

COMMUNITY ACADEMY OF PHILADELPHIA
Minutes of a Meeting
of the Board of Directors
Held May 18, 2020

A meeting of the Board of Directors (the “Board”) of Community Academy of Philadelphia, a Pennsylvania Charter School, a Pennsylvania non-profit corporation (the “School”), was held on Monday, May 18, 2020. For the safety of the group and to comport with applicable orders relating to the ongoing COVID-19 pandemic, the meeting was held by video and telephone conference. The following Board members were present at the meeting by video or phone, constituting a quorum: John M. Fitzsimmons, MD, MBA, Chair of the Board; Wendy Williams, MSW, Vice Chair of the Board; Frank Viola, Jr., MA, MPA, Board Treasurer (who joined the meeting after it commenced); Marangeli Osoria, BS; Guy Calcerano, MBA; Jesus Vasquez, BS-MIS; Candido Silva, Jr. (who joined the meeting after it commenced); Jose Gomez, MS; Stephanie Hernandez, Esq.; TiRease Holmes, MS and MBA; and *ex officio*, non-voting Board member, Joseph H. G. Proietta, President and Chief Executive Officer (“CEO”) of the School. Also present at the meeting were Alberta P. O’Brien, EdD, Principal and Deputy CEO; Elizabeth McCluskey, EdD, Chief Academic Officer; Aykema Mabery-Austin, MBA, Chief Financial Officer; John Proietta, BBA, Deputy CEO of Non-Academic Operations; Kianna Acebeo, BS, Executive Assistant to the CEO; Michael Whisman, accountant with Charter Choices, Inc.; and Maria Granholm, Esq. of Duane Morris LLP.

Having met a quorum, Dr. Fitzsimmons called the meeting to order at 4:08 p.m.

As the first order of business, Dr. Fitzsimmons called for a review of the attached minutes from the regularly scheduled meeting of the Board held on February 10, 2020, and the special, emergency meeting of the Board held on April 8, 2020. The Board reviewed and discussed the draft minutes. Thereafter, upon a motion that was duly made and seconded, the minutes from the meetings of the Board held on February 10, 2020 and April 8, 2020, respectively, were unanimously approved. The Board directed that the minutes be placed in the School’s minute book.

Second, Dr. Fitzsimmons asked if there were any speakers who wished to address the Board and there were none.

Third, Dr. Fitzsimmons requested an Accountant/Business Office update. Mr. Whisman directed the Board to the attached Summary and Management Report and related financial statements at April 30, 2020 and noted that such financial statements had been previously reviewed and discussed at a meeting of the Finance Committee. Mr. Whisman first reviewed with the Board the School’s Balance Sheet at April 30, 2020, compared to June 30, 2019 (the end of the School’s fiscal year) and March 31, 2020, respectively, noting that there were no significant changes from March 31, 2020. Mr. Whisman reported that the School’s cash increased from \$7,657,532 at June 30, 2019 and \$8,873,784 at March 31, 2020 to \$9,070,344 at April 30, 2020. Mr. Whisman noted that, like cash, accounts payable, accrued expenses and accrued salary and benefits are trending upward since March 31 as the School nears the end of its fiscal year. Mr. Whisman also confirmed to the Board that the School’s short-term and long-

term financial metrics, as included in the Balance Sheet summary, exceed the standards set therefor by the School District of Philadelphia (the “School District”).

Next, Mr. Whisman noted that the key takeaway from the income statement of the School at April 30, 2020 is that it projects a fiscal year-end net income of \$1,142,018, compared to a budgeted net income of \$595,953, which results in a positive variance of \$546,065.

Mr. Whisman next discussed with the Board various COVID-19 financial updates and potential implications for the School, including providing answers to COVID-19-related questions most frequently asked by charter school clients.

Next, Mrs. Mabery-Austin joined the meeting and reviewed with the Board, in more detail, the School’s income statement for the ten (10)-month period ended April 30, 2020, including budget-to-actual performance for such period. Mrs. Mabery-Austin discussed with the Board key budget-to-actual variances through April 30, 2020. Mrs. Mabery-Austin explained that, given the closure of the School due to COVID-19, several changes were made to the budget for the fiscal year, including removing food service revenue for the period during which the School has been/will be closed and removing certain expenses related to prom (which will not be held due to COVID-19). Mrs. Mabery-Austin further noted that the budget does not include any of the almost \$900,000 the School expects to receive from the federal government, in connection with COVID-19, as that amount is not expected to be received prior to the next fiscal year. During the course of their respective presentations, Mr. Whisman and Mrs. Mabery-Austin responded to various questions from Board members regarding the financial updates provided.

Fourth, Mrs. Mabery-Austin reviewed with the Board the attached proposed budget for fiscal year 2020-2021 (the “Proposed Budget”). Mr. Viola joined the meeting during Mrs. Mabery-Austin’s review and discussion of the Proposed Budget. Mrs. Mabery-Austin reviewed the various assumptions used for purposes of the Proposed Budget, and noted that the Proposed Budget includes, among other things, the to-be approved salary/hourly wage increases, an increase in enrollment, slightly lower rates in reimbursement for regular and special education (in connection with anticipated budget changes by the School District in connection with COVID-19), no aftercare program, usage of approximately half of the CARES Act relief funds (totaling \$883,813) to be received by the School, reduction in interest income and a small increase in insurance premiums. Mrs. Mabery-Austin reviewed with the Board, and the Board asked questions regarding, a number of variances between the 2019-2020 budget and the Proposed Budget. The Board discussed at length the fact that the Proposed Budget would need to be further revised and approved by the Board in the event of any changes in the assumptions (such as School District funding amounts) upon which the Proposed Budget was based, especially given the uncertainty resulting from the ongoing COVID-19 pandemic. Thereafter, upon a motion duly made and seconded, the attached Resolution No. 1 was unanimously adopted by roll-call vote.

Fifth, Mr. Joseph Proietta reported that a separate executive session of the Board occurred in advance of the public Board meeting and that, as part of such executive session, the Board discussed confidential matters relating to the School’s Charter renewal process and negotiations related thereto. Mr. Joseph Proietta further reported that, as part of such executive session, the Board adopted the attached Resolution No. 11, pursuant to which the School shall

drop its request to the School District for an increase of 100 additional students and proceed with finalizing and executing the negotiated Charter. Mr. Joseph Proietta noted that the School could apply for an increase in student slots separately following the School's Charter renewal process. Following a discussion regarding the Charter renewal process, the Board acknowledged, affirmed and ratified Resolution No. 11, as previously adopted by the Board in executive session.

Fifth, Mrs. Mabery-Austin discussed with the Board the School's fund balance policy, pursuant to which a portion of the School's fund balance is committed to particular purposes every year. Mrs. Mabery-Austin presented the attached Resolution No. 2, pursuant to which the committed fund balance for future operating costs as of June 30, 2020 would be increased to \$6,025,000. The Board discussed the proposed commitment of funds and the heightened need for such commitment of funds in light of the financial uncertainty for the 2020-2021 fiscal year and beyond.

Sixth, Mr. Joseph Proietta presented to the Board the attached Resolution No. 3, pursuant to which funds remaining in the student activities account at the end of the 2019-2020 school year would be transferred for the student activities account and available for use during the 2020-2021 school year. Mr. Joseph Proietta explained that the account would have funds remaining as a result of the School closure and cessation of student activities due to COVID-19 and that the elementary school and high school student councils voted in favor of having remaining funds be set aside for student activities for the next school year. After a brief discussion and a motion duly made and seconded, the Board unanimously approved Resolution No. 3.

Seventh, Mrs. Mabery-Austin presented to the Board the attached Resolution No. 4, regarding the School's annual application for lease reimbursement. After a brief discussion, following a motion duly made and seconded, the Board unanimously adopted Resolution No. 4.

Eighth, Mrs. Mabery-Austin presented to the Board attached Resolution Nos. 5 and 6 regarding proposed salary/hourly wage increases. Mrs. Mabery-Austin first reviewed with the Board Resolution No. 5, pursuant to which teachers and administrators pay would be adjusted for the next fiscal year based on the applicable salary scales previously approved by the Board. Mrs. Mabery-Austin next reviewed with the Board Resolution No. 6, pursuant to which full-time non-teaching staff and administrative support would receive a two percent (2%) increase in salary for the next fiscal year. The Board briefly discussed the previously approved salary scales, the School's goal to remain competitive in attracting and retaining talent and the separate approval that would be required in September for any increase to the CEO's salary. After such discussion, upon motions duly made and seconded, the Board unanimously adopted Resolution Nos. 5 and 6, each by separate roll-call vote.

Ninth, Mrs. Mabery-Austin reviewed with the Board the attached insurance renewal update. Mrs. Mabery-Austin explained that, as a result of a claim made by the School during the fiscal year, the School's insurance carrier significantly increased the premiums the School would have to pay to renew its property and excess liabilities insurance lines at the same coverage levels. Mrs. Mabery-Austin reported that, after shopping around for insurance with other carriers, the School was able to obtain comparable coverage through a different, reputable insurer (which the School previously used) at an increase in premiums of only 1.65%. The

Board acknowledged and affirmed the new insurance coverage. The Board commended and thanked Mrs. Mabery-Austin and the rest of the School's administration for their continued, diligent work negotiating competitive insurance rates and obtaining cost savings for the School.

Tenth, Dr. Fitzsimmons requested an update from the CEO. Mr. Joseph Proietta first reviewed with the Board an employee summary report noting employee separations since February 11, 2020. A discussion ensued regarding the report, the reasons for separations and whether or when individuals would be hired to fill the vacated positions. Mr. Joseph Proietta confirmed that, given the School closure due to COVID-19, the positions would not be filled until the next school year. Next, Mr. Joseph Proietta proposed to the Board the attached Board Meeting Schedule for the 2020-2021 school year. The Board discussed the proposed schedule and, during the course of such discussion, agreed that the March Board meeting should take place on March 29 and that the year should be revised from 2020 to 2021 for each of the March and May Board meetings. The Board also discussed brainstorming and developing new content for the annual Board retreat, and the timing of finance committee meetings vis-à-vis the general Board meetings. Following such discussions, upon a motion duly made and seconded, the Board unanimously approved the Board Meeting Schedule for the 2020-2021 school year, as amended.

Eleventh, Mr. John Proietta reviewed with the Board the attached updated Three Year Capital Plan from the 2019-2020 school year through the 2021-2022 school year (the "Capital Plan"). The Board discussed the Capital Plan, including recently completed or scheduled projects, and additional safety-related projects that will be, or may need to be, undertaken in order to reopen in light of COVID-19 and applicable CDC and state guidelines. Mr. John Proietta responded to various questions regarding safety-related measures, policies and projects that have been and will be taken prior to reopening. The Board acknowledged and affirmed the updated Capital Plan and discussed potential alternative sources of funding for projects that may be or become available. Mr. Silva joined the meeting during the discussion of the Capital Plan.

Twelfth, Mr. Joseph Proietta asked that the Board approve the School's confidential security plan, which was made available to the Board. Mr. Joseph Proietta noted that the plan would need to be updated once the School has more information regarding timing for reopening and safety and security guidelines that will be in effect at the time of reopening. The Board acknowledged the likelihood of the need for additional changes and asked that management present any necessary changes to the Board in an executive session at the Board's September meeting for the Board's consideration and further approval. Thereafter, upon a motion duly made and seconded, the Board unanimously approved the security plan.

Thirteenth, Dr. Fitzsimmons asked for the Deputy CEO of Non-School Operations'/Principal's report. Dr. O'Brien reviewed with the Board the attached proposed 2020-2021 Academic Calendar. Dr. O'Brien reminded the Board that the calendar assumes a normal school year and would need to be updated to reflect any changes in scheduling due to COVID-19. Mr. Joseph Proietta confirmed to the Board that the calendar meets the instructional hour requirements applicable to the School, and reviewed such hour requirements for the benefit of the newest Board members. The Board discussed, at length, the various processes and contingencies being developed by the School with respect to reopening, what reopening might look like and the uncertainty related thereto. Following such discussion, upon a motion duly made and seconded, the Board unanimously approved, by roll-call vote, the attached Resolution No. 7 regarding the

2020-2021 academic calendar. Dr. O'Brien next reviewed with the Board the **attached** Resolution No. 8 regarding adjustments to the 2019-2020 academic calendar, cancellation of final exams and end of year projects and potential changes with respect to graduation requirements in connection with COVID-19, and new legislation and school closures in connection with COVID-19. Following a brief discussion regarding the resolution and the practical implications thereof, upon a motion duly made and seconded, the Board unanimously approved Resolution No. 8. Next, Dr. O'Brien provided details to the Board regarding the School's virtual graduation ceremony and invited Board members to participate. The Board discussed the virtual graduation and various ways to recognize and celebrate the School's graduates in this unusual time.

Fourteenth, Dr. Fitzsimmons asked for the Chief Academic Officer's report. Dr. McCluskey reviewed the **attached** academic update with the Board. Dr. McCluskey first updated the Board regarding the cancellation of state assessments and changes to school rating systems in light of the COVID-19 pandemic and resulting school closures. Next, Dr. McCluskey discussed with the Board the Flexible Instructional Day ("**FID**") application that was previously circulated to the Board. Dr. McCluskey explained that, subject to Board approval, the School plans to submit the application which, if granted, would allow the School to use up to five (5) flexible instructional days per school year. Following a brief discussion regarding the flexible instructional days, upon a motion duly made and seconded, the Board unanimously approved the **attached** Resolution No. 9, regarding the FID application, by roll-call vote. Last, Dr. McCluskey reviewed with the Board the School's designation as a Targeted Support and Improvement School and explained that, as a result of such designation, the Board needed to approve the School's improvement plan, which will follow the School's on-going improvement goals. The Board reviewed the **attached** Resolution No. 10 regarding the School's proposed Targeted Support and Improvement Plan. Thereafter, upon a motion duly made and seconded, the Board unanimously approved Resolution No. 10.

Fifteenth, Dr. Fitzsimmons asked whether there was any new business to come before the Board. Mr. Calcerano, in his capacity as Chair of the Board Development Committee, recommended to the Board that such committee be disbanded, and provided a high-level summary the committee's efforts and the potential for future reengagement. The Board discussed the recommendation and agreed to review the final report of the committee, which Mr. Calcerano agreed to provide to management for distribution to Board members.

Next, Dr. Fitzsimmons noted that the meeting was his last full meeting as a member of the Board, wished everyone the best in the future and communicated his confidence in the School and the Board going forward. Ms. Williams, individually and on behalf of the rest of the Board, relayed to Dr. Fitzsimmons gratitude for his years of service on and leadership of the Board.

Mr. Joseph Proietta advised the Board that he plans to retire at the end of September 2020 and explained that, beginning July 1, 2020, Dr. O'Brien would transition to the role of CEO of the School, with Mr. Joseph Proietta transitioning his responsibilities to her prior to his retirement. Mr. Joseph Proietta further advised that, in accordance with the School's previously adopted salary scales, Dr. O'Brien's salary would be increased to \$150,000, the lowest tier salary for a CEO under the applicable salary scale. The Board briefly discussed such transition.

Next, Mr. Joseph Proietta reminded the Board that the next Board meeting would be held on Monday, September 21, 2020.

There being no further business to come before the Board, upon a motion duly made, seconded and unanimously approved, the meeting was adjourned at 5:28 p.m.

Community Academy of Philadelphia Charter School

Financial Statements

April 30, 2020

Table of Contents

	Page(s)
Summary Management Report	1 - 3
Comparative Balance Sheets at June 30, 2019 and April 30, 2020	3
Budget to Actuals for ten months ending in April 30, 2020	5 - 6



04/30/2020

Members of the Board of Trustees
Community Academy of Philadelphia Charter School (CAP)

This Summary and Management Report presents information we believe is important to you as members of the school board. We encourage you to review the sections of this report and we would be pleased to furnish additional information as requested.

Monthly financials are intended to provide a snapshot of the financials as of a specific point in time. As a result, they are subject to variances due to timing – the most common example is when invoices are received after the financials are prepared.

Balance Sheet

Balance Sheet Analysis	June 30, 2019	March 31, 2020	April 30, 2020
Cash	7,657,532	8,873,784	9,070,344
Cash - Deferred	-	-	-
State Receivables	192,767	2,535	2,535
Federal Receivables	344,636	30,191	30,191
Accounts Payable/Accrued Expenses	830,038	599,726	728,830
Accrued Salary and Benefits	1,063,966	791,331	910,002
Metrics	June 30, 2019	March 31, 2020	April 30, 2020
Current Ratio - SDP standard 1.1	4.39	6.51	5.63
Days Operating Cash on Hand - SDP standard 60 days	151.49	162.64	166.24
Unrestricted Net Position - SDP standard at least 16.66%	28.01%	33.66%	33.75%
Debt Ratio - SDP standard at most 85%	21.47%	14.54%	16.82%

- The school's cash balance increased by \$196,559.98 between March 31st, 2020 to April 30th, 2020. Cash was low in March due to the PSERS ER payment.
- Accounts payable and accrued expenses increased by \$129,104 between March 31st, 2020 to April 30th, 2020. This is due to the PSERS ER liability increasing.
- The school's current ratio, a measure of its ability to meet current payment obligations, decreased by 0.88 from March to April. This is due to an increase in the payroll accrual.
- Days of cash on hand increased by 3.6 days from March to April due to increased PSERS ER liability.

Income Statement

Income Statement Analysis	Year to Date Actuals	Year to Date Budget	YTD Variance - favorable/ (unfavorable)	Projection	Budget	YTD Variance - favorable/ (unfavorable)
Income						
Local Education Agencies Revenue	14,767,576	14,702,418	65,157	17,738,771	17,642,902	95,869
Other Local Revenues	399,809	404,712	(4,903)	685,537	759,189	(73,652)
State Revenue	20,886	29,167	(8,280)	232,041	241,155	(9,114)
Federal Revenue	1,362,822	1,466,316	(103,493)	1,969,637	2,242,766	(273,129)
Proceeds from Debt	-	-	-	-	-	-
Total Income	16,551,093	16,602,613	(51,520)	20,625,986	20,886,012	(260,026)
Expenses						
Salaries and Benefits	11,487,075	11,970,561	483,486	14,074,219	14,656,465	582,246
Rent	1,070,825	1,070,825	-	1,184,869	1,184,869	-
Sped Costs	1,016,637	873,626	(143,011)	1,401,637	1,225,000	(176,637)
Legal	41,395	75,000	33,605	66,395	110,000	43,605
Reserve	-	-	-	375,000	375,000	-
Other	1,790,168	2,076,190	286,021	1,825,488	2,137,225	311,737
Total Expenditures	15,486,960	16,252,201	765,241	19,108,967	19,915,059	806,091
Reserve				375,000	375,000	-
Net Income(loss)	1,064,133	350,412	713,721	1,142,018	595,953	546,065

- The school's revenues are projected to be \$260,026 less than budgeted. This is due to expected reductions in local non-tuition revenues and state and federal food revenue related to the school shutdown from COVID. The reduction in food revenue is offset by a reduction contracted food service expense.
- The school's expenses are projected to be \$806,091 under budget. This is due to personnel savings related to salary and medical insurance costs and reductions in other expenses reduced related to the school shutdown. Some of these savings offset by increased expenses related to special education (176,637).

COVID-19: Financial Updates and Potential Implications on the School

Q: Media reports indicate school districts are expecting cuts as high as 5 or 10 percent for the coming year. How will these cuts impact our school and how and when might we know the extent?

A: The School District of Philadelphia has proposed a \$52 million budget amendment. This reduction in budgeted expenditures reduces the numerator in the charter school tuition rate calculations for FY2021 and will have an impact on rates. Charter Choices feels a 3% decrease in regular and special education tuition rates is a conservative assumption for the purposes of budgeting.

Q: What is the latest on grants through the federal CARES Act for which all charter schools are eligible?

A: In early May, PDE submitted its Elementary and Secondary School Emergency Relief (ESSER) Fund application to the U.S. Department of Education (USDE) to obtain approximately \$523.8 million in emergency, one-time funds to help schools respond to COVID-19 impacts. Pursuant to CARES requirements, school districts and charter schools must apply to PDE to obtain their allocated funds. Once the USDE approves the state application, PDE will post the LEA application process on its website and notify LEAs. We anticipate funds will be available to your school early in the 20-21 year and have thus included them in next year's Budget. CPA's allocated balance is approximately \$860,000.

Q: Are there any restrictions or requirements on the types of costs for which the grant can be used?

A: Yes, PDE has begun communicating more specific requirements, with more to follow. In a nutshell, the grant can be used for a fairly broad range of expenses stemming from COVID-19 operating environment, with similar "Supplement but not Supplant" rules to Title funding. In other words, the school can utilize the grants to offset costs such as student Chromebooks, additional cleaning services and supplies, and professional positions – e.g. new Reading or Math Specialist; however the school cannot use the grant to replace an existing teacher who departs the school, nor can the funds be applied to any purchases prior to the start of COVID-related physical closures in mid-March.

COMMUNITY ACADEMY OF PHILADELPHIA
Comparative Balance Sheets
at June 30, 2019 and April 30, 2020

	[A] June 30, 2019 (Audited)	[B] April 30, 2020	[B] - [A] Increase (decrease)
<u>ASSETS</u>			
Current Assets			
Cash	7,657,532	9,070,344	1,412,812
Cash - Deferred	-	-	-
State Subsidies Receivable	192,767	2,535	(190,232)
Federal Subsidies Receivable	344,636	30,191	(314,445)
Other Receivables	85,562	1,376	(84,186)
Prepaid Expenses	36,998	-	(36,998)
Total Current Assets	8,317,496	9,104,446	786,950
Fixed Assets			
Buildings & Improvements	339,727	339,727	-
Furniture & Equipment	3,429,312	3,429,312	-
Vehicles	239,217	239,217	-
Less: Accumulated Depreciation	(3,502,122)	(3,502,122)	-
Net Fixed Assets	506,134	506,134	-
Other Assets			
Deferred Outflow of Resources	3,683,824	3,683,824	-
Net Other Assets	3,683,824	3,683,824	-
TOTAL ASSETS	12,507,454	13,294,404	786,950
<u>LIABILITIES & EQUITY</u>			
LIABILITIES			
Current Liabilities			
Accounts Payable & Accrued Expenses	830,038	728,830	(101,208)
Payroll Accruals	1,063,966	910,002	(153,963)
Current Portion of Long-Term Financing	-	-	-
Due from Bond Proceeds	-	(22,011)	-
Deferred Revenue	-	-	-
Total Current Liabilities	1,894,004	1,616,821	(277,183)
Long-Term Liabilities			
Pension Liability	24,002,000	24,002,000	-
OPEB Liability	1,042,000	1,042,000	-
Deferred Inflow of Resources	1,736,374	1,736,374	-
Deferred Rent	525,604	525,604	-
Total Long-Term Liabilities	27,305,978	27,305,978	-
TOTAL LIABILITIES	29,199,982	28,922,799	(277,183)
EQUITY			
Invested in capital assets, net of related debt	501,224	506,134	4,911
Amount provided for Pensions	(23,099,619)	(23,096,550)	3,069
Committed	4,525,000	4,525,000	-
Unrestricted	1,380,867	2,437,021	1,056,154
TOTAL EQUITY	(16,692,528)	(15,628,395)	1,064,133
TOTAL LIABILITIES & EQUITY	12,507,454	13,294,404	786,950

Balance Sheet Metrics

Current Ratio	4.39	5.63	1.24
Days Cash on Hand	151.49	166.24	14.75

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BUDGET to ACTUAL REPORT
For the Ten Months Ending April 30, 2020

	Year-to-date Actual	Year-to-date Budget	YTD Variance - favorable/ (unfavorable)	End-of-year Projection	FY2020 Budget	EOY Variance - favorable/ (unfavorable)
ADM						
Regular	936	941	(5)	935	941	(6)
Special Education	284	279	5	284	279	5
Rates						
Regular	10,157	10,157	-	10,157	10,157	-
Special Education	28,980	28,980	-	28,980	28,980	-
Revenue						
School District - Regular Ed	7,921,041	7,964,648	(43,606)	9,496,923	9,557,577	(60,654)
School District - Special Ed	6,846,535	6,737,771	108,764	8,241,848	8,085,325	156,523
Total Local Educational Agency Revenue	14,767,576	14,702,418	65,157	17,738,771	17,642,902	95,869
Interest Income	60,539	54,167	6,372	69,123	65,000	4,123
Food Service Revenue	19,943	20,833	(891)	19,943	25,000	(5,057)
Bookstore Sales	56,956	50,000	6,956	56,956	60,000	(3,044)
Federal IDEA Revenue Pass Through	-	-	-	245,534	245,534	-
Rental Revenue	153,046	153,046	-	183,655	183,655	-
Contributions & Donations	6,000	3,333	2,667	6,000	4,000	2,000
Daycare revenue	54,111	62,500	(8,389)	54,111	75,000	(20,889)
Aftercare revenue	-	19,167	(19,167)	-	23,000	(23,000)
Prom Revenue	-	-	-	-	18,000	(18,000)
Honor Banquet Revenue	4,185	-	4,185	4,185	5,000	(815)
Revenue from School Activities	25,932	37,500	(11,568)	26,932	45,000	(18,068)
HS Summer School	-	-	-	-	5,000	(5,000)
Miscellaneous Revenue	19,097	4,167	14,931	19,097	5,000	14,097
Total Local Revenue -Other	399,809	404,712	(4,903)	685,537	759,189	(73,652)
Rent Reimbursement	-	-	-	183,655	183,655	-
Health Services Reimbursement	-	-	-	22,500	22,500	-
PA Subsidy for Milk, Lunch and Breakfast Program	20,886	29,167	(8,280)	25,886	35,000	(9,114)
Total State Revenues	20,886	29,167	(8,280)	232,041	241,155	(9,114)
Title I - Improving Basic Programs	643,726	643,811	(85)	1,073,177	1,073,279	(102)
Title II- Improving Teacher Quality	47,667	56,716	(9,049)	78,798	89,657	(10,859)
Ready to Learn	102,297	102,297	-	102,297	102,297	-
Title III	26,162	19,717	6,445	30,204	22,470	7,734
Title IV	48,287	43,774	4,513	80,478	75,063	5,415
Medical Assistance (ACCESS)	-	-	-	20,000	20,000	-
Fed Subsidy for Milk, Lunch and Breakfast Program	494,683	600,000	(105,317)	584,683	860,000	(275,317)
Total Federal Revenues	1,362,822	1,466,316	(103,493)	1,969,637	2,242,766	(273,129)
TOTAL REVENUE	16,551,093	16,602,613	(51,520)	20,625,986	20,886,012	(260,026)

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BUDGET to ACTUAL REPORT
For the Ten Months Ending April 30, 2020

	Year-to-date Actual	Year-to-date Budget	YTD Variance - favorable/ (unfavorable)	End-of-year Projection	FY2020 Budget	EOY Variance - favorable/ (unfavorable)
Expenses						-
Salaries	7,555,999	7,809,487	253,488	9,200,810	9,504,996	304,186
Medical Insurance	1,238,031	1,350,313	112,282	1,548,006	1,682,745	134,739
Dental Insurance	58,830	63,808	4,979	72,865	78,840	5,974
Life & Disability Insurance	5,707	9,114	3,407	7,911	12,000	4,089
Social Security - Employer	570,881	597,426	26,545	695,930	727,132	31,202
Retirement Contributions	1,945,251	2,017,290	72,039	2,381,994	2,468,441	86,447
Tuition Reimbursement	35,385	38,177	2,792	61,650	65,000	3,350
Unemployment Compensation	33,857	41,811	7,954	50,455	60,000	9,545
Workers' Compensation	43,135	43,135	-	54,597	57,312	2,715
Employee Training & Development	5,596	19,266	13,670	7,596	24,000	16,404
General Supplies	359,098	270,016	(89,082)	469,098	362,200	(106,898)
Books & Periodicals	65,831	111,000	45,169	133,414	137,000	3,586
Furniture / Equipment	15,030	75,000	59,970	47,946	89,500	41,554
International Studies	143,086	160,000	16,914	143,086	160,000	16,914
Travel	3,817	19,792	15,975	3,817	23,750	19,933
SPED Student Transportation	122,133	80,000	(42,133)	122,133	80,000	(42,133)
Postage / Delivery	5,607	6,875	1,268	6,607	8,250	1,643
Food Expense	24,422	25,833	1,412	24,422	31,000	6,578
Advertising	500	4,167	3,667	2,000	5,000	3,000
Dues & Fees	70,663	66,250	(4,413)	79,622	79,500	(122)
Finance Charges & Late Fees	-	-	-	100	100	-
Miscellaneous Expenses	27,372	15,000	(12,372)	28,372	20,000	(8,372)
Consultant / Outside Services	110,154	157,131	46,977	184,864	247,500	62,636
Sped Outside Services	894,504	793,626	(100,878)	1,279,504	1,145,000	(134,504)
Legal	41,395	75,000	33,605	66,395	110,000	43,605
Accountant	70,776	70,776	-	94,095	94,095	-
Audit	20,000	20,000	-	20,000	20,000	-
Payroll Expense	21,272	24,502	3,231	25,693	30,000	4,307
Rent - Erie	1,070,825	1,070,825	-	1,184,869	1,184,869	-
Insurance - General	103,335	113,000	9,665	128,330	128,330	-
Cleaning	45,616	66,667	21,051	83,833	80,000	(3,833)
Repairs & Maintenance	91,212	115,417	24,204	141,812	138,500	(3,312)
Copier Lease / Rentals	81,527	70,833	(10,694)	91,527	85,000	(6,527)
Communications	24,693	12,500	(12,193)	26,193	15,000	(11,193)
Utilities	103,917	100,000	(3,917)	121,917	160,000	38,083
Capital Projects	(0)	-	0	(0)	-	0
Food Service Contract	477,504	738,165	260,661	517,504	800,000	282,496
TOTAL EXPENDITURES	15,486,960	16,252,201	765,241	19,108,967	19,915,059	806,091
RESERVE				375,000	375,000	-
NET CHANGE IN FUND BALANCE	1,064,133	350,412	713,721	1,142,018	595,953	546,065



May 2020

**Members of the Board of Trustees
Community Academy of Philadelphia**

Below is the FY2021 Community Academy of Philadelphia draft budget. The preliminary budget assumes operations will return to normal at the beginning of the school year. However, since this is a preliminary budget which is typically updated in September, this budget may be substantially revised if school operations continue to be affected by COVID.

The budget assumes:

Revenues:

- -3% growth rates in reimbursement rates for regular and special education students reflecting the School District of Philadelphia's recent presentation of updating their FY2020 budget by \$52 million.
- Enrollment increase from 1220 students in FY2020 to 1250 students in FY2021
- CARES Act
 - CAP has been allocated \$883,813 of CARES Act relief funds. Because of the spending restrictions of the grant, it is unlikely the school will use all of the funds in FY2021. Since the school has until 9/2022 to spend the funds, we assume they are used over two years.
- A 75% reduction in interest income in account for returns in the recession.

Expenditures:

Personnel

Department	Staff Count	
	4/30/2020 Payroll	FY2021 Budget
Teachers	68	70
Special Education	22	24
Student Services	3	3
Library	2	2
Administration	25	25
Health Services	2	2
Business Services	3	3
Operations	13	15
Food Service	1	1
Athletics	1	1
Daycare	5	5
Total	145	151

- Average Salary growth rate of 2%
- Medical and dental insurance growth rate 5%
- 64.2% of employees enrolled in PSERS

Non-Personnel

- The school is projected to go 34.5% over budget in special education student transportation in FY2020. These costs are driven by the number of special education students with IEP's that require them to receive services off campus. The school incurs some direct busing costs if they are paying for transportation services themselves or are "charged back" by the School District for the cost of transporting that student for the year. As the school is increasing enrollment next year it is likely these costs will continue to rise. The line is budgeted to increase another 43.3% from the FY2020 end of year projection.
- The school is projected to go 13.5% over budget on special education outside services which include: professional services, tuition, and claims and judgements. As the school is increasing enrollment next year it is likely these costs will continue to rise. The line is budgeted to increase another 19.9% from the FY2020 end of year projection.
- A reserve of \$100,000 is budgeted to be used towards Personal Protective Equipment (PPP) as their required usage evolves.

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
FY2021 Preliminary Budget

	End-of-year Projection	FY2020 Budget	Preliminary FY2021 Budget	EOY Variance - favorable/ (unfavorable) FY20 & FY21 Budgets
ADM				
Regular	935	941	959	18
Special Education	284	279	291	12
Rates				
Regular	10,157	10,157	9,852	(305)
Special Education	28,980	28,980	28,110	(869)
*Variances are compared to FY2020 budget instead of FY2020 EOY Projection as projection effected by COVID				
Revenue				
School District - Regular Ed	9,496,923	9,557,577	9,446,003	(111,574)
School District - Special Ed	8,241,848	8,085,325	8,186,339	101,014
Total Local Educational Agency Revenue	17,738,771	17,642,902	17,632,342	(10,560)
Interest Income	69,123	65,000	17,500	(47,500)
Food Service Revenue	19,943	25,000	20,000	(5,000)
Bookstore Sales	56,956	60,000	60,000	-
Federal IDEA Revenue Pass Through	245,534	245,534	245,534	-
Rental Revenue	183,655	183,655	183,527	(128)
Contributions & Donations	6,000	4,000	4,000	-
Daycare revenue	54,111	75,000	75,000	-
Aftercare revenue	-	23,000	-	(23,000)
Prom Revenue	-	18,000	18,000	-
Honor Banquet Revenue	4,185	5,000	5,000	-
Revenue from School Activities	26,932	45,000	45,000	-
HS Summer School	-	5,000	-	(5,000)
Miscellaneous Revenue	19,097	5,000	5,000	-
Total Local Revenue -Other	685,537	759,189	678,561	(80,628)
Rent Reimbursement	183,655	183,655	183,000	(655)
Health Services Reimbursement	22,500	22,500	22,500	-
PA Subsidy for Milk, Lunch and Breakfast Program	25,886	35,000	35,000	-
Total State Revenues	232,041	241,155	240,500	(655)
Title I - Improving Basic Programs	1,073,177	1,073,279	1,073,177	(102)
Title II- Improving Teacher Quality	78,798	89,657	78,798	(10,859)
Ready to Learn	102,297	102,297	102,297	-
Title III	30,204	22,470	30,204	7,734
Title IV	80,478	75,063	80,478	5,415
Medical Assistance (ACCESS)	20,000	20,000	20,000	-
CARES ACT	-	-	441,907	441,907
Fed Subsidy for Milk, Lunch and Breakfast Progra	584,683	860,000	850,000	(10,000)
Total Federal Revenues	1,969,637	2,242,766	2,676,861	434,095
TOTAL REVENUE	20,625,986	20,886,012	21,228,264	342,252

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
FY2021 Preliminary Budget

	End-of-year Projection	FY2020 Budget	Preliminary FY2021 Budget	EOY Variance - favorable/ (unfavorable) FY20 & FY21 Budgets
<u>Expenses</u>				
Salaries	9,200,810	9,504,996	9,580,599	(75,603)
Medical Insurance	1,548,006	1,682,745	1,706,256	(23,511)
Dental Insurance	72,865	78,840	84,546	(5,707)
Life & Disability Insurance	7,911	12,000	14,000	(2,000)
Social Security - Employer	695,930	727,132	732,916	(5,784)
Retirement Contributions	2,381,994	2,468,441	2,549,186	(80,745)
Tuition Reimbursement	61,650	65,000	65,000	-
Unemployment Compensation	50,455	60,000	50,000	10,000
Workers' Compensation	54,597	57,312	40,641	16,671
Employee Training & Development	7,596	24,000	20,000	4,000
General Supplies	469,098	362,200	429,700	(67,500)
Books & Periodicals	133,414	137,000	155,000	(18,000)
Furniture / Equipment	47,946	89,500	74,100	15,400
International Studies	143,086	160,000	165,000	(5,000)
Travel	3,817	23,750	24,500	(750)
SPED Student Transportation	122,133	80,000	175,000	(95,000)
Postage / Delivery	6,607	8,250	10,500	(2,250)
Food Expense	24,422	31,000	35,000	(4,000)
Advertising	2,000	5,000	2,500	2,500
Dues & Fees	79,622	79,500	86,000	(6,500)
Finance Charges & Late Fees	100	100	500	(400)
Miscellaneous Expenses	28,372	20,000	20,000	-
Consultant / Outside Services	184,864	247,500	300,000	(52,500)
Sped Outside Services	1,279,504	1,145,000	1,510,000	(365,000)
Legal	66,395	110,000	100,000	10,000
Accountant	94,095	94,095	96,918	(2,823)
Audit	20,000	20,000	20,000	-
Payroll Expense	25,693	30,000	33,000	(3,000)
Rent - Erie	1,184,869	1,184,869	1,184,044	825
Insurance - General	128,330	128,330	145,132	(16,802)
Cleaning	83,833	80,000	100,000	(20,000)
Repairs & Maintenance	141,812	138,500	129,000	9,500
Copier Lease / Rentals	91,527	85,000	85,000	-
Communications	26,193	15,000	35,000	(20,000)
Utilities	121,917	160,000	170,000	(10,000)
Capital Projects	(0)	-	-	-
Food Service Contract	517,504	800,000	845,000	(45,000)
TOTAL EXPENDITURES	19,108,967	19,915,059	20,774,038	(858,979)
RESERVE	375,000	375,000	100,000	275,000
NET CHANGE IN FUND BALANCE	1,142,018	595,953	354,226	546,065

____ 05/18/2020
Joseph H. Proietta, EDM, CEO, Board Secretary

RESOLUTION: #05-18-2020 2

— 5/18/2020
Joseph H. Proietta, EDM, CEO, Board Secretary

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
May 18, 2020

RESOLUTION: #05-18-2020 __3__

WHEREAS, the School Activities Account is expected to have funds remaining at the end of the 2019-2020 school year,

AND WHEREAS, the Elementary School and High School Student Councils have voted to allow that any remaining funds be transferred over to the next school year 2020-2021;

BE IT RESOLVED, that the Board of School Directors approves the transfer of any remaining funds in the Student Activities Account into the next fiscal year.

BE IT NOTED, that the Parent Representative on the Board of School Directors voted in the affirmative for this resolution.

The Board Chair called for unanimous consent:

✓ Passed _____ Failed _____ Been Tabled



—
Joseph H. Proietta, EDM, CEO, Board Secretary

5/18/2020

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
May 18, 2020

RESOLUTION: #05-18-2020 __4__

RESOLVED, that the members of the Board of School Directors approve the 2020-2021 application for Charter School Lease Reimbursement.

The Board Chair called for unanimous consent:

✓ Passed _____ Failed _____ Been Tabled



____ 5/18/2020
Joseph H. Proietta, EDM, CEO, Board Secretary

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
May 18, 2020

RESOLUTION: #05-18-2020 __5__

RESOLVED that the teachers' and administrators' pay increase will be based on the approved 2019-20 Teacher's Salary Scale and Administrative Salary Scale. This increase is contingent upon the projected revenue in the proposed budget and is subject to change if there is a significant variance in budget allocations.

Recording of the vote:

Roll Call---	Yea	Nay	Absent	Abstain	Comment
Calcerano, G.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FitzSimmons, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gomez, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hernandez, S.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holmes, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osoria, M.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Silva Jr., C.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vasquez, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viola Jr. F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams, W.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(*Note: Those Board members appropriately abstain from their own nomination and election but vote in favor of all others)

Summary: 9 Y 0 N 1 Ab 0 Abt

The motion has ☒ Passed ☐ Failed ☐ Been Tabled



Joseph H. Proietta, EDM, CEO, Board Secretary

____ 05/18/2020

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
May 18, 2020

RESOLUTION: #05-18-2020 6

RESOLVED that a 2% salary increase will be given to all full-time non-teaching staff, administration and administrative support staff effective the date of contract renewal. This increase is contingent upon the projected revenue in the proposed budget and is subject to change if there is a significant variance in budget allocations.

Recording of the vote:

Roll Call---	Yea	Nay	Absent	Abstain	Comment
Calcerano, G.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FitzSimmons, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gomez, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hernandez, S.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holmes, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osoria, M.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Silva Jr., C.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vasquez, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viola Jr. F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams, W.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(*Note: Those Board members appropriately abstain from their own nomination and election but vote in favor of all others)

Summary: 9 Y 0 N 1 Ab 0 Abt

The motion has ☒ Passed Failed Been Tabled



Joseph H. Proietta, EDM, CEO, Board Secretary

05/18/2020

of Policies

CAP - Program Premiums		Expiring Program May 1, 2019 - 2020		Renewal Program May 1, 2020 - 2021		% Change vs Expiring
Coverage Lines		Carrier	Premium	Carrier	Premium	Renewal Date
1 PKG, Property- Building		Markel Ins.	\$ 24,090.00	Philly Ins Co	\$ 37,398.00	35.58%
2 Equipment Breakdown and Crime		Markel Ins.	included	Philly Ins Co	included	5/1/2020
3 General Liability / Abuse Molestation		Markel Ins.	\$ 43,954.00	Philly Ins Co	\$ 37,611.00	-16.86%
4 Auto Policy 7 Vehicles/School Buses		Markel Ins.	\$ 23,656.00	Philly Ins Co	\$ 19,930.00	-18.70%
5 \$7M Excess Liability, All lines include ELL		Markel Ins.	\$ 13,290.00	Philly Ins Co	\$ 26,098.00	49.08%
*** Total Package Premium w/Umbrella		Wright Specialty	\$ 104,990.00	Philly Ins. Co. Total	\$ 121,037.00	13.26%
6 PGU - \$5M Educators Legal - D&O-EPLI		PGU/XL/Indian Harbor	\$ 15,466.00	PGU/XL/Indian Harbor	\$ 15,379.00	
7 Workers Compensation		ICW Ins Co.	\$ 57,312.00	AmTrust	\$ 40,641.00	-41.02%
8 Student Accident - \$50K Primary		Phily Ins Co.	\$ 3,012.00	Phily Ins Co.	\$ 3,013.00	
9 Student Accident - \$1M Ex Secondary		Phily Ins Co.	\$ 790.00	Phily Ins Co.	\$ 790.00	
10 \$1M Fiduciary Liability Policy		Phily Ins Co.	\$ 728.00	Phily Ins Co.	\$ 728.00	
11 Cyber Liability Policy		AXIS	\$ 3,543.00	AXIS	\$ 3,719.00	4.73%
12 \$50K Bond -#601075647		Liberty Mutual Surety	\$ 132.00	Liberty Mutual Surety	\$ 132.00	
13 \$50K Bond -#601075633		Liberty Mutual Surety	\$ 202.00	Liberty Mutual Surety	\$ 202.00	
14 \$50K Bond -#601075693		Liberty Mutual Surety	\$ 132.00	Liberty Mutual Surety	\$ 132.00	
Total Insurance Premiums:			\$ 186,307.00		\$ 185,773.00	-0.29%
OPTION III: PGU - Includes Defense Outside plus Parent Legal Fees - Bound					\$ 189,441.00	1.65%

Authorized Signature _____
DATE: _____

COMMUNITY ACADEMY OF PHILADELPHIA, CS
EMPLOYEE SUMMARY REPORT SINCE FEBRUARY 11, 2020

SEPARATED EMPLOYEES				
NAME	TITLE	ACTION	DATE	SALARY
HIGH SCHOOL				
Mar'Quice London	Building Substitute Teacher	Separated	3.2.2020	\$40,500.00
Bridgette Whitemore	Certified Athletic Trainer	Resigned	3.31.2020	\$59,771.00
ELEMENTARY				
Lovinda Weaver	ESL Teacher	Resigned	2.12.2020	\$86,750.00



Community Academy of Philadelphia
a Pennsylvania Charter School

Board Meeting Schedule
2020-2021

BOARD OF DIRECTORS

1100 East Erie Avenue
Philadelphia, PA 19124

T 215.533.6700
F 215.533.6722

www.communityacademy.org

DATE	TIME	LOCATION
Monday, September 21, 2020 <i>Re-Organization Meeting 2020-2021**</i>	4:00 p.m.	Community Academy of Philadelphia Charter School (Board Room)
Monday, December 14, 2020	4:00 p.m.	Community Academy of Philadelphia Charter School (Board Room)
Monday, February 8, 2021 <i>Board Retreat and Meeting*</i>	9:00 a.m.	Community Academy of Philadelphia Charter School (Board Room)
Monday, March 29, 2021	4:00 p.m.	Community Academy of Philadelphia Charter School (Board Room)
Monday, May 17, 2021 <i>Budget Meeting**</i>	4:00 p.m.	Community Academy of Philadelphia Charter School (Board Room)

All Meetings are located at 1100 E. Erie Ave. Philadelphia, PA 19124

*Board Retreat will start at 10:00 a.m. and the Board Meeting will start at 12:00 noon.

** Major topic of meeting



Community Academy of Philadelphia
a Pennsylvania Charter School

CAP THREE YEAR CAPITAL PLAN SY 2019-20 through SY 2021-22

OPERATIONS DEPARTMENT

DCEO NA OPERATIONS

John J Proietta

1100 East Erie Avenue

Philadelphia, PA 19124

T 215.533.6700 x 1202

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john.proietta@communityacademy.org

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MAY 2020

SY 2019-20 (YEAR 1)

Misc Furniture Upgrade	Replacement / refresh of classroom units	\$15,000
Class Room Emergency Lights	Convert to LED (other than exit signs already replaced-84).	\$8,500
Gym Sound System	Replace / upgrade existing system, reuse when possible	\$50,000 (p)(b)
Gym	Repaint center court emblem	\$ 8,000
Electrical System	Thermal image / maintenance / repairs	\$25,000

SY 2019-20 TOTAL= \$106,500

SY 2020-21 (YEAR 2)

Flush Valves	Replace 30 failing units	\$ 6,000
Network Switch upgrade	Replacement of 4 older network switches to fiber (Erate)	\$40,000 (e)
Misc Furniture Upgrade	Replacement / refresh of classroom units / 2 nd Floor Lobby	\$15,000
Playground	Upgrade and possible expansion including fall zones	\$50,000
Refurbish Bleachers	Replace seating, upgrade mechanicals as needed	\$25,000
Security Equipment	Misc. equipment upgrades and replacements including uniforms	\$ 5,000
Repaint Gym Floor	Summer project	\$35,000
Flooring Replacement	Classrooms / Lunchrooms (Phase 2)	\$80,000
Fire Alarm System Upgrade	Replace 60 devices (1 of 4 loops)	\$ 8,000

SY 2020-21 TOTAL= \$264,000

SY 2021-22 (YEAR 3)

HVAC Management	Install Computer Control System for HVAC system	\$25,000
Vehicle Maintenance	Misc maintenance and repairs	\$ 5,000
Misc Furniture Upgrade	Replacement / refresh of classroom units	\$ 15,000
Equipment	Misc. equipment upgrades and replacements including uniforms	\$ 10,000
Bleacher	Maintenance / Repair / PM	\$ 5,000

Panel Van	Replacement of 2002 model (to be sold to defer costs)	\$ 26,000
Flooring Replacement	Classrooms / Commons-Atrium (Phase 3)	\$ 80,000
Fire Alarm System Upgrade	Replace 60 devices (2 of 4 loops)	\$ 8,000
Modular / original	Roof replacement on modular and bridge	\$ 20,000

SY 2021-22 TOTAL= \$194,000

THREE YEAR TOTAL= \$564,500

LEGEND:

(c)=Project completed (p) = Pending (f) = Alternative funding,-grant (e)=Erate (l) = Lease (g)= Grant (b) Bonds

NOTES

PECO percentages as of April 2020-credits will vary.

Modular project cancelled by Admin 2020

CAPITAL EXPENDITURES COMPLETED IN FISCAL 2019-20

Lighting Conversion	2 nd Floor complete (PECO grant 29%), consolidated from year 3)	BONDS (P)
Lighting Conversion	Library and lobby, 1 st floor complete (PECO grant 34%, consolidated from years 2 & 3)	BONDS (P)
Flooring Upgrades	Hallways, misc. offices	BONDS (I)
Network Server Upgrade	New server and Backup system	BONDS (I)
Compact HVAC Units	Two existing modular wall AC / Heat units	BONDS (C)
Fire Alarm System Upgrade	Replace Siemens control panel	BONDS (C)
Access Card System	Update controller from Windows 7 to 10 (recommended by IT consultant)	BONDS (C)
<i>(Items listed above are either completed (C), in process (I) or scheduled / pending (P).</i>		
Classroom Lighting Conversion	Convert existing lighting from CFL to more efficient LED (PECO grant-38%)	BONDS
Exterior Lighting	Replace wall packs w/ LED units (PECO grant -60%)	BONDS
Concession Stand	Install hand wash sink, commercial microwave and refrigerator, SS table, lighting	BONDS

CAPITAL EXPENDITURES COMPLETED IN FISCAL 2018-19

Flooring Replacement	Library, lobbies, hall and crib room (Daycare), 2 nd Fl Admin, Media, KG classrooms etc.	BONDS
Exterior Painting	Paint gray around the foundation wall and stucco	BONDS
HVAC	Replace of split system in server room (1) and mailroom (1), 21 RTU and thermostats	BONDS
Misc Furniture Upgrade	Replacement / refresh of classroom units / Lobby / banquet tables etc.	BONDS
Fence	Replace / repair campus fencing as required including gates	BONDS
Bus	Second bus purchase.	BONDS
Water Heaters	Replace (5) units throughout building	BONDS
Kitchen Equipment	Replace all original 2003 equipment including ovens and refrigeration	BONDS
Facets	Replace 14 failing facets with hands free (HS Side)	BONDS
Smart Board	Replacement of 50 classroom units from 2009 w/ LED displays	BONDS
Upgrade Cameras	Replace 64 (2003) cameras with 71 HD units, 4 HD recorders, web access	BONDS
Update Security Radios	Replace security and maintenance radios	BONDS
Upgrades to Training Room	Add AC, Ceiling, lights, and sprinklers (re-configure)	BONDS
Pullout Class Rooms	5 classrooms built in the South Atrium for pullouts and SPED	BONDS
Library Classroom	Additional classroom (1) for EL	BONDS
Plumbing Major	Repair of ruptured 8" fire service (sprinkler) line near water pit	BONDS
LED Conversion	Atriums, cafeterias, gym (top and side) and 1 st floor hallways (w/PECO rebates)	BONDS
Awing Replacement	Replace / repair Kindergarten entrance / gym fire escape	BONDS
Concrete Work	Misc sidewalk blocks as identified	BONDS
Broadband	Increase broadband service to building to 5GB	ERATE
Resurface Lots	Blacktop and stripe Lots A, B, C	BONDS
Main Roof Replacement	Replace main rubber membrane roofing (118,000 sq ft)	BONDS
Computer Refresh	Replace Staff computers (Admin and Staff)	BONDS
Digital Phone System	Update phone system, voice mail, paging and class alert system	BONDS
Floor Scrubber / Extractor	Replace existing unit	BONDS
Chromebooks	Purchased in conjunction with CAO	BONDS
2 nd Floor Windows	Replace windows / restoration	BONDS
Security Window Film	First floor windows and doors	BONDS
Daycare Appliances	Washer and dryer	BONDS
Bleacher	Maintenance and repair	BONDS
Network Infrastructure	Equipment and cabling required for 5GB broadband	BONDS
Water Fountains	All replaced with bottle filling stations and filters	BONDS
Modular Stairs	Replaced modular fire exit stairs	BONDS

CAPITAL EXPENDITURES COMPLETED IN FISCAL 2017-18

Storm Water Abatement	Storm basins installed and roof drain redirected	GRANT
Walk-Behind Floor Scrubber	Replacement for 8 year old unit	\$ 7,900
Classroom Additions	Build 3 student pull-out classrooms in the library	\$ 12,000
Cubicle / Admin	Add ½ wall to add cubicle / work area space to 2 nd Fl admin area	\$ 1,200
Access Points	39 access points / install / cabling / licensing (eRate)	\$ Erate
Broadband	Increase broadband service to building	\$ Erate
Facets	Replace 17 failing facets with hands free (6 replaced)	\$ 5,000

CAPITAL EXPENDITURES COMPLETED IN FISCAL 2016-17

Switches	Ethernet switch, Core	\$ Erate
Software	Upgrade Office to Education 365	\$10,000
Security Computer	Upgrade from 2011 control computer	\$ 5,000
Software Upgrades	Upgrade from 2011 Software (access, bell, phone etc.)	\$ 12,000
Sound system Upgrade	Atrium, microphones	\$ 6,000
HVAC	Overall RTU 15	\$ 4,500

CAPITAL EXPENDITURES COMPLETED IN FISCAL 2015-16

Kitchen Refrigeration	Replace failed freezer with refrigeration unit (grant)	\$ Grant
Guard Shack	Refurbish / replace security guard shack at K Street Gate.	\$ 18,000
Signage Replacement/Upgrade.	Replace / upgrade exterior signs and new interior signage in lobby and stairwell	\$ 5,450
WiFi Upgrade	Replace / upgrade / add to wireless routers	\$ Erate
Firewall	Replacement Cisco MX400 to replace outdated SonicWALL	\$ Erate
Switches	Ethernet switch upgrade (5)	\$ Erate
Computers	Library replacement, Chromebooks w cart	\$ 15,000
Teacher/Admin Refresh	Computers for teachers / Administration (NOTE 3 yr. lease)	\$129,230
Walk thru Metal Detector	Replace upgrade (3) units	\$ 14,211
Lighting / Gym	Re-lamp 240 CFL bulbs (30 x 8), ballast replacement as needed.	\$ 7,000
Computers	Library replacement, Chromebooks w cart	\$ 15,000
HVAC	Replace 1 RTU unit (#7)	\$ 25,967
Flooring	Replace H06, L11, L11a and L21 Kindergarten	\$ 4,060

Rev c 5-2020



Community Academy of Philadelphia
a Pennsylvania Charter School

Deputy Chief Executive Officer

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SY 2020-2021 Academic Calendar

August

24 K- Parent Orientations (9 AM)
10th and 11th grade roster pick-up (9 – 12)
5th Grade Orientation for Parents
and Students (12 PM)
9th Grade Orientation (9:00 AM-12:00PM)
8th grade Orientation (8:00-10:00)
25 First Day of School for everyone – B Schedule
26 B Schedule
27 Regular Schedules begin
28 Senior Orientation Meeting (7th period)

September

4 - 7 Labor Day: No school
9 Back to School Night (6-8 PM)/Senior Financial Aide
Night
25 Professional Development: No school for students

October

5-9 College and Career Awareness Week
12 Columbus Day: No school
29 Literacy Night (5:30-7 PM)
30 Professional Development: No school for students

November

11 Veterans' Day: No school
23 Report Card Conferences: B Schedule (2:00-5:00PM)
24 Report Card Conferences: B Schedule (3:00-7:00PM)
25 Report Card Conferences: No school for students
26 - 27 Thanksgiving Holiday: No school

December

10 Holiday Concert (6 PM) Elementary School
11 Holiday Concert (6 PM) High School
22 B-schedule for students
23 Winter Break begins: No school

January

1 New Year's Day: No school
4 Back to school – classes resume
18 Martin Luther King Day: No school

February

11 Report Card Conferences (2-5 PM) Graduation Warn-
ing Notices. B schedule
12 Report Card Conferences (2:00-7:00PM): B schedule
15-16 Presidents' Day: No school

March

3 Honors Banquet (HS only) at 6 PM
4 Honors Breakfast (ES only)
18 Museum Day for the HS only
19 Founder's Day: No school
31 Spring Break begins: No school

April

1-5 Spring Break: No school
6 Classes Resume
15 STEAM Night (5-7 PM)
29 Spring Show (6 PM) High School
30 Spring Show (6 PM) Elementary School

May

3 College Decision Day
28 Zero Day for Seniors: B schedule
31 Memorial Day: No school

June

1 Senior Exams (Special Exam Schedule)
2 Senior Exams (Special Exam Schedule)
4 HS Graduation practice
7 Graduation practice
HS Final Exams: Exam Schedule
ES: B Schedule
8 Graduation at 3PM
HS Final Exams: Exam Schedule
ES: B Schedule
9 HS Final Exams: Exam Schedule
ES: B Schedule
10 No students – PD for Faculty
Kindergarten Culminating Exercises at 9AM
Eighth Grade Culminating Exercises at 11:30 AM
11 Culminating Exercises HS Dismissal @ 10 AM and
ES Dismissal @ 11:30 AM

Student Dismissal Times (Schedules)

A = 3:00 pm

B = 1:00 pm

HS = High School

ES = Elementary School

Total 183 days

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
May 18, 2020

RESOLUTION: #05-18-2020 __7__

WHEREAS, Pursuant to Section 1715-A (9) of the Pennsylvania's School Code, all charter school students must have access to an appropriate of instruction; Charter Schools are responsible for meeting the requirement of 180 days of instruction, or 990 hours of instruction for secondary students and 900 hours of instruction for elementary students.

RESOLVED, Members of the Board of School Directors approves the proposed CAPCS Academic Calendar for SY 2020-2021.

Recording of the vote:

Roll Call---	Yea	Nay	Absent	Abstain	Comment
Calcerano, G.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FitzSimmons, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gomez, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hernandez, S.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holmes, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osoria, M.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Silva Jr., C.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vasquez, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viola Jr. F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams, W.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(*Note: Those Board members appropriately abstain from their own nomination and election but vote in favor of all others)

Summary: 10 Y 0 N 0 Ab 0 Abt

The motion has ☒ Passed Failed Been Tabled



Joseph H. Proietta, EDM, CEO, Board Secretary

__05/18/2020

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
May 18, 2020

RESOLUTION: #05-18-2020 __8__

WHEREAS, the public schools in the Commonwealth of Pennsylvania have been ordered closed for the remainder of the 2019-2020 school year due to COVID-19, and

WHEREAS, flexibility has been granted by PDE and PA legislation with regard to the 180-day requirement for schools during these school closures and schools have been allowed additional flexibility at the local level,

BE IT RESOLVED, that the Board approves the cancellation of final examinations and end of year projects. The determination of graduation requirements shall be determined by the CEO and school principal.

The Board Chair called for unanimous consent:

✓ Passed _____ Failed _____ Been Tabled



Joseph H. Proietta, EDM, CEO, Board Secretary

_5/18/2020



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Board Meeting Academic Update May 18, 2020

Update on State Assessment and Rating Systems Related to COVID-19 School Closures

- Spring 2020 standardized testing, including the PSSA for grades 3-8 and Keystone Exams for grades 9-11, has been cancelled due to school closures
- PDE announced that several measures for the state evaluation measure the PA Future Ready Index will be carried over from last year, the few exceptions include English Learning Proficiency via ACCESS Testing, as well as Attendance, Graduation and post-secondary transition which are all comprised of “lagging rates” from previous years
- It is likely that other rating measures such as the School District of Philadelphia’s School Performance Report (SPR) and the Annual Charter Evaluation (ACE) will be similarly curtailed by the lack of testing data, though these measures continue to collect multiple data points beyond standardized testing data

Flexible Instructional Day (FID) Application

- New legislation allows for the use of up to five flexible instructional days per school year on days when schools would traditionally close because of weather or other issues
- Seeking Board Approval of the attached FID Plan that allows for remote instruction of students as well as additional provisions for English Learners and Students with IEPs

Targeted Support and Improvement (TSI) Designation

- CAP’s new Targeted Support and Improvement School (TSI) designation under the Every Student Succeeds Act (ESSA) functions as “an early warning system”
- TSI designation is less intensive than the Focus School Designation previously affixed to CAP and requires a “locally managed,” i.e. Board-approved, school improvement plan rather than requiring PDE approval
- The TSI Plan will follow CAP’s on-going school improvement goals and is part of the new Future Ready Comprehensive Planning Portal

Flexible Instructional Days (FID)

2020-21 Online Application DRAFT

Public School Entity	Community Academy of Philadelphia CS
AUN	126512840
Contact	Elizabeth A. McCluskey
Email	emcccluskey@communityacademy.org
Phone	215-531-1721
Period	2020-2021 and two subsequent years

Assurances

- X Staff, students, and parents shall be made aware of notification procedures prior to the institution of a flexible instructional day and the means of notification shall be fully accessible.
- X Responsibilities shall be agreed upon and expectations shall be communicated to all staff, students, and parents prior to the institution of a flexible instructional day.
- X Attendance shall be strictly enforced in compliance with Article XIII of the School Code during a flexible instructional day.
- X Students shall be provided health services during a flexible instructional day in compliance with Article XIV of the School Code.

- X Free Appropriate Public Education (FAPE) shall be afforded all students during a flexible instructional day in compliance with the Individuals with Disabilities Education Act (IDEA).
- X Should technology ever be employed during a flexible instructional day, policies and measures are in place to ensure the cyber-safety and security of students accessing online school services and digital resources.
- X Should technology ever be employed during a flexible instructional day, technical assistance and support shall be provided, as appropriate, to ensure access to instruction and resources.

Narratives

Describe the procedure for notifying all students, parents, and professional staff prior to a flexible instructional day being instituted.

At the beginning of the school year, CAP students, parents and professional staff will be notified of the Flexible Instruction Day (FID) Program and protocols for notification when an FID is activated. This information will be shared multiple ways including via the Parent Student Handbook, in hard copies sent home with students, via text/email blasts containing the school's newsletter, on the school's website it will be available in translation in the preferred home languages of our families.

As soon as possible in relation to the activation of an FID, CAP will use a variety of means to notify students, families, and professional staff including phone/text/email alerts, CAP social media "CAPnewsire" on Twitter, and a special notice on the CAP School Website Homepage at www.communityacademy.org. These notices will be in addition to the typical notifications via local news and media sites including KYW Newsradio 1060, Channel 6 ABC, CBS 3, NBC 10, and Fox 29.

The CAP website will serve as a hub allowing our elementary families to access teacher websites where FID assignments are posted on a designated tab. High School teacher websites and/or Google Classroom sites will serve to clearly communicate assignments. In addition, paper packets will be provided to all students in need of them at the beginning of the school and as new students enter.

Describe the procedure for instituting a flexible instructional day, including (if applicable) the use of technology and equitable accommodations for students and professional staff lacking sufficient home access to devices and/or the Internet. Please provide an alternative method of delivering instruction, should there be issues with the availability of technology or student access to the materials during a flexible instructional day.

CAP's CEO will determine the need to enact an FID. At that point, the established notification protocols will go into effect to alert parents and guardians, students, and teachers.

Instruction may occur in a variety of formats including skill reinforcement and practice, instructional videos with questionnaires, project-based learning, recorded teacher instruction sessions, etc. Off-line work covering similar standards will be offered in the form of FID packets to allow for cases where computer/internet is an issue. Students will also have up to five days following an FID to submit the assignment to allow for any additional assistance needed.

Protocols required for accommodation and modifications within FID teacher lesson plans and established expectations of support specialist staff will ensure consideration for the provision of FAPE for students with disabilities and appropriate accommodations for English learners that are reasonable and appropriate based on student need and current circumstances.

For ESL students, translations of the FID procedures will be available to parents, guardians, and students on the school website. Teachers will provide translated instructions of their assignments, and translations of the assignments themselves when appropriate for students. Bilingual staff are available to parents. In addition, the school's Language Line access is used to facilitate conversations that need to be translated; all teachers and staff have access to the school's account

Describe the responsibilities of professional staff during a flexible instructional day.

Prior to the FID, teachers are expected to plan and submit formal FID lesson plans for administrative review at the beginning of the school year. They must post FID work on the designated tab of their class website and/or in Google Classroom, or their established assignment platform. Expectations must be communicated clearly and must include guidelines, scoring guidelines/ rubrics, if applicable.

During an FID, teachers will be expected to have their CAP-issued laptops and chargers as well as home internet access. Teachers will be expected to use their Language Line access as needed to communicate with parents, guardians and students in their preferred language. Teachers are expected to adhere to Virtual Office Hours, typically between 9:30 am - 2:30 pm where they are available to answer questions and provide timely support.

Teachers must make accommodations for Special Education students, English Learners, students with 504 Service Plans, and Core Team Students. Teachers as always are expected to follow the specially designed instruction protocols and modifications in students' IEPs and 504 Plans. Unless otherwise indicated, any related services (PT, OT, Speech, etc...) scheduled during the FID will be rescheduled according to the frequency requirements of the students' individualized education plan.

Teachers are expected to keep in mind the potentially limited resources students may have in their homes and to be reasonable with assignments. Teachers must update PowerSchool with student grades to keep students and families informed of progress related to FID-assigned work.

Special education teachers, support specialists, and counselors may arrange time slots for virtual meetings, Google Voice calls, academic support, and emotional support as dictated by students' needs.

Describe the responsibilities of students during a flexible instructional day.

A successful FID cannot be achieved without student cooperation. Students are expected to check in with their teachers to access the work, to ask for help when needed, and to respond when teachers, counselors, and special services coordinators reach out to them. Students are expected to participate, to complete their coursework, to ask for help when they need it, and to take advantage of the various supports that have been made available to them.

Describe the procedure for tracking student participation (i.e., attendance) during a flexible instructional day.

There is an expectation of participation and coursework completion in order to receive a grade and credit. Students must complete work within 5 days in order to be counted as present for the FID. This additional time is allotted to allow students to receive in-person support for any difficulties with portions of the work that inhibited completion.

FILE UPLOADS for the 2020-21 FID Application

- Upload as *six separate* PDF files exemplars designed to progress the learning for all students in support of course objectives and representative of instruction on a flexible instructional day. Exemplars must include the following design elements: reference standards, establish expectations for instructional outcomes, identify opportunities for accommodations, list resources to be utilized, delineate student participation, and define evidence of learning.
 - Appendix A_FID20: English Language Arts exemplar (*any level within grades K-8*)
 - **Appendix B_FID20: English Language Arts exemplar (*any level within grades 9-12*)**

- **Appendix C_FID20: Mathematics exemplar (*any level within grades K-8*)**
 - Appendix D_FID20: Mathematics exemplar (*any level within grades 9-12*)
 - Appendix E_FID20: Science exemplar (*any level within grades 9-12*)
 - **Appendix F_FID20: Social Studies exemplar (*any level within grades 9-12*)**
- Official Approved Board Minutes between April 15th and September 1, 2020 showing a roll call vote of approval of the FID Plan

LESSON PLAN: ELA Grade 5

Template for the submission of local exemplars
representative of instruction on a flexible instructional day

PDE review shall verify completeness of submission only, not quality or compliance.

LOCAL EDUCATION AGENCY (LEA) NAME

Community Academy of Philadelphia Charter School

English Language Arts ☒ Math ☐ Social Studies ☐ Science ☐

K-8 ☒ 9-12 ☐

STANDARD(S) ADDRESSED *(include alpha numeric and standard descriptor)*

CC.1.3.5.A Determine a theme of a text from details in the text, including how characters in a story or drama respond to challenges or how the speaker in a poem reflects upon a topic; summarize the text.

CC.1.3.5.C Compare and contrast two or more characters, settings, or events in a story or drama, drawing on specific details in the text.

LESSON TITLE

Characterization & Summarization of Literature

LESSON GOALS *(planned instructional outcomes)*

- provide detailed, accurate character descriptions
- explain how characters respond to challenges
- determine the theme of a text
- compare & contrast characters , settings or events

ACTIVITIES *(Step-by-step directions for active student participation in support of planned instructional outcome. If instruction is to be delivered via the Internet, please include alternative pathways for lesson completion for those without Internet access.)*

- Students will view the assignment materials and complete FID Assignment #1 on Study Island that includes questions on these topics:
 - Characters (Study Island)
 - Summarize Literature (Study Island)
- If a student does not have access to a device and/or internet, they will complete the assignment in the FID Packet provided by their teacher. The packet provides printouts of the Study Island lesson and accompanying practice questions.

RESOURCES *(materials and/or tools required to complete the activities)*

www.studyisland.com

or alternatively

Printouts from Study Island site that mirror the lesson and practice available online

LESSON PLAN: ELA Grade 5

Template for the submission of local exemplars
representative of instruction on a flexible instructional day

OPPORTUNITIES FOR ACCOMMODATIONS AND MODIFICATIONS *(options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs)*

1. Decrease the amount of problems students are required to complete.
2. Provide extended time to finish classwork.
3. Enable the voice-to-text feature in Study Island.
4. Provide translated instructions.
5. Provide translated assignment, if appropriate.
6. Zoom one-on-one support scheduled with the support teacher.

ASSESSMENT(S) *(evidence of learning)*

Successful completion of work on characters and theme

LESSON PLAN: ELA Grade 9

Template for the submission of local exemplars
representative of instruction on a flexible instructional day

PDE review shall verify completeness of submission only, not quality or compliance.

LOCAL EDUCATION AGENCY (LEA) NAME

Community Academy of Philadelphia Charter School

English Language Arts <input checked="" type="checkbox"/>	Math <input type="checkbox"/>	Social Studies <input type="checkbox"/>	Science <input type="checkbox"/>	K-8 <input type="checkbox"/>	9-12 <input checked="" type="checkbox"/>
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STANDARD(S) ADDRESSED *(include alpha numeric and standard descriptor)*

Standard - CC.1.3.9-10.A

Determine a theme or central idea of a text and analyze in detail its development over the course of the text, including how it emerges and is shaped and refined by specific details; provide an objective summary of the text.

Standard - CC.1.3.9-10.B

Cite strong and thorough textual evidence to support analysis of what the text says explicitly as well as inferences and conclusions based on an author's explicit assumptions and beliefs about a subject.

Standard - CC.1.3.9-10.C

Analyze how complex characters develop over the course of a text, interact with other characters, and advance the plot or develop the theme.

LESSON TITLE

The Daughter of Invention: Literary Elements of theme, characterization, and plot, Grade 9

LESSON GOALS *(planned instructional outcomes)*

- Determine themes within the text; support with textual evidence
- Explain how the relationship between two characters develop throughout the plot; support with textual evidence
- Describe characters opinions; support with evidence from the text

ACTIVITIES *(Step-by-step directions for active student participation in support of planned instructional outcome. If instruction is to be delivered via the Internet, please include alternative pathways for lesson completion for those without Internet access.)*

Before (on CommonLit or on the pdf print out distributed in the beginning of the year): Describe in a paragraph- How do you resolve conflicts with your family when you disagree? Explain in a paragraph.

During-

- 1) text has students prompted to pay attention to how characters resolve conflict.
 - 2) Students are also prompted to underline/highlight main ideas and key details in the text as they read (can be applied via the Commonlit feature, or on the printed pdf version of the text).
 - 3) When students are done reading, they will complete questions about the text that target characters, central ideas/texts, and supporting conclusions with text evidence.
-

LESSON PLAN: ELA Grade 9

Template for the submission of local exemplars
representative of instruction on a flexible instructional day

-
- 4) CommonLit has immediate, real-time feedback for students to explain correct answers. Students using the pdf version will see explanations on the final page.

After/Formative assessment

1. Students will complete a Google form with questions/prompts directly aligned to the learning goals to assess if they mastered the lesson goals.
2. A printed pdf version has the same form in a printed version.

RESOURCES *(materials and/or tools required to complete the activities)*

“Daughter of Invention” by Julia Alvarez, www.CommonLit.org, as assigned on Google Classroom, or the printed version of the short story.

Guiding questions- included in the CommonLit assignment, or in printed pdf version.

Google Form for formative assessment: posted on Google Classroom, or printed and included with pdf assignment

OPPORTUNITIES FOR ACCOMMODATIONS AND MODIFICATIONS *(options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs)*

- Narrative and questions can be read aloud with audio version
- Narrative can be translated and printed into the student’s primary language
- Paired text by the same author and with the same learning goals to differentiate for readers on lower lexile levels: “Names/Nombres” by Julia Alvarez
- Chunked formatting
- Modified questions
- Modified answer choices

ASSESSMENT(S) *(evidence of learning)*

- 1) Google Form will survey the extent to which students mastered learning expectations.
 - 2) Students may complete survey either on Google Classroom, or via the printed pdf version
-

LESSON PLAN: Math Grade 4

Template for the submission of local exemplars
representative of instruction on a flexible instructional day

PDE review shall verify completeness of submission only, not quality or compliance.

LOCAL EDUCATION AGENCY (LEA) NAME

Community Academy of Philadelphia

English Language Arts ☐ **Math** ☒ **Social Studies** ☐ **Science** ☐ **K-8** ☒ **9-12** ☐

STANDARD(S) ADDRESSED *(include alpha numeric and standard descriptor)*

CC.2.3.4.A.1 Draw lines and angles and identify these in two-dimensional figures.

C.2.3.4.A.2 Classify two dimensional figures by properties of their lines and angles.

CC.2.3.4.A.3 Recognize symmetric shapes and draw lines of symmetry.

LESSON TITLE

Points, Lines, & Planes

LESSON GOALS *(planned instructional outcomes)*

Identify and draw points, lines, line segments, rays and angles. Recognize them in various contexts and familiar figures.

ACTIVITIES *(Step-by-step directions for active student participation in support of planned instructional outcome. If instruction is to be delivered via the Internet, please include alternative pathways for lesson completion for those without Internet access.)*

1. Watch video on Points, Lines, and Planes (Mathantics)
<https://mathantics.com/lesson/points-lines-planes>.
2. Non-technology option: review the written instruction review sheet included in the math FID Packet
3. Complete Simple Solution Lesson 1 included in the math FID Packet.

RESOURCES *(materials and/or tools required to complete the activities)*

Simple Solutions Lesson 1 in the math FID packet

Mathantics Video

Written Instruction review sheet included in the math FID packet

OPPORTUNITIES FOR ACCOMMODATIONS AND MODIFICATIONS *(options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs)*

1. Decrease the amount of problems students are required to complete.
 2. Provide extended time to finish classwork.
 3. Video enabled with subtitles.
 4. Translated instructions and review sheet.
 5. Zoom support scheduled with the Math support teacher.
-

LESSON PLAN: Math Grade 4

Template for the submission of local exemplars
representative of instruction on a flexible instructional day

ASSESSMENT(S) (*evidence of learning*)

Completion of Simple Solutions Packet

LESSON PLAN: Math Grade 9

Template for the submission of local exemplars
representative of instruction on a flexible instructional day

PDE review shall verify completeness of submission only, not quality or compliance.

LOCAL EDUCATION AGENCY (LEA) Community Academy of Philadelphia

English Language Arts <input type="checkbox"/>	Math <input checked="" type="checkbox"/>	Social Studies <input type="checkbox"/>	Science <input type="checkbox"/>	K-8 <input type="checkbox"/>	9-12 <input checked="" type="checkbox"/>
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STANDARD(S) ADDRESSED

A1.1.1 Operations with Real Numbers and Expressions

A1.1.1.3.1 Simplify/evaluate expressions involving properties/laws of exponents, roots and/or absolute value to solve problems (exponents should be integers from -10 to 10).

LESSON TITLE: Exponents, Roots, and Absolute Value

LESSON GOALS

1. Compare/Contrast between positive and negative exponents
2. Apply the Laws of Exponents

ACTIVITIES

1. Complete your Algebra Daily Journal
2. Read pages 19-21 from Keystone Finish Line Algebra Text; work out the sample problems and then complete Questions 1-12 from pages 22-23 of the Finish Line Book. You may either write out your answers and bring in for credit or complete the attached google form with your answers.
3. View EdPuzzle: Law of Exponents and answer the questions included
4. Complete Khan Academy assignments plus the quiz. This lesson is titled Review of Exponents, Roots and Absolute Values on Google Classroom.

Alternate Pathway Internet access:

Complete assignments 1 and 2 on paper. Instead of completing the EdPuzzle and Khan Academy work, they will be assigned two pages of our Algebra Booklet: Improving Math Skills that directly match with working with Exponents, Roots and Absolute Value.

RESOURCES

1. Keystone Finish Line: Algebra Book; either the hard copy of what is posted on Google classroom
 2. Paper, pencil, scientific or graphing calculator
 3. Algebra Booklet: Improving Math Skills
 4. Google Classroom, Khan Academy, and EdPuzzle access for online component
-

LESSON PLAN: Math Grade 9

Template for the submission of local exemplars
representative of instruction on a flexible instructional day

OPPORTUNITIES FOR ACCOMMODATIONS AND MODIFICATIONS

1. Reduction by 50% the number of independent questions being asked to complete.
2. Extra time to complete the EdPuzzle and Khan Academy Assignments
3. Reduction by 50% the number of pages assigned from the Algebra Booklet: Improving Math Skills
4. EdPuzzle videos may be watched on YouTube and then translated for those needing it.

ASSESSMENT(S)

1. Completion of Finish Line questions 1-12 either shown via Google form or brought to school completed on paper.
 2. Completion of EdPuzzle and Khan Academy assignments and quiz
 3. Completion of Algebra Booklet: Improving Math Skills
-

LESSON PLAN: Science Grade 10

Template for the submission of local exemplars
representative of instruction on a flexible instructional day

PDE review shall verify completeness of submission only, not quality or compliance.

LOCAL EDUCATION AGENCY (LEA) NAME. Community Academy of Philadelphia

English Language Arts <input type="checkbox"/>	Math <input type="checkbox"/>	Social Studies <input type="checkbox"/>	Science <input checked="" type="checkbox"/>	K-8 <input type="checkbox"/>	9-12 <input checked="" type="checkbox"/>
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STANDARD(S) ADDRESSED *(include alpha numeric and standard descriptor)*

PA: Assessment Anchors - Science (2007)

PA: Grade 11

Biological Sciences

S11.B.1 Structure and Function of Organisms

S11.B.1.1 Explain structure and function at multiple levels of organization.

S11.B.1.1.1 Explain how structure determines function at multiple levels of organization (e.g., cl

S11.B.1.1.2 Compare and contrast the structural and functional similarities and differences am

LESSON TITLE: Digestive System: Mouth through Esophagus

LESSON GOALS

Essential Question: How is structure related to function at all biological levels of organization?

SWBAT:

1. Differentiate between the salivary glands based on location
2. Compare and contrast the epiglottis's role in the respiratory system to its role in the digestive system.
3. Analyze the function of peristalsis in the esophagus and intestines.

ACTIVITIES

1) Watch the edpuzzle video

<https://edpuzzle.com/assignments/5ea2d07f10495c3f42b22c54/watch>

2) Answer the questions while you watch.

Complete following either on the google doc attached through Google Classroom or use the handout versions provided in class.

3) Complete Salivary Glands / Pharynx and Esophagus Worksheet 1 Google Doc

<https://docs.google.com/document/d/16gLQsUUhSNSF23h5SVQ4lM5baW6i7dIsR8WL2h7kAz0/edit>

4) Complete Salivary Glands / Pharynx and Esophagus Worksheet 2 Google Doc

LESSON PLAN: Science Grade 10

Template for the submission of local exemplars
representative of instruction on a flexible instructional day

<https://docs.google.com/document/d/1yfLxahqQUL03Rcf5qdoHoJv6aZijR-iCTihurZQ0D4I/edit>

RESOURCES)

- 1) <http://www.brainpop.com>
- 2) [Esophagus.pptx](#)
- 3) [Small Intestine.png](#)
- 4) [Intestines.pptx](#)
- 5) [Test Organs-2.TIF](#)
- 6) [Accessory Organs.pptx](#)
- 7) [Digestion Assembly Instructions.docx](#)
- 8) [Mouth.pptx](#)
- [Peristalsis.png](#)

OPPORTUNITIES FOR ACCOMMODATIONS AND MODIFICATIONS

- 1) **Reduction of Number of assignments to those most necessary to reach goals of learning.**
- 2) **Chunking of material**
- 3) **Worksheets translated into language of the learner using Microsoft Word or other appropriate software or human resource**
- 4) **YouTube videos and PowerPoint presentations can be translated within the programs to assist EL students.**

ASSESSMENT(S)

- 1) **Successful completion of the EdPuzzle assignment**
 - 2) **Completion of the Salivary Glands / Pharynx and Esophagus Worksheets**
-

LESSON PLAN: Social Studies Grade 11

Template for the submission of local exemplars
representative of instruction on a flexible instructional day

PDE review shall verify completeness of submission only, not quality or compliance.

LOCAL EDUCATION AGENCY (LEA) NAME

Community Academy of Philadelphia Charter School

English Language Arts ☐ **Math** ☐ **Social Studies** ☒ **Science** ☐**K-8** ☐ **9-12** ☒

STANDARD(S) ADDRESSED *(include alpha numeric and standard descriptor)*

CC.8.5.11-12.A

Cite specific textual evidence to support analysis of primary and secondary sources, connecting insights gained from specific details to an understanding of the text as a whole.

CC.8.5.11-12.B

Determine the central ideas or information of a primary or secondary source; provide an accurate summary that makes clear the relationships among the key details and ideas.

CC.8.5.11-12.D

Determine the meaning of words and phrases as they are used in a text, including analyzing how an author uses and refines the meaning of a key term over the course of a text.

CC.8.5.11-12.E

Analyze in detail how a complex primary source is structured, including how key sentences, paragraphs, and larger portions of the text contribute to the whole.

LESSON TITLE Introduction to Holocaust, Grade 11

LESSON GOALS *(planned instructional outcomes)*

- Define and comprehend meaning of content-specific vocabulary
- Determine various groups of people targeted by the Nazi Party
- Explain the effects of the Holocaust
- Support conclusions with details from the text

ACTIVITIES *(Step-by-step directions for active student participation in support of planned instructional outcome. If instruction is to be delivered via the Internet, please include alternative pathways for lesson completion for those without Internet access.)*

Before: ask students what they know about the Holocaust; have students write responses on Google Doc (or loose-leaf paper)

During: (all work can be done using text and instructional features posted on www.CommonLit.org and connected to Google Classroom, or on the printed pdf version sent home with children in the beginning of the year)

LESSON PLAN: Social Studies Grade 11

Template for the submission of local exemplars
representative of instruction on a flexible instructional day

-
- 1) preview the text to locate the following vocabulary words defined in the margins, read their definitions, and to underline/highlight key phrases/words in each definition
 - 2) read “Introduction to the Holocaust” (CommonLit); underline/highlight key ideas and details as students read
 - 3) complete questions at the end of the text that help students identify central idea, key ideas and details, and text details that support each of their conclusions (on CommonLit or in printed pdf version)
 - 4) Students will receive real-time feedback about their conclusions, explaining why their answer is correct or incorrect

After:

- 1) complete formative assessment via Google Form (or printed version inserted with CommonLit packet sent home with students at the beginning of the year)
 - 2) questions will assess student mastery of targeted vocabulary, identifying the central idea of the text, key ideas and details, and the use of text evidence to support conclusions
-

OPPORTUNITIES FOR ACCOMMODATIONS AND MODIFICATIONS (options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs):

- Provide translated texts in students’ first language
- Chunked formatting
- Guided reading
- Assigned paired and leveled texts for students on lower reading levels, provided by CommonLit or the printed pdf version: “Adolf Hitler”, Jessica McBirney
- Audio version available, in English and in students’ preferred language
- Chunked formatting
- Modified questions
- Modified answer choices

ASSESSMENT(S) (evidence of learning)

- 1) Students will complete a Google Form that surveys mastery of objectives with questions and prompts.
 - 2) Students may complete survey either on Google Classroom, or via the printed pdf version
-

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
May 18, 2020

RESOLUTION: #05-18-2020 __9__

WHEREAS, section 1506 of the School Code, 24 P.S. § 15-1506 allows for the provision of education through Flexible Instructional Days (FID) for up to five days per school year to allow for continuity of education on days when circumstances prevent students from attending school in person,

BE IT RESOLVED THAT the Board approves the application for Flexible Instructional Days for the 2020-21 school year and the two subsequent years following.

Recording of the vote:

Roll Call---	Yea	Nay	Absent	Abstain	Comment
Calcerano, G.	✓	_____	_____	_____	_____
FitzSimmons, J.	✓	_____	_____	_____	_____
Gomez, J.	✓	_____	_____	_____	_____
Hernandez, S.	✓	_____	_____	_____	_____
Holmes, T.	✓	_____	_____	_____	_____
Osoria, M.	✓	_____	_____	_____	_____
Silva Jr., C.	✓	_____	_____	_____	_____
Vasquez, J.	✓	_____	_____	_____	_____
Viola Jr. F.	✓	_____	_____	_____	_____
Williams, W.	✓	_____	_____	_____	_____

(*Note: Those Board members appropriately abstain from their own nomination and election but vote in favor of all others)

Summary: - 10 Y 0 N 0 Ab 0 Abt

The motion has ✓ Passed _____ Failed _____ Been Tabled



Joseph H. Proietta, EDM, CEO, Board Secretary

____ 5/18/2020

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
May 18, 2020

RESOLUTION: #05-18-2020 __10__

WHEREAS, Community Academy of Philadelphia was designated as a Targeted Support and Improvement School as part of the early warning system enforced by the PA Department of Education, and

WHEREAS, this designation requires an improvement plan to be prepared and approved at the local level,

BE IT RESOLVED THAT the Board approves the local Targeted Support and Improvement Plan.

The Board Chair called for unanimous consent:

✓ Passed _____ Failed _____ Been Tabled



_____ 5/18/2020
Joseph H. Proietta, EDM, CEO, Board Secretary

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
May 18, 2020

RESOLUTION: #05-18-2020 11

RESOLVED, that it is in the best interest of Community Academy of Philadelphia Charter School to affirm the previously approved Charter by this Board for the following duration July 1, 2020 to June 30, 2025 with the following change:

The Charter School shall drop its request for an increase in 100 additional students.

FURTHER RESOLVED, the Chair of this Board and the Chief Executive Officer are authorized to sign the Charter.

Recording of the vote:

Roll Call---	Yea	Nay	Absent	Abstain	Comment
Calcerano, G.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FitzSimmons, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gomez, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hernandez, S.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holmes, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osoria, M.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Silva Jr., C.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vasquez, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viola Jr. F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams, W.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(*Note: Those Board members appropriately abstain from their own nomination and election but vote in favor of all others)

Summary: 10 Y 0 N 0 Ab 0 Abt

The motion has ☒ Passed Failed Been Tabled



Joseph H. Proietta, EDM, CEO, Board Secretary

05/18/2020

Meeting Agenda
May 18, 2020
4:00 p.m.
WebEx
1100 E. Erie Ave.
Philadelphia, PA 19124

- I. Call to order**
- II. Amend, Review, and Approve Minutes**
 - a. February 10, 2020
 - b. April 8, 2020
- III. Speakers who wish to address the Board (three (3) minutes maximum per person)**
- IV. Business Office/Accountant's Report**
 - a. Financial Statements
 - b. Resolutions No. 1 through 6
 - c. CAP Insurance
- V. Committee Reports**
 - a. CEO/ HR
 - i. Personnel Updates
 - ii. Proposed 2020-2021 Board Meeting Schedule
 - b. **DCEO for Non-School Operations**
 - i. Updated Three-Year Plan
 - c. **DCEO for School Operations/Principal**
 - i. School-wide Updates
 - 1. 2020-2021 Academic Calendar and Resolution No. 7
 - 2. Resolution No. 8
 - d. **Chief Academic Officer**
 - i. Academic Updates
 - 1. Flexible Instructional Days (FID) Online Application and Resolution No. 9
 - 2. TSI Improvement Plan and Resolution No. 10
 - e. Approved Charter Renewal - Resolution No. 11
- VI. New Business**
- VII. Adjourned and set date for the next Board Meeting**
 - a. Next Board Meeting: Monday, September 21, 2020
 - b. Senior Graduation: Friday, June 12, 2020 | 3:00 PM | Virtual
- VIII. Executive Committee Session** – Board will meet electronically to discuss personal, legal matters, and security plan.