned Costs  
For the year ended June 30, 2023

**Section I - Summary of Auditor's Results**

**Financial Statements**

Type of auditor's report issued:	Unmodified		
Internal control over financial reporting:			
Material weakness(es) identified?	<u>        </u> Yes	<u>    X    </u> No	
Significant deficiency(ies) identified?	<u>        </u> Yes	<u>    X    </u> None reported	
Noncompliance material to financial statements noted?	<u>        </u> Yes	<u>    X    </u> No	

**Federal Awards**

Internal control over major programs:			
Material weakness(es) identified?	<u>        </u> Yes	<u>    X    </u> No	
Significant deficiency(ies) identified?	<u>        </u> Yes	<u>    X    </u> None reported	

Type of auditor's report issued on compliance for major programs:	Unmodified		
--	------------	--	--

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	<u>        </u> Yes	<u>    X    </u> No	
---	---------------------	---------------------	--

Identification of major programs:

CFDA Number   Name of Federal Program or Cluster:

84.425D	Elementary & Secondary School Emergency Relief Fund
84.425U	Rescue Plan Elementary & Secondary School Emergency Relief Fund
84.010	Title I Grants to Local Educational Agencies

Dollar threshold used to distinguish between type A and type B programs:	\$	750,000
---	----	---------

Auditee qualified as low-risk auditee?	No
--	----

**Section II - Financial Statement Findings**

The audit revealed no findings nor questioned costs.

**Section III - Federal Award Findings and Questioned Costs**

The audit revealed no findings nor questioned costs.

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

EDUARDO LAGUERRE

**Name of Charter School Education Corporation:**

CHARTER SCHOOL OF EDUCATIONAL EXCELLENCE

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

CHAIRMAN

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

---

**Business Address:**

---

**E-mail Address:**

[REDACTED]

---

**Home Telephone:**

[REDACTED]

---

**Home Address:**

[REDACTED]

NEW YORK 10701

[REDACTED]

JAN 18<sup>th</sup>, 2023

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Sobeida Cruz

**Name of Charter School Education Corporation:**

Charter School of Educational Excellence

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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



6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

[Redacted]

**Business Address:**

[Redacted]

**E-mail Address:**

[Redacted]

**Home Telephone:**

[Redacted]

**Home Address:**

\_\_\_\_\_

[Redacted]

Jan 16, 2023

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Nadine Burns-Lyons

**Name of Charter School Education Corporation:**

The Charter School of Educational Excellence

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

**Signature**

**Date**

1/18/2023

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*



**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:** JAMES F STENERSON

---

**Name of Charter School Education Corporation:**

CHARTER SCHOOL OF EDUCATION EXCELLENCE

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

CHAIR ACADEMIC COMMT

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

\_\_\_\_\_

**Business Address:**

\_\_\_\_\_

**E-mail Address:**

\_\_\_\_\_

**Home Telephone:**

\_\_\_\_\_

**Home Address:**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

1/17/2023

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Dr. Fred Hernandez

**Name of Charter School Education Corporation:**

CSEE

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>



7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ 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

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

\_\_\_\_\_

**Home Address:**

[REDACTED]

[REDACTED]

[REDACTED]

**Signature**

**Date**

11/11/23

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

Trustee Name:

DR. JAMES KILLORAN

Name of Charter School Education Corporation:

CHARTER School of EDUCATIONAL Excellence

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Treasurer, BOARD,

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

Disclosure of Financial Interest by a Current  
or Former Trustee

Trustee Name:

Erika Fermin

Name of Charter School Education Corporation:

Charter School of Educational Excellence

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☒ Yes ☐ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

Yes, I am the parent of two students currently attending the school. Parent perspective is extremely beneficial in the education of our children.



4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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



*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:**         **WILSON SOTO**

---

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

**CHARTER SCHOOL FOR EDUCATIONAL EXCELLENCE**

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

**TRUSTEE**

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

**NO**

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

**NO**

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

**NO**

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

**NO**

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

**NO**

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

Date(s)	Nature of financial interest /transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE			

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE				

A black rectangular box redacting a signature. A blue ink scribble is visible to the right of the box.

Signature

Dated: January 9, 2023

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

**Business Telephone:** (914) 378-9000

**Business Address:** 531 Central Park Ave, Suite 301,  
Scarsdale, NY 10583

**E-mail Address:** ws@wilsonsoto.com

**Home Telephone:** none

**Home Address:** 8 Huron Road, Yonkers, New York 10710

*last revised 06/8/2020*

**Board of Trustees Meeting  
July 20, 2022**

**In Person Attendance:** Eduardo LaGuerre, Sobeida Cruz, Dr. James Stenerson

**Zoom Attendance:** E. Fermin, N. Burns-Lyons

**Absent:** Dr. J. Killoran, Mr. Soto, Mr. Fernandez

**Present Non- Board Member:** C. Lopez, J. Jacaruso, C. Goldberg

**Call to order:** 5:32pm

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

- Welcomed everyone to this evenings Board of Trustees Meeting; confirmed quorum with trustees in person and on zoom.

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

**ACTIONS ITEMS**

**Resolution 1 2022-2023: Adoption of the June 18, 2022 Board of Trustee meeting minutes.**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the June 18, 2022 Board of Trustees meeting.

**Motioned by:** Dr. J Stenerson

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

**Discussion:** None

**Votes for and against:** Unanimously passed

**PASSED AND ADOPTED** July 20, 2022

**Attest:**

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 2 2022-2023: Authorization to submit to the New York State Education Department a material revision request to expand the total number of students in 8<sup>th</sup> grade to 108 students, and to increase the total enrollment for grades K-12 from 1,129 students to 1,180 students. At full capacity, the CSEE enrollment will be 1,180, serving students from Kindergarten through Grade 12.**

**RESOLVED:** The Board of Trustees moves to submit to the New York State Education Department a material revision request to expand the total number of students in 8th grade to 108 students, and to increase the total enrollment for grades K-12 from 1,129 students to 1,180 students. At full capacity, the CSEE enrollment will be 1,180, serving students from Kindergarten through Grade 12. This request is based on the high demand, from



parents and community leaders, for CSEE to provide for additional educational seats. For the 2023 school year, the school received 750 applications for a projected 122 open seats.

**Motioned by:** S. Cruz

**Seconded by:** Dr. J. Stenerson

**Discussion:** CSEE will still maintain the 50/50 requirements that have been imposed on the school

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED July 20, 2022

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

### **Resolution 3 2022-2023:**

**WHEREAS**, the Charter School of Educational Excellence (“CSEE” or the “School”) is committed to providing high quality educational options to families living in Yonkers, where the School is located; and

Whereas, CSEE has for several years been required by its authorizer, the New York State Board of Regents (the “Regents”), through the New York State Education Department (“NYSED”) to severely limit the number of students from Yonkers that it serves, due to enrollment limits imposed by the Regents as a condition for allowing the School to expand to grades 9-12; and

Whereas, the condition imposed by NYSED requires CSEE to fill 50 percent of its open seats each year with students who reside outside of Yonkers (“the 50/50 rule”), despite explicit provisions in the New York State Charter Schools Act (the “NY Charter Law”) that provide students who reside in the district with a mandatory preference for admission to the School; and

Whereas, the School has for several years tried numerous paths to removing the 50/50 rule, including attempts to engage collaboratively with the district and with NYSED to find a workable solution, filing an intercept with NYSED to recover funds improperly retained by the district for students, and engaging with parents who seek to enroll their children at CSEE but cannot because of the 50/50 rule; and

Whereas, because of the 50/50 rule the School has had to provide extraordinarily expensive transportation services, at CSEE’s expense, to students who reside outside of Yonkers, in order to fill the seats that could have been filled with local students; and

Whereas, the future of the School and the achievement of its mission are in jeopardy because of the 50/50 rule and the School’s board of trustees (the “Board”) must take action in order to rectify this illegal and improper practice; it is therefore

**RESOLVED**, that the Board will engage Barton Gilman LLP, attorneys with considerable expertise in this area, to explore viable legal action to assert CSEE’s rights in this matter and to potentially pursue a lawsuit to challenge the 50/50 rule; it is further

**RESOLVED**, that such efforts will benefit current and future students served by the School because these actions will be taken to counter serious threats to the financial well-being and continued success of the School. The CSEE Board will allocate up to \$100,000 for the legal expenses associated with the lawsuit.

**Motioned by:** Dr. J. Stenerson

**Seconded by:** S. Cruz

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED July 20, 2022

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 4 2022-2023: Authorization to submit to the New York State Education Department a material revision request to modify the K-12 school hours.**

**RESOLVED:** The Board of Trustees moves to submit to the New York State Education Department a material revision request to modify the K-12 school day hours. The kindergarten through the eighth grade school hours will be modified from 8:00 am – 4:00 pm to 8:00 am -3:00 pm. The High School program hours will be modified from 7:30 am – 3:30 pm to 7:30 am – 2:30 pm. Adjusting the school hours will improve the quality of life for children being transported from out of district via school buses, and ensure that the children are returning home at a reasonable hour. The adjusted hours would also resemble the local school district operating hours.

**Motioned by:** Dr. J. Stenerson

**Seconded by:** S. Cruz

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED July 20, 2022

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Tabled from June 18, 2022 Board Meeting**

**Resolution 5 2022-2023: Adoption of the Charter School of Educational Excellence Amended Student Attendance Policy.**

**RESOLVED:** The Board of Trustees moves to adopt the Charter School of Educational Excellence Amended Student Attendance policy.

**Motioned by:** S. Cruz

**Seconded by:** Dr. J. Stenerson

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED July 20, 2022

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 6 2022-2023: Adoption of the Charter School of Educational Excellence Student Code of Conduct.**

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

**Motioned by:** Dr. J. Stenerson

**Seconded by:** S. Cruz

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED July 20, 2022

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Informational Items**

**Facilities Report-E. LaGuerre**

- Mr. LaGuerre thanks Mrs. Carmen Goldberg for all her efforts with getting permits. Many months delayed, final permits have been obtained to start construction. Project will not be completed until the end of September. Front entrance will be closed off during construction, students will enter and exit via ramp.
- Need to address the plumbing issues in the K-4 building regarding flooding every time it rains

**Finance Committee Report- S. Cruz**

- All credit card statements and vendor checks have been reviewed for the last month.
- Close communication with Mr. Augello in regards to the budget.
- Foundation is still generating money for the school

**Academic Report – Dr. J. Stenerson**

- Created list for instructional technology (old and new) equipment.
- Discussed professional development blocks for August.
- Mr. LaGuerre adds that the school is in the process of finalizing the equipment for lights, and sound for the performing arts center.

**Auto Tech Lab**

- Project is on schedule at this time

**Personal Committee- N. Burns-Lyons**

- Will be sending the climate survey results to the staff

- Training on new HR platform

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

- August meeting will present a year end financials reports
- Will be working on the September invoice to bill districts.
- Putting together templates for the budget renewal

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

- Successful close out to the 2021-2022 school year
- Finishing the 4<sup>th</sup> week of Summer Academy- 150 students from PreK-7<sup>th</sup> grade and some 8<sup>th</sup> graders participating in the high school credit recovery program.
- Participated in many interviews K-12
- Creating master schedule.

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

- Enrollment- 122 seats filled; 750 applications received
- Registration process ran much smoother this year, obtained all proper documentation
- Revised and updated the entire K-12 schedule
- Review of curriculum and teacher evaluations
- Youth Theater provided summer camp for CSEE students

#### **Human Resource Report- M. Bautista**

- Currently conducting many interviews; please see the current open positions in report submitted
- Getting the new HR platform set up for a smooth transition for the staff.

#### **PTO Report-No report at this time**

- Developing 2022-2023 PTO agenda

**New Business-** Statewide Charter School Conference- is coming up in October-would like to see trustees and administration to participate in this event.

**Motion to Adjourn- 6:34pm**

**Board of Trustees Meeting  
August 10, 2022**

**In Person Attendance:** Eduardo LaGuerre, Sobeida Cruz, Mr. Soto, E. Fermin, N. Burns-Lyons

**Zoom Attendance:** Dr. Fred Hernandez

**Absent:** Dr. J. Killoran, Dr. James Stenerson,

**Call to order:** 5:50pm

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

- Welcomed everyone to this evenings Board of Trustees Meeting; confirmed quorum with trustees in person and on zoom.
- CSEE was forced to make drastic cuts this year due to transportation costs. The appeal to the Department of Education has fallen on deaf ears. Positions have been cut in order to pay for out of district transportation.

**Community Forum**

- Grandparent of high school student asked if masks would be mandatory for this school year. Superintendent responds that school is waiting on the DOH for guidance. Submitted application for air units for each classroom and smaller locations. Upgraded current HVAC system. Parents, students, staff will have the option of wearing masks in the building and masks will be available for the students. All Department of Health guidelines will be followed in regards to quarantine of students. Will construction at the high school site be completed before school starts? There have been delays in getting permits; if it is not completed there is a contingency plan in place.
- 2<sup>nd</sup> grade parent- When will the playground be completed? Mr. LaGuerre is happy to announce the playground is ready for the students
- PTO starting an elementary sport program to begin October 1<sup>st</sup>.

**ACTIONS ITEMS**

**Resolution 7 2022-2023: Adoption of July 20, 2022 Board of Trustee meeting minutes.**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the July 20, 2022 Board of Trustees meeting.

**Motioned by:** E. Fermin

**Seconded by:** S. Cruz

**Discussion:** None

**Votes for and against:** Unanimously passed

**PASSED AND ADOPTED**

**Attest:**

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 8 2022-2023: 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. The School Wide Safety Plan is posted on the CSEE website and has undergone a public comment period per the state guidelines and procedures.

**Motioned by:** S. Cruz

**Seconded by:** Dr. Hernandez

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 9 2022-2023: 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 2022-2023 fiscal year at the price of \$1.65 for each breakfast, \$2.95 for each lunch, and \$0.93 for each snack.

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

**Seconded by:** W. Soto

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 10 2022-2023: Authorization to contract with Tur-Bus Transportation Corp. to provide transportation services to CSEE students in grades K-12.**

**RESOLVED:** The Board of Trustees authorizes a contract with Tur-Bus Transportation Corp. to provide:

- Transportation for Bronx students at a cost of \$559.00 per day per bus. The school will need 4 Bronx buses. Total cost per year at \$406,952 (this covers transportation and monitor services for 182 days)
- Transportation for Mt. Vernon students at a cost of \$524.00 per day per bus. The school will need 4 Mt. Vernon buses. Total cost per year at \$381,472 (this covers transportation and monitor services for 182 days)
- Projected annual cost of \$800,000.00

**Motioned by:** W. Soto

**Seconded by:** E. Fermin

**Discussion:** This cost of transportation has placed a hardship on CSEE's budget and everything the school does this year due to the imposition of 50/50 enrollment; the board is optimistic that this issue will be resolved; if it does not get resolved the school will need to engage in extensive fundraising to cover this cost. Thankful to Tur Bus as this is the lowest cost of the all the companies. All the buses are full, 300 out of district students. This \$800,00 is going to have an impact on salaries, and positions. At some point the school might have to ask for parents to assist with the cost of the busing.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 11 2022-2023: Authorization to contract with Gary Bergman Consulting, Inc. for student information, master schedule, student lottery data management, and technical assistance services related to state requirements and assessments.**

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to contract with Gary Bergman Consulting, Inc. for student information, master schedule, student lottery data management, and technical assistance services related to state requirements and assessments for the 2023 fiscal year at an hourly rate of \$140.00 for no more than 200 hours of service for the school year. For a total of \$28,000.00.

**Motioned by:** S. Cruz

**Seconded by:** E. Fermin

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

**Resolution 12 2022-2023: Authorization to contract with Richard Trauner for special education academic support services.**

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to contract with Richard Trauner for special education academic support services for the 2023 fiscal year at the rate of \$700 per day for up to 40 days for the 2023 fiscal year. For a total of \$28,000.00.

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

**Seconded by:** W. Soto

**Discussion:** The goal is to try and expand the Special Education Program; Mr. Trauner provides professional development for the staff, supports the principals, and conducts observations.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

**Resolution 13 2022-2023: Authorization to contract with Dr. Meghan Marrero for science academic support services.**

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to contract with Dr. Meghan Marrero for academic support services for science during the 2023 fiscal year at the hourly rate of \$120.00 per hour not to exceed 350 hours of service for the school year. For a total of \$42,000.00.

**Motioned by:** S. Cruz

**Seconded by:** E. Fermin

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

### **Informational Items**

**Executive Session-** TABLED- requesting all trustees be present for next meeting for elections

**Finance Committee Report-** S. Cruz

- Credit Card statements reviewed
- Foundation is generating money; website needs to be updated to accept donations

**Academic Report –** TABLED

**Facilities Report-**E. LaGuerre

- Projected that walkway will be complete within 1 week; exterior will be completed in 2 weeks;
- Fencing to be completed
- Adding additional basketball hoops in the gym
- Auto Technology lab- electrical work is being completed and HVAC system will begin to be put in place
- Working on redirecting water or blocking water from backing up when it rains because it is causing extensive damage to the inside of the building; want to try and resolve this issue.

**Personal Committee-** N. Burns-Lyons

- Thanks Nadine for all the work regarding selecting a new HR vendor and assisting Mrs. Bautista.

**BoostED Finance Report-**P. Augello

- Challenges for 2023- transportation costs
- Next meeting with have a draft of the fiscal year.
- Mr. LaGuerre thanks P. Augello as he was an instrumental role in the meeting with Senator Andrea Stewart-Cousins

**High School Principal Report-** Submitted by D. Palmer

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

- Weekly Superintendent meetings- Topics discussed, including but not limited to: master schedule, teacher schedule, staffing for the 2022-2023 school year, new ELA curriculum for the 2022-2023 school year, school materials for the 2022-2023 school year, professional development for pre-service in August for the 2022-2023 school year, new gen standards, organization of classes for the 2022-2023 school year.
- Working on middle school schedules for teachers, educational assistants and AIS teachers; grades will have five common planning periods per week
- Finalizing the assessment calendar for the 2022-2023 school year

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

- The playground is complete!
- Annual kindergarten Ice Cream Social will be held on September 1 at 1:30 PM, students will be able to practice getting on and off the school bus, as well as drop off of supplies.

**Superintendent Report-** C. Lopez

- Total applications received as of 7/18/22: 760- recruiting at local fairs, National Night Out, and other events. Mr. LaGuerre thanks Mrs. Goldberg and Mr. Pintado for all their recruitment efforts.
- Andrus- still providing services to students in the school; trauma awareness- professional development for the staff
- Finalizing pre service calendar based on faculty survey results and school needs



- Charter Renewal Application – in process. Application due to NYSED portal August 16, 2022
- Gathering, updating, further developing documents and school procedures
- NYSED CSO office looking to visit CSEE early October – visit to a high performing school
- NYSED CSO Charter Renewal visit early November

**Human Resource Report- M. Bautista**

- School actively recruiting and interviewing for open positions
- Holding a meeting with all staff on the new HR platform Extensis.

**PTO Report-E. Fermin**

- Will be meeting with Mrs. Goldberg & Principals to develop calendar of events and fundraisers
- Working with Dr. Hernandez- Restorative practices for parents
- Elementary Sports- intermural games

**Motion to Adjourn- 7:25pm**

**Board of Trustees Meeting  
September 14, 2022**

**In Person Attendance:** Eduardo LaGuerre, Sobeida Cruz, Mr. Soto, E. Fermin, N. Burns-Lyons

**Zoom Attendance:** Dr. Fred Hernandez

**Absent:** Dr. J. Killoran, Dr. James Stenerson,

**Call to order:** 5:45pm

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

- Welcomed everyone to this evenings Board of Trustees Meeting; confirmed quorum with trustees in person and on zoom.

**Community Forum**

- High School parent- would like to address several items.
  - High School Orientation- parent felt the school is doing a disservice to the students by having BBQ, parent provided suggestions for next orientation including school tour, giving students IDs, textbooks, and laptops. Principal Palmer did explain to parent that during this time students and staff were not allowed in the building due to the ongoing construction.
  - Transition time between classes and going to locker. Principal Palmer explained that the school discourages the students from going to their locker between each period and students should have necessary items with them in the mornings and again after lunch.
  - Receiving student Chromebooks
  - Food Service- disappointed in the lack of variety; long wait for student to get lunch
  - Schools Website- not organized, information all over the place
  - Communication with staff- still waiting to hear back from staff members

**ACTIONS ITEMS**

**Resolution 14 2022-2023: Election of Officers to serve as Officers on the Board of Trustees of the Charter School of Educational Excellence as per the ByLaws.**

**RESOLVED:** In accordance with Article 3 of the ByLaws of the CSEE, The Board of Trustees, of CSEE, shall elect by majority vote, from among its trustees, to serve as officers of the board in the capacity of Chairman, Secretary and Treasurer.

Nominated to serve as Chairman of the Board, Eduardo LaGuerre

Nominated to serve as Secretary, Nadine Burns-Lyons

Nominated to serve as Treasurer, Sobeida Cruz

**Motioned by:** W. Soto

**Seconded by:** E. Fermin

**Discussion:**

**Votes for and against:** Unanimously passed

**PASSED AND ADOPTED**

**Attest:**

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

Nadine Burns-Lyons Secretary, Charter School of Educational Excellence

**Resolution 15 2022-2023: Adoption of August 10, 2022 Board of Trustee meeting minutes.**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the August 10, 2022 Board of Trustees meeting.

**Motioned by:** S. Cruz

**Seconded by:** W. Soto

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons Secretary, Charter School of Educational Excellence

**Resolution 16 2022-2023: Authorization for the limited use of videoconferencing under extraordinary circumstances.**

**WHEREAS**, by passing Chapter 56 of the Laws of 2022 ("Chapter 56"), the New York State Legislature amended Section 103 of the Open Meetings Law; and

**WHEREAS**, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the Charter School of Educational Excellence to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

**WHEREAS**, Section 103-a(2)(a) requires the Charter School of Educational Excellence to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

**WHEREAS**, Section 103-a(2) allows for hybrid meetings by requiring "that a minimum number of members are present to fulfill the public body's quorum requirement in the same physical location or locations where the public can attend"; and

**WHEREAS**, Section 103-a(2)(c) requires that members be physically present at any such meeting "unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances, including disability, illness, caregiving responsibilities, bereavement, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting"; and

**WHEREAS**, in accordance with Section 103-a(2)(d), any members attending by videoconference must, excerpt during executive session, be "heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon"; and

**WHEREAS**, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the Charter School of Educational Excellence webpage within five business days, and transcribed upon request; and

**WHEREAS**, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

**BE IT RESOLVED**, that the Charter School of Educational Excellence authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations

open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

**RESOLVED**, that the Charter School of Educational Excellence shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

**Motioned by:** E. Fermin

**Seconded by:** Dr. F. Hernandez

**Discussion:** CSEE will be adhering to this motion sent by the state education department

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons Secretary, Charter School of Educational Excellence

**Resolution 17 2022-2023: Authorization to enter into a contract with Yonkers Voice to provide CSEE Social Media Management and Video Footage Coverage from June 2022 to June 2023 at the cost of \$15,000.00.**

**RESOLVED:** The Board of Trustees moves to authorize CSEE to enter into a contract with Yonkers Voice, to provide CSEE Social Media Management and Video Footage Coverage from August 2022 to July 2023 at the cost of \$15,000.00.

**Motioned by:** S. Cruz

**Seconded by:** W. Soto

**Discussion:** Yonkers voice captures videos and posts on social media certain events, CSEE holds, also helps with recruitment efforts

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons Secretary, Charter School of Educational Excellence

**Resolution 18 2022-2023: Authorization to contract with Saint Joseph's Medical Center for occupational and physical therapy services for students with an IEP.**

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to contract with Saint Joseph's Medical Center for occupational and physical therapy services required by students with an Individualized Educational Plan (IEP), as per New York State Education Department requirements. For the 2023 fiscal year at the rate of \$64.90 per 30 minutes per child for individual sessions; rate of \$51.50 per 30 minutes per child for group sessions; and \$309 per formal evaluation as requested by CSEE.

**Motioned by:** W. Soto

**Seconded by:** S. Cruz

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons Secretary, Charter School of Educational Excellence

**Resolution 19 2022-2023: Authorization to contract with Isa Marrs Speech Language Pathology, PC for Special education services for students with an IEP.**

**RESOLVED:** The Board of Trustees authorizes a contract with Isa Marrs Speech Language Pathology, PC to provide Speech Language Pathology services required by students with an Individualized Educational Plan (IEP), as per New York State Education Department requirements. CSEE will pay the contractor at a rate of \$160.00 per hour, paid in monthly installments upon receipt of invoice.

**Motioned by:** W. Soto

**Seconded by:** S. Cruz

**Discussions:** None

**Votes for and against:** Unanimously passed

**PASSED AND ADOPTED**

**Attest:**

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

Nadine Burns-Lyons Secretary, Charter School of Educational Excellence

**Executive Session- 6:05-6:34**

**Informational Items**

**Finance Committee Report- S. Cruz**

- Requesting that 1 week before each board of trustee meeting all materials must be sent out.
- All credit card statements have been reviewed as well as vendor checks
- Spiral account doing well \$433,000.00
- Received an endowment of \$30,000 from a trustee on the foundation board
- 9/24/22-Next foundation meeting- Principals please submit wish list of items needed for each school for the students to Ms. Cruz. PTO will also be asking for funds to help with the Saturday intramural sports program for elementary students

**Academic Report – TABLED**

**Facilities Report-E. LaGuerre**

- Exciting expansion of High School including stage which is anticipated to be completed the 1<sup>st</sup> week of October, and storage facility to store the seats for performances and athletic equipment.
- Additional basketball hoops being installed & wall pad installation
- Walkway and new entrance completed
- Auto Tech Lab- waiting on inspector to approve electrical and plumbing

**Personal Committee- TABLED**

**BoostED Finance Report-P. Augello**

- Yearend financials are complete; on target with amended budget
- Yearly audit has begun with Vargas & Rivera
- Base Per Pupil revenue is slightly above budget at this point. The actual revenue recorded through the end of August is based upon the September 1<sup>st</sup> billable enrollment of 1,124 students.
- E-rate revenue will help out the school, which will help as expenses start to go up this school year.

**High School Principal Report-**

- There were a total of 54 students enrolled in the summer credit recovery academy. 98% of students enrolled earned the intended credit.
- New student and family orientation- conducted virtually- 50 families attended; families had the opportunity to ask questions and gain a better understanding of CSEE high school.
- New students participated in meet and greet bbq where students had the opportunity to meet teachers and classmates.

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

- First day of school was a great success. Students are returning back to their special classrooms this year for their weekly lessons.
- Students will be taking their benchmarks and first i-Ready diagnostic- these assessments will be able to identify student's grade levels strengths and weaknesses.
- Students will be singing beginner choral selections in 2 parts and determining the vocal range of each student in order to place them in their proper sections
- Principal will be conducting an assembly with all students on how to be a successful CSEE student.
- Trustee enjoys sharing the Middle School newsletter to donors and people interested in CSEE

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

- Trustee spoke about the workshop elementary teachers had on childhood trauma- how to identify trauma, and how to be sensitive to children in the classroom that might be experiencing trauma.

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

- August Pre-Service- professional development based on staff survey and what staff wanted to see; school leadership and staff provided workshops and training sessions.
- First year as a K-12 program- 1129 students
- Total applications received as of 9/13/22: 815
- Next piece of charter renewal application due October 3<sup>rd</sup>-Benchmark 1- assessment data
- Hosting welcome back zoom meeting for parents and will be discussing the charter renewal with them; will be explaining to parents about the upcoming hearing as CSEE will need support from parents with this.

#### **Human Resource Report- TABLED**

#### **PTO Report-E. Fermin**

- Met with administration to put together upcoming plans for the 22-23 school year; all meeting dates have been confirmed and sent out to parents.
- PTO has sent parent REMIND App information for parents to sign up and receive information
- Looking to host the following fundraisers
  - Chocolate sale
  - Popcorn Sale
  - Cookie dough Sale
  - \$1 uniform store- parents donate gently used uniforms and parents can shop for \$1 during parent teacher conferences
  - Penny War Fundraiser
  - Rose Sale (high school)
- Restorative Practices for parents with Dr. Hernandez- 10/18

#### **Motion to Adjourn- 7:13pm**

**Board of Trustees Meeting  
October 13, 2022**

**In Person Attendance:** Eduardo LaGuerre, Sobeida Cruz, Mr. Soto, Dr. Stenerson

**Zoom Attendance:** Dr. Fred Hernandez, N. Burns-Lyons

**Absent:** Dr. J. Killoran, E. Fermin

**Call to order:** 5:48pm

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

- Welcomed everyone to this evenings Board of Trustees Meeting; confirmed quorum with trustees in person and on zoom.
- PTO President Ms. Fermin had a family emergency and is absent for this meeting.

**Community Forum**

- Middle School Parent- Asks question regarding Camera Policy, who reviews the camera footage when there is an incident in the school? Why are parents allowed to see the footage of their kids? Superintendent Lopez responds that I.T. and the Principal view the footage and provide a report to the dean to investigate the incident or accident. Requested that the parent make an appointment with the Superintendent and Principal to review the footage of the specific incident.

**Executive Session- 6:00-6:15**

**ACTIONS ITEMS**

**Resolution 20 2022-2023: Adoption of September 14, 2022 Board of Trustee meeting minutes.**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the September 14, 2022 Board of Trustees meeting.

**Motioned by:** Dr. Stenerson

**Seconded by:** W. Soto

**Discussion:** None

**Votes for and against:** Unanimously passed

**PASSED AND ADOPTED**

**Attest:**

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

Nadine Burns-Lyons Secretary, Charter School of Educational Excellence

**Resolution 21 2022-2023: Authorization to engage Vargas and Rivera, LLP to independently audit the financial statements of the Charter School of Educational Excellence.**

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to engage Vargas and Rivera, LLP, Certified Public Accountants and Consultants to conduct an independent audit of the financial statements and position of CSEE as of June 30, 2022 at a cost not to exceed \$24,000, and provided further that Vargas & Rivera shall make a presentation to the Board of Trustees and allow the Board of Trustees to ask questions regarding their findings.

**Motioned by:** S. Cruz

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

**Discussions:** Requested that a presentation is done for the board of trustees by Vargas & Rivera LLP

**Votes for and against:** Unanimously passed

**Resolution 22 2022-2023: Authorization to purchase NWEA® MAP Computer Adaptive Interim Assessment licenses for grades 9 through 12.**

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to purchase the NWEA® MAP Computer Adaptive Interim Assessment licenses for grades 9 through 12. Proposal includes: standard online and interactive reports; downloadable data file reports; implementation services; technical support services; and access to NWEA Professional Learning Online for teachers. MAP computer adaptive interim assessments provide precise, actionable insights of where students are in their learning and the data to determine which supports they need to help them grow academically, whether they're working on, above, or below grade level. Proposal Cost \$9,400.00.

**Motioned by:** Dr. Stenerson

**Seconded by:** Dr. Hernandez

**Discussions:** During the academic committee meeting it was discussed that the high school does not have a diagnostic tool to measure student progress like the elementary and middle school has (I-Ready). This program will help guide instruction in reading and math

**Votes for and against:** Unanimously passed

**Informational Items**

**Executive Committee Report-** TABLED

**Finance Committee Report-** S. Cruz

- Foundation held a meeting- the foundation transferred \$140,000.00 towards programs for the 3 schools
- Beginning stages of planning for the 2023 Gala
- Discussion to host Handbag BINGO
- Foundation donating money for 1 season of the Elementary Sports Program

**Academic Report-** Dr. Stenerson

- Reviewed the successful opening of the school year; discussed pre-service and the feedback that was received from teachers
- Discussion of student data- iready, unit exams
- Developing ways to survey the teachers- how to better streamline the surveys- teacher and parent surveys and feedback are extremely important and enhance the school.

**Facilities Report-**E. LaGuerre

- HS gymnasium is completed- students are taking phys. Ed in the gym.
- Auto Lab- 2 more weeks until completion
- Stage- exterior panels are being installed

**Personal Committee-** N. Burns-Lyons

- Looking to schedule a meeting with HR and administration
- Recommended to begin putting together a meaningful survey for the staff

**BoostED Finance Report-**P. Augello

- Base Per Pupil revenue is slightly above budget at this point. The actual revenue recorded through the end of September is based upon the October 1<sup>st</sup> billable enrollment of 1,119 students.



- Employee salaries, in total are lower due to open positions and lower usage.
- Annual audit has begun.

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

- **Presidential Partnership with Monroe College-** The Jumpstart Program allows students to take up to 6 college credits on the Monroe college campus or virtual beginning their junior year. The jumpstart program is free for students
- **College & Career Fair -** A special thanks to our 11th and 12<sup>th</sup> grade school counselor, Ms. Parker, for a job well done!
- **Students-** Teachers are beginning to identify students who might struggle with the content. In class interventions will be provided by teachers and students will be considered for the PPC process.
- Requested that CSEE begins bringing in alumni to speak with students for the purpose of motivating them for college and help give ideas on the college essay topics.
- Begin developing budget for first high school graduation

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

- Spanish Heritage Month celebrations- students and staff have been celebrating the history, cultures, and language of many Hispanics and Latinx people. We had our first Spanish Heritage Parade- which was a great success!
- Weekly attendance meeting with the team to discuss concerns of students with absences and tardies; meeting weekly with the team to discuss individual student's attendance, reason for absences; school dean contacts home for any student not present that day; weekly percentage of middle school attendance by grade.
- Met with all teachers and educational assistants to discuss their S.M.A.R.T goals for the 2022-2023 school year; discussed strengths and struggles in/out of the classroom; goals for the three years. Discussed our middle school program goals and ways I can better support teachers/staff in accomplishing their goals
- Recommended that Middle School students begin presentations on bullying and the use of drugs 2-3 times this school year

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

- Met with Andrus service providers to discuss existing clients and new clients who are being referred for services.
- Ongoing collaboration with Mr. Trauner to identify students in need of support and devise a plan for next steps.
- Ongoing weekly meetings are being held with the K-4 team to lesson plan collaboratively. These meetings are to ensure all important parts of the lesson are being planned and discussed as a team.
- The K-4 program is proud to announce the kick off of our new program called the OWL Committee. OWL stands for Outstanding, Wise, Leaders. This group of outstanding leaders will be responsible for planning and participating in assemblies, communicating school events and service projects, providing tours, updating the community, etc.

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

- 83% of students fall under Economically Disadvantaged/ED and will receive meals for free or at a reduced cost.
- Weekly meetings with principals to discuss progress, program concerns, data, and next steps.
- Weekly meetings with directors to discuss curriculum, assessments, next steps
- Met with Cornell University to support high school students interested in an engineering degree

- Classes have been out using the Community Garden; requested to keep the Yonkers Mayor Spano abreast that CSEE students are using the garden.

**Human Resource Report- M. Bautista**

- Several vacant positions still available – requested to reach out to Boricua College
- Smoother transition to the Extensis Platform

**PTO Report-TABLED**

**Motion to Adjourn- 7:19pm**

**Board of Trustees Meeting  
November 16, 2022**

**In Person Attendance:** Eduardo LaGuerre, Sobeida Cruz, N. Burns-Lyons, Mr. Soto, Dr. Stenerson, Dr. J. Killoran, E. Fermin

**Zoom Attendance:** Dr. Fred Hernandez

**Call to order:** 5:50pm

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

- Welcomed everyone to this evenings Board of Trustees Meeting; confirmed quorum with trustees in person
- Mr. LaGuerre commends staff and students on the positive feedback that was provided from the visitors for the NYS Charter renewal visit. Only area of concern is the low numbers of special education students. At this time the school has several students pending review and going through the special education evaluation process.
- Wishing everyone a Happy Thanksgiving; thank you to Mrs. Goldberg for the turkey donations which will be distributed to the community.

**Community Forum**

- High school parent- concern of the English 11 teacher vacancy especially that it is a course students take a regents in. It was explained by the superintendent that a candidate has been hired to start on November 28<sup>th</sup>; in the interim ELA Director Ms. O'Donnell is currently teaching in the classroom.

**ACTIONS ITEMS**

**Resolution 23 2022-2023: Adoption of October 13, 2022 Board of Trustee meeting minutes.**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the October 13, 2022 Board of Trustees meeting.

**Motioned by:** Dr. Stenerson

**Seconded by:** W. Soto

**Discussion:** None

**Votes for and against:** Unanimously passed

**PASSED AND ADOPTED**

**Attest:**

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 24 2022-2023: Authorization to enter into a contract with Long Island RFP Inc. for grant writing services, at the cost of \$8,000.00.**

**RESOLVED:** The Board of Trustees moves to authorize CSEE to enter into a contract with Long Island RFP Inc. for grant writing services in response to the Workforce Development Grant Program from the Office of Strategic Workforce Development. The contract cost is \$8,000.00.

**Motioned by:** Dr. Stenerson

**Seconded by:** S. Cruz

**Discussion:** some additional information on this- the RFP is broken into 2 phases of grant writing services; phase 1 grant is regarding work base learning program, phase 2 is bringing in the necessary equipment for the career development program.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 25 2022-2023: Authorization to enter into a contract with BottomLine Concepts Inc. for support with filling for the Employee Retention Credit (ERC), a federal funding source.**

**RESOLVED:** The Board of Trustees moves to authorize CSEE to enter into a contract with BottomLine Concepts Inc. for support with filing for the Employee Retention Credit (ERC), a new federal funding source. BottomLine Concepts Inc., to provide the analysis to learn whether CSEE is eligible for the ERC program, and file the ERC claim. The school would only pay a fee, of 15%, if after the initial analysis, the school is deemed eligible and the claim is successful.

**Motioned by:** W. Soto

**Seconded by:** Dr. Stenerson

**Discussion:** this money comes from IRS-employee tax credit federal program called CARES

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 26 2022-2023: Authorization to enter into contract with AT Equipment Sales, to purchase and install Tip-N-Roll Bleachers for the high school field. The purchase and installation total cost is \$13,839.**

**Resolved:** The Board of Trustees moves to authorize the school to enter into contract with AT Equipment Sales, to purchase and install Tip-N-Roll Bleachers for the high school field. The purchase and installation total cost is \$13,839.

**Motioned by:** S. Cruz

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

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

**Resolution 27 2022-2023: Authorization to receive and install 54 AeraMax Air Purifiers that were awarded to CSEE via the Westchester County Department of Health, Air Purifier Initiative Grant.**

**Resolved:** The Board of Trustees moves to authorize the school to receive and install 54 AeraMax Air Purifiers that were awarded to CSEE via the Westchester County Department of Health, Air Purifier Initiative Grant. The school applied for and received the Air Purifier Initiative Grant – A total of 54 AeraMax Air Purifiers and additional filters were delivered to the school. These AeraMax Air Purifiers will be placed in all classrooms. Total received via this grant, which includes units and supplies: \$86,000

**Motioned by:** Dr. Stenerson

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

**Discussion:** Thanks Mrs. Lopez, in her efforts in getting the approval for this grant

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Informational Items**

**Executive Session- TABLED**

**Executive Committee Report- E. LaGuerre**

- Committee met and agreed that the board would do a filing in Albany and everyone was served; waiting for outcomes

**Finance Committee Report- S. Cruz**

- Statements and outgoing payments reviewed
- Foundation- 3 principals have begun to get items from wish list.
- Gala 2023- event will take place at X20
- Donation of foundation committee member- paying for 1 season of elementary sports program

**Academic Report- Dr. Stenerson**

- Requested an in depth analysis of data
- NWEA-testing in HS has begun; this data will provide the school with benchmark data to compare against state and national schools.
- Surveys- CSEE climate survey to launch for February; Professional Development survey to launch in May
- Follow up for academic committee- where is the school with evaluations & expansion of enrollment with children with IEP's. Why can we not expand the number of children with learning disabilities?

**Facilities Report-E. LaGuerre**

- Unfortunately, both projects are not complete yet, as materials are on back order
- Once CO's have been received next steps is to break through the cement wall to create a walkway within the campus. Bid has been received to put a continuation for a fence all around the HS campus.

#### **Personal Committee- N. Burns-Lyons**

- Personal committee has met – looking to report to staff results from the 21-22 Staff Climate Survey; Next Steps have begun and some items already in place.
- Dr. Hernandez working on job descriptions
- Team working on updating the employee handbook

#### **BoostED Finance Report-submitted by P. Augello**

- Recommendations have been made on banking needs

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

- **Hispanic Heritage Day Celebration-** The cafeteria was decorated with a Hispanic heritage theme, students dressed in their native attire, our culinary department made empanadas for sale during lunch, and students participated in a dance contest which included many Hispanic genres.
- **PSAT/SAT Administration-**97% of 11<sup>th</sup> graders took the PSAT exam and 93% of senior class took the SAT's
- **College Application Week-** Many local colleges and universities visited CSEE high school to walk seniors through the college application process. One benefit to students is the waving of application fees by these colleges/universities.
- **Academics-** all thirty-one students who are enrolled in culinary arts 1 have earned the ServSafe Food Handling certification.
- J. Biersworth- providing support and guidance to high school administration.

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

- Elementary and middle school teachers all participated in CSEE annual Pumpkin challenge- challenge was to create a pumpkin based on a favorite storybook character. The winner of the pumpkin challenge was class 3-125 Ms. Besio with Harry Potter
- Teachers have started the process of referring students to the pupil personnel committee; contacting parents; and discussing a plan for accommodations and interventions for students who are having academic/behavioral difficulties in the classroom.
- Teachers are analyzing their data from i-Ready lessons and creating small groups based on skills students are struggling with. Teachers are also assigning additional lessons on i-Ready on skills students need more support with.
- Professional development on NWEA platform for teachers and support staff in grades 7-8; this assessment is for measuring achievement and student growth in 7-8 grade math and reading.

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

- Weekly common planning meetings are being held with K-4 staff to lesson plan and update scope and sequences on each grade level.
- Students have finished their first writing piece of the year; personal narratives
- New teaches and master teachers who have changed grade levels have been observing our AIS team and lead teachers execute demo lessons. These instructional rounds are to provide support for new teachers in rigor, engagement and pacing.

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

- 2022-2023 school year applications for admissions- total applications received as of 10/6/22: 853
- Ongoing meetings to discuss student attendance, attendance policy, family engagement
- Working on developing partnerships for after school programing

- **Westchester Community College**-discussions revolving around ways to support the HS program, including the CTE component, Additionally, WCC College credits for specific electives
- **Cornell Engineering Bridges Scholars Program**- early identification and development of students who have a deep interest in STEM/Engineering, and whose academic trajectory and performance can lead to an engineering major.
- **.Coming Up-Giving Tuesday**- November 29, 2022
- Looking to identify a location to bring back the dentist and possible eye screening for students

#### **Human Resource Report- M. Bautista**

- Ongoing interviews vacant positions
- Weekly meetings with Superintendent to inform/discuss HR concerns.
- Staff satisfied with new HR platform
- NYSTRS is up to date

#### **PTO Report-E. Fermin**

- 3 weeks of popcorn sales; lots of new parents involved and volunteering this year.
- World's Finest Chocolate Sale- huge success
- Great parent attendance at PTO meetings
- Over \$13,000.00 in PTO account

#### **Motion to Adjourn- 7:32pm**

**Board of Trustees Meeting  
December 14, 2022**

**In Person Attendance:** Eduardo LaGuerre, Sobeida Cruz, Dr. Stenerson, Dr. J. Killoran, E. Fermin

**Zoom Attendance:** Dr. Fred Hernandez, Mr. Soto, N. Burns-Lyons

**Call to order:** 5:50pm

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

- Wishing all families, staff, and board members a happy holiday season.

**Community Forum**

- Parent inquired if CSEE would be offering a Bilingual Program to students; or if there would be more access for students to engage in the Spanish language specifically in writing. Superintendent Lopez responded that offering a Bilingual Program would consist of submitting to NYSED a material revision and a review to the charter. At this time it is extremely difficult to hire and find teachers who speak multiple languages. CSEE will start looking into incorporating a second language into the program.
- High School parent regarding incident that took place on Warburton Avenue- parent thanks administration and staff for doing everything to keep students safe. Parent asked what will be administrations next steps for proper training to all staff in these types of situations. Follow ups will be to send a memo to parents to provide clarity of situation, and review training procedures with staff.

**ACTIONS ITEMS**

**Resolution 28 2022-2023: Adoption of November 16, 2022 Board of Trustee meeting minutes.**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the November 16, 2022 Board of Trustees meeting.

**Motioned by:** Dr. Killoran

**Seconded by:** Dr. Stenerson

**Discussion:** None

**Votes for and against:** Unanimously passed

**PASSED AND ADOPTED**

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 29 2022-2023: Authorization to contract with Arrow Security, Inc. for security services for the 2022-23 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 \$24.50 per regular working hour, and \$36.75 per overtime hour for a Security Office. A rate of \$25.55 per regular hour and \$38.33



per overtime hour for the Security Supervisor. CSEE will utilize two Security Supervisors and seven Security Officers in the 2022-23 fiscal year. New rates go into effect January 1, 2023.

**Motioned by:** Dr. Killoran

**Seconded by:** S. Cruz

**Discussion:** Arrow Security has worked with CSEE for the past 6 years

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 30 2022-2023: Authorization to close the CSEE school campus for the December Holiday Recess.**

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to close the school campus for the December Holiday Recess. The CSEE Campus will be closed December 26, 2022 through January 2, 2023. The school will reopen on January 3, 2023.

**Motioned by:** Dr. Killoran

**Seconded by:** Dr. Stenerson

**Discussion:** Trustees discussed during executive session at last board of trustees meeting that the campus will be closed during the holiday recess.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 31 2022-2023: Authorization to contract with Webb Development Services Corp. for roof snow removal for the K-7 building and high school Auto Shop.**

**RESOLVED:** The Board of Trustees authorizes a contract with Webb Development Services Corp. for roof snow removal for the K-7 building and high school Auto Shop at an annual contract of \$5,200. This contract covers the 260 Warburton campus and Auto Shop.

**Motioned by:** Dr. Killorand

**Seconded by:** W. Soto

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

## **Informational Items**

### **Executive Session- TABLED**

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

- All credit card statements and vendor checks have been reviewed.
- To state for the record that CSEE was notified that an audit is being conducted.

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

- Academic committee met- progress is being made with the data warehouse and getting student profiles updated as well as getting the data imported from various exams (Mock exams. NWEA exams).
- Academic after school program will begin soon– this is to prepare students for the New York State Exams.
- Teacher and TA staff survey has been created. If anyone would like to add input or review it please email Dr. Stenerson and a link will be shared. This will go out to teachers and TA's on February 1<sup>st</sup> and be open until February break.
- A meeting was held with the Director of EDit who is CSEE's IT Support Company and a report was provided on cyber security at school. It was requested that he attends next board of trustee meeting to provide a brief overview of this report.

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

- Permit for Auto Lab has been received
- Stage- minor setbacks in terms of exterior panels, audio and light equipment has been purchased and will be installed the second week of January
- Accepting bids for fencing to secure the entire campus

#### **Personal Committee- N. Burns-Lyons**

- Reviewing job descriptions and job responsibilities of staff members to make sure it is aligned.

#### **Nominating Committee- S. Cruz**

- Potential candidates who are interested in serving on CSEE's Board of Trustees.

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

- Base Per Pupil revenue is slightly above budget at this point.
- Accountant has advised the board of trustees that CSEE has not received any payments from the City of Yonkers School District from this school year. Next steps- to follow up with Mayor's office and district office to obtain payment. This is an estimated 6.7 million dollars that is owed to the school of the Yonkers School district.
- Trustees comment that it is reassuring the school can still function and remain open while waiting for this payment, however CSEE must act quickly and decisively in regards to this and if payment is not received CSEE will have to file an intercept. Superintendent clarifies that Yonkers is telling CSEE that K-12 should be half out of district and half Yonkers and the school will not get paid or will need to discharge the over enrolled Yonkers students; that is not the case because the Charter reads that 50% of the open seats goes to Yonkers students not the overall enrollment population.
- E-Rate revenue and money collected from various fundraisers is higher than what was expected.

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

- Celebrations are underway for the members of the class of 2023. The high school hosted a Fall senior breakfast for the class of 2023 on Thursday, November 17, 2022.
- The high school opened the Owl Food Bank from all the collected food items. During the parent/teacher conferences families visited the food bank to retrieve food items as needed. Extra food items were combined with the contributions of the main campus to be donated to local organizations.
- Through our partnership with the US Army, we were connected with the I WILL GRADUATE Youth Development Program. The I WILL GRADUATE YDP conducted a Rally at the high school for students in grades 11 and 12.
- The administration of the NWEA MAP Growth assessment began; data will be analyzed to determine appropriate next steps.
- Requested that up to date attendance be given orally during the board meetings
- Date for first CSEE High School Graduation- June 23, 2023 at 1:00pm

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

- November 18- Parent teacher conferences; great turn out for both afternoon and evening sessions; first marking period ended on Thursday, November 10; report cards were distributed during parent teacher conferences; teachers discussed academic progress and parents reviewed their child's report card; parents that were not able to attend had a phone conference with their child's teachers.
- November 22- Thanksgiving Feast- teachers and students enjoyed an amazing Thanksgiving meal in their classrooms- students shared what they are thankful for; students shared stories about favorite Thanksgiving memories.
- Our 7<sup>th</sup> and 8<sup>th</sup> graders participated in a workshop about Personal Space; our school psychologist Ms. Graham and school social worker Ms. Torres presented our students with an interactive workshop about personal space and how when someone crosses this space it can cause some discomfort, anger or anxiety; students learned about body boundaries, respect and consent; reviewed DASA and CSEE's code of conduct
- Social Media- many issues linked to social media use happen beyond the school day, but can have a major impact upon the happiness and progress of students. Many issues that occur with social media trickle beyond the school day tend to filter into the school building, hindering their academic performance and social development. Emails sent to parents and blurb in our December newsletter.
- Paper Kick Off- our 5<sup>th</sup> and 6<sup>th</sup> graders will be receiving instant and unlimited tutoring support through a chat for ELA, math, science, social studies and writing. Academic support will be available to our students at all hours of the day. During school hours this service will offer individualized support and instantaneous feedback for our students.
- 8<sup>th</sup> grade graduation- June 22, 2023 4:00pm

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

- Meetings with school psychologist and school counselor to address students' social emotional learning and behavior concerns. Action plans are being created to support our most struggling students and their families.
- You will find in this edition of the Owl Hoot Newsletter- powerful learning experiences that are going on in the classroom, and information regarding the flex seating program; you can also read about the PTO reading workshop that was held during the last PTO meeting.
- Owl Leadership Committee Meeting was held to develop calendar of upcoming meetings and create the different jobs that committee members will take on.

- 3<sup>rd</sup> and 4<sup>th</sup> grade students will be taking NYS mock exams next week. These mock exams help guide teachers in their whole group and small group instruction. Mocks give students a chance to rehearse and identify areas in which need to be improved as well as reduce testing anxiety.
- Vertical Planning Meetings took place during the last Professional Development day- teachers had the opportunity to speak with the grade below them and above them to discuss where students are performing really well and areas where teachers need to focus on moving forward. Next steps would be to meet again in March or April and again in August.

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

##### **Thanksgiving at CSEE**

- 1300 thanksgiving meals served at the K-12 campus
- Food Drive and food distribution to support families in need
- Turkey distribution

##### **2023-2024 School Year Recruitment and Lottery**

- Review of recruitment session dates, lottery setup, and lottery applications and policy
- Meetings to discuss marketing strategies and options
- High focus on recruitment of English Language Learners and Students with Disabilities

**Safety Committee Meetings-** Ongoing meetings with Yonkers Police Department - YPD to observe and evaluate drills, and update plan based feedback from meetings and observations

**Audit from the Office of the State Comptroller's (OSC) Division of Local Government and School Accountability.** CSEE to undergo an audit. The school is waiting for further instructions, an audit engagement letter, entrance conference call to go over the audit process

**Developing Partnerships with colleges and other organizations-** Goal- What services can these programs can bring to the school to support the students?

#### **Human Resource Report- M. Bautista**

- Job posting for the upcoming school year (2022-2023) for the following positions:  
     HS ELA Teacher  
     MS Teacher Assistant  
     School Aide – PT  
     School Custodian - PT
- Job positions are posted in OLAS, *Indeed* and *ZipRecruiter*.
- Looking into substitute company- Norton Staff Company

#### **PTO Report-E. Fermin**

- November PTO Meeting- 60 parents in attendance- Thanksgiving feast and Principal Spina provided a workshop for the parents
- Many parent volunteers in the building- beautifying the building; assisting with the Scholastic Book Fair
- Combining Dec/Jan PTO meeting
- Next event Family Zumba Night

**Motion to Adjourn- 7:10pm**

**Board of Trustees Meeting  
January 18, 2023**

**In Person Attendance:** Eduardo LaGuerre, Sobeida Cruz, Dr. Stenerson, Dr. J. Killoran, Mr. Soto, N. Burns-Lyons

**Zoom Attendance:** Dr. Fred Hernandez, E. Fermin

**Call to order:** 5:50pm

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

- Welcome all to CSEE's Board of Trustees meeting; just a reminder to all trustees that there needs to be 5 members present in order for quorum. Quorum must be in person.
- Trustees agree to alter agenda for this evening's presentation on cybersecurity.

**Academic Committee Report-** Dr. Stenerson

- Presentation from the President of edIT on Cyber Security.

**Community Forum**

- No comments from the community at this time.

**ACTIONS ITEMS**

**Resolution 32 2022-2023: Adoption of December 14, 2022 Board of Trustee meeting minutes.**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the December 14, 2022 Board of Trustees meeting.

**Motioned by:** Dr. J. Killoran

**Seconded by:** W. Soto

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 33 2022-2023: Authorization to contract with Lisa M. Sihvonen-Binder, MS NMP for grant proposal writing services for a period of one year commencing on February 1st, 2023 (excluding July 1-31, 2023).**

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to contract with Lisa M. Sihvonen-Binder, MS NMP for grant proposal writing services at a rate of \$2,275 a month for the 2023 year (excluding the month of July). The grantsmanship services shall include; conducting research to identify

request for proposals (RFPs) that will enhance the educational programs of CSEE; develop a grantsmanship strategic plan that will achieve in generating financial or acquisition of materials gains; develop and submit proposals to local, state or federal governmental agencies, corporate and private foundations that will generate no less than two hundred thousand in funds; be available for weekly meetings (telephone call, zoom or in-person) to discuss proposal progress with the Superintendent or designee; upon a six month evaluation of the work performance, the Superintendent will have the discretion to terminate said contract.

**Motioned by:** S. Cruz

**Seconded by:** Dr. F. Hernandez

**Discussion:** Trustees discussed the availability for meetings with the Superintendent; and the funds to be generated within the term of the proposed contract.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 34 2022-2023: Authorization to accept the U.S. Department of Education (ED), Office of Elementary and Secondary Education, Federal Project grant award for School-Based Mental Health Services (SBMH).**

**Resolved:** The Board of Trustees moves to authorize CSEE to accept the U.S. Department of Education (ED), Office of Elementary and Secondary Education, Federal Project grant award for School-Based Mental Health Services (SBMH). The school applied for the competitive funding opportunity on November 4, 2022, and was awarded the School-Based Mental Health Services grant. This grant will enable CSEE to enhance the social emotional curriculum to provide behavior intervention services to improve student behavior and to enhance the skills of our teachers to identify and provide mental health services. This grant requires that CSEE provide a monetary match of twenty five percent of the awarded grant of \$500,000 per year for a period of five years.

**Motioned by:** J. Killoran

**Seconded by:** W. Soto

**Discussion:** The board of trustees will commit \$125,000 yearly for the next 5 years.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 35 2022-2023: The Board of Trustees moves to authorize the Charter School of Educational Excellence to enter into contract with Frank Raho/FCR Builders to repair specific walls at 260 Warburton Ave, on the south side of the Elementary School, due to extensive water damage related to excessive and consecutive months of rain.**

**Resolved:** The Board of Trustees moves to authorize CSEE to enter into a contract with Frank Raho/FCR Builders to conduct emergency repairs of damages incurred at CSEE as a result of the rain storm. Specifically, water poured into the elementary school building damaging the walls located on the south side of the school

building which required immediate removal of water and debris, removal and replacement of water damaged insulation and sheetrock. Work performed under this contract was: removal of all water damaged walls; removal and replacement of wet insulation; carting debris and dumpster rental; sheetrock installation, patch and painting of all repaired walls, labor and materials. The cost of the contract was \$37,920.

**Motioned by:** S. Cruz

**Seconded by:** Dr. J. Stenerson

**Discussion:** Follow up with trustees does the school have flood insurance and did it cover any of the damages.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

### **Informational Items**

#### **Executive Session- TABLED**

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

- Reviewed credit cards statements and vendor checks that have been sent out
- Confirmation that the school has received partial payment from Yonkers City School District
- Date for this year's gala- May 18<sup>th</sup> at X20; honoring SISCA, and the President from Hospital for Special Surgery
- Subcommittee of the foundation has been formed to get a website to target more donations to the school.
- Raised \$52,000 as end of year solicitation

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

- All permits have been received to continue completion of construction projects.
- Awaiting final shipment of exterior panels
- Receiving bids for fencing around the high school campus
- Receiving bids for installation of new HVAC system in middle school.
- Requested that custodial staff knows to lock playground gates at the end of the school day.

#### **Personal Committee- N. Burns-Lyons**

- New school climate survey will launch on February 1<sup>st</sup>
- Principals contracts- feedback due in February in order to move forward with contracts

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

- Payment from Yonkers City School District was received; still an issue as they are holding back payment for a number of students. Two issues at this point the ratio of students enrolled and attendance. A meeting with the Superintendent of Yonkers School District will be necessary at this point.
- Next steps-P. Augello will send an email requesting a meeting referencing email from December, if no response CSEE board to draft a letter and send to all Yonkers school board members letting them know how the Superintendent is not responding to CSEE's concerns.

- E-Rate revenue and money collected from fundraisers and private donors higher than what was expected.

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

- Students in the culinary program were baking cupcakes for children in a Foster Care Agency for cupcake decorating event!
- A representative from the Universal Technical Institute (UTI), a trade and technical school, presented to our student in the Automotive Program. Students learned about the UTI's programs, admission process, financial aid information, etc....
- In preparation of the January Regents, students who are retaking or missed a June regent's exam have the opportunity to participate in Afterschool Regents Prep sessions. There are approximately 57 students participating in the regents prep program.

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

- Grades 7-8 participated in My Sister's Place workshop on healthy relationships. The workshop discussed the elements of healthy relationships, the difference between normal conflict and partner abuse, the warning signs of abuse, and what to do if you or a friend is being abused.
- Paper Kick Off- began this month! Our 5<sup>th</sup> and 6<sup>th</sup> graders have started receiving instant and unlimited tutoring support through a chat for ELA, math, science, social studies and writing. Academic support is available to our students at all hours of the day.
- Math Mock #1- in order to build focus and stamina as well as identify strengths and weaknesses, students in grades 3-7 will be taking their first math mock assessments.

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

- Meetings with school psychologist and school counselor to address students' social emotional learning and behavior concerns. Action plans are being created to support our most struggling students and their families.
- K-4 will enhance our professional development by conducting learning walks- teachers observing teachers. The objective of these walks is to examine the rigor of the classroom above as well as borrow best practices.. These learning walks will also support our vertical alignment meetings.
- On January 17<sup>th</sup> the i-Ready diagnostic will open up for students. Teachers will measure growth by comparing the current diagnostic to our baseline data. As a result of this diagnostic, flexible groups and data driven instruction will be used.

Comment from trustee- thanking Principals, Superintendent, and staff for all the rich activities CSEE offers for the students.

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

- CSEE celebrated many holiday traditions that our families, and community members observe
- The *RISE Program* is designed to increase the number of credentialed school-based mental health services providers at CSEE through enhanced, equity-focused recruitment and retention efforts
- CSEE will be hiring one additional school psychologist and one school counselor this school year (Year 1 of grant); CSEE will be able to hire a social worker during Year 2 of the grant

#### **2023-2024 School Year Recruitment and Lottery**

- Meetings to discuss marketing strategies and options
- Current advertisements on magazines, newspapers, and social media
- High focus on recruitment of English Language Learners and Students with Disabilities



Comment from trustee- Is CSEE creating a database for alumni or an alumni association that can be reported to the board one time per year.

**Human Resource Report- M. Bautista**

- HS English teacher position has been filled.
- Ongoing weekly meetings with Superintendent Lopez to inform/discuss HR concerns.
- Requested that Employee manual must be updated; needs a section regarding security.
- Next steps- Trustee Burns-Lyons and Mrs. Bautista to prioritize employee manual.
- Safety Committee- needs to meet and have completed document by next board meeting; adding PTO President Erika Fermin and Trustee Dr. Hernandez to the Schools Safety committee.

**PTO Report-E. Fermin**

- Family Zumba Night- January 20<sup>th</sup>
- Upcoming events- Financial planning workshop, Healthcare Rep coming to talk with parents to discuss insurance, College planning workshop.
- Receiving lots of great feedback from parents regarding the afterschool help program as well as the PAPER tutoring program.

**Motion to Adjourn- 8:10pm**

**Board of Trustees Meeting  
February 15, 2023**

**In Person Attendance:** Eduardo LaGuerre, Sobeida Cruz, Dr. J. Killoran, Mr. Soto, Dr. F. Hernandez

**Absent:** N. Burns-Lyons, Dr. Stenerson, E. Fermin

**Call to order:** 5:42pm

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

- Welcome all to attending tonight's meeting. Adjusting the agenda for this evenings meeting as the board awaits quorum which must be in person as per NYSED guidelines in order to proceed with action items.

**Community Forum**

- Mr. LaGuerre informs that the students involved in the bus incident are doing okay. Safety and having safety plans are the schools priority which includes students traveling to and from school.
- Question from High School Parent- Is the school moving forward with installing metal detectors? Trustee explains that school personal have the right to search students as long as there is probably cause, other prevention steps the school will be taking to ensure the safety of all is locks sold by the school, random searches and the use of metal detector wands. CSEE wants to create an environment where students, parents, and staff are comfortable in sharing information within the school community. Weapons and or threats will not be tolerated. There is ZERO tolerance for weapons on campus and it will result in expulsion from CSEE.
- High School Parent- when will the wands be put to use? How does this effect students arrival and getting to class on time? Will parents and students be notified beforehand of these random searches? Does the school have female security officers? Superintendent responds that we will be meeting with parents to inform them of updated safety procedures as well as have an assembly with students. Several wands are being purchased and multiple staff members will be trained to use them. CSEE does have male and female security personal at both campuses.

**Informational Items**

**Finance Committee Report-** S. Cruz

- Meeting with finance committee is being scheduled to discuss the budget for next year
- Statements and checks sent to vendors have been reviewed- vigilant with this task to ensure there is no misuse of school credit cards and funds.
- Gala Event- May 18, 2023- Honorees will include Joseph Sisca Principal & CEO, The Sisca Organization, Dr. Andrew Pearle Chief of Sports Medicine, Hospital for Special Surgery, Ken Jenkins Deputy County Executive, Westchester County, Dr. Eva Fernandez Provost & Vice President for Academic Affairs, Mercy College.
- Website redesign- preliminary discussion on redesigning school website to make it friendly to donors, perspective parents, and careers.

**Academic Committee**

- Ongoing monthly meetings with Superintendents and Principals regarding upcoming state exams, regents review, and developing lists of resources need for the 2023-2024 school year
- Technology needs- the school has no laptops replacements at this time

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

- By end of the month both projects are to be complete- auto lab and performance center.
- Audio/lighting installation is scheduled to be installed
- Received bids for fencing of entire campus

#### **Personal Committee Report- TABLED**

**Quorum-** 6:32pm

#### **ACTIONS ITEMS**

##### **Resolution 36 2022-2023: Adoption of January 18, 2023 Board of Trustee meeting minutes.**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the January 18, 2023 Board of Trustees meeting.

**Motioned by:** Dr. J. Killoran

**Seconded by:** W. Soto

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

##### **Resolution 37 2022-2023: Authorization to purchase 50 chromebooks with extended warranty at a cost of \$19,485.00 to be used by CSEE students in grades K-12.**

**RESOLVED:** The Board of Trustees moves to authorize the purchase of 50 chromebooks, with extended warranty, at a cost of \$19,485.00 to be used by CSEE students in grades K-12, to support the instructional program model being provided at CSEE.

**Motioned by:** Dr. J. Killoran

**Seconded by:** Dr. F. Hernandez

**Discussion:** Currently inventorying technology to identify what can be reused and what is needed for purchase.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

##### **Resolution 38 2022-2023: Authorization to amend the Code of Conduct to codify the procedures in place for random searches with probable cause and to include the use of handheld metal detectors.**

**RESOLVED:** The Board of Trustees moves to authorize the amendment of the Code of Conduct to codify the procedures in place for random searches with probable cause and to include the use of handheld metal detectors to conduct random searches as a method of prevention.

**Motioned by:** Dr. J. Killoran

**Seconded by:** Dr. F. Hernandez

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 39 2022-2023: Authorization to purchase handheld metal detectors to conduct random searches as a method of prevention.**

**RESOLVED:** The Board of Trustees moves to authorize the purchase of six (6) handheld metal detectors to conduct random searches as a method of prevention. Total cost \$1,000

**Motioned by:** Dr. F. Hernandez

**Seconded by:** Dr. J. Killoran

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 40 2022-2023: Authorization to purchase cyber security licenses for all Windows desktop and laptop devices.**

**RESOLVED:** The Board of Trustees moves to authorize the purchase of cyber security licenses for all Windows desktops and laptops. These licenses will be providing services such as RMM (Remote Monitoring and Managing), Asset Patching, and Breach Patching. The monthly cost will be \$300 per month up to 200 devices. A total of \$3,600 per school year.

**Motioned by:** S. Cruz

**Seconded by:** W. Soto

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

## **Informational Items**

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

- Setup meetings to resolve ongoing issues with receiving payments from school district.
- Revenue is strong; interest income is ahead of target due to significant higher interest rates in effect as well as the high cash balance at the school.
- Accounts receivable mostly represents the difference in the Yonkers district payments vs invoices sent as well as the last Mount Vernon invoice.
- March board of trustee meeting will present end of year budget amendment.

### **High School Principal Report- Submitted by Principal Palmer**

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

- Students and staff have been participating in dress down days-); all funds raised for these events goes towards our theater funds; students and staff are looking forward to enjoying some interactive assemblies.
- Student attendance- attendance meeting with parents, school dean, and parent coordinator for all students with excessive absences; students placed on attendance probation; all students with five or more absences received an attendance letter. Weekly email to parents about the importance of students being in school every day and on time.
- School community wellness check in meeting- bi-weekly meeting to discuss incidents/student issues happening in all three buildings. Items discussed included the following: gang unit workshop for parents, students and interruptions to instruction, graffiti in the restrooms, all staff wearing school ID's, many new security guards, bus incidents, and bus assemblies.
- ELA and Math Family Night- is back! Thursday, February 16 from 4:30 PM- 5:30 PM Parents and students will learn the skills needed to be successful for the upcoming NYS assessments.

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

- Met with all of my first year teachers to check in and see how the Buddy Teacher Program was going and how I could further support them in the classroom.
- Instructional Rounds have been conducted for grades 3 and 4 to help encourage best teaching practices in the classroom and to support staff discussions during our vertical planning meetings.
- OWL leaders are working on putting together a Black History Celebration for k-4 students on March 10<sup>th</sup>.
- Students are having so much fun completing their project based learning experiences for this module.

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

### **2023-2024 School Year Recruitment and Lottery**

- High focus on recruitment of English Language Learners and Students with Disabilities
- Informational Sessions in English and Spanish – ongoing during school hours, after school and session for Saturday.

### **Student information**

- Student attendance- facing challenges with parents following and adhering to the attendance policy. If parents do not follow procedures this can lead to educational neglect and mandating report to CPS.

### **NYSED and NYS Tasks**

- NYSED CSO **Charter Renewal** Process – Regents meeting April 2023
- **Audit from the Office of the State Comptroller's (OSC) Division of Local Government and School Accountability.** Audit process started January 3, 2023; Auditor has requested many different documents related to operations, payroll and benefits, child nutrition services, inventory and student billing.

Trustee will send information to Superintendent Lopez on Lyons Club offering eye screening for the students.

**Human Resource Report- M. Bautista**

- Current job postings for the following positions:

School Psychologist

School Counselor

MS Teacher Assistant- must have experience with middle school students

- Ongoing weekly meetings with Superintendent Lopez to inform/discuss HR concerns.
- Working on updating employee handbooks

**PTO Report-TABLED**

**Other Items-** Foundation in Support of Educational Excellence has developed a partnership with Lions Gate. Looking to film a documentary on CSEE's culinary program. Lions Gate have invited CSEE students on a tour of their facility.

CSEE Garden- students will begin using again this spring and growing crops.

Guest speaker- Author & Journalist Mary Calvi- coming to school for a book reading. "If a Poem Could Live and Breathe: A Novel of Teddy Roosevelt's First Love."

**Motion to Adjourn- 7:15pm**

**Board of Trustees Meeting  
March 15, 2023**

**In Person Attendance:** Eduardo LaGuerre, Sobeida Cruz, Dr. Stenerson, Dr. F. Hernandez, E. Fermin

**Zoom Attendance:** N. Burns-Lyons

**Absent:** Dr. J. Killoran, Mr. Soto

**Call to order:** 5:45pm

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

- Welcome all to attending tonight's meeting.

**Community Forum**

- Question from parent- Is CSEE looking into an afterschool program for students? Superintendent explained that CSEE did partner with YTI to come in for an afterschool theater program; there was not much parent support on this. Suggestion was parents to work with PTO President, parent coordinator, principals, and superintendent to come up with a plan for an afterschool program. Ask parents what they are interested during this time academic tutoring (homework help), Girls Scouts, Boys Scouts, Performance Clubs etc.

**ACTIONS ITEMS**

**Resolution 41 2022-2023: Adoption of February 15, 2023 Board of Trustee meeting minutes.**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the February 15, 2023 Board of Trustees meeting.

**Motioned by:** S. Cruz

**Seconded by:** E. Fermin

**Discussion:** None

**Votes for and against:** Unanimously passed

**PASSED AND ADOPTED**

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 42 2022-2023:** Authorization to contract with Power School for Unified Operations Communication, to strengthen and simplify overall communication and notifications to parents regarding student attendance.

**RESOLVED:** The Board of Trustees moves to authorize the Charter School of Educational Excellence to enter into contract with Power School, Unified Operations Communication. The Initial Contract Term is April 1, 2023 – June 30, 2024 at a total cost of 15,947.75. Cost includes, Unified Home Attendance Intervention, Mass

Communication, Recorded Audio Subscription, Professional Services/Setup and Staff Training. After initial setup and training, the annual fee is \$9,861.25.

**Motioned by:** Dr. J. Stenerson

**Seconded by:** Dr. F. Hernandez

**Discussion:** Superintendent and Data Director discussed how this program will assist with CSEE's goal of raising attendance rates, this is a tool that will track attendance tiers and trends as a district and within schools. It also provides communication in multiple languages to families.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 43 2022-2023:** Authorization to adopt the 2023 amended CSEE budget, as reviewed and approved by the finance committee.

**RESOLVED:** The Board of Trustees moves to adopt the 2023 amended CSEE budget, as reviewed and approved by the finance committee.

**Motioned by:** S. Cruz

**Seconded by:** Dr. J. Stenerson

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

### Informational Items

#### Finance Committee Report- S. Cruz

- Meeting was held with accountant to discuss finances and amended budget
- Looking to diversify money in banks; as the federal government can only ensure up to a certain amount
- Next Foundation Board Meeting- March 18<sup>th</sup>
- Principals were asked to submit their "wish lists" to the foundation
- Foundation Gala- May 18<sup>th</sup> at X20 Xaviars on the Hudson; honoring the following people Joseph J. Sisca Jr. Principals & CEO and Joseph J. Sisca III, Esq. Principal & President The Sisca Organization, Andrew D. Pearle, MD, Chief of Sports Medicine Hospital for Special Surgery, Ken Jenkins, Deputy County Executive Westchester County; and Eva Fernandez, PhD, Provost & Vice Present for Academic Affairs Mercy College
- Gala parent involvement- looking for parents to donate auction items, or become a sponsor
- Revisiting the discussion on Elementary Sports Program



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

- Discussed attendance issues
- Requested a mass calendar of all exams to be put together and added to the drive
- Will be reviewing the grade retention scale
- 24 SY- needs (academic, student technology)
- Looking to bring in a vendor to safeguard data

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

- Performing Arts Center- stage items and drapes to be installed
  - Need to purchase nets
  - 600 chairs ordered
  - Getting bids for floor coverings
- Auto Shop- students can begin attending class next month
- Needs- administrative space
- Bids received on fence to go around High School campus

### **Personal Committee Report- N. Burns-Lyons**

- Committee did not meeting; work is ongoing to get the employee handbook updated

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

- Audit is still ongoing
- Base per pupil revenue is above budget based on the billable enrollment of 1,121 students.
- Amended budget presented by P. Augello
  - Cost savings from interest rates, changing benefits, and staff changes

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

- Student council raised \$500 hosting the Volleyball Tournament
- College Acceptance Day-May 1<sup>st</sup> 100% of seniors have applied to 2 or more colleges
- Graduation- June 23<sup>rd</sup>
- Have begun the college application process with junior class

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

- ELA and Math Family Night- took place on Thursday, February 16. We had a great turnout of parents and students. Parents and students learned and explored the skills needed to be successful for the upcoming NYS assessments. The presentation was posted on our school website for parents that were not able to attend.
- First art show on Tuesday, March 28 for parents and students. Students have worked individually and collaboratively to emulate art created by Black artists from our past and present.
- Our 5<sup>th</sup> Graders have worked extremely hard to create a Living Wax Museum (presenting on March 2<sup>nd</sup> for parents) where each student researched a famous historical person in honor of Black History Month. For this event, students stepped back in time and took on the role of their famous person who has made positive impacts on our country. Students came to school dressed as their famous historical person.
- Meetings with all teachers to discuss student concerns; holdover students; will begin conducting parent meetings for struggling students; an action plan and implementing interventions/accommodations to support students and parents.

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

- Data is being reviewed weekly. Deep dive data meetings will be held with each individual teacher in grades K-4. Identifying those in need of further interventions, and evaluate student progress to determine an action plan to support or challenge the student.
- Working with my team to prepare and implement a series of mini presentations with a laser focus bullying & respecting others.
- Currently working with Yoga specialist Jessica Dorfman to plan and implement yoga sessions for our K-4 staff and students.
- This month, PTO is partnering with K-4 to celebrate Read Across America. Students received a special reading log to be used during the month of March. All students who read for 25 minutes each night, and acquire a parent's signature, will earn a golden owl buck.

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

- Total applications Received- 452
  - Out of District- 105
  - Yonkers- 307

Mr. LaGuerre congratulations the team in their recruitment efforts

### **School Based Mental Health Grant (Year 1, Jan-Dec 2023)**

- CSEE hired:
  - K-12 school psychologist (speaks English and Spanish)
  - K-8 Counselor (speaks English and Spanish)

### **Faculty PD via this grant- SEL training will focus on:**

- Developing a deeper understanding of student social emotional learning needs & integrating the SEL process and Covey Leader in Me process as a foundation for all learning.
- Other funding opportunity- will be applied to *The Leader in Me* training for ALL CSEE staff (2024SY), and Lighthouse School membership fees. This will also align with the SEL training that the staff will receive via the Mental Health Grant

### **BLACC Grant (for the 2023-2024SY)**

- School awarded funds for its Innovative proposal- The ASPIRE Program seeks to expose high school students to the educational field and provide intentional teaching opportunities through the CSEE Afterschool Program.

### **FAMIS/NYSTL**

- Met with principals and operations to discuss the need to get all the information related to student resources for the 2024SY. This is an annual task that identifies textbooks and online resources that need to be reordered

### **NYSED and NYS Tasks**

- NYSED CSO **Charter Renewal** Process – Regents meeting April 2023

### **Human Resource Report- M. Bautista**

- **Recruitment**
  - **CSEE attending a job fair on Saturday, March 25, 2023** organized by Black, Latinx, Asian Charter Collaborative (BLACC) a non-profit organization “dedicated to elevating charter schools founded and led by people of color in NEW York.”

- All positions filled for the 2023 School Year
- Intent to return forms sent to staff for the 2024 School Year

**PTO Report- E. Fermin**

- Very excited with lots of new parent involvement this year
- Cookie dough sale- very successful
- Coffee with the parent coordinator- guest speak Dr. Hernandez
- Next PTO meeting- Officers from the Yonkers Police Department 4<sup>th</sup> precinct coming to hear parent safety concerns

**Motion to Adjourn- 7:35pm**

**Board of Trustees Meeting  
April 19, 2023**

**In Person Attendance:** Eduardo LaGuerre, Sobeida Cruz, N. Burns-Lyons, Dr. Stenerson, W. Soto, E. Fermin

**Zoom Attendance:** Dr. F. Hernandez

**Absent:** Dr. J. Killoran,

**Call to order:** 5:45pm

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

- Welcome all to attending tonight's meeting.
- Move to alter the agenda for tonight's meeting
- Waive all committee reports as they have been submitted via email to all trustees.

**Executive Session-** 5:47pm-6:28pm

**Community Forum**

- No comments from the community at this time.

**Continuation of welcome and introductory remarks:** Mr. LaGuerre

- Congratulation to all the students for complete the New York State ELA exams; thanks I.T. Staff, teachers and students for having great attendance for these exams.
- Looking to build excitement and engagement for the ColorRun- the amazing committee worked hard to make this happen as a way to bring families together.

**ACTIONS ITEMS**

**Resolution 44 2022-2023: Adoption of March 15, 2023 Board of Trustee meeting minutes.**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the March 15, 2023 Board of Trustees meeting.

**Motioned by:** W. Soto

**Seconded by:** S. Cruz

**Discussion:** None

**Votes for and against:** Unanimously passed

**PASSED AND ADOPTED**

**Attest:**

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

**Resolution 45 2022-2023:** Authorization to contract with Peconic Energy Products Corp. (PEPCO), for HVAC and lighting control systems for the CSEE High School campus.

**RESOLVED:** The Board of Trustees moves to authorize the Charter School of Educational Excellence to enter into a service agreement with PEPCO. PEPCO will provide HVAC maintenance and service to the CSEE High School campus. The Initial Contract Term is March 20, 2023 – March 19, 2024 at a total cost of 23,329.00. PEPCO will invoice on a quarterly basis in advance.

**Motioned by:** Dr. J Stenerson

**Seconded by:** E. Fermin

**Discussion:** This is for the high school campus only.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 46 2022-2023:** Authorization to contract with ADT Commercial for fire alarm services inspection for 220 Warburton Ave./high school campus.

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to contract with ADT Commercial for fire alarm services inspection for 220 Warburton Ave/high school campus at an annual cost of \$4,500.00

**Motioned by:** S. Cruz

**Seconded by:** W. Soto

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 47 2022-2023:** Authorization to enter into contract with D.P. Wolff, Inc. for HVAC maintenance services for CSEE's facility at 260 Warburton Avenue (K-7 Building).

**RESOLVED:** The Board of Trustees 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, namely the Annex, Elementary and Middle school buildings. Whereas the Charter School of Educational Excellence agrees to compensate D.P. Wolff, Inc. not to exceed \$8,000.00 for the period from February 1, 2023 – June 30, 2023

**Motioned by:** Dr. J. Stenerson

**Seconded by:** W. Soto

**Discussion:**

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 48 2022-2023:** Authorization to contract with M.R. Snow Plowing Inc. for landscaping maintenance services for the CSEE campus.

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to contract with M. R. Snow Plowing Inc. a Frank Raho company for landscaping maintenance services for the CSEE campus at 220-260 Warburton Avenue at an annual cost of \$12,850.00

**Motioned by:** S. Cruz

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

**Discussion:** Contract to begin May 1, 2023; for requested landscape items including maintenance of bushes and plants.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 49 2022-2023:** Authorization to open a bank account with Metropolitan Commercial Bank.

WHEREAS, the Charter School of Educational Excellence Board of Trustees has determined to open an additional bank account with Metropolitan Commercial Bank, be it:

**RESOLVED,** that CSEE execute and deliver to said bank a duly signed original of the completed banking resolution as is annexed thereto, and that the authority to transact business, including but not limited to the maintenance of savings, checking and other accounts, shall be as contained in said resolution with the named officers Cindy Lopez Superintendent, Eduardo LaGuerre Chairman, Paul Augello (accountant) therein authorized to so act on behalf of the School as specified hereto.

**Motioned by:** S. Cruz

**Seconded by:** E. Fermin

**Discussion:** Any check written over \$5,000 will need dual signatures

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

## **Informational Items**

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

- Reviewed credit card statements as well as payments made out to vendors.
- Meeting held with Metropolitan Bank; the schools money is secure; the school took action right away to avoid any issues companies are facing now with banks
- Foundation in Support of Educational Excellence Gala event- location X20; staff tickets discounted to \$100.
- Performing Arts Center ribbon cutting ceremony date- TBD
- Beczak- school to look into programs for CSEE students

### **Personal Committee Report- Tabled**

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

- Committee met- minutes can be sent to trustees if requested

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

- Waiting for final C.O. from buildings department for auto lab
- Work has begun for fencing the perimeter of the school campus.
- Looking to identify a space for administration offices

### **PTO Report- E. Fermin**

- Major event coming up on May 20<sup>th</sup>- CSEE Color Run- food trucks, DJ, Stage

### **Motion to Adjourn- 7:05 pm**

**Board of Trustees Meeting  
May 17, 2023**

**In Person Attendance:** Eduardo LaGuerre, Sobeida Cruz, N. Burns-Lyons, Dr. Stenerson, W. Soto, E. Fermin, Dr. F. Hernandez, Dr. J. Killoran

**Call to order:** 5:45pm

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

- Welcome all to attending tonight's meeting.
- CSEE is excited and looking forward to the 1<sup>st</sup> high school graduates. CSEE thanks parents and staff for growing these students into the young adults they have become.

**Community Forum**

- High School parent- Asked the status of installation of metal detectors and hand held wands. It was explained CSEE will not install metal detectors; CSEE has purchased metal detector wands; staff is currently going through training on how to use them. CSEE has started the process of fencing the campus as an extra safety measure. Next steps is getting bids for bullet proof glass. Parent appreciates all measures taken.

**ACTIONS ITEMS**

**Resolution 49 2022-2023: Adoption of April 19, 2023 Board of Trustee meeting minutes.**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the April 19, 2023 Board of Trustees meeting.

**Motioned by:** Dr. Stenerson

**Seconded by:** E. Fermin

**Discussion:** None

**Votes for and against:** Unanimously passed

**PASSED AND ADOPTED**

**Attest:**

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 50 2022-2023: Authorization to revise the school calendar and make Friday, June 23, 2023 a full day of school and the last day of school for students. The last day of school for academic staff is Monday, June 26, 2023.**

**RESOLVED:** The Board of Trustees moves to authorize the revised school calendar making Friday, June 23, 2023 a full day of school and the last day of school for students. The last day of school for academic staff is Monday, June 26, 2023.

**Motioned by:** E. Fermin



**Seconded by:** Dr. Killoran

**Discussion:** Trustees, Superintendent and Principals discussed the effects of these changes.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

### **Informational Items**

#### **Public Discussion- E. LaGuerre**

- 5 year renewal has been approved. NYS Charter School Office spoke very highly about CSEE regarding our progress from last charter renewal; and how we have a great education model.
- Denied increase the 8<sup>th</sup> grade enrollment
- The 50/50 enrollment is taking a financial toll on the school; school needs assistance from the state and from other districts to give relief of transportation costs.

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

- Vendor checks paid on time. Thanks the business office for always making sure payments are on time.
- Foundation Gala- May 20, 2023- 175 guests committed; looking forward to video presentation.
- Mr. LaGuerre thanks Ms. Cruz for raising this money during this time of economic hardships that people are facing.
- Ms. Cruz thanks the staff from custodians to superintendent when she takes visitors throughout the building they feel the energy and passion bthe staff has.

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

- In progress with summer school plans. Many teachers interested in teaching summer school due to the increase in summer pay.
- Extensive look at the retention scale that is used and possibly updating it
- Discussed relocation of some security cameras
- IT needs for next year- will be presented at next board meeting
- IT equipment will be inventoried this summer.
- Mr. LaGuerre requested Dr. Stenerson can take on forming an Attendance Committee. How can CSEE increase attendance; what patterns is CSEE noticing when there is low attendance. Yonkers City School District is withholding money from CSEE because of student attendance which is having a devastating impact on the schools budget. Superintendent adds that Principals, deans, and parent coordinator has met with parents all steps according to CSEE's Attendance Policy has been met. Trustees agree this is unacceptable of Yonkers City School District to withhold money and to make sure Yonkers board of trustees knows how the financial department is operating and the impact it is having on Yonkers families. PTO President asks that the board takes into consideration that children do get sick and parents do not always have the means for copays when revising the attendance policy.

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

- Work has begun on fencing the perimeter of the building
- Architect has started designs for administration building

### **Personal Committee Report- N. Burns-Lyons**

- Committee continues to meet and make updates to the employee handbook. The goal is to have this finalized by end of school year. Orientation of changes made will be during August pre-service.

### **BoostED Report-P. Augello**

- All other districts up to date with payments
- Meeting held to close out high school project accounts
- Budget due June 30<sup>th</sup>- committee will meet to make sure all needs are addressed
- School will follow up with ERC.

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

- Ms. Fermin compliments the amazing High School Fine Arts night.

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

- Teacher appreciation week; teachers participated in different dress down themes to promote a sense of unity and build a sense of community; thank you to CSEE for the two luncheon and ice cream; a thank you to our PTO President and parents for an amazing breakfast; staff was very appreciative of all the goodies.
- Scholastic Spring Book Fair- school earned \$2,910.72 in scholastic dollars.
- Drumline after school is going great! Students in grades 4-8 are learning firsthand how to be a part of a marching drumline and dance program. This program is free to students through a grant run by the World Famed Marching Cobras.
- Mr. Trauner and Ms. Spataro continue to conduct weekly observations of individual students and teachers; both provide teachers and support staff with feedback and suggestions on assisting the student in a whole group instruction; provides other strategies to use in the classroom setting. Provides teachers with feedback and suggestions/recommendations; discussing next steps in supporting each teachers' effectiveness.
- Ms. Spataro and Ms. Quatrano have been providing teachers with workshops on social emotional learning.
- Board asks that attendance becomes a topic during August Professional Development- suggestion from teachers on the type of outreach we can do with families and how can we further support parents.

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

- K-4 Team wrapped up our first round of Academic Progress Meetings with parents. We will have a follow up meeting in the next few weeks.
- Working with Mr. Trauner continuing to collaborate and create learning plans and provide supports for struggling students.
- The OWL Leader Committee has held monthly meetings and are collaboratively working on designing tee-shirts for committee members.
- The CSEE K-4 program is thrilled to bring the practices of Yoga and Mindfulness into our learning community. Students are invited to participate in weekly Yoga and Mindfulness practices led by a certified Yoga instructor.
- The orientation will be held on Monday, June 21st and Tuesday, June 22<sup>nd</sup>. In addition, two dates will be offered in August for late registrations.

- We will invite new incoming kindergarten scholars and their parents to visit their new school and meet the principal, teachers, school counselor and other important staff members. The orientation will assist both parents and children in their transition to a new environment and provide a little insight into the school.
- Requested to come up with ideas to spruce up the K-4 building; come up with a list.

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

- Projected open seats as of May 11, 2023
  - 120 seats
  - Based on 50% rule, 60 seats to be allocated to Yonkers Students, and 60 seats to be allocated to Out of District Students
- Child Nutrition System – Applied for the Community Eligibility Provision (CEP) State Subsidy.
  - School was notified that based on state data, that CSEE is eligible for CEP
  - CEP provides an opportunity for schools in high poverty areas to provide free breakfast and lunch to ALL students without the burden of collecting and processing school meal applications for free and reduced-price meals
- Audit from the Office of the State Comptroller's (OSC) Division of Local Government and School Accountability. ONGOING. Audit process started January 3, 2023; Auditor has requested various documents and access to IT related systems. School has not received an audit end date
- Board requested data on how many students are being serviced by school counselors, psychologist, and outside mental health services hosted by the school. Is this number larger than last year?
- Requested to form a Mental Health Committee under Dr. Stenerson's Academic Reports; adding Dr. Killoran to this committee. Look into getting a Nurse practitioner and an on-site to health clinic.

#### **Human Resource Report- M. Bautista**

Recruitment 2023-2024 Academic year- Job positions have been posted in OLAS, ExtensisHR Platform, *Indeed* and *ZipRecruiter*.

- Classroom Teachers – Certified in grades K-6
- Math Teacher – Certified in grades 7-12
- ELA Teacher – Certified in grades 7-12
- Science Teacher – Certified in grades 7-12
- Social Studies Teacher – Certified in grades 7-12
- Automotive Instructor
- Spanish Teacher – Spanish certified in grades K-6

Discussion was had during this time that once the new Auto Lab opens up, that will free up space in the existing High School auto lab and look to create a Health and Wellness program in this space. Meetings are ongoing regarding staffing for next year and instructors needed. More will be discussed during the Board retreat and strategic planning in order to stay in line with the schools charter requirements.

#### **PTO Report-E. Fermin**

- Yonkers Police Department provided an eye opening workshop for parents; great parent feedback from this workshop
- Requests the school to consider having a moving up ceremony for 4<sup>th</sup> grade students.
- ColorRun Event- 5/20

**Other Items-** Board of Trustees Retreat scheduled for June 7, 2023 from 4:00pm-8:00pm. June board of trustees public meeting will be held during this time.

**Motion to Adjourn-** 8:00pm

**Board of Trustees Meeting  
June 14, 2023**

**In Person Attendance:** Eduardo LaGuerre, Sobeida Cruz, N. Burns-Lyons, W. Soto, E. Fermin, Dr. J. Killoran

**Zoom Attendance:** Dr. F. Hernandez

**Absent:** Dr. Stenerson

**Call to order:** 5:50 pm

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

- Welcome all to attending tonight's meeting. Many exciting events taking place this month for CSEE. Congratulations to the Athletic Department under the leadership of Mr. DeSimone, who hosted the annual athletic banquet event which honored all the student athletes. Thank you to all the coaches and parents who support the program.
- First high school graduation is being held on June 23<sup>rd</sup>.

**Community Forum**

- No comments from the community at this time.

**ACTIONS ITEMS**

**Resolution 50 2022-2023: Adoption of May 17, 2023 Board of Trustee meeting minutes.**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee meeting minutes for the May 17, 2023 Board of Trustees meeting.

**Motioned by:** Dr. J. Killoran

**Seconded by:** E. Fermin

**Discussion:** None

**Votes for and against:** Unanimously passed

**PASSED AND ADOPTED**

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 51 2022-2023:** Authorization to enter into contract with D.P. Wolff, Inc. to replace VRF System condenser at 260 Warburton Avenue (Middle School Building).

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to contract with D.P. Wolff, Inc. to replace VRF System condenser at 260 Warburton Avenue, namely the Middle School building. Whereas the Charter School of Educational Excellence agrees to compensate D.P. Wolff, Inc. in the amount not to exceed \$37,985.00. for the work outlined in the estimate.

**Motioned by:** Dr. J. Killoran

**Seconded by:** S. Cruz

**Discussion:** Unit is over 10 years old and will be replaced which provided air to the middle school building, IT room, library, & gym. This was the bid that was finalized and selected for this project.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 52 2022-2023:** Authorization to contract with FCR Builders for installation of a perimeter fence at 220-240 Warburton Avenue (CSEE High School).

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to contract with FCR Builders, for installation of a fence at 240 Warburton Avenue at a cost not to exceed \$98,335.

**Motioned by:** Dr. J. Killoran

**Seconded by:** E. Fermin

**Discussion:** 3 bids were received; cost is high because of the installation of gates. This will provide another level of security for the school and students.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 53 2022-2023:** The Board of Trustees moves to adopt the fiscal budget for the 2023-2024 school year as presented to the board.

**RESOLVED:** The Board of Trustees moves to adopt the fiscal budget for the 2023-2024 school year as presented to the board. The budget includes, out of district students transportation cost at \$1,050,000.

**Motioned by:** Dr. J. Killoran

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

**Discussion:** Accountant will give synopsis on budget during his report. At this time CSEE is the only charter school with such a high transportation cost.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 54 2022-2023: Authorization to execute and deliver to the Westchester County Department of Health a permit application to operate a School Based Prepared Food Distribution program at CSEE.**

**RESOLVED:** The Charter School of Educational Excellence Board of Trustees approves and authorizes the execution and delivery to the Westchester County Department of Health, for and on behalf of CSEE, an application for a permit to operate a School Based Prepared Food Distribution of breakfast and lunch to attending CSEE students, and to execute and deliver any and all additional documents which may be appropriate or desirable in connection therewith.

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

**Seconded by:** S. Cruz

**Discussion:** This is an annual permit to keep the cafeteria up and running

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 55 2022-2023: Authorization to renew contract with edIT for IT Management Services**

**RESOLVED:** The Board of Trustees moves to authorize a renewal contract for IT Management Services with edIT Support Technology Services, ("edIT") for the 2023-2024 fiscal year. The service fee shall equal to \$195,600.00 per year, or \$16,300 on a monthly basis, excluding any out-of-scope work edIT is directed to perform.

**Motioned by:** E. Fermin

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

**Discussion:** None

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 56 2022-2023: Authorization to contract with ExtensisHR for employee benefits, payroll tax services, and Workers Compensation.**

**RESOLVED:** The Board of Trustees authorizes a contract with ExtensisHR to provide services including the provision of healthcare and employee benefits administration, payroll administration and tax services, and Workers Compensation, for the 2023-2024 fiscal year at the annual rate of \$126,480.00.

**Motioned by:** S. Cruz

**Seconded by:** Dr. J. Killoran

**Discussion:** Contract with provider rate was same for 2 years. Staff is happy with services provided by ExtensisHR.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 57 2022-2023: Authorization to contract with Yonkers Partners in Education (YPIE).**

**RESOLVED:** The Board of Trustees authorizes a contract with Yonkers Partners in Education. Whereby, YPIE will provide college access services modeled on its existing YPIE Fellows Program to the Charter School of Educational Excellence (CSEE) 11th and 12th grade cohorts to navigate and complete the college application process. The goal is for graduating CSEE students to enroll in a college where they will be successful in earning a college degree. The amount of this contract is not to exceed a total of \$88,000 billed in quarterly increments.

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

**Seconded by:** W. Soto

**Discussion:** Principal Palmer discusses how YPIE assists the students through the entire process from applying to colleges and following through with the application process. They meet with families and provide workshops. CSEE students have received a substantial amount of funds in scholarships this year.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 58 2022-2023: Authorization to enter into a contract with Yonkers Voice to provide CSEE Social Media Management and Video Footage Coverage from July 2023 to June 2024 at the cost of \$15,000.00.**

**RESOLVED:** The Board of Trustees moves to authorize CSEE to enter into a contract with Yonkers Voice, to provide CSEE social media management and video footage coverage from July 2023 to June 2024 at an upfront cost of \$15,000.00.

**Motioned by:** W. Soto

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

**Discussion:** Yonkers Voice covers various events at the school and posts to social media.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

**Resolution 59 2022-2023: Authorization to appoint Cindy Lopez, Jessica Jacaruso, Jennifer Spina, Dwain Palmer, David Pagan, Adelaida Ortiz, William Pintado, Jamie Ortiz, Danielle Rendina, Carmen Goldberg, Dr. Fred Hernandez, Michael DeSimone, Ryan Settler, and Erika Fermin to the District-Wide School Safety Team**



**RESOLVED:** The Board of Trustees moves to authorize CSEE to appoint the above named individuals to the District-Wide School Safety Team.

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

**Seconded by:** Dr. J. Killoran

**Discussion:** Looking forward to this team to develop a model safety plan that other schools would want to adopt.

**Votes for and against:** Unanimously passed

PASSED AND ADOPTED

Attest:

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

Nadine Burns-Lyons

Secretary, Charter School of Educational Excellence

### **Informational Items**

#### **Executive Committee-E. LaGuerre**

- Report tabled- during the board of trustees retreat the committee will meet to execute the full contract for Superintendent and Principals.

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

- Finance committee met to discuss next year's budget
- Foundation Gala was a successful event; honorees were grateful, raised a net profit of \$168,000.00. Foundation board will be meeting to discuss the next event to raise money for CSEE. Mr. LaGuerre thanks the Gala Committee and the student volunteers who assisted during the event. The live auction was a huge success as well.
- Reviewed credit card statements as well as payments made out to vendors.

#### **Academic Committee Report- TABLED**

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

- Letter of completion has been received for the stage.
- Need to find a location for storage
- Cost projection received for Administration building; 3 story building; 4,000 sq ft.
- Looking to make improvements to the elementary building during the summer
- Permit delayed for opening of the Auto Lab
- Thanks Mr. Killoran for the volunteers that came to the school

#### **Personal Committee Report- N. Burns-Lyons**

- In process of completing revisions to employee handbook

#### **BoostED Report-P. Augello**

- CSEE is in the 3<sup>rd</sup> year of the CARES ACT grant- this grant has been instrumental to the operating budget. 23-24 will be the last year of the grant. Might face challenges going forward.
- SED denied request to increase enrollment; this will bring a challenge to CSEE as we are at capacity with student enrollment and not able to add additional students

- Yonkers BOE- still withholding money from CSEE and stating that CSEE owes Yonkers. An intercept has been filed; no decision will be made until it is reviewed in court.
- Transportation costs has gone up
  - 2021-2022- \$650,000.00
  - 2022-2023-\$750,000.00
  - Predicted cost for 2023-2024- \$1,000,000.00
- Grants the school has applied for and money raised through the foundation is a big financial help to the school.

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

- The High School hosted a career panel. The panel included members from various sectors including: the Mayor of Yonkers and council member Shanae Williams, Doctors, Engineers, Firefighters, Judges, etc....
- 40 students visited Lionsgate and participated in the launch of the Social Impact Content (SIC) mobile truck by film director, Hezues R.
- CSEE High School performed the first induction of eleven 12<sup>th</sup> grade students into our chapter of the National Honors Society.
- Students in our Playwright and Performance course performed 2 one act plays. These plays were written and directed by students.
- Students enrolled in Environmental Science participated in a Farm to Table Project. Students use the Wicker Street Community Garden to grow ingredients to prepare a dish from their culture.
- Consultants are supporting teachers by conducting observations through the lens of Social-Emotional Learning and providing feedback.

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

- 6 students were inducted to CSEE's first National Juniors Honors Society.
- Paper Tutoring- end of year review last week; total of 2,504 sessions of tutoring; 5<sup>th</sup> grade was the top grade that utilized the platform the most; math was the subject that students used the most
- Yonkers PD provided our students in grades 3-8 with an informative workshop on social media and cyberbullying. Students learned how to prevent it and consequences for bullying/cyberbullying. Students were able to share out their concerns about the topics discussed.
- Teachers are working on completing their final report cards. These will be distributed to students on the last day of school on June 23 along with their ELA summer reading assignment.
- Organization of classes for the 2023-2024 school year will be taking place next week- during our team meeting with all grades we will be discussing the organization of classes for next year; all classes will be created for the 2023-2024 school year; all members will be able to contribute to this meeting by sharing and giving feedback on their students both academically and socially.

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

- Ongoing weekly meetings with Superintendent Lopez to establish a clear vision for 2022-2023 school year.
- Ongoing meetings with HR, Principals and Superintendent Lopez to establish an adequate staffing model for the 2023-2024 school year.
- Currently meeting with the K-4 teachers to reflect on this year and discuss next year's vision and goals.

- Teachers completed Student Information Cards. We used these cards to create diverse, well balanced classes for next school year.
- New incoming Kindergarten parents will be provided a snapshot of CSEE's academic program, important contacts and special events that take place at CSEE during the Parent Orientation on June 13<sup>th</sup> and June 15<sup>th</sup>.

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

- Mrs. Lopez thanks the PTO for field day and all the parent involvement this school year. Also a thank you to The Fuller Center for supporting CSEE consistently
- Student attendance – challenges and concerns
- Committee met to discuss the policy and adjustments that might be needed
  - School following attendance policy while supporting families – some families not communicating with school/principal

#### **Human Resource Report- M. Bautista**

##### **Recruitment 2023-2024 Academic year**

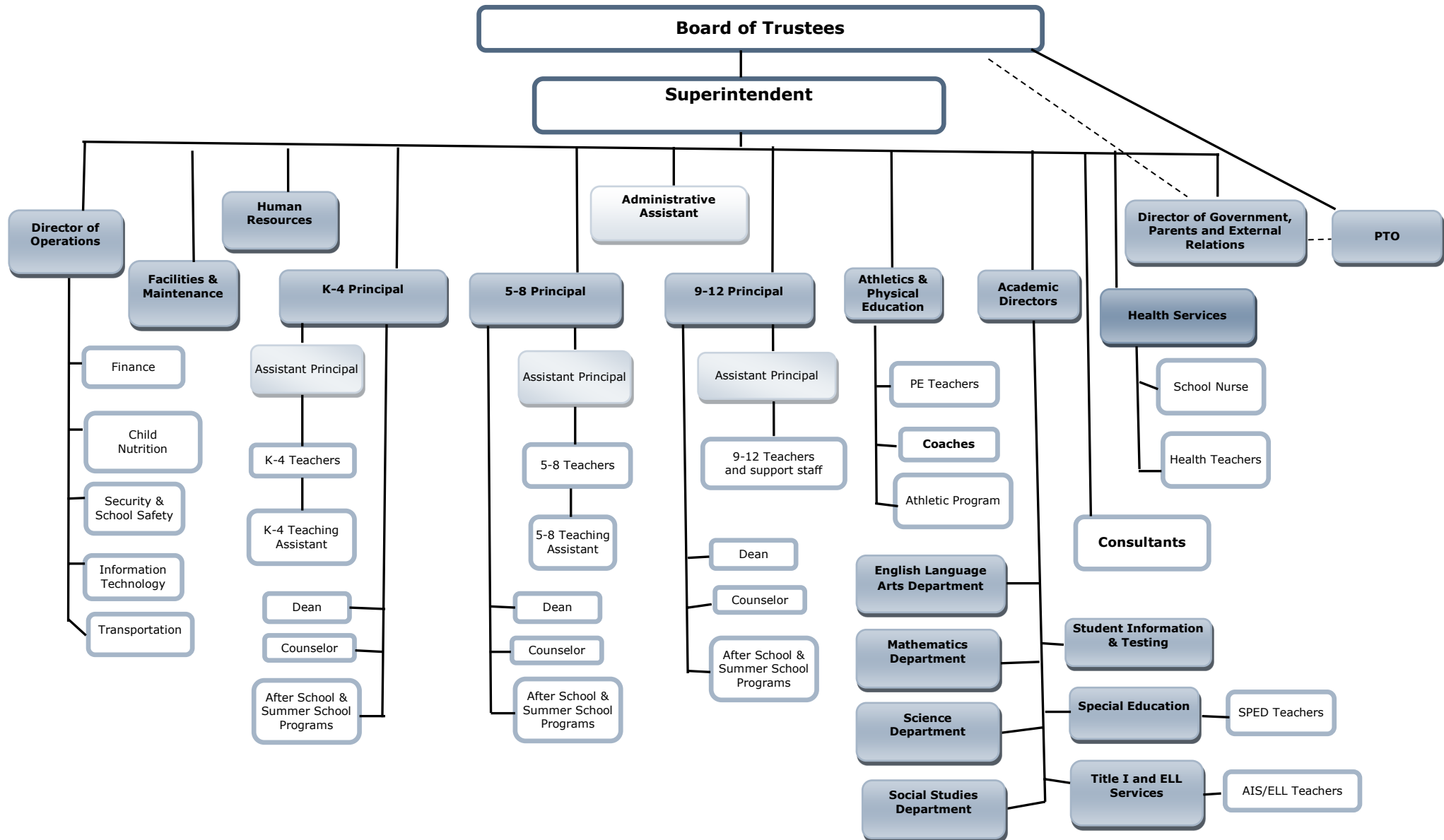
- Classroom Teachers – Certified in grades K-6
- Math Teacher – Certified in grades 7-12
- ELA Teacher – Certified in grades 7-12
- Science Teacher – Certified in grades 7-12
- Social Studies Teacher – Certified in grades 7-12
- Automotive Instructor
- Spanish Teacher – Spanish certified in grades K-6

#### **PTO Report- E. Fermin**

- ColorRun- raised \$14,000.00 in donations (\$7,000.00 profit). Thank you to everyone involved.
- Elementary school field day was canceled due to air quality- event was modified to be indoors. Thank you to all the parent volunteers who made this event a success.
- 4<sup>th</sup> grade end of year celebration-

#### **Motion to Adjourn- 7:37 pm**

# Charter School of Educational Excellence Organizational Chart



# Charter School of Educational Excellence

## 2023-2024 School Year Calendar

### July 2023

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

### August 2023

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

### September 2023

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

### October 2023

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

### November 2023

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

### July

- 4 School Closed - Fourth of July Holiday
- 12 Board Meeting
- 6/28-7/27 Summer School
- 7/10-7/31 Regents Summer Program

**MARKING PERIOD 1: SEPTEMBER 7-NOVEMBER 10**

**MARKING PERIOD 2: NOVEMBER 13 - JANUARY 26**

**MARKING PERIOD 3: JANUARY 29 - APRIL 12**

**MARKING PERIOD 4: APRIL 15 - JUNE 26**

### August

- 8/1-8/17 Regents Summer Program
- 8/16-8/17 Summer Program Regents Exams
- 16 Board Meeting
- 21-31 Prof. Development - ALL TEACHING STAFF REPORT TO SCHOOL

School in Session/Instructional Hours

### September

16 DAYS/112 HOURS

**MARKING PERIOD 1: SEPTEMBER 7-NOVEMBER 10**

- 1 Prof. Development - ALL TEACHING STAFF REPORT TO SCHOOL
- 4 **School/Central Office Closed - Labor Day**
- 7 **All students report to school - Full Day for students and staff**
- 20 Board Meeting
- 25 **School/Central Office Closed - Yom Kippur**

### October

21 DAYS/147 HOURS

- 9 **School/Central Office Closed - Columbus Day**
- 18 Board Meeting

**Marking Period 1 Progress Report: October 13, 2023**

### November

18 DAYS/126 HOURS

**MARKING PERIOD 2: NOVEMBER 13 - JANUARY 26**

- 7 **School Closed for Students - Election Day - Staff Professional Development**
- 10 **School/Central Office Closed - Veterans' Day**
- 15 Board Meeting
- 17 **Half Day for Students - Parent Teacher Conferences**
- 23-24 **School/Central Office Closed - Thanksgiving Recess**

					1	
4		6	7	8		
11	12		14	15		
18	19	20	21	22		
—						

		3	4	5		
8		10	11	12		
—	16		18	19		
22	23	24	25	26		
29	30	31				

			1	2		
5	6	7	8			
12			15	16		
—	—					
	27	28	29			

				1		
4	5	6	7	8		
11		13	14	15		
18	19		21	22		

		3	4	5		
8	9	—	11	12		
15	16		18			
22	23	24	25	26		
29	30					

December		15 DAYS/105 HOURS
5	School Closed for Students - Superintendent's Conference Day - Staff PD	
13	Board Meeting	
25-29	School Closed - Holiday Recess	
25	School/Central Office Closed - Christmas	

### Marking Period 2 Progress Report: December 22, 2023

January		21 DAYS/147 HOURS
<b>MARKING PERIOD 3: JANUARY 29 - APRIL 12</b>		
1	School/Central Office Closed - New Year's Day	
2	School Reopens after Holiday Recess	
9	School Closed for Students - Superintendent's Conference Day - Staff PD	
15	School/Central Office Closed - Martin Luther King Jr. Day	
17	Board Meeting	
23-26	Regents Exams - High School Only	

February		16 DAYS/112 HOURS
9	Half Day for Students - Parent Teacher Conferences	
13	School Closed for Students - Superintendent's Conference Day - Staff PD	
14	Board Meeting	
19-23	School Closed - Winter Recess	
19-20	Central Office Closed - Presidents' Holidays	
26	School Reopens after Winter Recess	

March		16 DAYS/112 HOURS
20	Board Meeting	
12	School Closed for Students - Superintendent's Conference Day - Staff PD	
25-29	School Closed - Spring Recess	

### Marking Period 3 Progress Report - March 8 2024

April		20 DAYS/140 HOURS
1	School Closed - Spring Recess	
2	School Reopens after Spring Recess	
9-17	NEW YORK STATE ELA ASSESSMENTS (MAKE UP 4/18/24-4/19/24)	
10	School/Central Office Closed - Eid-al-Fitr	
17	Board Meeting	
19	Half Day for Students - Parent Teacher Conferences	
23-30	NEW YORK STATE MATH ASSESSMENTS (MAKE UP 5/1/24-5/2/24)	

			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	—	30	31	

	3	4	5	6	7	
	10	11		13	14	
	17	18	—	20	21	
	24			27	28	

May	22 DAYS/154 HOURS
10	NEW YORK STATE SCIENCE ASSESSMENTS (MAKE UP 5/13/24-5/14/24)
18	Board Retreat/Meeting
TBD	Foundation Gala
TBD	PTO Color Run Fun-raiser
29	School/Central Office Closed - Memorial Day
Marking Period 4 Progress Report - May 17, 2024	

June	17 DAYS/119 HOURS
4	New Regents Exams Algebra I
12	Board Meeting
TBD	Kindergarten Graduation
14-26	Regents Exams - High School Only
19	School/Central Office Closed - Juneteenth Observance
25	Half Day for Students
26	Half Day for Students-Last Day of School-Report Card Distribution





---

## Part I: General Information and Fire/Life Safety History

---

Inspection Date

**Note : Please insert the date the actual inspection took place.**

*The Inspection Date cannot be earlier than 45 days before the Due Date.*

---

### 1. Please indicate the primary use of this facility:

- ☒ INSTRUCTIONAL
- ☐ ADMINISTRATIVE
- ☐ BUS MAINTENANCE
- ☐ BUS STORAGE ONLY
- ☐ LEASED FACILITY OFF SCHOOL GROUNDS
- ☐ MAINTENANCE
- ☐ OTHER

Please Specify:

- ☐ PUBLIC LIBRARY
- ☐ STORAGE
- ☐ VACANT

---

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 system (select one):

- ☒ Public owned
- ☐ School owned
- ☐ Other

Please Specify:

**4. Indicate the ownership of this facility**

☐ Leased

☒ Owned

**a. If the building is not District Owned, provide the name and address of Landlord or Building Owner:**

Name

Address

Telephone #

---

**5. Does the District lease the building or spaces within the building to others?**

☐ YES

☒ NO

**a. If yes, indicate the tenant(s):**

Name

Address

Telephone #

---

**6. What is the current gross square footage of this facility?**

*nearest whole ten feet:*

---

**7. If this Facility is vacant, skip the remaining questions and go to Section #2 Non-Conformance and report any non-conformances for Items #25A-1 through #26A-3**

---

## 8. FIRE AND EMERGENCY DRILLS

If this facility is used for instruction, complete (a) - (g); otherwise go to question 9.

a. Per Section 807, paragraph 2 of the State Education Law entitled Fire and Emergency Drills, a copy of Section 807 has been printed and distributed as guidance to teaching staff? ☐ YES ☐ NO

b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1 and June 30 of the previous school year: ☐ YES ☐ NO

### FIRE & EMERGENCY DRILLS

**NOTE** Eight (8) are required between September 1, and December 31

Eight (8) drills are required to be evacuation drills Four (4) drills are required to be lockdown drills

	Date	Evacuation	Lockdown
1	<input type="text"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
2	<input type="text"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
3	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="text"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
6	<input type="text"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
7	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
12	<input type="text"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

**8d. Average time to evacuate facility was:**  minutes  seconds

**8e. Arson and fire prevention instruction was provided in accordance with section 808 of the Education Law (revised 9/1/05) 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 for each month school is in session.** ☐ YES ☒ NO

**8f. Employee fire prevention, evacuation, and fire safety training was provided, and records maintained, in accordance with Section F406 of the NYS Fire Code** ☐ YES ☒ NO

---

**9. If the fire alarm system was activated, was the fire department immediately notified?** ☐ YES ☐ NO

---

**10. Have there been any fires in this facility since the last annual fire inspection report?** ☐ YES ☐ NO

**a. If 'yes', indicate:**

Number of fires	Number of injuries	Total cost of property damage
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Part II: Public School Fire and Building Safety Non-Conformance Report Sheet

School District \_\_\_\_\_  
Facility # \_\_\_\_\_

Building Name CHARTER SCHOOL OF  
EDUCATIONAL EXCELLENCE

Part II-A (to be completed for public schools only – except “Big 4”)					Part II-B					Part II-B					Part II-B				
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected	
01A-2					08A-2					13A-2					19E-1				
01B-1					08B-2					13B-2					19F-1				
01C-1					08C-2										19G-1				
01D-1					08D-2					14A-2					19H-2				
01E-1					08E-2					14B-2									
					09A-2					14C-2					20A-1				
02A-2					09B-2					14D-1					20B-1				
02B-1					09C-1					14E-1					20C-1				
02C-3					09D-1					15A-2					21A-3				
02D-1					09F-2					15B-1					22A-3				
02E-2					09G-2					15C-2					22B-3				
02F-3					10A-2					15D-2					22C-3				
02G-2					10B-2					15E-1					23A-1				
					10C-1					16A-2					23B-1				
03A-3					10D-1					16B-2	✓				23C-1				
03B-1										16C-2					23D-2				
					11A-2					16D-2					24A-3				
04A-2					11B-1					17A-3					25A-1				
04B-2					11C-2					17B-2					25B-1				
04C-1					11D-2					17C-2					25C-1				
					11E-1					17D-2									
05A-3										17E-1					26A-3	✓			
05B-2					12A-1					17F-3					<p style="text-align: center;">If any additional non-conformances are observed, check item 26A-3 and list the Code section below.</p> <p style="text-align: center;"><u>Elevator Certificate</u> <u>Expired</u></p> <p style="text-align: center;"><u>Inspector</u> The inspector has been provided with a copy of the previous year's school fire safety report:</p> <p style="text-align: center;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>				
05C-2					12B-3					17G-1									
					12C-2					17H-2									
06A-1					12D-2					17I-2									
06B-1					12E-1					17J-1									
06C-1					12F-1					17K-1									
06D-2					12G-1					17L-1									
06E-3					12H-1					18A-2									
06F-1					12I-1					18B-2									
06G-1					12J-1					18C-2									
06H-2					12K-1					18D-2									
					12L-1					19A-3									
07A-3					12M-1					19B-2									
07B-2					12N-1					19C-1									
07C-2					12O-2					19D-1									

All schools complete Section 8 only if the building has electrically-operated folding partitions.

**Initial Inspection:**

Fire Safety Inspector: Name Norman F Downes  
Date 7/13/22

Registry # 0399-7109B (26E-4)

**Final Inspection (if required):**

Fire Safety Inspector: Name \_\_\_\_\_  
Date \_\_\_\_\_

Registry # \_\_\_\_\_ (26F-4)

### Part III: Public School Certifications

#### Section III-A. Fire Inspector

The individual noted below inspected this building and the information in this Fire Safety 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 Title 19 Part 1208

Name: Norman F Downes Telephone #: ( 914 ) 584-1671  
Title: CEO Certification # 0399-7109B  
Email: nd180@aol.com (as designated by the NYS Department of State)

#### Section III-B. Building Administrator or Designee

*Please provide the name and contact information of the person responsible for monitoring this inspection (whomever accompanied the inspector; provided access to all spaces; and made available any records and/or required documentation requested by the inspector)*

The individual identified below certifies that this building inspection was conducted on this date 7/13/22 and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: David Pagan Telephone #: ( 914 ) 476-5070 Ext.9  
Title: Building Superintendent Email: Dpagan@cseeschool.org  
Signature \_\_\_\_\_.

#### Section III-C. School Superintendent

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which are not corrected immediately shall be corrected within a period of time approved by the Commissioner.

Name: \_\_\_\_\_ Telephone #: ( \_\_\_\_\_ ) \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Signature \_\_\_\_\_.

# CERTIFICATE OF OCCUPANCY

1 Description of Zoning Ordinance variances granted: none

# PARTIAL/FINAL CERTIFICATE OF OCCUPANCY

Description of Building Code variances granted: none



Mike Spano  
Mayor

William J. Schneider, P.E.  
Commissioner



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

BUILDING TEL: 914-377-6500  
FAX (914) 377-6545

HOUSING TEL: 914-377-6536  
FAX (914) 377-6496

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: B0007931 & B0007553

ADDRESS: 250 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 PIPES	SPRINKLER SYSTEM	CONSTRUCTION	
1ST	GYM, STAGE, WARMING KITCHEN, LOCKER, STORAGE ROOMS, GYM, REHEARSAL ROOM, TEACHERS LOCKER, TWO (2) MECHANICAL ROOMS, TWO (2) OFFICES, TWO (2) ELEVATORS, TWO (2) HANDICAP ELEVATORS, TWO (2) LOCKER & SHOWER ROOMS	X	X	MASONRY	
2ND	THEATRE, THREE (3) OFFICES, STORAGE ROOM, REHEARSAL ROOM	X	X	STEEL FRAME	
3RD	SIX (6) CLASSROOMS, THREE (3) OFFICES, TWO (2) STORAGE ROOMS, THREE (3) HANDICAP ELEVATORS, ONE (1) ELEVATOR, TEXT ROOM	X	X	STEEL FRAME	
4TH	SIX (6) CLASSROOMS, FOUR (4) OFFICES, THREE (3) HANDICAP ELEVATORS, ONE (1) ELEVATOR	X	X	STEEL FRAME	
5TH	ZONING MAPS APPROVED AUGUST 17, 2016 COPY OF SPECIAL CONDITIONS ATTACHED				
6TH	STEEL FRAME APPROVAL GRANTED OCTOBER 26, 2016				
7TH	THIS IS A PARTIAL FINAL CERTIFICATE OF OCCUPANCY				

(NOTHING BELOW THIS LINE)

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 parked 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)



MICHAEL J. SPANO  
MAYOR

SAM BORRELLI  
COMMISSIONER



87 Nepperhan Avenue, 5<sup>th</sup> Floor  
Yonkers, New York 10701  
Building Tel.: (914) 377 - 6500  
Housing Tel.: (914) 377-6527  
Fax: (914) 377-6521

DEPARTMENT OF HOUSING AND BUILDINGS  
**CERTIFICATE OF OCCUPANCY**

DISTRICT ZONE: M

Date: 10/05/2022  
APPLICATION NO.: B0020539  
Location: 220 Warburton Ave  
SBL: 2.-2106-30

ISSUED TO: EDUCATIONAL EXCELLENCE, CHARTER SCHOOL OF  
ADDRESS: 260 WARBURTON AVE  
YONKERS, NY 10701

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 here on:

DESCRIPTION OF WORK COMPLETED: **CONSTRUCT A PARKING GARAGE AND SCHOOL BUILDING ON A VACANT LOT WITH PREVIOUSLY CONSTRUCTED FOUNDATION. \*ZBA CASE #5628 GRANTED APPROVAL 2/19/19, COPY OF SPECIAL CONDITIONS ATTACHED. \*PLANNING BOARD APPROVAL GRANTED 5/13/20.**

DISTRICT ZONE M	LEGAL USE AND OCCUPANCY Conforming Use	PARKING			STORIES & CONSTRUCTION CLASSIFICATION 4 STORY MASONRY AND FRAME STRUCTURE W/GARAGE ON GROUND FLOOR "CHARTER SCHOOL"
		OUTDOOR -0-	GARAGE -46 2 HC-	TOTAL -48-	
FLOOR	OCCUPANCY AND USE OF EACH FLOOR	STAND PIPES	SPRINKLER SYSTEM	CONSTRUCTION	
GROUND FLOOR	GARAGE W/48 SPACES, MECHANICAL ROOM, PLUMBING ROOM, ELECTRICAL ROOM.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MASONRY	
1ST FLOOR	CULINARY KITCHEN, MUSIC ROOM, HOSPITALITY ROOM, CAFETERIA, FOUR (4) GENERAL OFFICES, PRINCIPAL'S OFFICE, ADMINISTRATION OFFICE, NURSES OFFICE, NURSES BATHROOM, CONFERENCE ROOM, KITCHEN, BOYS BATHROOM, GIRLS BATHROOM, ADA TOILET, AUTOMOTIVE LAB, RECEPTION/SECURITY, SECURITY OFFICE, TWO (2) STORAGE CLOSETS, JANITOR CLOSET.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STEEL/MASONRY	
2ND FLOOR	GYMNASIUM, ATHLETIC DIRECTOR'S OFFICE, GYM STORAGE ROOM, GIRLS LOCKER ROOM, BOYS LOCKER ROOM, WOMEN'S TOILET, MEN'S TOILET, BOYS TOILET, GIRLS TOILET, JANITOR CLOSET, ADA TOILET, TWO (2) OFFICES, BIOLOGY LAB, FOUR (4) CLASSROOMS, SPECIAL ED ROOM.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STEEL/MASONRY	
3RD FLOOR	SIX (6) CLASSROOMS, PHYSICS LAB, OFFICE, FACULTY ROOM, GIRLS TOILET, BOYS TOILET, ADA TOILET, JANITOR CLOSET, IT CLOSET, ART ROOM.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STEEL/MASONRY	
4TH FLOOR	FOUR (4) CLASSROOMS, TWO (2) BIOLOGY LABS, GIRLS TOILET, BOYS TOILET, ADA TOILET, JANITOR CLOSET, TWO (2) SPECIAL ED ROOMS, CHEMISTRY LAB, OFFICE, MEDIA CENTER, COMP/LANGUAGE LAB.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STEEL/MASONRY	
ROOF	MECHANICAL ROOM.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STEEL/MASONRY	
*	SMOKE AND CARBON MONOXIDE DETECTORS INSTALLED.				
*	EMERGENCY LIGHTS INSTALLED.				

(NOTHING BELOW THIS LINE)

Sam Borrelli  
Commissioner  
Department of Housing and Buildings

**SPECIAL CONDITIONS:**  
**AREA VARIANCE #5628**  
**220 WARBURTON AVENUE**  
**BLOCK: 2106 LOT: 30**  
**ZONE: M**

1. All fire, health, environmental, safety, building and zoning codes shall be adhered to at all times.
2. Fire, smoke and carbon monoxide detectors and a fire sprinkler system shall be installed throughout the new building and connected to an outside 24 hour monitoring system.
3. Any taxes or fines, if owed, must be paid in full within 60 days from today's date (February 19, 2019).
4. Any repairs or replacement required by the City Engineer to the sidewalk or curbs in front of the property along Warburton or Lamartine Avenues shall be repaired or replaced by the owner prior to the Certificate of Occupancy being issued.
5. All buildings and grounds will be used solely for the Charter School of Excellence for the uses outlines at the public hearing and in submitted materials.
6. Garbage collection shall only be from 8:00 am to 4:30 pm, Monday to Friday, no Saturday or Sunday pickup.
7. All lighting shall be oriented away from residences on Warburton and Lamartine Avenues to the extent practicable.
8. No outdoor sporting events on the proposed playing fields are allowed after 9:00 pm.
9. These conditions shall be specified on the Certificate of Occupancy and the owner shall permit periodic inspections at the discretion of the City of Yonkers, Department of Housing and Buildings at least once very calendar year to determine that the conditions are being satisfied.
10. This approval shall be immediately rescinded should the owner violate any of these conditions at any time.
11. All expenses associate with these conditions shall be the responsibility of the owner.

**(NOTHING BELOW THIS LINE)**