

# Application: PENINSULA PREP ACAD CHARTER SCH

Jen aseki - [REDACTED]  
Annual Reports

## Summary

**ID:** 0000000028

**Status:** Annual Report Submission

**Last submitted:** Nov 3 2020 08:33 AM (EST)

## Entry School Info and Cover Page

**Completed** Nov 3 2020

### Instructions

#### Required of ALL Charter Schools

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

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL 342700860869

**a1. Popular School Name**

PPA

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

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

NEW YORK CITY CHANCELLOR OF EDUCATION

**c. DISTRICT / CSD OF LOCATION**

CSD #27 - QUEENS

**d. DATE OF INITIAL CHARTER**

4/2004

**e. DATE FIRST OPENED FOR INSTRUCTION**

9/2004

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

MISSION STATEMENT

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

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

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

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

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

**Need additional space for variables**

No

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

<http://peninsulaprep.org/>

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

320

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

318

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

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5

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

No

## FACILITIES INFORMATION

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2020-2021?

No, just one site.


## School Site 1 (Primary)

### m1. SCHOOL SITES

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

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

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Karen Jones			
Operational Leader	Jason Pierre			
Compliance Contact	Jason Pierre			
Complaint Contact	Jason Pierre			
DA A Coordinator	Jason Pierre			
Phone Contact for After Hours Emergencies	Jason Pierre			

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

Private Space

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

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

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.**

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

[COO1\\_3527723646-COO1\\_1490340911-COO.pdf](#)

**Filename:** COO1\_3527723646-COO1\_1490340911-COO.pdf **Size:** 320.3 kB

**Site 1 Fire Inspection Report**

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

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

No

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

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

Yes



**ATTESTATION**

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

Name	Jen Pasek
Position	Consultant
Phone/Extension	[REDACTED]
Email	[REDACTED]

**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its harter, 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 ave been deliberately misrepresented, that will onstitute grounds for the revocation of our harter. Check **YES** if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

**Responses Selected:**

Yes

**Signature, Head of Charter School**



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



**Date**

Nov 3 2020

Thank you.



**Entry 2 NYS School Report Card**

**Incomplete** Hidden from applicant

**Instructions**

**SUNY-authorized charter schools only**

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

**Entry 2 NYS School Report Card Link**

**PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL 342700860869**

## NEW YORK STATE REPORT CARD

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

(Charter schools completing year one will not yet have a School Report Card or link to one.

Please type "URL is not available" in the space provided.)

(No response)

## Entry 3 Progress Toward Goals

Completed Nov 3 2020

### Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

## 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and hanges in testing, surveying, and other usual practices should be reported as “N/A”.**

### 2019-20 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	For each year of the school’s renewal charter term, the percentage of the school’s students who score at or above Level 3 on the New York State ELA examination meets or exceeds such percentage for the Community School District(s) (CSD) in which the school is located. (Relevant for schools serving grades 3- 8)	NYS Exam	Unable to Assess	
	For each year of			

Academic Goal 2	<p>the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State ELA examination meets or exceeds such percentage for New York City. (Relevant for schools serving grades 3-8)</p>	NYS Exam	Unable to Assess	
Academic Goal 3	<p>For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State Mathematics examination meets or exceeds such percentage for the Community School District(s) (CSD). (Relevant for schools serving grades 3-8)</p>	NYS Exam	Unable to Assess	
Academic Goal 4	<p>For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State Mathematics</p>	NYS Exam	Unable to Assess	

	<p>examination meets or exceeds such percentage for New York City. (Relevant for schools serving grades 3-8)</p>			
Academic Goal 5	<p>In each year of the charter term, the school will demonstrate increased proficiency rates on the New York State ELA examination. (Relevant for schools serving grades 3-8)</p>	NYS Exam	Unable to Assess	
Academic Goal 6	<p>In each year of the charter term, the school will demonstrate increased proficiency rates on the New York State Math examination. (Relevant for schools serving grades 3-8)</p>	NYS Exam	Unable to Assess	
Academic Goal 7	<p>Where the school has an eligible subgroup population (deemed as six or more students) of English language learners, the school will demonstrate positive academic growth on New</p>	NYS Exam	Unable to Assess	

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

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

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

Yes

**2019-2020 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met or Unable to	2019-2020 progress toward
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		Toward Attainment of Goal	Assess	attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	Where the school has an eligible subgroup population (deemed as six or more students) of students with disabilities, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term. (Relevant for schools serving grades 3	NYS Exam	Unable to Assess	
Academic Goal 12	Where the school has an eligible subgroup population (deemed as six or more students) of students eligible for the Free or Reduced Price Lunch program, the school will demonstrate positive academic growth on New York State Math examination	NYS Exam	Unable to Assess	

	proficiency rates for that applicable population in each year of the charter term. (Relevant for schools serving grades 3-8)			
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

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

No

**4. ORGANIZATION GOALS**

**For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

**2019-2020 Progress Toward Attainment of Organization Goals**

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take
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				to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Each year, the school self-reported average daily student attendance rate shall meet or exceed the average daily attendance for the Community School District (CSD) of location for elementary and middle schools and the citywide average for high schools.	COVID Remote Learning	Unable to Assess	
Org Goal 2	Each year, the retention rate will exceed the rate of the Community School District (CSD) of location. The retention rate for a given year is defined as the percentage of students enrolled in AT on 10/31 of that year who are still enrolled in at the school in AT on 10/31 the following school year, excluding terminating grade.	School records	Unable to Assess	93% of eligible students returned in 2019-20.
	Each year, the			

Org Goal 3	school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for English language learners.	BEDS Data	Not Met	11% of enrollment at PPA are ELL, whereas the local district enrolls 13% ELL n 2019-20.
Org Goal 4	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students with disabilities.	BEDS Data	Not Met	14% of enrollment at PPA are SWD, whereas the local district enrolls 20% ELL n 2019-20.
Org Goal 5	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students eligible for the Free or Reduced Price Lunch program.	BEDS Data	Not Met	75% of enrollment at PPA are economically disadvantaged, whereas the local district enrolls 76% ELL n 2019-20.
Org Goal 6	Each year, the school will meet or exceed any applicable student retent on targets, as prescribed by the Board of Regents, for English language learners.	BEDS Data	Met	96% of eligible ELL students returned in 2019-20.

Org Goal 7	Each year, the school will meet or exceed any applicable student retent on targets, as prescribed by the Board of Regents, for students with disabilities.	BEDS Data		91% of eligible SWD students returned in 2019-20.
Org Goal 8	Each year, the school will meet or exceed any applicable student retent on targets, as prescribed by the Board of Regents, for students eligible for the Free or Reduced Price Lunch program.	BEDS Data	Met	93% of eligible economically disadvantaged students returned in 2019-20.
Org Goal 9	In each year of the charter term, parents will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of parents that meets or exceeds citywide averages in positive responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least	NYCDOE School Survey	Unable to Assess	Survey results have not been posted.

	50% of parents participate n the.			
Org Goal 10	In each year of the charter term, staff will express satisfaction with the school’s program, based on the NYC DOE School Survey. The school will have a percentage of staff that meets or exceeds citywide averages in positive responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of staff participate n the survey.	NYCDOE School Survey	Unable to Assess	Survey results have not been posted.
Org Goal 11	In each year of the charter term, students will express satisfaction with the school’s program, based on the NYC DOE School Survey. The school will have a percentage of students that meets or exceeds citywide averages in positive box responses (i.e., agree/strongly agree, likely/very	NYCDOE School Survey	Unable to Assess	Survey results have not been posted.

	likely). The school will only have met this goal if at least 50% of students participate in the survey. (Relevant for schools serving grades 6-12 only)			
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

**5. Do have more organizational goals to add?**

No

**6. FINANCIAL GOALS**

## 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Each year, the school will maintain a stable cash flow as evidenced by having 60 days of unrestricted cash on hand reported in their yearly independent fiscal audit.	Audit		Pending Audit results this fall.
Financial Goal 2	Each year, the school will operate on a balanced budget. A budget will be considered "balanced" if revenues equal or exceed expenditures.	Audit		
Financial Goal 3	Each year, the school will meet or exceed 85% of their authorized enrollment on 10/31 as recorded in ATS.	SIRS Data	Met	The approved enrollment is 320 and we had an enrollment of 320 in 2019-20.
Financial Goal 4				
Financial Goal 5				



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

No

Thank you.

## Entry 3 Accountability Plan Progress Reports

**Incomplete** Hidden from applicant

### Instructions

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

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

## Entry 7 Disclosure of Financial Interest Form

**Completed** Nov 3 2020

### Instructions - Multiple Uploads permitted

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

Each member of the charter school's Board of Trustees who served on charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must complete signed:

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

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

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

### **PPA BOT 201920 Signed Forms**

**Filename:** A BOT 201920 Signed Forms.pdf **Size:** 603.8 kB

# Entry 8 BOT Membership Table

Completed Nov 3 2020

## Instructions

### Required of All charter schools

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

## Entry 8 BOT Table

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

### PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL 342700860869

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

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	Betty Leon [REDACTED]	Chair	Finance, Academic	Yes	15	9/1/2018	9/1/2020	11
	Doretha McFadden	Vice						

2	n [REDACTED]	Chair	Academic	Yes	7	9/1/2018	9/1/2020	12
3	Kevin Alexande r [REDACTED]	Treasurer	Finance	Yes	7	9/1/2018	9/1/2020	7
4	Jacquelin e Burton Waal [REDACTED]	Secretary	Academic	Yes	15	9/1/2018	9/1/2020	11
5	Brandon Jeffries [REDACTED]	Trustee/M ember	Finance	Yes	7	9/1/2019	9/1/2021	8
6	Malik Sanders [REDACTED]	Trustee/M ember	Finance	Yes	3	9/1/2019	9/1/2021	5 or less
7	Patricia Woods [REDACTED]	Trustee/M ember	Finance, Academic	Yes	3	9/1/2018	9/1/2020	5 or less
8	Constanc e Blackma n [REDACTED]	Parent Rep	Academic	Yes	1	9/1/2019	9/1/2021	6
	Randy							

9	Hall, [REDACTED]	Trustee/M ember	None	Yes	1	9/1/2019	9/1/2021	6
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**1a. Are there more than [REDACTED] members of the Board of Trustees?**

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

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

a. Total Number of BOT Members on June 30, 2020	9
b.Total Number of Members Added During 2019-2020	0
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

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

12

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

12

Thank you.

## Entry 9 Board Meeting Minutes

Completed Nov 3 2020

### Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

### [PPA 2019-20 Minutes](#)

Filename: A 2019 20 Minutes.pdf Size: 801.4 kB

## Entry 0 Enrollment & Retention

Completed Nov 3 2020

### Instructions for submitting Enrollment and Retention Efforts

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

## Entry 10 Enrollment and Retention of Special Populations

### Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

**Recruitment/Attraction Efforts Toward Meeting Targets**

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	<p>Seventy percent of PPA’s marketing is done in low-income neighborhoods with annual open houses dedicated to residents of low-income housing. PPA also works closely with community organizations that do outreach into low-income communities.</p> <p>PPA runs a Universal Prekindergarten program. This is an additional method for attracting economically disadvantaged students and potential students with disabilities. In addition, PPA also visits other pre-K/daycare centers that serve special needs students to share information regarding PPA and the services we provide, including the placement of a Special Education teacher at every grade level. Peninsula Preparatory is also a school wide Title 1 school, our title 1 team host numerous workshops throughout the school year that are open to the public, educating parents of the excellent intervention services we provide at PPA. Peninsula continues to use the local agencies to assist in recruiting economically disadvantaged students. We also use social</p>	<p>In 2019-20, our percentage of ED students was 75% and our district was 76%. Going forward, we will continue to work closely with community organizations such as day cares and after school centers that service low income communities. PPA has found that "word of mouth" in the community is also a great recruiting tool. We have been encouraging parents to share their experiences at PPA through social media.</p>

	<p>media to target families. PPA’s enrollment materials describe how PPA does not discriminate or find reasons to exclude children based on their home language, learning styles, or income.</p>	
<p>English Language Learners/Multilingual Learners</p>	<p>All marketing materials are sent home to parents in both English and Spanish, as well as other languages, once requested.</p> <p>PPA is located in a densely-populated Hispanic, African, and Haitian community. Our Parent Coordinator works very closely with various community groups representing the various groups, to encourage parents to enroll their child(ren) at PPA. Once enrolled, parents and students experience an inclusive school community. PPA also has in place a translation service, which translates notifications, school programs, and report cards for parents who have difficulty reading and understanding the English language.</p> <p>In 2019-20, we established a lottery weight for ELLs to ensure that our enrollment of ELLs continues to reflect our district.</p>	<p>In 2019-20, our percentage of ELLs was 11% and our district was 13%. Going forward, we will continue to weigh our lottery giving preference to ELL students and continue to transmit all marketing materials in English and Spanish. PPA will also use parents of current ELL students as a resource for recruiting.</p>
<p>Students with Disabilities</p>	<p>Peninsula Preparatory Academy has a working relationship with one of Far Rockaway's best PREK centers for children with disabilities. Our Special Education staff host a number of workshops onsite and offsite with hope to educate and</p>	<p>In 2019-20, our percentage of SWD was 14% and our district was 20%. Going forward, our SPED team will host parent workshops open to the community which will aim at breaking the stigma of electing</p>



recruit parents that have children with disabilities.

to receive SPED services.

### Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	<p>We promote a culture of achievement, maintain an orderly and safe learning environment, and engage parents and the community as partners. PPA is committed to the success of every child through the provision of high quality student-centered attention. This individualized attention is essential to ensure the academic achievement of the many at-risk children we serve. In addition, PPA partners with a local agency to support parents with employment, housing, and education. PPA provides vouchers to uniforms and school supplies to economically disadvantaged students. Further, economically disadvantaged students are not charged for any school activities.</p>	<p>Our retention rate for ED students was 93% between 2018-19 and 2019-20. We will continue our strategies to ensure that this trend continues.</p>
English Language Learners/Multilingual Learners	<p>We support the academic achievement of ELLs through an inclusive approach, with an emphasis on Tier I support that minimizes pull-out intervention. PPA employs a full-time ELL teacher to conduct individual and small-group support for ELLs as well as provide professional development for teachers on strategies to support ELLs in the classroom. Classroom teachers receive PD on how they can more</p>	<p>Our retention rate for ELLs was 91% between 2018-19 and 2019-20. We will focus on parent communication and family satisfaction for ELLs as a strategy to target ELL retention going forward.</p>



	<p>naturally support ELL students through increased use of language and opportunities for oral presentations.</p>	
<p>Students with Disabilities</p>	<p>PPA believes strongly in inclusion of all students, including special education students, in regular classrooms and that all students should have access to the same curriculum and materials as their peers. Extra assistance may be provided to special education students as required by their IEP, but they have the same resources available to them to improve their skills as their fellow students and have access to the same curricular content. Furthermore, PPA provides professional development to teachers and has small class sizes that create an environment that supports learning for all students, including those with disabilities.</p> <p>For those students with IEPs that require Special Education teacher services and/or a resource room setting, the school directly provides these special education services. PPA employs a Special Education (SPED) Coordinator, plus at least four SPED teachers on staff. For those students with IEPs that require related services, such as counseling, speech, occupational, and physical therapies, the school contracts with the Queens' CSE or outside service providers.</p>	<p>Our retention rate for WD was 96% between 2018-19 and 2019-20. Going forward, we will continue our strategies to ensure that this trend continues.</p>

**Entry 2 Percent of Uncertified Teachers**

## Instructions

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

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

## Entry 12 Uncertified Teachers

**School Name: PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL 342700860869**

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## Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	2
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
<b>Total Category A: 5 or 30% whichever is less</b>	<b>4.0</b>

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
<b>Total Category B: not to exceed 5</b>	<b>0.0</b>

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category C: not to exceed 5	0.0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

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

	FTE Count
Total Category D	0

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

	FTE Count
Total Category E	20

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	24



Thank you.

## Entry 3 Organization Chart

Completed Nov 3 2020

### Instructions

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

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

### [org\\_chart\\_21](#)

Filename: org\_chart\_21.pdf Size: 286.6 kB

## Entry 4 School Calendar

Completed Nov 3 2020

### Instructions for submitting School Calendar

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

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

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

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

### [PPA 2020-2021 School Calendar \(Tentative\)](#)

Filename: A 2020 2021 School Calendar Tentative.pdf Size: 235.5 kB

## Entry 5 Links to Critical Documents on School Website

Completed Nov 3 2020

### Instructions

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

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

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA policy;
6. District-wide safety plan and Authorizer-approved Discipline policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening plan

## Form for Entry 15 Links to Critical Documents on School Website

School Name: PENINSULA PREP ACAD CHARTER SCH

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	<a href="https://www.peninsulaprep.org/compliance-documents">https://www.peninsulaprep.org/compliance-documents</a>
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="https://www.peninsulaprep.org/compliance-documents">https://www.peninsulaprep.org/compliance-documents</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://www.peninsulaprep.org/compliance-documents">https://www.peninsulaprep.org/compliance-documents</a>
3. Link to NYS School Report Card	<a href="https://www.peninsulaprep.org/compliance-documents">https://www.peninsulaprep.org/compliance-documents</a>
4. Most Recent Lottery Notice Announcing Lottery	<a href="https://www.peninsulaprep.org/compliance-documents">https://www.peninsulaprep.org/compliance-documents</a>
5. Authorizer-Approved DASA Policy	<a href="https://www.peninsulaprep.org/compliance-documents">https://www.peninsulaprep.org/compliance-documents</a>
6. District-wide Safety Plan	<a href="https://www.peninsulaprep.org/compliance-documents">https://www.peninsulaprep.org/compliance-documents</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://www.peninsulaprep.org/compliance-documents">https://www.peninsulaprep.org/compliance-documents</a>
7. Authorizer-Approved FOIL Policy	<a href="https://www.peninsulaprep.org/compliance-documents">https://www.peninsulaprep.org/compliance-documents</a>
8. Subject matter list of FOIL records	<a href="https://www.peninsulaprep.org/compliance-documents">https://www.peninsulaprep.org/compliance-documents</a>
9. Link to School Reopening Plan	<a href="https://www.peninsulaprep.org/">https://www.peninsulaprep.org/</a>

**Thank you.**



## **Entry 6 COVID 19 Related Information**

**Completed** Nov 3 2020

**[Instructions](#)**



**Required of ALL charter schools**

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

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

**Entry 16 COVID 19 Related Information**

**School Name: PENINSULA PREP ACAD CHARTER SCH**

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

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

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	318	280	315

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

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

	Ass	Gra	Gra	Gra	Gra	Gra	Gra	Gra	Gra	Gra	Gra	Gra	Gra	Gra	Nu
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		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
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		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
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		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	

		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
Total															0

**Entry 7 Staff Roster - NEW TASK For Regents Schools Only**

**Incomplete** Hidden from applicant

**INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS**

Please provide the full name of **ANY and ALL** instructional and non-instructional employees and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

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

Betty A. Leon

**Name:** \_\_\_\_\_

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

Peninsula Preparatory Academy Charter School

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

Chair of Board

2. Are you an employee of any school operated by the education corporation? \_\_\_\_ **Yes**  **No**

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

3. Are you related, by blood or marriage, to any person employed by the school? \_\_\_\_ **Yes**  **No**  
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? \_\_\_\_ **Yes**  **No**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? \_\_\_\_ **Yes**  **No**

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

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?  **Yes**  **No**

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

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

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

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6/29/2020

Signature

Date

*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:** NA

**Business Address:** NA



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

Doretha McFadden

**Name:** \_\_\_\_\_

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

Peninsula Prep. Academy Charter School

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

Vice Chair

2. Are you an employee of any school operated by the education corporation? \_\_\_\_ **Yes**  **No**

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

3. Are you related, by blood or marriage, to any person employed by the school? \_\_\_\_ **Yes**  **No**  
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? \_\_\_\_ **Yes**  **No**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? \_\_\_\_ **Yes**  **No**

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

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?  **Yes**  **No**

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

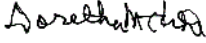
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the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

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

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6/29/2020

Signature

Date

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



*last revised 06/8/2020*

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

**Name:** Jacqueline Burton-waal

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

Peninsula Preparatory Academy

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

Secretary

2. Are you an employee of any school operated by the education corporation?  **Yes**  **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?  **Yes**  **No**  
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?  **Yes**  **No**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?  **Yes**  **No**

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

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?      **Yes**   x   **No**


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

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

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

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7/30/2020

Signature

Date

*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:** None

**Business Address:** None



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

Kevin Alexander

**Name:** \_\_\_\_\_

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

Peninsula Preparatory Academy Charter School

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

General Board Member, past Treasurer

2. Are you an employee of any school operated by the education corporation? \_\_\_\_ **Yes**  **No**

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

3. Are you related, by blood or marriage, to any person employed by the school? \_\_\_\_ **Yes**  **No**  
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? \_\_\_\_ **Yes**  **No**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? \_\_\_\_ **Yes**  **No**

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

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?  **Yes**  **No**

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


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

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

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
n/a				

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

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Signature

Date

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*last revised 06/8/2020*

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

**Name:** Constance Blackman

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

Peninsula Preparatory Academy

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

Board Member

2. Are you an employee of any school operated by the education corporation?  **Yes**  **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?  **Yes**  **No**  
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?  **Yes**  **No**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?  **Yes**  **No**

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



6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?  **Yes**  **No**

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

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

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

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>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</b>	<b>Steps taken to avoid conflict of interest</b>
<p><i>Please write NONE</i></p>	<p><i>"None" if applicable. Do not leave this space</i></p>	<p><i>blank.</i></p>		

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**CONSTANCE BLACKMAN**  
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6/29/2020

Signature

Date

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

Brandon Jeffries

**Name:** \_\_\_\_\_

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

Peninsula Preparatory Academy

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

Treasurer - Brandon Jeffries

2. Are you an employee of any school operated by the education corporation? \_\_\_\_ **Yes**  **No**

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

3. Are you related, by blood or marriage, to any person employed by the school? \_\_\_\_ **Yes**  **No**  
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? \_\_\_\_ **Yes**  **No**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? \_\_\_\_ **Yes**  **No**

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

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?  **Yes**  **No**


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

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

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

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Date

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*last revised 06/8/2020*

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

**Name:** Malik Sanders \_\_\_\_\_

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

Peninsula Preparatory Academy  
\_\_\_\_\_

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

Board member

2. Are you an employee of any school operated by the education corporation? \_\_\_ **Yes**  **No**

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

3. Are you related, by blood or marriage, to any person employed by the school? \_\_\_ **Yes**  **No**  
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? \_\_\_ **Yes**  **No**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? \_\_\_ **Yes**  **No**

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

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?  **Yes**  **No**

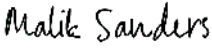
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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**.”

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<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p>New York City Council</p>	<p>Manic Aide to Council</p>	<p>Member</p>	<p>Donovan Richards</p>	<p>Not directly involved in any</p>

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Date

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

**Name:** Randy Hall \_\_\_\_\_

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

Peninsula preparatory Charter School  
\_\_\_\_\_

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

Board Member

2. Are you an employee of any school operated by the education corporation? \_\_\_Yes <sup>x</sup>\_\_\_No

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

3. Are you related, by blood or marriage, to any person employed by the school? \_\_\_Yes <sup>x</sup>\_\_\_No  
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? \_\_\_Yes <sup>x</sup>\_\_\_No

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? \_\_\_Yes <sup>x</sup>\_\_\_No

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

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?  **Yes**  **No**

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


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

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

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

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

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

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Signature

Date

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*last revised 06/8/2020*

**PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL**

611 Beach 19<sup>th</sup> Street Far Rockaway, NY 11691

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

**Karen Jones, Principal**

*Pride – Perseverance - Achievement – Character*

**BOARD MEETING MINUTES – July 24, 2019**

**ATTENDANCE**

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

**Board Members:** Patricia Woods

**PPA Staff:** Jason Pierre, Director of Finance and Operations

**PTO Board:** Constance Blackman - former PTO President, Cassandra Hill - PTO President, Melody Shields – PTO Vice President

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**CALL TO ORDER – 6:00 P.M.**

1. **Vision/Mission Statements** and **Goal #5** were read and/or recited.
2. **Minutes – June 12, 2019** were read. However, prior to the approval, an addendum was added to the PTO Report by Constance Blackman. Two additional PTO Fundraisers were listed:
  - a. Mothers’ Day Sale
  - b. Graduation Day Sale
3. **Motion – Minutes June 12<sup>th</sup>**

**A motion to accept the Minutes for June 12 ,2019 was made by Doretha McFadden, seconded by Brandon Jeffries and unanimously passed by all.**

4. **New PTO Officers for 2019-2020** were presented by Chair Leon and given the opportunity to introduce themselves to the Board.
  - a. Cassandra Hill – President
  - b. Melody Shields – Vice President

**On Monday, August 12, 2019, in her reply/approval of the PTO Report (July 24<sup>th</sup>), Ms. Constance Blackman informed me that Ms. Cassandra Hill will not be able to fill the position as PTO President for 2019-2020.**

**Chair’s Report – Betty Leon, - July 24, 2019**

5. **Summer Prep for Charter Schools - FREE Workshops/Seminars** will be presented at the Charter Center for all persons who serve on Charter School Boards. Ms. Leon gave a brief recap of the workshops she (and other Board Members) attended last year and encouraged everyone (especially the parents) to attend. A list of Classes Offered to Board Members (by Title, Dates and Times were given out.
6. **Ms. Constance Blackman – former PTO President – Greetings, Advice & Recommendations** – Ms. Blackman began by announcing the fact that her son, Jaden, has graduated and will be attending CHANNEL VIEW. She is pleased that Ms. Cassandra Hill and Ms. Melody Shields have “stepped up to the plate” and will be lending leadership to the PTO this in the Fall. She felt confident that Ms. Jada Tucker will accept the office of PTO Treasurer and that Ms. Hill and Ms. Shields will find/appoint a PTO Recording and/or Correspondence Secretary. She also gave them the “Drop Box” account, stated some pertinent responsibilities, and recommended that they follow the previous PTO Calendar and work closely with Ms. Johnson as they plan the 2019-2020 school year.
7. **Ms. Jacqueline Burton-Waal** asked that written documentation be presented at each Board Meeting. She suggested that they follow the “Peninsula Prep PTO” created and utilized by Ms. Blackman for 2018-2019 which included PTO:
  - a. **Highlights**
  - b. **Board** and Grade Leaders
  - c. **Meeting** Attendance & Agenda(s)
  - d. **Fund Raisers**
  - e. **Other pertinent information** such as the PTO Webpage, Survey(s), and pictures

**A motion to accept the Board Chair’s Report was made by Patricia Woods, seconded by Brandon Jeffries, and unanimously passed by all.**

### **Principal’s Report - Karen Jones, Principal – July 24, 2019**

1. **Dashboard**
2. **Comparison of NYS Math Instructional Report Overview – Grades 3 – 5** – The Report compared the average percentage of Total Possible Points by GRADE and by INDIVIDUAL CLASS in the following areas:
  - a. All **Multiple Choice** Questions
  - b. All **Constructed Response** Questions
3. **Reading Levels Tracker – Grades K – 2 (January – June)** – Reading Levels listed for each student based on their INDEPENDENT and INSTRUCTIONAL Levels.
4. **STE(a)M Implementation**
  - a. PPA received a Grant for \$250k

- b. Recruitment/Personnel – Two applicants have been “out-bided.”
- 5. **Annual State Assessment Results** included information available to PPA at this time. Also included was a narrative pertaining to each class (Grades 3 – 5). A detailed explanation was outlined in the Minutes for June 12, 2019.
- 6. **Non- Academic Plans for 2019-2020**
  - a. **Maintain Coaches** at each grade level
  - b. **Hire a STEM TEACHER** for PPA
  - c. **Change Food Service** from School Foods to Regina Foods for better quality meals and instruction on “how to eat as if they were in a restaurant.”
  - d. **Student Oratory Presentations** will be significantly increased as students will engage in more opportunities to speak in front of audiences that not only include students, but parents too!
  - e. **Somebody is watching you. Ms. Jones will send them incentives such as “Great Job!”** and others to deter student tardiness in increase “on time” arrivals!
  - f. **Academic Competitions** – (Chess, Math Computation, Debates, Spelling Bees, and Art Exhibits)
- 7. **Questions:**
  - a. **PPA’s HALF-DAYS** – The Board discussed the PROS & CONS and ISSUES around PPA’s half day schedule for mandatory Professional Development and Open School Parent-Teacher Meetings. Ms. Blackman gave input insight, perspective and challenges from a “working parent’s point of view.”
  - b. **Staffing for September**
- 8. **Motion – Principal’s Report**

**A Motion to accept the Principal’s Report was made by Jacqueline Burton-Waal, seconded by Betty Leon, and unanimously passed by all.**

**Finance Report - Jason Pierre; Director of Finance and Operations – July 24, 2019**

- 1. **Additional Expenses** – just under \$25k
  - a. **Up Grades to PPA & Repairs**
    - i. **Staff Lounge**
    - ii. **Bathrooms & Toilets**
    - iii. **Classroom floors**
    - iv. **Energy Efficient Light Bulbs**
  - b. **New Printers** can enable personnel to print from their cell phones
  - c. **On-Line Tests**
- 2. **Financials**

- a. **Prep for June’s Audit 2019**
  - i. **Positive Cash on Hand (PCOH)**
    - 1. 87 Days – end-of-year
    - 2. Anticipate 18 days of PCOH by the end of June
  - ii. **Escrow Account**
    - 1. We will use the money for an “interest free” account
    - 2. Save the \$ to pay for a “stand alone’ building for our new Charter School
- 3. **Ms. Wala** – will continue to keep the PTO Board informed/updated with regard to the plans to construct a new building for PPA.
- 4. Enrollment – We overenroll 5 additional students to cover those who drop out
- 5. Audit – August 19, 2019
- 6. U Pre-K
  - a. **After School Program for Pre-K**
  - b. **Science Buses for Pre-K**
  - c. **Spent 50K out of the 250K (already)**
- 7. **Motion – Principal’s Report**

**A Motion to accept the Principal’s Report was made by Malik Sanders, seconded by Patricia Woods, and unanimously passed by all.**

**PTO Report – Constance Blackman, President**

**PTO Board:** New President; \_\_\_\_\_; New Vice President **Melody Shields**; New Treasurer \_\_\_\_\_; New Secretary \_\_\_\_\_

**PTO – New Grade Leaders:** UPK & K – \_\_\_\_\_; 1<sup>st</sup> Grade – \_\_\_\_\_; 2<sup>nd</sup> Grade – \_\_\_\_\_; 3<sup>rd</sup> Grade - \_\_\_\_\_; 4<sup>th</sup> Grade – \_\_\_\_\_; 5<sup>th</sup> Grade – \_\_\_\_\_

- 1. **PTO Meeting(s)** - Every 2<sup>nd</sup> Thursday
- 2. **Future Fund Raisers:**
  - a. **Holiday Boutique**
  - b. **Bake Sales**
  - c. **Holiday Paint Night**
  - d. Chucky Cheese
  - e. Candy Sale
  - f. Mother’s Day Sale
  - g. Graduation Balloon Sale
- 3. **Future Events:**
  - a. PTO Board will also meet the parents on MEET THE TEACHER DAY
  - b. Meet and Greet (Social) in September 2019
- 4. **Opportunities to Advertise the PTO**
  - a. PTO SLIDE PRESENTATION ON A TV (in the LOBBY)

- b. PTO Report**
- 5. Positions to be filled for next year:**
  - a. President**
  - b. Secretary (Correspondence and/or Recording)**
  - c. Treasurer**
- 6. Motion – PTO Report**

**A Motion to accept the PTO Report was made by Jacqueline Burton Waal, seconded by Brandon Jeffries, and unanimously passed by all.**

**ADJOURNMENT – Meeting adjourned at 7:36 PM**



**PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL**

611 Beach 19<sup>th</sup> Street Far Rockaway, NY 11691

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

**Karen Jones, Principal**

*Pride – Perseverance - Achievement – Character*

**BOARD MEETING MINUTES – August 14, 2019**

**ATTENDANCE**

**PPA Officers:** Betty Leon, Board Chair; Jacqueline Burton Waal, Secretary; Kevin Alexander

**By Phone:** Doretha McFadden, Co-Chair

**PPA Staff:** Jason Pierre, Director of Finance and Operations

**PTO Board:** Constance Blackman - PTO President, Melody Shields – NEW PTO Vice President

**Parent(s):** Orin Sears

**Absent:** Brandon Jeffries, Malik Sanders, Patricia Woods

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**CALL TO ORDER – 6:00 P.M.**

- 1. Vision/Mission Statements and Goal #2** were read/recited.
- 2. Minutes – July 24, 2019** were read.

**A motion to accept the Minutes for July 24, 2019 was made by Betty Leon, seconded by Constance Blackman, and unanimously passed by all.**

**3. Chair’s Report – Betty Leon**

**A motion to accept the Board Chair’s Report was made by Constance Blackman, seconded by Kevin Alexander, and unanimously passed by all.**

**Principal’s Report - Karen Jones, Principal – August 14, 2019**

- 1. Interview Process**
- 2. Staffing**
  - a. PPA needs 2 SPED Teachers (3<sup>rd</sup> and 4<sup>th</sup> Grades)
  - b. Most of the applicants are former Catholic School Teachers. The Board discussed reasons why this could be to PPA’s advantage.
- 3. The NATIONAL CHARTER SCHOOL CONFERENCE –** The Board should attend because:

- a. It's NATIONAL and the package of information the Board would receive is almost as much as what the Principal's receive
  - b. The Board will find out what other people are doing
- 4. Collaborative Problem-Solving Approach** to managing student misbehaviors
- a. It's a more productive way to manage misbehaviors
  - b. Students will do well when they know how to do well
  - c. Some features of the **Three Step Plan** whereby deficits and/or misbehavior is addressed as a learning disability and students will be able to create a new pathway to deal with their primary challenges.
    - 1. **Plan A** Stop what you're (presently) doing, and learn a more productive approach.
    - 2. **Plan B** have a conversation with the student in order to deal with the ISSUES students are having. This approach encourages teachers to be more aware the language they use.
    - 3. **Plan C** – Document what happened
  - d. **On-Line Course** - Ms. Jones looked into and informed the Board re: an "online course" for the teachers (cost \$150.00)
- 5. Grant Writing** – There will be a Grant Writing Session during Pre-Service PD.
- a. Teachers will learn HOW TO write grants. "Once teachers know how easy it is to write classroom/educational grants, more teachers would do it."
  - b. **Questions:**
    - Q. - Betty Leon** - Can we have a "Grant Writer" who would receive a % of the grant?
    - A.- Ms. Jones & Mr. Pierre** presented the following arguments for teaching teachers how to write grants.
      - 1. It's not only hard to find a grant writer, most grants are written by lay persons and teachers.
      - 2. Things are changing. Today, teachers are writing grants.
      - 3. The grants that are offered now, want teachers to write them. Most things we need, the teachers can now write grants for them.
      - 4. Last year, we made \$30k from our parents.
      - 5. We have a "Social Media" person now who will keep all constituents informed as to "What's going on a PPA?"
  - c. **Comments: Ms. Constance** – Reinforced what Ms. Jones said in that she shared that she also looked into grants, foundations, and funding resources. Moreover, she will encourage other parents to do so.
- 6. Strategy for 2019-2020**
- Q. - Betty Leon** – What's your strategy for next year?
  - A. - Karen Jones** – informed Ms. Leon that she will send a copy of her Strategic Plan to her and Doretha McFadden

**A motion to accept the Principal's Report was made by Kevin Alexander, seconded by Constance Blackman, and unanimously passed by all.**

**Finance Report - Jason Pierre, Director of Finance and Operations – August 14, 2019**

- 1. The FY is Ending with Cash Available to Carryover to FY 19-20 – Operating Accounts only**
- 2. Cash balance available once all FY 18-19 obligations and receivables have been settled.**
- 3. Number of days of Cash on Hand as of 6/30/19**
  - a. General Ed. \$313,394
  - b. Budget \$320,000
  - c. Actual \$4,797,122
  - d. Budget \$4,898,122
  - e. Variance \$101,118
- 4. Total Revenue - Actual \$6,050,939**
- 5. Medical Expenses went up \$87,427 this year.**
  - a. Looking at an affordable medical plan that teachers would pay a percentage into it. This is for teachers who have more medical costs (doctor visits, prescriptions, etc.)
  - b. Depreciation (non-cash item) \$133,56
- 6. Mr. Pierre will have a review with auditors next week**
- 7. \$250,000 from Donovan Richards**
  - a. It's CAPITAL Funds
  - b. Can be used for Equipment
  - c. Funding used for Equipment can be moved to 50% of a STEM person's salary
- 8. We purchased equipment from a catholic school that's closing.**

**A Motion to accept the Finance Director's Report was made by Kevin Alexander, seconded by Jacqueline Burton-Waal, and unanimously passed by all.**

**PTO Report – Constance Blackman, President – August 14, 2019**

**PTO Board:** President \_\_\_\_\_; New Vice President **Melody Shields**; New Treasurer \_\_\_\_\_; New Secretary \_\_\_\_\_

**PTO – New Class Parents:** UPK & K – \_\_\_\_\_; 1<sup>st</sup> Grade – \_\_\_\_\_; 2<sup>nd</sup> Grade – \_\_\_\_\_; 3<sup>rd</sup> Grade - \_\_\_\_\_; 4<sup>th</sup> Grade – \_\_\_\_\_; 5<sup>th</sup> Grade – \_\_\_\_\_

- 1. New PTO President - has a new job and Cassandra Hill will not be able to take the position.**

- a. Ms. Blackman volunteered to “actively campaign” for candidates for PTO President.
  - b. She will also work hard to fill ALL of the positions: (President, Vice President, Secretary, Treasurer.)
  - c. Ms. Blackman also conveyed some of the challenges and/or skill-sets that are REQUISITS for the positions.
- 2. PTO Outreach** – Ms. Blackman shared ideas/plans to:
- a. REACH MORE PARENTS
  - b. GET THE PARENTS MORE INVOLVED –
  - c. For example: inviting parents to APPLY for the opportunity to become a CLASS PARENT.
- 3. Meet the Teacher Day = August 29<sup>th</sup>** –
- a. There will be two sessions (AM and PM)
  - b. **Ms. Blackman** will try to present something (flyers, photos)
  - c. **Ms. Jones** said they will try to have a program that involves the children, and recognize parents and children as well

**A Motion to accept the PTO Report was made by Betty Leon, seconded by Kevin Alexander, and unanimously passed by all.**

**Meeting Adjourned 7:46 PM**

# PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

611 Beach 19<sup>th</sup> Street Far Rockaway, NY 11691

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

**Karen Jones, Principal**

*Pride – Perseverance - Achievement – Character*

## BOARD MEETING MINUTES – September 11, 2019

### ATTENDANCE

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

**Board Members:**

**PPA Staff:** Jason Pierre, Director of Finance and Operations

**Parent(s):** Constance Blackman (former PTO President)

**Absent:** Malik Sanders, Patricia Woods, Melody Shields (PTO President)

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### CALL TO ORDER – 6:00 P.M.

#### CHAIR’S REPORT – Betty Leon – September 11, 2019

1. **Vision/Mission Statements and Goal #3** were read/recited.
2. **Moment of Silence** for the family of Malik Sanders re: the passing of his mother
3. **Reading/Approval of the Minutes** – August 14, 2019

**A motion to accept the Minutes for July 24, 2019 was made by Doretha McFadden, seconded by Brandon Jeffries, and unanimously passed by all.**

4. **Two things to vote on:**
  - a. **Dress Code (Policy) for Staff**
  - b. **Mr. Brandon Jeffries, Board Member, will amend the “Dress Policy” Statement to include “appropriate” shoes.**
  - c. **Motion to have Ms. Blackman become a member of the PPA Board.**

**A motion was made to have Ms. Constance Blackman become a part of the PPA Board was made by Betty Leon, seconded by Doretha McFadden, unanimously approved by all.**

5. **Next Board Meeting** – Wednesday October 16, 2019

**A motion to accept the Board Chair’s Report was made by Jacqueline Burton-Waal, seconded by Brandon Jeffries, and unanimously passed by all.**

2.

**PRINCIPAL'S REPORT - Karen Jones – September 11, 2019**

**1. State Assessment Results - ELA**

- a. Grade 3 - 68% (Levels 3 & 4)
- b. Grade 4 - 51% (Levels 3 & 4)
- c. Grade 5 – 68% (Levels 3 & 4)

**State Assessment Results – Math**

- d. Grade 3 – 39 %
- e. Grade 4 – 4%
- f. Grade 5 – 59%

**2. STEM Program Update**

- a. To date, PPA has not hired a STEM Teacher.
- b. The Afterschool Program is offering STEM instruction.
- c. STEM Kits have been ordered (in the event that PPA does not hire a STEM Teacher).
- d. In addition, LEGO Lessons, Mathematical THINKING GAMES, ROBOTICS, and Interactive SCIENCE have been ordered and will be utilized.

**3. Personnel – Every position is covered/filled (except STEM).**

**4. NYS Assessment Results**

**5. NEW Charter – Ms. Leon asked Ms. Jones to give every teacher a copy of the NEW Charter.**

**6. ELL Teachers:** The Board promised to hire more ELL Teachers as the school's ELL student population is now 15%.

**7. Spanish Heritage Month** will be acknowledged and the First Floor Hallway will reflect this theme. The New ELL Teacher contributed to this idea.

**8. Collaborative Problem-Solving Approach** to Modifying Student Management will be implemented (as a means) to utilize “a more productive way to manage student behaviors.” The program features a:

- a. **Three Step Plan** – will address the deficits or misbehaviors as a “learning disability”.
- b. **New Pathway** – Students must be able to create a new pathway to deal with their primary challenges (frustration, lack of flexibility, problem solving).
- c. **Small Group Instruction** – to **bring every student to “Mastery” by teaching for MASTERY** (on a daily basis). The Principal and the Board discussed the MASTERY approach to small group instruction and concluded that this approach will help to increase learning, student achievement and the scores. (68% & 59% of the students are on Levels 3 and 4 in ELA and in Math.)

3.

**9. Grant Writing**

- a. PD session will be held next week (Sept. 16-20)
- b. Begin with simple completions and evolve to more complex applications.
- c. The PTO would like \$ to subsidize the Afterschool Program

**10. Food Service**

- a. 0Students are enjoying the NEW food service.
- b. Challenges:
  - 1. Attempting to get accurate food amounts
  - 2. Management of “set-ups” and “clean ups.”
- c. Student teams have been formed to handle “Set Ups.”
- d. Table Monitors will be utilized to insure clean tables and floors.

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

**FINANCE REPORT - Jason Pierre, Director of Finance and Operations – September 11 ,2019**

**1. Expenses increased by 61K**

- a. Broker shopped our current plan
- b. Looked at some PEO’s and considered the PRO’s and CON’s. We should think about trying it.

**2. Made a decision to move to TRI NET has the following advantages:**

- a. We won’t have to “dip into” PPA’s cash reserve which is (\$300K and we’re projecting another \$500K).
- b. Our current plan costs \$715K/year
- c. Our renewal plan will cost \$740K/year
- d. The Difference Card saves the school money by subsidizing present plan.
- e. The fee is approx. \$1,500/year.
- f. No payroll tax filing fee.
- g. The CONTRACT part will not be a problem and we wouldn’t be “locked into it” for only ONE SCHOOL YEAR at a Universal rate.
- h. We would move from Oxford to ETNA.
- i. No payroll nor tax filing fees.

**3. PEO Analysis – Savings 200K, but PPA would have to shop (again) for HealthCare Provider, Medical Plan, etc.**

**A Motion to accept the Finance Director’s Report was made** by Brandon Jeffries, **seconded** by Jacqueline Burton-Waal, and unanimously passed by all.

**PTO Report – Constance Blackman, President – August 14, 2019**

**PTO Board:**

President - **Melody Shields**; Vice President \_\_\_\_\_; Treasurer \_\_\_\_\_; Secretary \_\_\_\_\_

**PTO – New Class Parents:**

UPK/K \_\_\_\_\_; 1<sup>st</sup> Grade \_\_\_\_\_; 2<sup>nd</sup> Grade \_\_\_\_\_; 3<sup>rd</sup> Grade \_\_\_\_\_; 4<sup>th</sup> Grade \_\_\_\_\_; 5<sup>th</sup> \_\_\_\_\_

1. **New PTO** President, Cassandra Hill, has a new job and will not be able to take the position.
  - a. Ms. Blackman volunteered to “actively campaign” for candidates for PTO President.
  - b. She will also work hard to fill ALL of the positions: (President, Vice President, Secretary, Treasurer.)
  - c. Ms. Blackman also conveyed some of the challenges and/or skill sets that are REQUISITS for the positions.
  
2. **PTO Plans for 2019-2020** – Ms. Blackman shared ideas/goals to:
  - a. REACH MORE PARENTS
  - b. GET THE PARENTS MORE INVOLVED - For example: inviting parents to APPLY for the opportunity to become a CLASS PARENT.
  - c. Ms. Jones interjected that they will try to have an evening program that:
    - i. Involves the children
    - ii. Recognize parents and children as well

**A Motion to accept the PTO Report was made** by Betty Leon, **seconded by** Kevin Alexander, **and unanimously passed by all.**

**Handouts:**

**PPA’s Fourth Charter Renewal**

**School CALENDAR** – September 2019

**School MENU** – Breakfast, Lunch, Diner

**Principal’s Report**

Dashboard

Achieve 3000 – Level Set – BOY (Beginning of the Year)

Math – Same Grades Comparison

MENU – Breakfast, Lunch, Dinner



**Meeting Adjourned 7:39 PM**

**PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL**  
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**PHONE** 347- 403- 9231 **FAX** 718-327-2581 [www.peninsulaprep.org](http://www.peninsulaprep.org)  
**Karen Jones, Principal**  
*Pride – Perseverance - Achievement – Character*

**PPA Board Meeting ATTENDANCE SHEET** Date \_\_\_\_\_

<b>Betty Leon,</b> Board Chair	
Doretha McFadden Board Vice Chair/Academic Com. Co-Chair	
<b>Jacqueline Burton-Waal</b> Board Secretary & Academic Com. Chair	
<b>Brandon Jeffries</b> Board Treasurer	
<b>Patricia Woods</b> Board Member	
<b>Malik Sanders</b> Board Member	
<b>Kevin Alexander</b> Board Member	
<b>Constance Barnes</b> Board Member	

**PPA Staff**

<b>Karen Jones</b> Principal	
<b>Jason Pierre,</b> Finance Director	
<b>Angela Inforna</b> Universal Pre-K	
<b>PPA Staff</b> Position	

<b>PPA Staff</b> Position	
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**PTO Board Parents**

<b>President</b> Melody Shields	
<b>Vice President</b>	
<b>Secretary</b>	
<b>Treasurer</b>	

**Guest[s]**

**Name** \_\_\_\_\_ **Affiliation** \_\_\_\_\_ **Email** \_\_\_\_\_

**Name** \_\_\_\_\_ **Affiliation** \_\_\_\_\_ **Email** \_\_\_\_\_

# PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

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## BOARD MEETING MINUTES – October 22, 2019

### ATTENDANCE

**PPA Board:** Betty Leon, Chair; Doretha McFadden, Vice Chair; Jacqueline Burton-Waal, Secretary; Brandon Jeffries, Treasurer  
Kevin Alexander, Malik Sanders, Constance Blackman,

**PPA:** Karen Jones, Principal; Jason Pierre, Finance Director

**Guest:** Mr. Dobbs, After School Program

**Absent:** Patricia Woods, Jada Tucker, PTO President; Melody Shields, PTO Vice President

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### CALL TO ORDER – 6:00 P.M.

#### CHAIR'S REPORT – Betty Leon – October 22, 2019

1. **Vision/Mission Statements and Goal #4** was read/recited.
2. **Betty Leon introduced perspective Board Member - Randy Hall.**
3. **Greetings, Remarks and Bio - Randy Hall**
  - a. Resident of Rockaway
  - b. Adjuster for the Dept. of Sanitation, DEP, and Parks Dept.
  - c. As his own clothing line
  - d. Organized and executed a School Supply (Back Pack) Give Away.
  - e. Presently organizing a Halloween Party (at the PLAZA) for the children of Far Rockaway
4. Kevin Alexander **made a nomination to Vote Mr. Hall onto the Board.** Afterwards, the members of the Board introduced themselves to Mr. Hall.

**A nomination to vote Mr. Randy Hall onto the PPA Board of Directors, was made** by Kevin Alexander, **seconded** by, Brandon Jeffries, **and unanimously passed by all.**

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

## P. 2

**Correction to the Minutes for September 11, 2019** was made by Kevin Alexander – who was absent. The wording was incorrect. (“A Motion to accept the Finance Director’s Report was made by Kevin Alexander, seconded by Doretha McFadden, and unanimously passed by all.”) Ms. Waal was asked to re-listen to the tape and make the correction. (See page 6)

### **AFTER SCHOOL PROGRAM REPORT – Mr. Dobb – October 22, 2019**

**Attendance** – Averaging 40 – 45 Students

**Enrollment** – 57 Students

**Program** – Offers Homework Assistance, Art, Dance and Snack. Mr. Dobb stated that, “we will bring in some more majors when the numbers qualify bringing on more staff.”

**Concerns:** Mr. Dobb conveyed his feelings about the fact that the After-School Program needed to take a brief PAUSE. However, there was disagreement about the “dates.”

- a. Ms. Jones shared a portion of the conversation she had with Kevin Mr. Irving. She also stated that teachers from the PPA staff would be available to begin working in the After-School program as of November.
- b. Ms. Leon interjected the “pause” in the After-School program will be addressed when she returns from vacation, and other concerns will be addressed at the end of this meeting.”

### **PRINCIPAL’S REPORT - Karen Jones – October 22, 2019**

1. **Dashboard** - Student Attendance has gone up.
2. **Plan for the BOUNCY HOUSES**
3. **Math Instruction** – In light of the State Assessment results, the following changes are being made:
  - A. **Grades 2 and 4 – Envision Math (2019-2020)**
    - a. **Math Concepts** will be learned/recalled by being “linked” and “built upon.”
    - b. **Big Ideas and Essential Understandings** will be connected throughout the program
    - c. **Various types of interventions** are included
    - d. **Math Vocabulary** is an important component and **MY WORD CARDS** are included in each student’s Workbook
    - e. **A Videos** is also included with each lesson

**B. Small Group Instruction**

- a. Uses manipulatives and games
- b. EXIT ACTIVITIES are a part of the lesson “Wrap-Up”.
- c. Students show their work
- d. Abstract Concepts are solidified via Activities

**4. ELA**

**A. Guided Reading – Grades K-2**

**a. Superkids ELA Curriculum**

1. Uses “evidence based” literacy practices
2. Proven effective
3. Follows a systematic/explicit instructional path
4. Gradually engages students in increasingly complex text

**b. Students are doing well while learning how to:**

1. Decode words
2. Use Blends
3. Associate specific pictures to demonstrate understanding,
4. Identify settings and solutions to problems presented

**5. Staffing** - All staff has been hired

**6. Activities & Flyers**

**A. Principal’s Report**

**B. Letter to Parents re: Chronic Absenteeism**

**C. Flyers** - DADS Take Your Child to School Day, 100% Attendance, Prepare Children to be EXCELLENT LEARNERS, PINK FOR PITCH Breast Cancer Awareness Walk

**D. Letter from Mrs. Pitch** (Parent - Class 402)

**7. Food Program & Menus**

- a. Food is fresh – not frozen
- b. Students are eating more salads
- c. There is a Set Up Crew & Clean Up Crew

**Q & A**

**A motion to accept the Principal’s Report was made by Betty Leon seconded by Brandon Jeffers, and unanimously passed by all.**

**FINANCE REPORT - Director of Finance and Operations - Jason Pierre – October 22, 2019**

- 1. Financial Summary**
  - a. End of Year Projection (July 2020) Positive Cash
  - b. End of Year Projection (July 2020) Positive Cash
- 2. Enrollment = 320** which is our maximum enrollment
  - a. Pre-K - fully enrolled
  - b. Sped Enrollment
    - i. 0 – 20% - Speech and OT.
    - ii. 20 – 29% - Budgeted for 30; presently we have 8.
    - iii. 60% & Over – Budgeted for 45 SPED students. We have 21
- 3. Assets & Liabilities**
- 4. Income**
- 5. Expenses**
- 6. Meals**
  - a. Budgeted for \$22K
  - b. Actual 18K
- 7. Annual Revenue**
  - a. Projected
  - b. Actual
- 8. U-Pre-K**
  - a. Budgeted
  - b. Actual
- 9. 2020**
  - a. Positive Income = \$133K
  - b. Depreciation = \$250K
- 10. Tri-Net**
  - a. We're having an issue wiring \$ to them
  - b. Mr. Pierre will call CHASE Bank
- 11. Open Enrollment**
  - a. Teachers may sign up for "long term" and "short term" benefits.
  - b. State Disability Insurance – PPA pays a portion of it.
- 12. Through the Brokers PPA has:** Medical Premiums, Liability Waiver, HR components are spot checked (providing an "extra pair of eyes" looking at medical contracts).
  - a. PPA used to pay - \$60K/Month
  - b. PPA now pays - \$26K/month

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

**PTO Report – Constance Barnes (former PTO President)**

1. **Positions filled to date**
  - a. **President** – Jada Tucker
  - b. **Vice President** – Melody Shields
2. **FUND-RAISING Calendar 2019**
  - a. Oct. -
  - b. Nov. -
  - c. Dec. –
3. **“Suggested” Ideas for Fund Raisings:**
  - a. Buy Small Items
  - b. Chocolate Bars
  - c. Spirit Week
  - d. Chucky Cheese
4. **Next PTO Meeting** – Wednesday October 23, 2019

**A Motion to accept the PTO Report was made** by Kevin Alexander, **seconded** by Doretha McFadden **and unanimously by all.**

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

## **Academic Committee Report – Nov. 13, 2019**

Jacqueline Burton Waal, Chair, Doretha McFadden, Co-Chair

**Attendance:** Jacqueline Burton-Waal, Chair; Doretha McFadden, Co-Chair; Karen Jones, Principal; Betty Leon, Board Chair

1. **U-Pre-K Program - Update – Angela Inforna**
2. **Principal’s Report – Karen Jones**
3. **Questions:**
  - a. **What do we want PPA to look like?**
  - b. **ELA /Literacy Block**
    - i. **Teacher’s Role?**
    - ii. **Student’s Role?**
  - c. **Math Block**
    - i. **Teacher’s Role?**
    - ii. **Student’s Role?**
4. **Staff Development for Teachers?**
5. **Other:**

**Adjournment**

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

**Karen Jones, Principal**

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**BOARD MEETING MINUTES – September 11, 2019**

**ATTENDANCE**

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

**Board Members:**

**PPA Staff:** Karen Jones, Principal Jason Pierre, Director of Finance and Operations

**Parent(s):** Constance Blackman (former PTO President)

**Absent:** Kevin Alexander, Malik Sanders, Patricia Woods, Melody Shields (PTO President)

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**CALL TO ORDER – 6:00 P.M.**

**CHAIR’S REPORT – Betty Leon – September 11, 2019**

- 1. Vision/Mission Statements and Goal #3** were read/recited.
- 2. Moment of Silence** for the family of Malik Sanders re: the passing of his mother
- 3. Reading/Approval of the Minutes – August 14, 2019**

**A motion to accept the Minutes for July 24, 2019 was made by Doretha McFadden, seconded by Brandon Jeffries, and unanimously passed by all.**

- 4. Two things to vote on:**
  - a. Dress Code (Policy) for Staff**
  - b. Mr. Brandon Jeffries, Board Member, will amend the “Dress Policy” Statement to include “appropriate” shoes.**
  - c. Motion to have Ms. Blackman become a member of the PPA Board.**

**A motion was made to have Ms. Constance Blackman become a part of the PPA Board was made by Betty Leon, seconded by Doretha McFadden, unanimously approved by all.**

- 5. Next Board Meeting – Wednesday October 16, 2019**

**A motion to accept the Board Chair’s Report for September 11, 2019 was made by Jacqueline Burton-Waal, seconded by Brandon Jeffries, and unanimously passed by all.**



**PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL**

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**Karen Jones, Principal**

*Pride – Perseverance - Achievement – Character*

**ATTENDANCE SHEET - PPA Board Meeting** - Date \_\_\_\_\_

<b>Betty Leon,</b> Board Chair	
<b>Doretha McFadden</b> Vice Chair/Academic Committee Co-Chair	
<b>Jacqueline Burton-Waal</b> Bd. Secretary/Academic Committee Chair	
<b>Brandon Jeffries</b> Board Treasurer	
<b>Kevin Alexander</b> Board Member	
<b>Malik Sanders</b> Board Member	
<b>Patricia Woods</b> Board Member	
<b>Constance Blackman</b> Board Member/Former PTO President	
<b>Randy Hall</b> Board Member	

**PPA Staff**

<b>Karen Jones</b> Principal	
<b>Jason Pierre,</b> Finance Director	
<b>Angela Inforna</b> Universal Pre-K	
<b>PPA Staff</b> Position	
<b>PPA Staff</b> Position	

**PPA PTO Board**

<b>President</b> Jada Tucker	
<b>Vice President</b> Melody Shields	
<b>Secretary</b>	
<b>Treasurer</b>	

**Guest[s]**

Name \_\_\_\_\_ Affiliation \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Affiliation \_\_\_\_\_ Email \_\_\_\_\_

**PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL**  
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**Karen Jones, Principal**

*Pride – Perseverance - Achievement – Character*

## Academic Committee Meeting **ATTENDANCE SHEET** Date \_\_\_\_\_

### PPA Academic Committee and PPA Board Members

<b>Jacqueline Burton-Waal</b> Academic Committee Chair	
<b>Doretha McFadden</b> Academic Committee Co-Chair	
<b>Betty Leon,</b> Board Chair	
<b>Patricia Woods</b> Board Member	
Board Member	
Board Member	

### PPA Staff

<b>Karen Jones</b> Principal	
<b>Jason Pierre</b> Finance Director	
<b>Angela Inforno</b> UPre-K Administrator	
<b>Gabriella Cervoni</b> Data Specialist	
<b>Norman Fairley</b> SPED Coordinator	
<b>Anthony Paduano</b> TECH. Coordinator	
<b>Racheal Laurent</b> School Counselor	
<b>Larnice Johnson</b> Parent Coordinator	
<b>Ta Jones</b>	

### GUEST(s)

**Name** \_\_\_\_\_

**Company/Organization** \_\_\_\_\_

**Email** \_\_\_\_\_ @ \_\_\_\_\_

**Name** \_\_\_\_\_

**Company/Organization** \_\_\_\_\_

**Email** \_\_\_\_\_ @ \_\_\_\_\_



# PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL

611 Beach 19<sup>th</sup> Street Far Rockaway, NY 11691

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

**Karen Jones, Principal**

*Pride – Perseverance - Achievement – Character*

## BOARD MEETING MINUTES – November 13, 2019

### ATTENDANCE

**PPA Board:** Doretha McFadden, Co-Chair; Jacqueline Burton-Waal, Secretary; Kevin Alexander, Randy Hall

**PPA:** Karen Jones, Principal; Jason Pierre, Finance Director

PTO – Jada Tucker, President

**Absent:** Betty Leon, Board Chair; Patricia Woods, Constance Blackman, Malik Sanders, Brandon Jeffries, Board Treasurer; Melody Shields,  
PTO Vice President; Board Treasurer;

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### CALL TO ORDER – 6:00 P.M.

#### CHAIR’S REPORT – Doretha McFadden – November 13, 2019

1. **Vision/Mission Statements and Goal #5** – read and/or recited.
2. New Board Member Randy Hall – Ms. McFadden gave the Board updated information re: the status of the new Board Member – Mr. Randy Hall. Until the “onboarding” process is completed, Mr. Hall’s attendance may be recorded on the Attendance Sheet.
3. **After School Program**
  - a. The original After School Program has been disbanded as of Friday October 24, 2019.
  - b. It was re-started Monday October 27, 2019.
4. **Quorum**
  - a. Co-Chair, Doretha McFadden asked the members of the Board to be “more proactive” with regard to their attendance. Each Board Member needs to be present at each meeting so that we will always have a quorum.
  - b. **The 5 P’s** which contribute to the running of –
    - a. **Priorities** – Defining and aligning our purpose and focus. (What will the Board “focus on” this year?)
    - b. **People**- Having the “right people in the right roles” (Do we have the right people and enough people who know what to do?)

## P.2

- c. **Process** – Doing the “right work the right way.” (Are we running great meetings with every trustee engaged in Board activities?)
- d. **Performance** – Measuring the Board’s principal performance. (Did the Board meet its goal(s) for the year? What did the Principal’s evaluation uncover? Are we holding each other accountable?)
- e. **Progress** – How are we evolving as a Board? (Are our capabilities maturing?)

Vice Chair McFadden concluded by stating, “**We have a good board.** However, we need to ask ourselves and re-visit this concept again (in the near future), Can each trustee clearly articulate our priorities for the school year?”)

**A motion to accept the Board Co-Chair’s Report was made** by Kevin Alexander, **seconded** by Doretha McFadden, **and unanimously passed by all.**

### PRINCIPAL’S REPORT - Karen Jones – **November 13, 2019**

1. **Dashboard – October 2019** - Student Attendance has gone up.
2. **State Assessment Results – Math –**
  - A. **Envision Math** is the Math Program for 2019 – 2020 for Grades 2 and 4 and is based on the following CONCEPTS and IDEAS:
    1. **Math Concepts** are more easily learned/recalled when they are “linked” and “built on.”
    2. **Big Ideas/Essential Understandings** are connected throughout the program.
    3. **Interventions** – Various types are included within the lessons
    4. **Math Vocabulary** – is deemed as an important component. Each student has “MY WORD CARDS” in their Workbooks.
    5. **Small Group Work** is the CONERSTONE of the program. Hence, small group instruction has been implemented.
    6. **Games & Manipulatives** are also included in each lesson. Each student is encouraged to SHOW THEIR WORK.
    7. **Exit Activities** are included in each lesson and are a part of the WRAP UP.
  - B. **Second Grade** is demonstrating “steady progress” in Math performance
  - C. **The Math Coach** reviews each assessment and discusses the “next steps” for student’s improvement.
3. **ELA Instruction** continues to cover:
  - A. **Comprehension**
  - B. **Vocabulary**

**P. 3**

**4. Staffing** is complete and the staff's expertise is being developed and students' performance continues to develop. The staff continues to meet to discuss challenges and interventions when needed.

**5. Q & A**

**Kevin Alexander – Grade 4 (Ready NY)** Does the Grade 3 teacher have the potential to get where she is supposed to be. How can the Grade 5 teacher influence the other teachers? A discussion ensued and all persons present contributed their ideas and expertise.

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

**FINANCE REPORT - Director of Finance and Operations - Jason Pierre – November 13, 2019**

**1. After School Program**

- a. **Enrollment** had gone down, but it is now going up.
- b. **Cost** – Because parents pay, cost of running the program is kept to a minimum.

**2. Food Program:**

- a. The quality of the program has improved
- b. PPA may hire & fire
- c. Students could get snack and a hot dinner
- d. **Reimbursement(s)**
  - i. After expenses we were able to reimburse 28K
  - ii. PPA must continue to monitor the vendor
  - iii. We are making a profit
  - iv. After all reimbursements for the year, we expect to make 15K for the 2019-2020 year

**3. Financial Summary (as per TRINET)**

- a. **Cash on Hand**
- b. **Medical Bill** costs went down from 60K – 30K /month
- c. **Dental and Vision** – Employees pay these costs (out of pocket)
- d. **Projection for the end of the school year** - 353K in positive cash to move on

**4. Enrollment = 314**

- a. **Pre-K** - fully enrolled
- b. **Sped Enrollment** was budgeted for 45 pupils and we have 41
  - i. PPA now has a Speech Teacher
  - ii. We will look at the SPED and the ELL population

**5. Revenue – 1.4 Million**

- i. BUDGETED FOR 1.8
- ii. Annual Projection - 6.7Million

**P. 4**

- iii. Budget for 6.4Million
- b. Staffing – were in the 60’s
- 6. UPre-K - We just got our budget for UPre-K and we’ve reached our maximum enrollment of 54.

**A Motion to accept the Finance Director’s Report was made by Kevin Alexander, seconded by Jacqueline Burton-Waal, and unanimously passed by all.**

**PTO Report – Jada Tucker, PTO President)**

- 1. Fund Raising Initiatives
- 2. Parents excited and agreeable to cooperate

**A Motion to accept the PTO Report was made by Kevin Alexander, seconded by Doretha McFadden and unanimously by all.**

**COMMENTS:**

**Randy Hall- HALLOWEEN Fund Raiser** was a success

**Raffle** - Something was raffled off every 20 minutes

**ADJOURNMENT:**

**A Motion to adjourn the meeting was made by Kevin Alexander, seconded by Jacqueline Burton-Waal, and unanimously passed by all.**

## **Academic Committee Report – Nov. 13, 2019**

Jacqueline Burton Waal, Chair, Doretha McFadden, Co-Chair

Attendance: Jacqueline Burton-Waal, Chair; Doretha McFadden, Co-Chair; Karen Jones, Principal

- 1. Principal’s Report – Karen Jones
- 2. Questions:
  - a. What do we want PPA to look like?
  - b. ELA /Literacy Block
    - i. Teacher’s Role?
    - ii. Student’s Role?
  - c. Math Block
    - i. Teacher’s Role?
    - ii. Student’s Role?
- 3. Staff Development for Teachers?
- 4. Other:

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**Karen Jones, Principal**

*Pride – Perseverance - Achievement – Character*

**ATTENDANCE SHEET - PPA Board Meeting** - Date \_\_\_\_\_

<b>Betty Leon,</b> Board Chair	
<b>Doretha McFadden</b> Vice Chair/Academic Committee Co-Chair	
<b>Jacqueline Burton-Waal</b> Bd. Secretary/Academic Committee Chair	
<b>Brandon Jeffries</b> Board Treasurer	
<b>Kevin Alexander</b> Board Member	
<b>Malik Sanders</b> Board Member	
<b>Patricia Woods</b> Board Member	
<b>Constance Blackman</b> Board Member/Former PTO President	
<b>Randy Hall</b> Board Member	

**PPA Staff**

<b>Karen Jones</b> Principal	
<b>Jason Pierre,</b> Finance Director	
<b>Angela Inforna</b> Universal Pre-K	
<b>PPA Staff</b> Position	
<b>PPA Staff</b> Position	

**PPA PTO Board**

<b>President</b> Jada Tucker	
<b>Vice President</b> Melody Shields	
<b>Secretary</b>	
<b>Treasurer</b>	

**Guest[s]**

Name \_\_\_\_\_ Affiliation \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Affiliation \_\_\_\_\_ Email \_\_\_\_\_



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## Academic Committee Meeting **ATTENDANCE SHEET** Date \_\_\_\_\_

### PPA Academic Committee and PPA Board Members

<b>Jacqueline Burton-Waal</b> Academic Committee Chair	
<b>Doretha McFadden</b> Academic Committee Co-Chair	
<b>Betty Leon,</b> Board Chair	
<b>Patricia Woods</b> Board Member	
Board Member	
Board Member	

### PPA Staff

<b>Karen Jones</b> Principal	
<b>Jason Pierre</b> Finance Director	
<b>Angela Inforno</b> UPre-K Administrator	
<b>Gabriella Cervoni</b> Data Specialist	
<b>Norman Fairley</b> SPED Coordinator	
<b>Anthony Paduano</b> TECH. Coordinator	
<b>Racheal Laurent</b> School Counselor	
<b>Larnice Johnson</b> Parent Coordinator	
<b>Ta Jones</b>	

### GUEST(s)

Name \_\_\_\_\_

Company/Organization \_\_\_\_\_

Email \_\_\_\_\_ @ \_\_\_\_\_

Name \_\_\_\_\_

Company/Organization \_\_\_\_\_

Email \_\_\_\_\_ @ \_\_\_\_\_



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**Karen Jones, Principal**

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## BOARD MEETING MINUTES – December 11, 2019

### ATTENDANCE

**PPA Board:** Betty Leon, Board Chair; Doretha McFadden, Co-Chair; Jacqueline Burton-Waal, Secretary; Randy Hall, Constance Blackman

**PPA:** Karen Jones, Principal; Jason Pierre, Finance Director

**PTO** – Jada Tucker, President

**Absent:** Patricia Woods, Kevin Alexander, , Malik Sanders, Brandon Jeffries, Board Treasurer; Melody Shields,

PTO Vice President;

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### CALL TO ORDER – 6:00 P.M.

#### CHAIR’S REPORT – Betty Leon – December 11, 2019

1. **Vision/Mission Statements and Goal #1** – read and/or recited.
2. **Approval of the minutes** – Betty Leon Second Jacqueline Burton-Waal

**Motion to accept the Minutes for November 13, 2019 made by Betty Leon, seconded by Jacqueline Burton-Waal, and approved by all.**

#### 3. Chair’s Report

- a. **Executive Committee Meetings** – Starting January 2020 – meeting on the 3<sup>rd</sup> Wednesday of the month at 11AM if Brandon Jeffries’ schedule permits, the next Executive Committee Meeting will be on January 21, 2020.
- b. **New Board Member – Randy Hall** was asked to select a Committee to serve on. He chose the Finance Committee.
- c. **PTO Leadership**
  - a. There needs to be representation from the PTO leadership (President Jada Tucker, or Vice President Melody Shields) at each Board Meeting.
  - b. Ms. Leon also recommended that they become CO-PRESIDENTS OF THE PTO, and one or the other (or both) must come to the PPA Board Meetings.
  - c. Mr. Pierre was asked to relay the information to Jada Tucker and Melody Shields.

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

**FINANCE REPORT - Jason Pierre Director of Finance and Operations -- December 11, 2019**

**1. LIABILITY**

- a. **Cash on Hand** - as of October 31, 2019 = **\$1,394,336.**
- b. **Cash on Hand** - Operating Accounts Only as of October 31, 2019 = **\$1,118,545.**
- c. **FYI - Ending Cash Available – \$218,733**

**2. ENROLLMENT**

- a. **General Ed. - \$145,350.**
- b. **Total SPED - \$190,498**

**3. BALANCE SHEET**

- a. **Total current Assets = \$1,298,074.**
- b. **Total Current Liabilities = \$1,323,531.**
- c. **Total Assets = \$1,684,292.**
- d. **Total Liabilities = \$1,133,531.**
- e. **Total \$ 50,761.**

**4. Anticipate by the end of 2020:**

- a. **\$103,000** in the Black for 2020
- b. **\$202,000** in the Bank Account

**A Motion to accept the Finance Director's Report was made by Betty Leon, seconded by Jacqueline Burton-Waal, and unanimously passed by all.**

**PRINCIPAL'S REPORT - Karen Jones – December 11, 2019**

**1. Dashboard – November 2019**

- A. Demographics**
- B. Staff Breakdown**
- C. Suspensions – 1**
- D. Parent Conferences – 100% participation**
- E. SPED Category**
  - 1. Look at student's issues differently
  - 2. Manage behaviors more effectively

2. **Children who display the following “DISRUPTIVE” behaviors such as:** easily frustrated, have no problem-solving skills, and have limited flexibility,
3. In the **Academic Committee Meeting** we discussed students who have and Academic and Neurological Deficits, and students who are designated as SETS.
4. **Most misbehaviors are in the lower grades.**
5. **Betty Leon** made the following suggestions to Ms. Jones:
  - A. **Put a plan together** to address the time spent with students who display these disruptive behaviors. The plan should include:
    1. **What is the Teacher’s Plan** to prevent these students from taking instructional time away from other students.
    2. **How PPA will utilize the “specialty” teachers:** (Gym, Music, Art, etc.)
  - B. Ms. Jones explained what the teachers are doing to help disruptive students in Grades 3 – 5.
  - C. **Setts Teachers** are making progress with these students.
6. **Envision Math** is the Math Program for 2019 – 2020 for Grades 2 and 4. The language of ENVISION is more in alignment with the language of the Math Exams.
  - A. **Grade 2** - We put the program in GRADE 2 so that the students will be more ready for the Exam in Grade 3.
  - B. **Grade 4** - The Fourth Graders will have more options and choices for entry into Middle School in Grade 5.
7. **ACTIVITIES - READING UNDER THE STARS Program** – Thursday December 12, 2019  
6-7:30 PM.
  1. **There will be 3 Themes**
  2. **Author will read his book** to the students
  3. **Decorations** – Winter Wonderland
  4. **Special Activity** – The Polar Express Train
8. **Q & A**
  - Q. **Randy Hall** – What happened to the teacher you said you would talk to?
  - A. **Ms. Jones** – I Spoke with her re: the following the difficulty she’s having managing large groups of children. She has potential
  - Q. **Ms. Leon** - How is the AFTERSCHOOL PROGRAM going?
  - A. **Ms. Jones** – The After School Program is doing very well.
9. **Attendance of Board Members at Board Meetings – Ms. Leon**
  1. We cannot vote if we don’t have a quorum
  2. Ms. Leon is sending a letter to persons who don’t come (regularly).
  3. If a Board Member missed 2 consecutive meetings, they will be removed.
  4. Bi-Laws will be read at the next meeting.

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

### **PTO Report**

- 1. Fund Raising Initiatives**
- 2. Parents** excited and agreeable to cooperate

**A Motion to accept the PTO Report was made** by Kevin Alexander, **seconded** by Doretha McFadden and **unanimously by all.**

### **Academic Committee Report – Dec. 11, 2019 Jacqueline Burton Waal, Doretha McFadden**

**Attendance:** Jacqueline Burton-Waal, Chair; Doretha McFadden, Co-Chair; Karen Jones, Principal; Betty Leon, Board Chair

- 1. Principal's Report – Karen Jones**
- 2. Q & A**

**Q. Ms. McFadden** - We read the Data (for each marking period). Why don't the students do well on the NYS Exams?

**A. Ms. Jones** – I meet with the coaches to find out what they're doing with the teachers (with regard to the instruction).

**Q. Ms. McFadden** – How is 201 and 102 performing?

**A. Ms. Jones** – Both classes are doing better.

**Q. Ms. McFadden** – What are we doing with or for parents whose children are immature in the U Pre-K Program?

**A. Ms. Jones** - Conferences with parents whose children are immature. We recommend a less structured setting - (for example, DAY CARE or early dismissal (at 1PM) for Kindergarten students.

**Q. Ms. Waal** - **Staff Development for Teachers** who have students with behavioral and or learning issues?

**A. Ms. Jones** - Teachers receive instruction and resources on "How to manage students who are frustrated, inflexible, and/or may possibly have learning disabilities. Also, teachers receive information that's available for them on-line such as re: Webinars

**Motion to accept the Academic Committee Report was made by** Betty Leon **seconded** by Doretha McFadden and **unanimously passed by all.**

### **ADJOURNMENT:**

**A Motion to adjourn the meeting was made** by Kevin Alexander, **seconded** by Jacqueline Burton-Waal, and **unanimously passed by all.**

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**Karen Jones, Principal**

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**ATTENDANCE SHEET - PPA Board Meeting** - Date \_\_\_\_\_

<b>Betty Leon,</b> Board Chair	
<b>Doretha McFadden</b> Vice Chair/Academic Committee Co-Chair	
<b>Jacqueline Burton-Waal</b> Bd. Secretary/Academic Committee Chair	
<b>Brandon Jeffries</b> Board Treasurer	
<b>Kevin Alexander</b> Board Member	
<b>Malik Sanders</b> Board Member	
<b>Patricia Woods</b> Board Member	
<b>Constance Blackman</b> Board Member/Former PTO President	
<b>Randy Hall</b> Board Member	

**PPA Staff**

<b>Karen Jones</b> Principal	
<b>Jason Pierre,</b> Finance Director	
<b>Angela Inforna</b> Universal Pre-K	
<b>PPA Staff</b> Position	
<b>PPA Staff</b> Position	

**PPA PTO Board**

<b>President</b> Jada Tucker	
<b>Vice President</b> Melody Shields	
<b>Secretary</b>	
<b>Treasurer</b>	

**Guest[s]**

Name \_\_\_\_\_ Affiliation \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Affiliation \_\_\_\_\_ Email \_\_\_\_\_

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**BOARD MEETING MINUTES – January 8, 2020**

**ATTENDANCE**

**PPA Board:** Betty Leon, Board Chair; Doretha McFadden, Co-Chair; Jacqueline Burton-Waal, Secretary; Randy Hall, Malik Sanders, and Brandon Jeffries, Board Treasurer

**By Phone:** Kevin Alexander

**PPA:** Karen Jones, Principal; Jason Pierre, Finance Director

**PTO:**

**Absent:** Patricia Woods; Jada Tucker, PTO President; Melody Shields, PTO Vice President;

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**CALL TO ORDER – 6:00 P.M.**

**Reading of the PPA:**

1. Mission Statement
2. Goal # 2

**A Motion to accept the Minutes for December 11, 2019 was made by Betty Leon, seconded by Doretha McFadden, and passed by all (with the exception of 1 abstention by Kevin Alexander who was absent).**

**PRINCIPAL’S REPORT - Karen Jones – January 8, 2020**

**Academic Progress/Overview**

**1. Focus:**

- a. **Professional Development** focused on teachers’ professional practices in order to develop more focused scholars.
- b. **Teachers’ professional practices** are changing to provide more opportunities for students to collaborate.
- c. **Focus Groups** has enabled teachers to give more attention to **Students who are “struggling”** – particularly Special Education Students



2. Teachers have ***learned how*** and have ***bought into***:
  - a. **Giving students more opportunities to read** throughout the day with emphasis on Reading for Understanding during:
    - i. Independent Reading
    - ii. Shared Reading
  - b. **Hands on activities in Math and Science** have given students more opportunities:
    - i. To do more *collaborate group work*
    - ii. To engage in activities that require *constructing and creating* objects such as robots
  - c. **How to better encourage** students by:
    - i. Utilizing *differentiated activities* that are more beneficial
    - ii. Working with *“highly disruptive”* students
3. **Teachers are learning to utilize the following Remedies/Strategies:**
  - a. Classroom organization
  - b. Student management
  - c. Checking for students’ ability to *read for understanding and develop their critical thinking skills*
  - d. Providing opportunities for students to *engage in student-to-student dialogue*
  - e. Engaging students in more *Hands-On activities*
4. **Crafted an Academic Implementation Policy** to insure the following:
  - a. Consistent implementation of *Best Practices*
  - b. Completion of *Running Records*
  - c. Careful and consistent monitoring of *students’ progress and student growth*
  - d. Documenting evidence that shows that students have grown in *Reading fluency and comprehension*
  - e. Students (particularly Grade 5) are moving closer to their GRADE READING LEVELS (NY Ready)
5. **Mathematics**
  - a. All grades have *consistently increased*
  - b. There is *Small Group Instruction* according to performance/understanding levels
  - c. More *“Hands-On” activities*
  - d. More *use of manipulatives* to assist students in the understanding abstract concepts
  - e. *Assessments have been administered regularly* to determine:
    - A. proficiency results
    - B. What needs to be taught
    - C. At least 80% Mastery on concepts learned
    - D. Student’s readiness for the next grade

f. **Envision Math** is the Math Program for 2019 – 2020 for Grades 2 and 4. The language of ENVISION is more in alignment with the language of the Math Exams.

- i. **Grade 2** - We put the program in GRADE 2 so that the students will be more ready for the Exam in Grade 3.
- ii. **Grade 4** - The Fourth Graders will have more options and choices for entry into Middle School in Grade 5.

**6. Achieve 3000**

- a. Second Grade has just started using Achieve 3000
- b. Students are doing better in *writing* and *fluency* and *problem solving*.
- c. Focus is on Grade 3
- d. Staff is committed to developing the following skills (that are absolutely needed) to solve word problems:
  - i. Fluency and understanding of the text
  - ii. Ability to show evidence to support conclusions and/or answers
  - iii. Ability to write in a way to communicate student's reasoning and rationale

**7. Writing**

- a. Competency has improved.
- b. Teachers are using a (more structured processes) with regard to writing instruction
- c. Consistent Step-by-Step is being used across the grades

**8. Rise - For Intervention Groups**

- a. **Three Foci**
  - i. Decoding
  - ii. Fluency
  - iii. Guided Writing and Reading
- b. Students are making Good Progress as we use a **Three-Pronged Method** with regard to developing Literacy
  - i. **Read/Introduce a new book**
  - ii. **Phonics and Word Attack Skills**
  - iii. **Guided Reading and Writing**

**9. NON-ACADEMIC ACTIVITIES**

- a. Reading Under the Stars (December 2019)
- b. Holiday Celebration (December 2019)
- c. Dr. Martin Luther King Jr. Assembly (January 2020)
- d. Wax Museum (February 2020)

## 10. OBSERVATIONS/COACHING

- a. Coaching Teachers has continued with varying results
- b. Continuous Strategic Discussions and Decision re: student performance
- c. PD and Meeting with Coaches have been supportive
- d. The Focus is on students who don't have the necessary strategies
- e. Strategies that are still being developed have been identified.
- f. Showing students "how" to make connections and helping them to see that they know more than they show
- g. Small Group for Math Review and Remediation.

## 2. Q & A

Q. Betty Leon – Why has the attendance gone from 99% in September to 94% in December?

A. Ms. Jones – Sickesses/Illnesses such as common colds, and Asthma are more prevalent this time of year. One teacher has undergone a Knee Replacement, but she will be back on Monday.

Q. Betty Leon – How did you replace this teacher?

A. Ms. Jones – With a teacher on staff. "Every teacher is trained in every thing;" therefore, I don't have to hire subs.

Q. Betty Leon - What is being put in place to eliminate suspensions?

A. Ms. Jones – The parents have been held "far more accountable."

Q. Randy Hall – What happened to the teacher you said you would talk to?

A. Ms. Jones – "I spoke with her about the difficulty she's having managing large groups of children. She has potential."

Q. Ms. Leon - How is the AFTERSCHOOL PROGRAM going?

A. Ms. Jones – "The After School Program is doing very well."

**Grade 4 MATH EXAM and Test Prep** – Since Test Prep Time will be shortened, Betty Leon asked Ms. Jones to "Put together a Plan for February and March for the children who will be returning on Monday April 17<sup>th</sup> and will be taking the Math EXAM on the same day."

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

**Finance Report – Jason Pierre, Director of Finance – January 8, 2020**

1. **TRI NET** - Mr. Pierre began his report by introducing the BOARD to TRI NET and explaining some of the major differences between using TRI NET and what PPA has used before, and TRI NET’s impact on COST BENEFITS and/or COMPLIANCE ISSUES for the following:
  - a. School’s Admissions Policy
  - b. School’s Funding based on number of students enrolled in (General and Special Education)
  - c. Pre-K Expenses due to Enrollment (is fully funded) and Salaries
  - d. Lunch Program
  - e. Staffing Lines
  - f. Workers Compensation
  - g. Health/Medical Benefits
  - h. Administrative Fees
  - i. Paper Goods (Paper Towels vs. (Electric) Hand Blowers)
  - j. STEM Program

**2. TRI-NET REPORT**

**TRI NET REPORT - LIABILITY – As of November 30, 2019**

Cash on Hand Total Assessments	Cash on Hand Operating Accounts (Only)	Number of Days	FYI Ending Cash Available	Number of Days Cash on Hand as of June 30, 2020
\$813,600	\$757,817	\$41.46	\$288,993	\$16.24

**TRI NET REPORT - LIABILITY – As of November 30, 2019**

Cash on Hand Total Assessments	Cash on Hand Operating Accounts (Only)	Number of Days	FYI Ending Cash Available	Number of Days Cash on Hand As of June 30, 2020
\$813,600	\$757,817	\$41.46	\$288,993	\$16.24

**ENROLLMENT- General Ed**

Actual	Budgeted	Variance	Actual	Budgeted	Variance
\$319,694	\$323,000	\$53,392	\$5,163,068	\$5,316,430	\$53,392

ENROLLMENT – Special Ed. (SPED)

Column 1	Column 2
0% – 20 % - Actual = \$ 6,000	0% – 20 % - Actual = \$ ?
20 % - 59% - Actual = \$ 7,170	20 % - 59% - Actual = \$74,590
60 % & Over-Actual = \$ 30,485	60 % and Over - Actual = \$80,766
<b>TOTAL SPED ACTUAL = \$ 45.67</b>	<b>TOTAL SPED ACTUAL = \$665,356</b>
0% - 20% - Budgeted = ?	0% - 20% - Budgeted = \$ ?
20% - 59% - Budgeted = 10.00	20% - 59% - Budgeted = \$ 11,700
60% & Over-Budgeted = 30.00	60% & Over – Budgeted
<b>TOTAL SPED Budgeted = 40.00</b>	<b>TOTAL SPED Budgeted = \$406,945</b>
0% - 20% - Variance = 10.00	0%-20% - Variance = ?
20% - 59% - Variance = 30.00	20% - 59% - Variance = \$257,110
60% & Over - Variance = 5.00	60% & Over – Variance \$485.521
<b>TOTAL VARIANCE - 45.00</b>	<b>TOTAL VARIANCE \$248,411</b>

Commented [A1]:

3. BALANCE SHEET

Total Current Assets - \$ 597,095

total Current Liabilities - \$ 626,035

Working Capital - 1.43

**Total Assets \$1,290,330**

Debt Ratio - 0.49

**Total Assets \$ 664,294**

After all expenses have been paid, we project \$288K left at the end of the 2020 school year.

4. DISCUSSION - Renting vs. Leasing vs. Buying

At the conclusion of the Finance Report, the Board entered into a discussion about the expense of RENTING or LEASING vs. OWNING our own school. Everyone shared their opinions and discussed options re:

1. The cost of purchasing a building and paying a mortgage.
2. The cost of leasing a building and paying rent.
3. The cost of building a school.

**4. PTO (Leadership and Parent Participation)**

a. Due to the absence of the PTO Leadership at the January 8<sup>th</sup> Meeting, the Board had a brief discussion re: supporting the PTO Leadership.

**b. Ideas for increased involvement from Administration and the Board:**

1. **Ms. McFadden** - volunteered to "Reach Out" to each PTO Board Leaders (Jada Tucket and Melody Shields)
2. **Betty Leon and Doretha McFadden** - will try to attend and speak to the parents re: greater participation and support of the PTO at the Martin Luther King Day Celebration. She will also ask Ms. Jones to attend PTO meetings.

**5. Attendance of Board Members at Board Meetings – Ms. Leon**

Ms. Leon expressed her feeling about the fact that absenteeism of Board Members impacts the Boards ability to vote stating, "We cannot vote if we don't have a quorum." She said she would send letters persons who don't attend Board Meetings (regularly). She further stated:

1. If a Board Member misses 2 consecutive meetings, they will be removed.
2. Bi-Laws will be read addressing attendance will be read at the next Board Meeting.

**6. NEXT MEETING – Plan for Prep for the MATH Exam - Students in Grades 3, 4, and 5**

The Board would like for Ms. Jones to **present a PLAN for the children (Grades 3, 4, 5) who will be returning from SPRING RECESS on Monday, April 29<sup>th</sup> and taking the Math Exam** on the same day.

**A Motion to accept the Finance Director's Report was made by Betty Leon, seconded by Jacqueline Burton-Waal, and unanimously passed by all.**

**Academic Committee Report – January 8, 2020 - Jacqueline Burton Waal, Doretha McFadden**

**Attendance:** Jacqueline Burton-Waal, Chair; Doretha McFadden, Co-Chair; Betty Leon, Board Chair

**PPA Staff:** Karen Jones, Principal, Ms. Inforna, U-PreK Administrator

**PPA Coaches:** Gabiella Cervoni, DATA Specialist; Norman Farley, SPED Coordinator; Racheal Laurent, GUIDANCE Counselor;  
Robyn Reeves, DEAN of Students; Charmaine Rowe (Coach - Gr. 2)

**Excused:** Camille Morris (Coach) was covering a class

With the exception of Ms. Morris, each of the above staff gave a report with regard to **their role as coach** and **how they are working with their assigned teachers to improve instruction and delivery of services** (to each child enrolled in PPA) as they help the teachers address the student's **needs/concerns/issues**:

**GENERAL CONCERNS**

1. **Providing Services** for students who are deemed "eligible."
2. Helping teachers to **provide DOCUMENTATION on each STRATEGY** they are teaching.
3. **Utilizing the DATA** and writing a **PLAN OF ACTION** for Academic Improvement.
  4. Helping **ELL STUDENTS be more ACTIVELY INVOLVED.**
  5. **Helping LOW ACHIEVING** students
  6. Modeling **HOW TO** \_\_\_\_\_.
  7. Preparing for **MIDDLE SCHOOL INTERVIEWS.**

**LANGUAGE ARTS/READING/LITERACY**

1. Using **DOJO VIDEOS** to help students **practice recognition of Sight Words**
2. Understanding **WORD CONCEPTS**
3. Understanding/**COMPREHENDING** reading passages
4. The **TEACHING & RETEACHING of the SAME SKILL** until the student "gets it."
5. Explaining **HOW TO** write answers to the **SHORT RESPONSE and EXTENDED RESPONSE** questions.
6. Practicing the strategy of **including details** when writing a text.

**MATH**

1. Understanding of **NUMBER SENCE, COMPUTATION and WORD PROBLEMS.** For example, **WORD PROBLEMS**, each student has to ask themselves, "**What type of COMPUTATION DO I USE in order to solve this problem?**"
2. Or, "**What are the specific STEPS that I MUST DO in order to solve this problem?**"
3. Multiplying and Dividing with Decimals
4. Utilizing the **CLOZE** method and **VIDEOS** to help students solve **WORD PROBLEMS.**
5. Introducing word problems as early as the **U Pre-K program.**

**PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL**  
 611 Beach 19<sup>th</sup> Street Far Rockaway, NY 11691  
**PHONE** 347- 403- 9231 **FAX** 718-327-2581 [www.peninsulaprep.org](http://www.peninsulaprep.org)  
**Karen Jones, Principal**  
*Pride – Perseverance - Achievement – Character*

**PPA - Board Meeting - ATTENDANCE SHEET** Date \_\_\_\_\_

<b>Betty Leon</b> Board Chair	
<b>Doretha McFadden</b> Board Vice Chair/Academic Com. Co-Chair	
<b>Jacqueline Burton-Waal</b> Board Secretary & Academic Com. Chair	
<b>Brandon Jeffries</b> Board Treasurer	
<b>Malik Sanders</b> Board Member	
<b>Kevin Alexander</b> Board Member	
<b>Constance Blackman</b> Board Member	
<b>Randy Hall</b> Board Member	

**PPA Staff**

<b>Karen Jones</b> Principal	
<b>Jason Pierre</b> Finance Director	
<b>Angela Inforno</b> UPRE-K Administrator	
<b>Gabriella Cervoni</b> DATA Specialist/Coach Grade ___	
<b>Norman Farley</b> SPED Coordinator/Coach Grade__	
<b>Racheal Laurent</b> School Counselor/Coach Grade ___	
<b>Camille Morris</b> Coach - Grade ___	
<b>Robyn Reeves</b> DEAN of Students/Coach Grade__	
<b>Charmaine Rowe</b> Coach - Grade 2	
<b>Larnice Johnson</b> Parent Coordinator	

**PTO Board**

<b>President</b> Jada Tucker	
<b>Vice President</b> Melodie Shields	
<b>Secretary</b>	



Treasurer	
-----------	--

**Guest[s]**

Name \_\_\_\_\_ Affiliation \_\_\_\_\_ Email \_\_\_\_\_

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**Karen Jones, Principal**

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**PPA - ACADEMIC COMMITTEE – Attendance Sheet - Date \_\_\_\_\_**

<b>Betty Leon,</b> Board Chair	
<b>Doretha McFadden</b> Board Vice Chair/Academic Com. Co-Chair	
<b>Jacqueline Burton-Waal</b> Board Secretary & Academic Com. Chair	
<b>Brandon Jeffries</b> Board Treasurer	
<b>Malik Sanders</b> Board Member	
<b>Kevin Alexander</b> Board Member	
<b>Constance Blackman</b> Board Member	
<b>Randy Hall</b> Board Member	

**PPA Staff**

<b>Karen Jones</b> Principal	
<b>Jason Pierre</b> Finance Director	
<b>Angela Inforno</b> UPRE-K Administrator	
<b>Gabriella Cervoni</b> DATA Specialist/Coach Grade ____	
<b>Norman Farley</b> SPED Coordinator/Coach Grade__	
<b>Racheal Laurent</b> School Counselor/Coach Grade __	
<b>Camille Morris</b> Coach – Grade ____	
<b>Robyn Reeves</b> DEAN of Students/Coach Grade__	
<b>Charmaine Rowe</b> Coach - Grade 2	
<b>Larnice Johnson</b> Parent Coordinator	

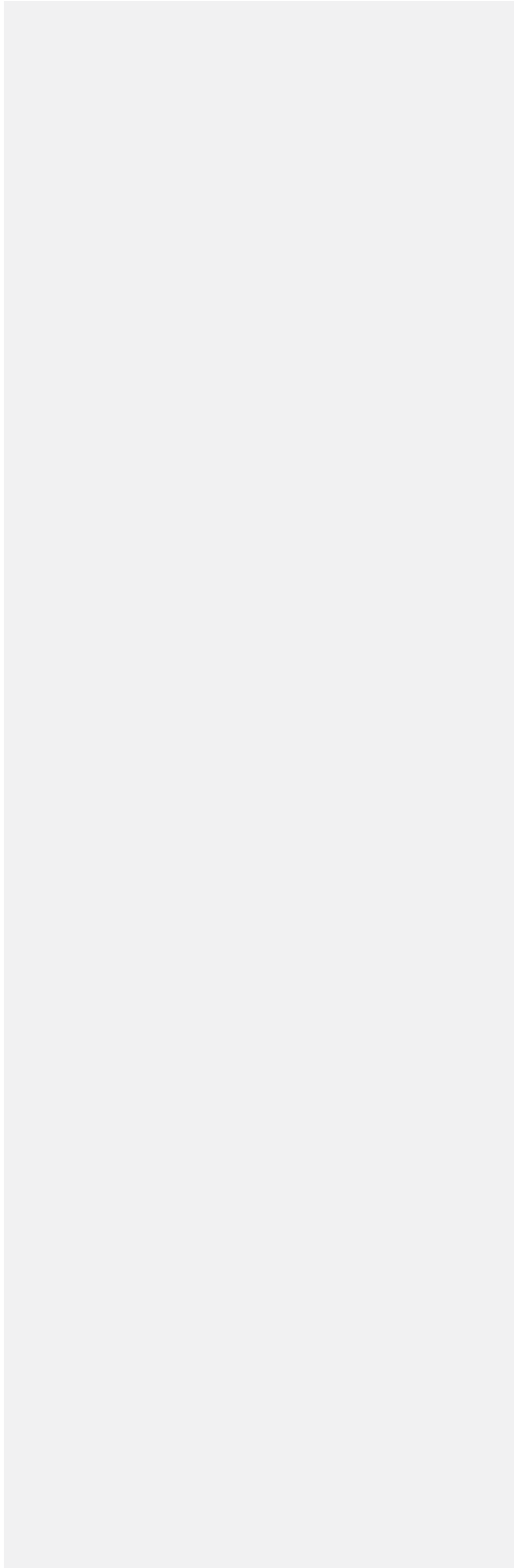
**PTO Board**

<b>President</b> Jada Tucker	
<b>Vice President</b>	

Melody Shields	
<b>Secretary</b>	
<b>Treasurer</b>	

Guest(s)

Name \_\_\_\_\_ Affiliation \_\_\_\_\_ Email \_\_\_\_\_







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**Karen Jones, Principal**

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**BOARD MEETING MINUTES – February 12, 2020**

**Attendance**

**Board Members:** Betty Leon, Chair; Doretha McFadden, Vice Chair; Jacqueline Burton-Waal, Secretary; Randy Hall, Constance Blackman, Kevin Alexander, and Brandon Jeffries, Board Treasurer

**PPA:** Karen Jones, Principal; Jason Pierre, Finance Director

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

**Absent:** Jada Tucker, PTO President; Melody Shields, PTO Vice President

**Guest:** Trevor Benjamin, ROCKAWAY RAVENS Youth Sports Inc.

**BOARD MEETING MINUTES – February 12, 2020**

**Attendance**

**Board Members:** Betty Leon, Chair; Doretha McFadden, Vice Chair; Jacqueline Burton-Waal, Secretary; Randy Hall, Constance Blackman, Kevin Alexander, and Brandon Jeffries, Board Treasurer

**PPA:** Karen Jones, Principal; Jason Pierre, Finance Director

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

**Absent:** Jada Tucker, PTO President; Melody Shields, PTO Vice President

**Guest:** Trevor Benjamin, ROCKAWAY RAVENS Youth Sports Inc.

-----  
**CALL TO ORDER – 6:00 P.M.**

- 1. Recitation of Mission Statement and Goal # 3**
- 2. Introduction of Guests**
  - A. PTO Officers:** Krystal Payne-Bello, Correspondence Secretary and Kimberly Taylor, Recording Secretary
  - B. Ravens Youth Sports Inc. Off Season Camp Program –** Trevor Benjamin.
- 3. Chair Leon welcomed the guests** and explained the importance of parent representation at every Board Meeting. She explained the Board’s position is to assist and guide parents in all of their endeavors at PPA and encouraged them to come to every Board Meeting.
  - A.** Ms. Payne-Bello and Ms. Taylor thanked Ms. Leon for her support and assured her (and the Board members) that they are definitely “on board” and will be present at future meetings.

- B.** Mr. Trevor Benjamin gave a brief description of the OFF SEASON CAMP PROGRAM which will be available to children of the community (ages 5-18) every Tuesday and Thursday from 5:45 – 8:00 PM. The program will focus on:
- i. Discipline
  - ii. Time Management
  - iii. Interpersonal Communication
  - iv. How to live a Healthier Lifestyle

**4. Minutes – January 8, 2020**

Motion to accept the Minutes for January 8, 2020 was made by Doretha McFadden , seconded by Kevin Alexander, and unanimously passed by all.

**CHAIR’S REPORT – Betty Leon - February 12, 2020**

- 1. Meeting/Seminar/Discussion – “The Next Ten Years” Monday February 3<sup>rd</sup> or 10, 2020**
- a. The discussion focused on two major topics re: PPA
    - i. “What do we want our school to be?”
    - ii. “What do we want to be noted for?”
  - b. Ms. Leon expressed the sentiments of most parents in that they know they feel welcome, comfortable, safe in knowing their children are being educated. Yet, there two other aspirations:
    - i. We want PPA to go to Grade 6
    - ii. We want to own our space/building (as opposed to renting).

**5. Motion - Chair’s Report**

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

**FINANCE REPORT – Jason Pierre – February 12, 2020**

**Finance Report – Jason Pierre, Finance Director – February 12, 2020**

**1. December Summary**

- a. Reached Goal – More than 60 days of positive cash (63.09 days).
- b. Will move into the New Year (2020) with just under \$300,000

**2. Special Ed.**

- a. CSE Team has become more strict re: what they approve and they will be cutting services. Ms. Jones plans to write a “letter of complaint” to the CSE regarding this matter.
- b. As a result, the administration is looking at the present SPED population and taking into account:
  - i. “What services have been recommended for each student.”
  - ii. Determine their eligibility (with regard to the budget) by categorizing them into the 20% - 59% category (as a safehold). After one year, PPA will review their status and make the financial adjustment for each child.
- c. **General Enrollment – 319**
- d. **Student Loss – 3 students** due to the fact that:
  - i. Students have moved out of state temporarily
  - ii. One student parent wants to Home School (parent has “given up” the child’s seat.

Mr. Pierre will call the CSE concerning this matter. Ms. Leon asked mr p to document every and all conversations

- e. All sped categories are accurate; however there are discrepancies as students’ services are discontinued.

**3. ELL Program** is being restructured and refunded and we no longer have an ELL teacher. The SPED Team has come up with a plan to service the ELL population (which includes each student’s respective category, how the students will be divided, and serviced. For example, each SPED teacher will service 7 students (some of whom will be ELL and ELLs with IEP’s). The Charter Center sent a presentation “How to manage without a SPED person.”

**4. Students who are being assessed –**

- a. Ell students are a “weigghted category” and have a better chance of coming in to PPA from the wait list
- b. Each SPED teacher wiwll have 7 students (some of which will be ELL’s who are in need of intervention

**5. Revenue**

- a. Mr. Pierre is looking for a Grant Writer
- b. **Kitchen/Food Program Consultant** Kitchen will introduce Mr. Pierre to some grants
- c. **Snack Program** will start soon (PPA Students only)

**6. General Ed.**

- a. PPA is presently budgeted for 319 Students – 3 = 316 students
- b. One parent is considering “Home Schooling” which means this student is on PPA’s roster, but PPA has given up her seat. Mr. Pierre will speak to CSA to make

**7. End of the Year** we anticipate (After Depreciation) PPA will have \$147,000 in positive cash.

sure that we are “BILLED” correctly. Ms. Leon added “Make sure you document every conversation (including who you speak to).”

**8. Revenue**

- a. PPA is looking for a GRANT WRITER
- b. GRANTS – Mr. Pierre is looking into various types of grants such as: Equipment Grants, Healthy Eating Grants, etc. -- that are related to FOOD SERVICE.etc. He will keep the Board updated.

**9. At the end of the year**, PPA anticipates 147,000 in positive cash (after depreciation).

**10. School Capital Management** is a company that extends 100% financing to schools through 2 Programs:

- a. **Program 1.** – Rent with option to buy
- b. **Program 2.** – Own outright with 100% Financing
- c. Mr. Pierre spoke to their representative who explained the Process, Time Lines, Development for the Board, and Best Practices.
- d. They also provide the following services:
  - i. Financing, Counseling for Fund Raising and Architecture
  - ii. Investigate land according to Zip Code (11694 and 11692)

**11.** Ms. Leon asked Mr. Pierre to find out if they can get City Property.

**Motion – Finance Report**

A motion was made by Betty Leon, seconded by Brandon Jeffries, and unanimously passed by all persons present to accept the Finance Report.

**PTO Report PTO – Krystal Payne-Bello and Kimberly Taylor - February 12, 2020**

- 1. **PTO Report** – compilation of last 3 months
- 2. **Ms. Leon** requested an that the PTO email their Monthly Report to the Board
- 3. **PTO Meeting** - Attendance was taken by grade
- 4. **Fundraising** – One each Friday – proceeds go towards Graduation



- i. **Bake Sale Profit** - \$436.75
  - ii. **Chocolate Sale Profit** - \$780.00 has been deposited thus far
  - iii. **Outstanding Balance due** - \$540.00. A letter will be sent to the Treasurer requesting the “outstanding amount.” Ms. Leon suggested that the PTO take further action if the amount isn’t received by the requested date.
- 5. Future Fundraisings**
- i. **Movie Night** – February 28, 2020 – 6PM
- 6. Ideas for increased involvement from Administration and the Board:**
1. **Ms. McFadden** - volunteered to “Reach Out” to each PTO Board PTO Leaders (Ms. Jada Tucket and Ms. Melody Shields)
  2. **Betty Leon and Doretha McFadden** - will try to attend and speak to the parents re: greater participation and support of the PTO at the Martin Luther King Day Celebration.
  3. Ms. Leon will also ask Ms. Jones to attend future PTO meetings
  4. **Betty Leon and Doretha McFadden** - will try to attend and speak to the parents re: greater participation and support of the PTO at the Martin Luther King Day Celebration.
  5. Ms. Leon will also ask Ms. Jones to attend PTO meetings.

### **Motion - PTO Report**

A Motion to accept the PTO Report was made by, Betty Leon , seconded by Brandon Jeffries Betty Leon, and unanimously passed by all.

## **PRINCIPAL’S REPORT - Karen Jones – February 12, 2020**

### **Academic Progress/Overview**

1. **Panel Discussion – The “Next Ten Years” Monday**
  - a. PPA has to decide “Who we want to be?”
  - b. “What do we want our legacy to be?”
  - c. “What do we want to be noted for?”
    - i. Being a Stem School
    - ii. Engaging our Students debates
    - iii. Being a school that goes from U Pre-K – Grade 6
2. **Discussions with the PPA Board centered around:**
  - a. Whether or not we should continue to rent or buy our own school?
  - b. Considering a property on 67<sup>th</sup> Street for renting.
  - c. Making sure that Grade 5 is doing well before adding Grade 6.
3. **Test Development and Student Progress**

- a. Looking at the Academic Gaps and deciding the best ways to help the SPED and ELL student

- b. **Back Track**

**4. Behavioral Issues of “highly disruptive” students and Parent Participation**

- a. Referrals had dropped; however, more students are being placed in the Special Education category.
- b. Identify behaviors and use “specific” strategies to help them
- c. Identify students who are interfering with the progress of other students
- d. Informing the parents of all the students (mentioned above)

The Board asked Ms. Jones to develop a plan (with the teachers and coaches) to not only identify students, but also utilize specific strategies that will enable them to devote more time teaching the class as opposed to directing their attention to these students.

Ms. Jones interjected that some Kindergarten students will be placed on truncated (half-day) schedules.

**5. Parent Meetings** - We discussed the following suggestions to improve parental attendance:

- a. Identify the characteristics of parents who attend meetings?
- b. **Live Stream**
- c. **Gift Cards** to the first 50 (have vendors donate gift cards)
- d. Things parents must do achieve

**6. Professional Development** focused on teachers’ professional practices in order to develop more focused scholars. The following strategies have been implemented:

- a. **Talking with students** and sharing their grades with them has to be a frequent conversation between teacher and student
- b. **Revamp Special Education and ELL’s**
- c. **Celebrate success**
- d. **Encourage** students by utilizing *differentiated activities* that are more beneficial
- e. Working with and using “specific strategies” with *highly disruptive* students
- f. **Teachers have learned how and have bought into:**
  - i. Giving students more opportunities to read throughout the day with emphasis on Reading for Understanding during:
  - ii. Independent Reading
  - iii. Shared Reading
- g. **New SPED Teacher** who is working with the 2 teachers on Grade 3 – with regard to teaching the students phonemic awareness

**7. Math and Science** have given students more opportunities:

- a. Do more “hands on” activities
- b. Do more *collaborate group work*
- c. Engage in activities that require *constructing and creating* objects ie. Robots

- d. **Teachers are learning to utilize the following Remedies/Strategies:**
    - i. Classroom organization
    - ii. Student management
    - iii. Checking for students' ability to *read for understanding* and *develop their critical thinking skills*
    - iv. Providing opportunities for students to *engage in student-to-student dialogue*
    - v. Engaging students in more *Hands-On activities*
  - 8. **Academic Implementation Policy** to insure the following:
    - a. Consistent implementation of *Best Practices*
    - b. Completion of *Running Records*
    - c. Careful and consistent monitoring of *students' progress* and *student growth*
    - d. Documenting evidence that shows that students have grown in *Reading fluency and comprehension*
    - e. Students (particularly Grade 5) - moving closer to their **GRADE READING LEVELS** (NY Ready)
  - 9. **Mathematics**
    - a. All grades have *consistently increased*
    - b. There is *Small Group Instruction* according to performance/understanding levels
    - c. More "*Hands-On*" activities
    - d. More *use of manipulatives* to assist students in the understanding abstract concepts
    - e. **Assessments** have been administered regularly to determine:
      - i. Proficiency results
      - ii. What needs to be taught

Page 5

    - iii. At least 80% Mastery on concepts learned
    - iv. Student's readiness for the next grade
  - f. **Envision Math** is the Math Program for 2019 – 2020 for Grades 2 and 4. The language of ENVISION is more in alignment with the language of the Math Exams.
    - i. **Grade 2** - We put the program in **GRADE 2** so that the students will be more ready for the Exam in Grade 3.
    - ii. **Grade 4** - The Fourth Graders will have more options and choices for entry into Middle School in Grade 5.
10. **Achieve 3000**
  - a. Second Grade has just started using Achieve 3000
  - b. Students are doing better in *writing* and *fluency* and *problem solving*.
  - c. Focus is on Grade 3

- d. Staff is committed to developing the following skills (that are absolutely needed) to solve word problems:
  - i. Fluency and understanding of the text
  - ii. Ability to show evidence to support conclusions and/or answers
  - iii. Ability to write in a way to communicate student's reasoning and rationale

**11. Writing**

- a. Competency has improved.
- b. Teachers are using a (more structured processes) with regard to writing instruction
- c. Consistent Step-by-Step is being used across the grades

**12. Rise - For Intervention Groups**

- a. **Three Foci**
  - i. Decoding
  - ii. Fluency
  - iii. Guided Writing and Reading
- b. Students are making Good Progress as we use a **Three-Pronged Method** with regard to developing Literacy:
  - i. **Read/Introduce a new book**
  - ii. **Phonics and Word Attack Skills**
  - iii. **Guided Reading and Writing**

**13. Observations and Coaching** - The Focus is on students who don't have the necessary strategies, and strategies that are still being developed have been identified:

- a. **Coaching Teachers** has continued with varying results
- b. **Continuous Strategic Discussions** and Decision re: student performance
- c. **PD and Meeting** with Coaches has been supportive
- d. Showing students "how" to make connections and helping them to see that they know more than they show.

**14. NON-ACADEMIC ACTIVITIES**

- a. **Reading Under the Stars** - February 13th
- b. **STEAM Night** – January 2020
- c. **Dr. Martin Luther King Jr. Assembly** - January 2020
- d. **Wax Museum** - February 27, 2020
- e. **Movie Night** – February 28, 2020

**Motion - Principal's Report**

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

**Academic Committee Report – February 12, 2020 - Jacqueline Burton Waal, Doretha McFadden**

**Attendance:** Jacqueline Burton-Waal, Chair; Doretha McFadden, Co-Chair; Betty Leon, Board Chair; Karen Jones, Principal

**Academic Committee Report**

**1. Panel Discussion – The “Next Ten Years” Monday**

- a. PPA has to decide “Who we want to be?”
- b. “What do we want our legacy to be?”
- c. “What do we want to be noted for?”
  - i. Stem
  - ii. Students debate
  - iii. U Pre K - Grade 6.
  - iv. Investigated a whether to “build a school” or “rent?”
  - v. We prefer to “own our school
  - vi. Before Grade 6, we want to have Pre-K to 5 doing well.
- d. There’s property of 67<sup>th</sup> Street we are looking into renting.

**2. Approval of Policy – Illness and Punctuality – tabled until next meeting**

**3. Social Studies - The 1619 Project by Nikole Hannah-Jones, Correspondent - NY Times Magazine**

**4. Achieve 3000**

- a. Second Grade has just started using Achieve 3000
- b. Students are doing better in *writing* and *fluency* and *problem solving*.
- c. Focus is on Grade 3
- d. Staff is committed to developing the following skills (that are absolutely needed) to solve word problems for :Fluency and understanding of the text, ability to show evidence to support conclusions and/or answers, ability to write in a way to communicate student’s reasoning and rationale

**5. Writing**

- a. Competency has improved.
- b. Teachers are using a (more structured processes) with regard to writing instruction
- c. Consistent Step-by-Step is being used across the grades

**6. Rise - For Intervention Groups**

- a. **Three Foci:** Decoding, Fluency, Guided Writing and Reading
- b. Students are making Good Progress as we use a **Three-Pronged Method** with regard to developing Literacy: **Read/Introduce a new book, Phonics and Word Attack Skills, Guided Reading and Writing**

**Motion: Academic Committee Report.**

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

**PENINSULA PREPARATORY ACADEMY CHARTER SCHOOL**  
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**Karen Jones, Principal**

*Pride – Perseverance - Achievement – Character*

**PPA - Board Meeting - ATTENDANCE SHEET - Date** \_\_\_\_\_

<b>Betty Leon,</b> Board Chair	
<b>Doretha McFadden</b> Board Vice Chair/Academic Com. Co-Chair	
<b>Jacqueline Burton-Waal</b> Board Secretary & Academic Com. Chair	
<b>Brandon Jeffries</b> Board Treasurer	
<b>Malik Sanders</b> Board Member	
<b>Kevin Alexander</b> Board Member	
<b>Constance Blackman</b> Board Member	
<b>Randy Hall</b> Board Member	

**PPA Staff**

<b>Karen Jones</b> Principal	
<b>Jason Pierre</b> Finance Director	
<b>Angela Inforno</b> UPRE-K Administrator	
<b>Gabriella Cervoni</b> DATA Specialist/Coach Grade ____	
<b>Norman Farley</b> SPED Coordinator/Coach Grade ____	
<b>Racheal Laurent</b> School Counselor/Coach Grade ____	
<b>Camille Morris</b> Coach - Grade ____	
<b>Robyn Reeves</b> DEAN of Students/Coach Grade ____	
<b>Charmaine Rowe</b> Coach - Grade 2	
<b>Larnice Johnson</b> Parent Coordinator	

**PTO Board**

<b>President</b> Jada Tucker	
<b>Vice President</b> Melodie Shields	
<b>Secretary</b>	
<b>Treasurer</b>	

**Guest[s]** Name \_\_\_\_\_ Affiliation \_\_\_\_\_ Email \_\_\_\_\_

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**Karen Jones, Principal**

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**PPA - ACADEMIC COMMITTEE – Attendance Sheet - Date \_\_\_\_\_**

<b>Jacqueline Burton-Waal</b> Board Secretary & Academic Com. Chair	
<b>Doretha McFadden</b> Board Vice Chair/Academic Com. Co-Chair	
<b>Betty Leon</b> Board Chair	
<b>Brandon Jeffries</b> Board Treasurer	
<b>Malik Sanders</b> Board Member	
<b>Kevin Alexander</b> Board Member	
<b>Constance Blackman</b> Board Member	
<b>Randy Hall</b> Board Member	

**PPA Staff**

<b>Karen Jones</b> Principal	
<b>Jason Pierre</b> Finance Director	
<b>Angela Inforno</b> UPRE-K Administrator	
<b>Gabriella Cervoni</b> DATA Specialist/Coach Grade ____	
<b>Norman Farley</b> SPED Coordinator/Coach Grade__	
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**PTO Board**

<b>President</b> Jada Tucker	
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<b>Secretary</b>	
<b>Treasurer</b>	

**Guest(s) Name** \_\_\_\_\_ **Affiliation/Company** \_\_\_\_\_  
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**BOARD MEETING MINUTES – March 11, 2020**

**Attendance**

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

Malik Sanders,

**Conference Call:** Kevin Alexander

**PPA:** Karen Jones, Principal; Jason Pierre, Finance Director

**PTO:** Kimberly Taylor – Recording Secretary

**Absent:** Jada Tucker, PTO President; Melody Shields, PTO Vice President; Krystal Payne-Bello, PTO Correspondance Secretary

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**CALL TO ORDER – 6:00 P.M.**

- 1. Recitation of Mission Statement and Goal # 4**
- 2. Minutes – Minutes February 12, 2020**

**Motion to accept the Minutes** for February 12, 2020 was made by Brandon Jeffries , seconded by Doretha McFadden, and approved by all.

**CHAIR’S REPORT – Betty Leon – March 11, 2020**

- 1. Board’s Approval of the Bouncy House**

**Motion to accept/approve the Bouncy House** was made by Betty Leon, seconded Brandon Jeffries, and approved by all.

- 2. Student visits to the school Nurse –** Ms. Leon requested **clear guidelines** (from Ms. Jones) re: students’ visits to the Nurse -- especially if the teacher suspects Corona Virus. The guidelines should include:
  - a.** The student is to be accompanied (to the nurse) by an adult
  - b.** The child was given (or not given) a referral
  - c.** The child was released to a parent or escorted back to the classroom by an adult
- 3. “W H O” has new guidelines re: corona virus**
- 4. Ms. Leon requested that PPA do the following:**

- a. Close the school Friday March 13<sup>th</sup> a DEEP CLEANING/DISINFECTING.
- b. The Board to make a **Resolution** regarding this matter
- c. **Guidelines for Closing the School** in the future (In the event of a Corona Virus outbreak)
- d. Students be given assignments that they will complete “on line.”
- e. We need to **hire an extra custodian** for U the Pre-K Program
- f. Enlist the help from Parents to help clean the school again (on a date in the future).
- g. Draft a letter requesting funds/donations from organizations
- h. After School Programs will enter into and exit from the GYM.

After a brief discussion (including Q & A, DOE Guidelines and what PPA has done in the past to sanitize the school) the Board made the following Motions/Resolutions:

**Motion/Resolution** to give the Principal (Ms. Jones) and the Finance Director (Mr. Pierre) to close the school (because of the Corona Virus) was made by Betty Leon, seconded by Doretha McFadden, and unanimously passed by all.

**Motion to accept the Chair’s Report** was made by Jacqueline Burton Waal, seconded by Malik Sanders, and unanimously passed by all.

#### **Principal’s Report - Karen Jones - March 11, 2020**

##### **1. Dashboard**

- a. Attendance - Many students (and teachers) absent (due to the Corona Virus Pandemic)
- b. Questions/Explanations re: “In School” and “Out of School” suspensions. Students are eligible for alternative instruction 8:00 AM – 11:30 PM

##### **2. Academic Progress/Overview**

- a. NY Ready Test Results – Grades 3 – 5
- b. Go Math Test Results – Grades 3 – 5
- c. Achieve 300 – End of Month Results – Grades 2-5

##### **3. At Home Technology Report – Ta Jones, Information officer - (170 out of 325 families responded)**

- a. **Survey of Families with Technology Access** sent home to parents to see “**What technology our families have access to**” should the school have to close for Corona Virus and/or Deep Cleaning
- b. **Survey of Families with Internet Access**
- c. **Breakdown of “How Technology is used at Home”**
- d. **Parents’ concerns and questions**

##### **4. EDULASTIC APP – ELA and Math generated program**

- a. **How long** it takes each student to answer each question
- b. **Parents** can do this at home

- c. **Information Video** – Ms. Jones is going to do a demonstration video
  - d. **Parent’s attitude is a serious problem at PPA.** The Board entered into a lengthy discussion about this issue and decided to develop a small committee to come up with a solution.
- 5. **Professional Development** (Math & ELA)
  - 6. **Rise - For Intervention Groups**
  - 7. **NON-ACADEMIC ACTIVITIES**
  - 8. **OBSERVATIONS/COACHING**

**Motion to accept the Principal’s Report** was made by Betty Leon, seconded by Kevin Alexander, and unanimously passed by all

- a. Motion – Betty Leon
- b. 2<sup>nd</sup> – Kevin Alexander

**FINANCE REPORT – Jason Pierre – March 11, 2020**

- 1. **Survey – AT HOME TECHNOLOGY REPORT - Ta Jones Report** (see Ta Jones’ Report)  
All surveys have not been received; however, PPA projects that 10% of the homes do not have computers. PPA will provide computers to these students via (Letters requesting donations (funds and computers) from major corporations/companies).
- 2. **Tri-Net Analysis**
  - a. **Cash on Hand** = 39 days
  - b. **Things that are affecting our Budget**
    - i. **After School Expenses** were not a part of this year’s budget. Parent contributions cover about ½ of the After School’s Expenses
    - ii. **Custodial bills**
    - iii. **Trinet**
  - c. **Trinet Analysis** (Independent vs. Trinet)
    - 1. Independent – we used to get a credit
    - 2. Trinet takes out monthly premiums every two weeks
    - 3. Estimate \$30,000 in expenses (per month) from now to end of year – which cuts our bill in half.
    - 4. Worker’s Comp Bill went down from \$16.00 per month to \$9.00
    - 5. Start of school year PPA Prepaid Worker’s Comp. for the year. We anticipate a refund covering October - June from our Insurance carrier.
    - 6. It costs \$92.31 / employee, but we save 120K in processing fees
    - 7. If we change to use Trinet for the full package we will save about 130K (we would save on fees that other companies charge).
    - 8. **SPED Program** and Budget. We’re budgeted for 45 - we have 43.

- a. 0 – 20 Category = 10 Students
  - b. 20 – 59 Category = 30 Students
  - c. 60 and over Category = \_? Students
9. We need to cut \$229,000.00 by June 30, 2020 by tightening up on:
- a. Afterschool
  - b. Custodial Program
  - c. Get Trinet to negotiate for fees
  - d. No end of year party – instead, we will do a pot luck
  - e. Look at General Expenses
  - f. Pre- K funds have been raised from 12K – 14K = (+2K)
  - g. Re-negotiate the terms of Daisey’s schedule

**3. PERIODIC UPDATES WILL BE RECEIVED FROM MR. Pierre throughout the month**

**Motion to accept the Finance Director’s Report** was made by Doretha McFadden, seconded by Kevin Alexander, and unanimously passed by all.

**Academic Committee Report – March 11, 2020**

**Jacqueline Burton Waal, Doretha McFadden, Co-Chairs**

**Attendance:** Jacqueline Burton-Waal, Chair; Doretha McFadden, Co-Chair; Betty Leon, Board Chair

**PPA Administrator:** Karen Jones, Principal

**PPA Staff:** Ta Jones, Information Officer; Jason Pierre, Finance Director

1. **What’s New** now that we are a STEM/STEAM School?
2. **EDULASTIC INSTRUCTION** to the preparation for the State Exams
  - a. **Teacher is able to see the student’s** responses and ascertain which answers to Test Questions are correct.
  - b. **Parent Video** is being prepared to assist parents in helping their children
  - c. **Test Questions** - Read the Text and Answer the question
  - d. **Written Essay Questions** have to be graded by the teacher(s)
3. **Visit to the U Pre-K Program – PPA is a “MODEL” program.**
  - a. **Visit to PPA’s U Pre-K Program** - 40 persons came from other pre-k programs in the Rockaways because PPA is (or has) a model program.
  - b. Pre-K Programs are aligned with STEM/STEAM
  - c. Chess Tournament PPA compete against PPA students to compete against other schools in the Rockaways.
4. **Social Studies - The 1619 Project**

Nikole Hannah-Jones, Correspondent - NY Times Magazine

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**Karen Jones, Principal**

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**PPA - Board Meeting - ATTENDANCE SHEET - Date** \_\_\_\_\_

<b>Betty Leon,</b> Board Chair	
<b>Doretha McFadden</b> Board Vice Chair/Academic Com. Co-Chair	
<b>Jacqueline Burton-Waal</b> Board Secretary & Academic Com. Chair	
<b>Brandon Jeffries</b> Board Treasurer	
<b>Malik Sanders</b> Board Member	
<b>Kevin Alexander</b> Board Member	
<b>Constance Blackman</b> Board Member	
<b>Randy Hall</b> Board Member	

**PPA Staff**

<b>Karen Jones</b> Principal	
<b>Jason Pierre</b> Finance Director	
<b>Angela Inforno</b> UPRE-K Administrator	
<b>Gabriella Cervoni</b> DATA Specialist/Coach Grade ____	
<b>Norman Farley</b> SPED Coordinator/Coach Grade ____	
<b>Racheal Laurent</b> School Counselor/Coach Grade ____	
<b>Camille Morris</b> Coach - Grade ____	
<b>Robyn Reeves</b> DEAN of Students/Coach Grade ____	
<b>Charmaine Rowe</b> Coach - Grade 2	
<b>Larnice Johnson</b> Parent Coordinator	

**PTO Board**

<b>President</b> Jada Tucker	
<b>Vice President</b> Melodie Shields	
<b>Secretary</b>	
<b>Treasurer</b>	

**Guest[s]** Name \_\_\_\_\_ Affiliation \_\_\_\_\_ Email \_\_\_\_\_

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**Karen Jones, Principal**

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**PPA - ACADEMIC COMMITTEE – Attendance Sheet -** Date \_\_\_\_\_

<b>Jacqueline Burton-Waal</b> Board Secretary & Academic Com. Chair	
<b>Doretha McFadden</b> Board Vice Chair/Academic Com. Co-Chair	
<b>Betty Leon</b> Board Chair	
<b>Brandon Jeffries</b> Board Treasurer	
<b>Malik Sanders</b> Board Member	
<b>Kevin Alexander</b> Board Member	
<b>Constance Blackman</b> Board Member	
<b>Randy Hall</b> Board Member	

**PPA Staff**

<b>Karen Jones</b> Principal	
<b>Jason Pierre</b> Finance Director	
<b>Angela Inforno</b> UPRE-K Administrator	
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**PTO Board**

<b>President</b> Jada Tucker	
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**Guest(s) Name** \_\_\_\_\_ **Affiliation** \_\_\_\_\_



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**BOARD MEETING MINUTES – April 8th, 2020**

**(Hosted using Zoom conference because of COVID-19 Pandemic)**

**Attendance**

**Board Members:** Betty Leon, Chair; Doretha McFadden, Vice Chair; Jacqueline Burton-Waal, Secretary; Randy Hall, Constance Blackman,  
Kevin Alexander, Malik Sanders

**PPA:** Karen Jones, Principal; Jason Pierre, Finance Director

**PTO:** Krystal Payne-Bello, PTO Corresponding Secretary; Melody Shields, PTO Vice President

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**CALL TO ORDER – 6:00 P.M.**

Recitation of **Mission Statement** and **Goal # 4**

**Approval of March 11<sup>th</sup>, 2020 board meeting minutes**

Motion to accept was made by **Kevin Alexander**, seconded by **Randy Hall**, and unanimously passed by all.

**CHAIR’S REPORT – Betty Leon**

1. Mrs. Leon discussed the content of NYSED’s COVID -19 guidelines webinar.
2. New guidelines for board meetings and committee meetings were discussed
3. The Education continuity plan for PPA including our distance learning plan was discussed
4. PPA’s backup plan incase leadership is unavailable was discussed
5. PPA’s lottery and enrollment plan was discussed
6. Plans for the end of the school year by grade level was shared and reviewed.
7. Support services for students and parents during this pandemic was discussed
8. Amending bylaws to include virtual meetings

***Motion - Chair’s Report***

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



### **Principal's Report – Karen Jones**

1. Principal Jones gave an update on the health and wellness of both staff and students.
2. PPA's remote learning which were submitted to NYSED and NYCDOE was further reviewed and discussed.
3. Mrs. Jones discussed the issues with ZOOM conferencing and the security measures that PPA put in place ensure the safety and security of staff and students using the platform.
4. Access to technology for our students was discussed. Mrs. Jones shared that a survey was taken and all parents who responded as being in need were provided with a tablet.
5. Mrs. Jones discussed the communication platforms that are being used to keep in contact with parents.
6. Plans for parents who are essential workers were also discussed.
7. Remote learning attendance tracking was discussed.
8. SPED support services were discussed. Mrs. Jones discussed the plan for meeting IEP goals.
9. Parent responsibilities to support distance learning was discussed.
10. Building upkeep and grab and go lunches were discussed.
11. Resuming school once the pandemic is over was discussed.

#### ***Motion – Principal's Report***

*Motion to accept was made by Betty Leon, seconded by Randy Hall, and unanimously passed by all.*

### **Finance & Operations REPORT – Jason Pierre**

1. PPA's 2020 lottery results and enrollment plan was discussed and reviewed.
2. Pre-k enrollment progress was discussed.
3. Funding projections thru June was discussed.
4. March Summary
  - a. Reached Goal – More than 60 days of positive cash (60.46 days).
  - b. Current ratio 1.25
  - c. Debt ratio .60
  - d. Enrollment = 316 Students vs budgeted 323
  - e. SPED enrollment = 43 Students vs budgeted 45
  - f. YTD revenue 4.3 million vs budgeted 4.1 million
  - g. YTD expenses 4 million vs budgeted 3.5 million

#### ***Motion – Finance & Operations Report***

*Motion to accept was made by Kevin Alexander, seconded by Constance Blackman, and unanimously passed by all.*

### **PTO Report PTO – Melody Shields**

1. Mrs. Shields shared with the board the topics discussed at the March PTO meeting. The PTO teamed up with a local FQHC health center to provide valuable information to the parents about COVID- 19. 49 parents were in attendance.
2. The PTO shared that they had attended a PTO today workshop and discussed their plans to use the ideas provided while at the conference.
3. Mrs. Shields also shared that the PTO plans on conducting a wellness survey and will share the results once completed.
4. Parent concerns on the plan to return to school was discussed.

#### *Motion - PTO Report*

*A Motion to accept the PTO Report was made by, Betty Leon, seconded by Randy Hall, and unanimously passed by all.*

**Meeting adjourned 7.40 PM**

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**Karen Jones, Principal**

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**BOARD MEETING MINUTES – May 13<sup>th</sup> , 2020**

**(Hosted using Zoom conference because of COVID-19 Pandemic)**

**Attendance**

**Board Members:** Betty Leon, Chair; Doretha McFadden, Vice Chair; Jacqueline Burton-Waal, Secretary; Randy Hall, Constance Blackman,  
Kevin Alexander, Malik Sanders

**PPA:** Karen Jones, Principal; Jason Pierre, Finance Director

**PTO:** Krystal Payne-Bello, PTO Corresponding Secretary; Melody Shields, PTO Vice President

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**CALL TO ORDER – 6:00 P.M.**

Recitation of **Mission Statement** and **Goal # 1**

**Approval of April 8<sup>th</sup>, 2020 board meeting minutes**

Motion to accept was made by **Kevin Alexander**, seconded by **Randy Hall**, and unanimously passed by all.

**CHAIR’S REPORT – Betty Leon**

1. Mrs. Leon discussed the details of a conversation between PPA and Ericka Wala of Brisa Builders. Mrs. Leon updated the board on the development of the proposed school building project for which PPA was engaged to be a part. This project will tentatively break ground February 2021.
2. Mrs. Leon encouraged all board members to attend the NYSED sponsored weekly webinars. She stressed how important it is for the entire PPA community to stay informed. A schedule was shared via email.
3. Board members were given insight into the types of questions being asked on the various surveys from both NYCDOE and NYSED.
4. A principal succession plan was discussed. Mrs. Leon encouraged Mrs. Jones to have interested candidates join the monthly board meetings.

### **Motion - Chair's Report**

*Motion to accept the Chair's Report was made by Kevin Alexander, seconded by Malik Sanders, and unanimously passed by all.*

### **Principal's Report – Karen Jones**

1. PPA has finally been able to access NYCDOE devices (tablets) for students in need.
2. Mrs. Jones shared that PPA has been able to maintain, seamlessly moving our students from the classroom to web-based learning, which has continued to improve weekly.
3. Mrs. Jones shared that attendance has improved; we found out some students were without technology or WiFi. Parents have been able to pick up devices.
4. Graduation plans were discussed. Mrs. Jones shared that one day will be set aside to facilitate diploma and graduation package pickup. This includes 5<sup>th</sup> Grade and Kindergarten.
5. Mrs. Jones discussed the structuring of the 2020-2021 school year, including a) Year-Round Scheduling; b) all distance learning, and c) days in and out of the building.
6. Mrs. Jones reviewed the dashboard with the entire board. Teacher and student attendance were discussed.
7. Student progress reports through COVID were discussed. **DATA ATTACHED**

### **Motion – Principal's Report**

*Motion to accept was made by Doretha McFadden, seconded by Jackie Burton Waal, and unanimously passed by all.*

### **Finance & Operations REPORT – Jason Pierre**

1. Amendment to **Section 17. (Conference Telephone Meeting)** due to COVID 19 was presented by Jason Pierre. Motion was made to adopt the revision by Malik Sanders and seconded by Brandon Jefferies. Motion unanimously carries.
2. Mr. Pierre shared the budgeting strategies put in place so PPA can have some cash reserve just in case there is some reduction in funding or enrollment.
3. March Summary
  - a. Reached Goal – More than 60 days of positive cash (41.82 days).
  - b. Current ratio 1.48
  - c. Debt ratio .46
  - d. Enrollment = 315 Students vs budgeted 323
  - e. SPED enrollment = 44 Students vs budgeted 45
  - f. YTD revenue 4.8 million vs budgeted 4.7 million
  - g. YTD expenses 4.4 million vs budgeted 4.0 million

***Motion – Finance & Operations Report***

*Motion to accept was made by Jackie Burton Waal, seconded by Doretha McFadden, and unanimously passed by all.*

**PTO Report PTO – Melody Shields**

1. Mrs. Shields shared that a virtual PTO meeting will be conducted during the month of May.
2. 2020-2021 PTO elections were discussed. A parent survey was conducted to find Candidates.
3. Parent concerns on the plan to return to school was discussed.

*Motion - PTO Report*

*A Motion to accept the PTO Report was made by, Malik Sanders, seconded by Brandon Jefferies, and unanimously passed by all.*

**Meeting adjourned 8.20 PM**

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**BOARD MEETING MINUTES - Wednesday, June 10, 2020**

**Attendance – as per Conference/Zoom Call**

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

**Brandon Jeffries, Treasurer; Kevin Alexander, Randy Hall; Constance Blackman**

**PPA Staff: Karen Jones, Principal; Jason Pierre, Finance Director; Rachael Laurent, Guidance Counselor**

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

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

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- 1. Mission Statement and Goal # 2 (read by all)**
- 2. Introduction of PTO Board and Guests:**
- 3. Approval of Minutes – May 13, 2010**

Motion to accept the Minutes for May 13, 2020 was made by, **Brandon Jeffries**, seconded by **Doretha McFadden** and unanimously passed by all.

**BOARD CHAIR’S REPORT – Betty Leon**

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

**PRINCIPAL’S REPORT – Karen Jones**

- 1. Faculty & Staff met requirements for Remote Learning**

- a. **Teachers met all of the challenges** related to remote learning
  - b. **PPA was able to better serve our students** in that PPA was one of the few schools that was able to administer assessments.
  - c. **Students are familiar with and accustomed to using technology**
  - d. **Teachers were very engaging** (at all times) and were always problem solving.
  - e. **Parents were always informed** re: student's progress.
- 2. Challenges of Remote Learning:**
- i. **ELL students** experienced the greatest challenges because by staying at home, they heard **ONLY THEIR HOME LANGUAGE**.
  - ii. **PPA will set up two apps for the ELL students** (BABEL and DUO LINGO)
  - iii. **Grade 2 students** also experienced challenges due to the fact that Grade 2 students are transitioning from "passive" to "active" learners who engaged in "Book Studies centered around 'Book Talks' and 'Conversations.'"
- b. Questions:**
- i. Why are some students doing better than others?
  - ii. What's being done differently to insure that all students are on the same page?
- c. Answers:**
- i. PPA is putting a greater "thrust" on **MOTIVATING** all students to **WANT** to learn. **REMOTE LEARNING** has enhanced and increased students' **MOTIVATION**.
  - ii. A greater number of **PARENTS ARE MORE INVOLVED** in their child's education.

2.

3. **Attendance** – is very good and has remained steady at 95%.

4. **Graduation**

- i. **Invitations** have been sent.
- ii. **Video Recordings** have been received from:
  - A. Senator Sanders
  - B. Assembly Member Stacy Amatos

5. **Chancellor’s Plan for re-opening schools** is the same ROTATION PLAN that Ms. Jones presented to the Board (April 8, 2020).

Here’s a recap of Ms. Jones’ Plan

- i. **September** - All students will stay home in Sept.
- ii. **October** – Two Groups of students or 2/3 of the students (**GROUPS B and C**) **will be in the building.**  
One Group or (1/3 of the students) **GROUP A will remain at home.**
- iii. **The following equipment will be provided** to keep the students safe:
  - A. Plexi-glass shield
  - B. Face Shields (Ms. Jones showed a picture)
  - C. Face Masks – each student will be provided with 2 masks/day. One of PPA’s parents is a doctor who will let Ms. Jones know if the masks can be purchased at a cheaper price.
  - D. Each student’s temperature will be taken “at the door” as they enter.
  - E. Should a student experience illness, or a temperature, parents will be informed and must understand that they must come to the school and take their child home immediately.
  - F. One parent has opted to continue with remote learning at home.



### 3.

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

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

### i. Information to be shared:

#### A. September Start Date - September 9, 2020;

however, ALL PPA STUDENTS WILL REMAIN AT HOME.

B. **October** – Two groups (B and C) or (2/3 of the students come to school and one Group (Group A) or (1/3) stays home.

C. **Every precaution** will be taken to insure the safety and welfare of every student.

D. **All questions and concerns will be answered** including addressing the one parent who does not want her child to come into the building.

## 7. Start dates for the reopening of schools - September 2020

a. **Chancellor’s recommendation** – Thursday Sept. 10<sup>th</sup>

b. **PPA’s Start date** – Wednesday September 9, 2020

(One day before the DOE)

c. **PPA students will have the recommenced 180 days of instruction** (whether they are at home or not).

d. **Also, Charter School students have a 2-hour “longer day.”**

## 4.

### 8. The DASHBOARD

- a. **Attendance** has improved
- b. Translated into percentages, PPA has remained steady at **95%**.

### 9. Academic Data

- a. **Achieve 3000** – Completed Scores will be ready in July
  - i. **Grades 2-5** have been steadily improving
  - ii. **Transition from Grade 1<sup>st</sup> to 2<sup>nd</sup> is big.** We find that students need to be MORE INDEPENDENT.
  - iii. **PPA invested a “tremendous amount of time” in STAFF DEVELOPMENT**
  - iv. It took TIME, RESOURCES and “BUY IN” to transition teachers from their dependence of Teacher’s Guides to engaging students in BOOK TALKS.

**A. Grade 5** - Did better this year. This is the 1<sup>st</sup> year they had the same teacher from September – June. In addition, the ‘MIND SHIFT’ of the teachers had to occur in that “they have to let kids struggle.”

**B.** The Completed Scores will e ready in July

#### b. Results for “SUPERKIDS” - Grades 1-5 – ELA

#### c. Results MATH – Grades 1-5

- i. **Success of Class 402** having had 2 EXPERIENCED TEACHERS seemed to have made a difference as opposed to 401 which had 2 NEW TEACHERS.

## 5.

### ii. Grade 5

**A. 501** the teacher was VERY STRONG and ENGAGING and used every resource given in PD.

**B. 502** is the ICT Class that has SPED students

**a. Small Group Instruction** – Groups were re-divided and made even smaller.

**b. Students were scaffolded** much, much more and to a greater extent than before.

### d. Ms. Laurent – SPED students in Grade 5

i. Students learned in Groups

ii. Learning was scaffolded

iii. Skills improved

### Comments from the Board:

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

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

## 6.

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

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

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

**Ms. McFadden** – We’ve discussed this before. We’ve talked about “building them up” and “keeping them moving.”

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

### **Brief Discussion**

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

## 7.

### **Motion: Principal's Report**

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

### **FINANCE & OPERATIONS REPORT – Jason Pierre**

Mr. Pierre prefaced his report by stating that the Board should be prepared to “have another meeting” due to the fact that this meeting is occurring ‘early in the school year (amidst the uncertainty of what’s going to happen for the remainder of the school year, the budget is still in the process, he proceed to:

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

### **Motion – Finance Report**

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

**8.**

**PTO REPORT**

**ACADEMIC COMMITTEE REPORT**

**Jacqueline Burton-Waal and Doretha McFadden**

**ADJOURNMENT**

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

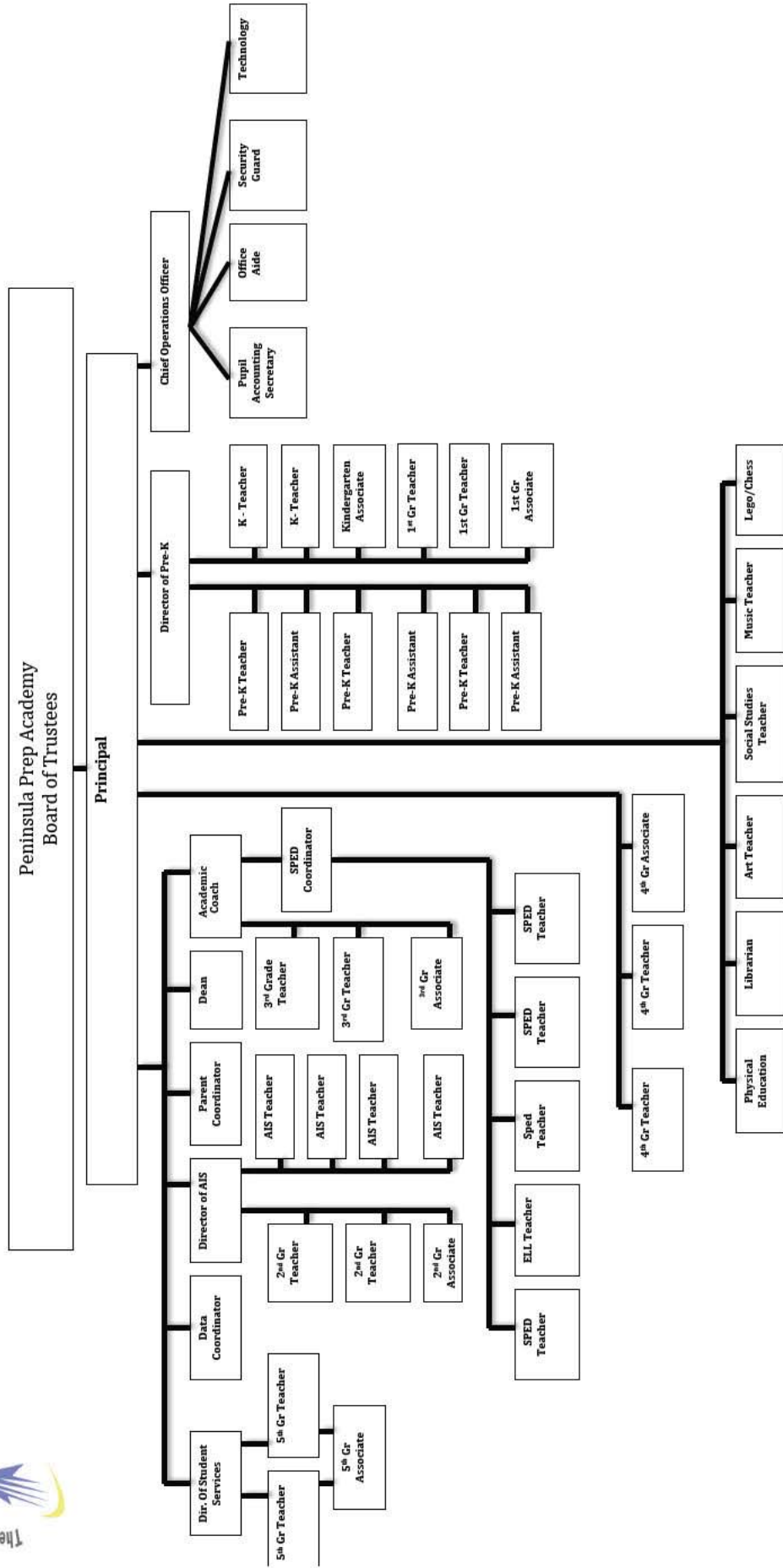
**Next Board Meeting: Wednesday July 8, 2020 – Time - TBA**





# Peninsula Preparatory Academy Charter School Table of Organization 2019-20

Physical Address: 61 Beach 19<sup>th</sup> Street, Far Rockaway, NY 11691-1091 Mailing Address: 595 Beach 19<sup>th</sup> Street, Far Rockaway, NY 11691 Phone: (347) 408-9231 Fax: (718) 327-2581







# Peninsula Preparatory Academy Charter School

611 Beach 19<sup>th</sup> Street, Far Rockaway, NY 11691 ~

Phone: (347) 403-9231 ~ Fax: (347) 679-6700

*Pride ~ Perseverance ~ Achievement ~ Character ~ Success*

## 2020-2021 School Year Calendar

Wednesday, September 9, 2020	First Day of School "What Will the First Day Look Like?" A Virtual Visit With Mrs. Jones & Teachers 8:00a – 12:00n
Thursday, September 10, 2020	Let's Chat With Your Teacher! 8:00a – 12:00a
Friday, September 11, 2020	More Fun With Your Teacher 8:00a – 12:00n
Monday, September 14, 2020	First Full Day of Instruction 7:45a – 2:00p
Monday, September 28, 2020	Yom Kippur, School Closed
Monday, October 12, 2020	<b>Indigenous Peoples Day</b> – No Classes
Tuesday, November 3, 2020	<b>Election Day</b> -No School <b>PLEASE VOTE!</b>
Thursday, November ??	<b>Virtual Parent-Teacher Conferences</b>
Wednesday, November 11, 2020	<b>Veterans Day</b> – School Closed
Wednesday, November 25 thru Friday, November 27, 2020	<b>Thanksgiving Recess</b> – School Closed
Monday, December 21, 2020 – Friday, January 1, 2021	<b>Winter Recess</b> – School Closed <b>Return</b> Monday, January 4, 2021
Monday, January 18, 2021	<b>Dr. Martin Luther King Jr. Day</b> School Closed
Friday, February 12, 2021	<b>Lunar New Year-Schools Closed</b>
Monday, February 15 <sup>th</sup> – Friday, February 19 <sup>th</sup> , 2021	<b>Midwinter Recess</b> – Schools Closed
<b>Thursday, March 4, 2021</b>	<b>Virtual Parent-Teacher Conferences</b>
March 29 – April 2	Spring Recess-Schools Closed
Thursday, May 13, 2021	Eid Al-Fitr – School Closed
Monday, May 31, 2021	<b>Memorial Day</b> – School Closed
Thursday, June 3, 2021	<b>Professional Development Day</b>
Friday, June 25, 2021	Last Day of School 10:00AM DISMISSAL FOR STUDENTS

This certificate supersedes C.O. No.

ZONING DISTRICT R-5

THIS CERTIFIES that the ~~1998~~ altered ~~1998~~ building premises located at

DISP. 595 (OFFICIAL 601) to 611 BRACE 19th ST.

Block 15564 Lot 63

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

PERMISSIBLE USE AND OCCUPANCY

ALT. 855/83

STORY	LIVE LOAD LBS PER SQ FT	MAXIMUM NO OF PERSONS PERMITTED	ZONING DWELLING OR ROOMING UNITS	BUILDING CODE HABITABLE ROOMS	ZONING USE GROUP	BUILDING CODE OCCUPANCY GROUP	DESCRIPTION OF USE
[REDACTED]							
[REDACTED]							

OPEN SPACE USES \_\_\_\_\_

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

NO CHANGES OF USE OR OCCUPANCY SHALL BE MADE UNLESS

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

BEGINNING at a point on the ~~lot~~ **WEST** ~~side~~ corner formed by the intersection of **NEW HAVEN AVE.** and **BEACH 19th ST.**  
 running thence \_\_\_\_\_ feet; thence \_\_\_\_\_ feet;  
 thence **Irregular Plot** \_\_\_\_\_ feet; thence \_\_\_\_\_ feet;  
 thence \_\_\_\_\_ feet; thence \_\_\_\_\_ feet;  
 thence \_\_\_\_\_ feet; thence \_\_\_\_\_ feet;  
 to the point or place of beginning.

~~PERMIT~~ ALT. No. **855/83** DATE OF COMPLETION \_\_\_\_\_ CONSTRUCTION CLASSIFICATION **1 (FIREPROOF)**  
 BUILDING OCCUPANCY GROUP CLASSIFICATION **Public** HEIGHT **2** STORIES, **22'** FEET  
**BASEMENT**

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

	YES	NO		YES	NO
STANDPIPE SYSTEM			AUTOMATIC SPRINKLER SYSTEM		
YARD HYDRANT SYSTEM					
STANDPIPE FIRE TELEPHONE AND SIGNALLING SYSTEM					
SMOKE DETECTOR					
FIRE ALARM AND SIGNAL SYSTEM	<input checked="" type="checkbox"/>				

STORM DRAINAGE DISCHARGES INTO:

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

SANITARY DRAINAGE DISCHARGES INTO:

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

LIMITATIONS OR RESTRICTIONS:

BOARD OF STANDARDS AND APPEALS CAL. NO. \_\_\_\_\_  
 CITY PLANNING COMMISSION CAL. NO. \_\_\_\_\_  
 OTHERS: \_\_\_\_\_