

COMMUNITY ACADEMY OF PHILADELPHIA
Minutes of a Meeting
of the Board of Directors
Held February 8, 2021

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 by videoconference on Monday, February 8, 2021. The following Board members were present at the meeting: Wendy Williams, MSW, Acting Chair of the Board; John M. Fitzsimmons, MD, MBA; Frank Viola, MPA; Marangeli Osoria, BS; Jesus Vasquez, BS-MIS; Jose Gomez, MS; Candido Silva, Jr.; Stephanie Hernandez, Esq.; and TiRease Holmes, MS and MBA. Also present at the meeting were Alberta P. O’Brien, EdD, Chief Executive Officer (“CEO”) of the School; Joseph H. G. Proietta, Founder and President Emeritus of the School; Elizabeth McCluskey, EdD, Chief Academic Officer; Aykema Mabery-Austin, Chief Financial Officer; Kianna Acabeo, BS, Executive Assistant to the CEO; Joseph Martin, financial analyst with Charter Choices, Inc.; and Maria Granholm, Esq. of Duane Morris LLP.

Having met a quorum, Ms. Williams, acting as Chair of the meeting, called the meeting to order at 4:02 p.m.

As the first order of business, Ms. Williams informed the Board of receipt, prior to the commencement of the meeting, of Dr. Fitzsimmons’ resignation from his position as Chair of the Board. Ms. Williams explained that Dr. Fitzsimmons would continue to serve as a member of the Board and Ms. Williams would serve as Acting Chair of the Board until the next election of Board officers. Ms. Williams recommended that her prior position as Vice Chair of the Board remain vacant until the next election of Board officers and the rest of the Board agreed. Ms. Williams, on behalf of the Board and the School’s administration, thanked Dr. Fitzsimmons for his years of service and hard work in his capacity as Chair of the Board and proposed that the Board recognize his service at the next in-person gathering of the Board.

Second, Ms. Williams called for a review of the attached minutes from the regularly scheduled meeting of the Board held on January 11, 2021. The Board reviewed and discussed the draft minutes. Thereafter, upon a motion that was duly made and seconded, the minutes from the meeting of the Board held on January 11, 2021 were unanimously approved. The Board directed that the minutes be placed in the School’s minute book.

Third, Ms. Williams asked if there were any speakers who wished to address the Board and there were none.

Fourth, Ms. Williams requested an Accountant/Business Office update. Mr. Martin directed the Board to the attached unaudited financial statements for the six (6) month period ended December 31, 2020. Mr. Martin first reviewed with the Board the School’s balance sheet at December 31, 2020 and reported that the School’s cash increased from \$9,435,601 at June 30, 2020 and \$11,247,752 at October 31, 2020 to \$11,491,538 at December 31, 2020. Mr. Martin explained that the increase in cash from October 31, 2020 to December 31, 2020 was primarily due to cash reserves continuing to increase in advance of an upcoming Pennsylvania Public School

Employees' Retirement System payment and collection of accounts receivable. Mr. Martin further reported that accounts payable decreased by \$217,845 from October 31, 2020 to December 31, 2020, primarily due to timely payment of invoices. Mr. Martin also reported that the School's current ratio and days of cash on hand continued to increase over the course of the School's fiscal year.

Next, Mr. Martin reviewed with the Board highlights from the School's income statement for the six (6) month period. Mr. Martin noted that the School's revenues are projected to be \$111,110 higher than budgeted due to an increased ratio of special education students and increased collection of CARES Act funds. Mr. Martin further noted that such projected increase in revenue was partially offset by a projected decrease in certain revenues related to the ongoing COVID-19 pandemic and reduced lunch program reimbursements. Mr. Martin next reported that the School's expenses are projected to be \$1,889,679 less than budgeted due to savings in payroll costs, special education services, food program costs and facility and operational costs due to the ongoing COVID-19 pandemic.

Mr. Martin next provided an update to the Board regarding the availability of federal COVID-19-related financial relief. Mr. Martin noted that the School was allocated \$900,000 in CARES Act funding, which amount is continuing to be drawn upon for eligible uses and explained that another round of federal COVID-19 relief is being made available to the education sector and that the School is expected to be allocated \$4,196,357 in additional funding for certain eligible uses. The Board discussed the new COVID-19 relief legislation and appropriate uses of any funds available to the School under such legislation. The Board acknowledged and agreed that such funds would not increase the School's going-forward budget given that they are one-time amounts available to the School, and that such funds should be used only for the School's existing needs, not any expansion or new endeavors which would require ongoing funding beyond the applicable school year(s) in which such amounts are received.

Next, Mrs. Mabery-Austin provided additional insight on current and anticipated changes in revenues and expenditures as well as a brief update regarding changes in rates for the School's healthcare and dental plans in connection with the renewal of such plans, and how such rates compared to budgeted rates.

Fifth, Ms. Williams asked for an update from the CEO. Dr. O'Brien first revisited the earlier discussion regarding additional CARES Act funding and the best use of such funds and provided her input on use of any such funds. Next, Dr. O'Brien updated the Board regarding employee hires and separations since December 7, 2020. Dr. O'Brien reviewed the new hire and separations and discussed changes in the School's personnel and contractor needs due to the ongoing COVID-19 pandemic. The Board discussed the staffing changes, including anticipated timeline for re-hiring a music teacher and reintroducing music into the School's curriculum. Thereafter, the Board discussed the types of student support that may be necessary in connection with reopening after an extended period of virtual learning. Dr. O'Brien reported that the School plans to hold a "summer camp" as an additional method by which to get students reengaged in school and also provide an opportunity for students to prepare for restarting school in the Fall.

Dr. O'Brien next provided a legislative update and reviewed recent gubernatorial legislative initiatives and proposals affecting Pennsylvania charter schools, and, primarily, cyber charter schools.

Next, Dr. O'Brien provided an update to the Board regarding the ongoing COVID-19 pandemic and various matters related thereto. Dr. O'Brien first provided an update related to the distribution and availability of the COVID-19 vaccine for the School's teachers. Dr. O'Brien also informed the Board that the School's gym would be used as a vaccination site, beginning as soon as February 22, 2021, on and off for approximately six (6) weeks. Dr. O'Brien confirmed that the gym would be completely shut off from the rest of the School's building in order to ensure the safety of any personnel or students who may be at the School's building during such time. The Board discussed at length the terms of such use and the safety of the School's personnel and students. Dr. O'Brien also provided an update regarding the School's plans for reopening, including various installations and upgrades throughout the building to promote the safety of those on premises and the School's plan to provide parents the opportunity to decide whether to have their child(ren) continue virtual learning, or begin a hybrid of virtual and in-person learning.

Finally, Dr. O'Brien reminded members of the Board to complete the statement of financial interest form that was previously circulated to the Board, and provided guidance on how to complete such form.

Sixth, Ms. Williams asked for an academic update from the Chief Academic Officer. Dr. McCluskey reviewed the attached Academic Update with the Board. First, Dr. McCluskey provided an update regarding the School's School Progress Report ("SPR") and explained that, in lieu of the typical SPR, and in the absence of new standardized testing data, the School District of Philadelphia (the "School District") recently released End-of-Year Summary Reports for the School for the 2019-2020 school year for the School's K-8 and 9-12 grades, copies of which were included in the Board materials circulated in advance of the meeting. Dr. McCluskey summarized key information/ratings included in the reports and noted that the SPR is being discontinued by the School District in favor of a new tool that will use data from the 2020-2021 school year as its initial baseline. The Board discussed the foregoing updates and the Board's concern with data from the 2020-2021 school year (during an ongoing pandemic) being used as the baseline for the new tool.

Next, Dr. McCluskey discussed the School's annual charter evaluation ("ACE") from the School District and the timing and outlook for the School's ACE. Dr. McCluskey also discussed assessment updates, highlighting for the Board that no announcements had been made by the U.S. Department of Education with respect to any changes to the PSSA and/or Keystone Exams for Spring 2021 and that the School's federally mandated ACCESS testing for English learners was underway. Finally, Dr. McCluskey reviewed with the Board the attached Resolution No. 1, which, if approved, would waive the School's graduation requirement for completion of 30 hours of community service for the class of 2021. The Board discussed, at length, the challenges of obtaining hours of community service in light of the ongoing COVID-19 pandemic, the health and safety of the School's students, the importance of community service and potential alternatives to such graduation requirement. Following such discussion, the Board directed the School's administration to consider potential alternatives to such graduation requirement and, if deemed feasible/appropriate, to take such reasonable steps as may be necessary to implement such

alternative requirement for the class of 2021. Notwithstanding the foregoing, upon a motion duly made and seconded, a majority of the Board approved Resolution No. 1, by roll call vote, as set forth thereon. Dr. Fitsimmons and Ms. Williams abstained from such vote.

Seventh, Ms. Williams asked whether there was any additional new business to come before the Board. The Board briefly discussed the annual Board scholarship awarded to a student at graduation. Ms. Williams announced that if any Board member would like to run for a Board officer position beginning in September the Board member should contact her in order to be considered. Ms. Williams also reminded the Board that the next Board meeting was scheduled for Monday, March 29, 2021, at 4:00 p.m. There being no further business to come before the Board, upon a motion duly made and seconded, the Board unanimously approved the adjournment of the meeting as of 5:07 p.m.

**COMMUNITY ACADEMY OF PHILADELPHIA
BOARD OF TRUSTEES**

Meeting Agenda

February 8, 2021

4:00 p.m.

Zoom Meeting

- I. Call to Order**
- II. Amend, Review, and Approve Minutes**
 - A. January 11, 2021
- III. Speakers who wish to address the Board (three [3] minutes maximum per person)**
- IV. Business Office/Account's Report**
 - A. Financial Statements
- V. Committee Reports**
 - A. CEO**
 - 1. Legislative Update
 - 2. Vaccination Update
 - 3. Reopening Plan Update
 - 4. Statement of Financial Interest Forms
 - 5. Personnel Update
 - B. CAO**
 - 1. Academic Updates
 - 2. Resolution
- VI. New Business**
- VII. Adjourned and set date for the next Board Meeting**
 - A. Next Board Meeting: Monday, March 29, 2021

Community Academy of Philadelphia Charter School

Financial Statements

December 31, 2020

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12/31/2020

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	June 30, 2020	October 31st, 2020	December 31st, 2020
Cash	7,652,270	9,435,601	11,247,752	11,491,538
Cash - Deferred	-	-	-	-
State Receivables	192,767	180,997	-	-
Federal Receivables	344,636	598,591	-	-
Accounts Payable/Accrued Expenses	829,434	773,557	1,047,330	829,484
Accrued Salary and Benefits	1,063,966	1,049,792	212,860	418,236
Metrics	June 30, 2019	June 30, 2020	October 31st, 2020	December 31st, 2020
Current Ratio - SDP standard 1.1	4.39	5.62	8.93	9.21
Days Operating Cash on Hand - SDP standard 60 days	151.38	186.66	198.93	203.25
Unrestricted Net Position - SDP standard at least 16.66%	27.98%	37.41%	43.14%	43.93%
Debt Ratio - SDP standard at most 85%	21.47%	17.09%	10.79%	10.47%

- The school's cash balance increased by \$243,786 between October 31, 2020 to December 31, 2020. This is due to cash reserves for an upcoming PSERS payment and collection of receivables.
- Accounts payable decreased by \$217,845 between October 31, 2020 to December 31, 2020. This is due to timely payments of invoices.
- The school's current ratio, a measure of its ability to meet current payment obligations, increased by 0.284 between October 31, 2020 to December 31, 2020. This is due to increased cash and reduced payables.

- Days of cash on hand increased by 4.3 days between October 31, 2020 to December 31, 2020. This is due to an increase in cash and reduction of payables.

Income Statement

Income Statement Analysis	Year to Date Actuals	Year to Date Budget	YTD Variance - favorable/ (unfavorable)	Projection	Budget	Projection vs. Budget - favorable/ (unfavorable)
Income						
Local Education Agencies Revenue	9,376,239	9,305,196	71,043	19,048,143	18,906,056	142,086
Other Local Revenues	143,239	213,013	(69,775)	530,605	671,561	(140,956)
State Revenue	1,355	2,917	(1,561)	301,333	304,250	(2,917)
Federal Revenue	943,795	796,254	147,541	2,241,991	2,129,095	112,896
Proceeds from Debt	-	-	-	-	-	-
Total Income	10,464,628	10,317,380	147,249	22,122,072	22,010,962	111,110
Expenses						
Salaries and Benefits	6,304,629	6,777,949	473,320	14,096,280	14,737,706	641,426
Rent	675,387	675,387	-	1,184,044	1,184,044	-
Sped Costs	425,232	842,500	417,268	874,644	1,685,000	810,356
Legal	20,970	50,000	29,030	80,970	100,000	19,030
Reserve	-	-	-	-	-	-
Other	799,650	1,243,222	443,573	1,938,554	2,631,337	692,783
Total Expenditures	8,636,560	9,738,608	1,102,048	18,747,508	20,637,187	1,889,679
Reserve				-	-	-
Net Income(loss)	1,828,068	578,772	1,249,297	3,374,564	1,373,776	2,000,788

- The school's revenues are projected to be \$111,110 higher than budgeted. This is due an increased ratio of special education students and increased collection of CARES funds. This is partially offset by an expected decrease in other local revenues related to COVID and reduced lunch program reimbursements.
- The school's expenses are projected to be \$1,889,679 less than budgeted. This is due to significant savings in payroll costs related to staffing, reductions in spending on special education services, reduced food program costs, and reduced plant and operations costs related to COVID.

Financial Updates with Potential Impacts on the PA Charter School Community

PSERS rates to increase in 21-22 to near 35%.

The Public-School Employees' Retirement System board recently approved an employer contribution rate of 34.94% for 2021-22 – up from this year's 34.51% rate. Total state, district and charter contributions will tally just under \$5 Billion for the year, which is needed to sustain the system and its \$44 Billion unfunded liability.

Federal COVID relief

Another round of federal COVID relief is on its way, providing about \$82 billion to education. Here's what it means in terms of funding and support for k-12 education.

The new COVID relief legislation passed has allocated 4x as much funding for K-12 schools as the previous CARES Act. These new funds are to be distributed using the same formula as CARES (which is modeled on the Title One formula) with a little more flexibility. CAP's allocation is \$4,196,357.

The list of eligible uses for these dollars is slightly expanded from the CARES Act. The list includes the following:

(1) Any activity authorized by the ESEA of 1965, including the Native Hawaiian Education Act and the Alaska Native Educational Equity, Support, and Assistance Act (20 U.S.C. 6301 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) ("IDEA"), the Adult Education and Family Literacy Act (20 U.S.C. 1400 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) ("the Perkins Act"), or subtitle B of title VII of the McKinney- Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.).

(2) Coordination of preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.

(3) Providing principals and others school leaders with the resources necessary to address the needs of their individual schools.

(4) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population.

(5) Developing and implementing procedures and systems to improve the preparedness and response efforts of local educational agencies.

(6) Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases.

(7) Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency.

(8) Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under the IDEA and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements.

(9) Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and children with disabilities, which may include assistive technology or adaptive equipment.

(10) Providing mental health services and supports.

(11) Planning and implementing activities related to summer learning and supplemental after school programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, children with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.

(12) Addressing learning loss among students, including low-income students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and children and youth in foster care, of the local educational agency, including by-

(A) Administering and using high-quality assessments that are valid and reliable, to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiating instruction.

(B) Implementing evidence-based activities to meet the comprehensive needs of students.

(C) Providing information and assistance to parents and families on how they can effectively support students, including in a distance learning environment.

(D) Tracking student attendance and improving student engagement in distance education.

(13) School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.

(14) Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement.

(15) Other activities that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the local educational agency.

PDE will have 30 days to apply for PA's share of the ESSER funds, and then, we suspect that there will be a process, similar to that for the CARES Act ESSER funding via eGrants, in which schools will articulate their anticipated uses and apply for funding.

It appears that these funds will run on the same calendar as the CARES Act funds, and must be used by September 30, 2022. We've heard that these funds could be available to schools in early 2021.

Charter Choices will let you know when we hear anything official from PDE, but this should be a great revenue boost.

COMMUNITY ACADEMY OF PHILADELPHIA
Comparative Balance Sheets
at June 30, 2020 and December 31, 2020

	[A] June 30, 2020 (Audited)	[B] December 31, 2020	[B] - [A] Increase (decrease)
<u>ASSETS</u>			
Current Assets			
Cash	9,435,601	11,491,538	2,055,937
Cash - Deferred	-	-	-
State Subsidies Receivable	180,997	-	(180,997)
Federal Subsidies Receivable	598,591	-	(598,591)
Other Receivables	1,600	1,324	(276)
Prepaid Expenses	23,633	-	(23,633)
Total Current Assets	10,240,422	11,492,861	1,252,440
Fixed Assets			
Buildings & Improvements	339,727	339,727	-
Furniture & Equipment	3,440,325	3,440,325	-
Vehicles	213,475	213,475	-
Less: Accumulated Depreciation	(3,567,236)	(3,567,236)	-
Net Fixed Assets	426,291	426,291	-
Other Assets			
Deferred Outflow of Resources	3,061,374	3,061,374	-
Net Other Assets	3,061,374	3,061,374	-
TOTAL ASSETS	13,728,087	14,980,527	1,252,440
<u>LIABILITIES & EQUITY</u>			
LIABILITIES			
Current Liabilities			
Accounts Payable & Accrued Expenses	773,557	829,484	55,927
Payroll Accruals	1,049,792	418,236	(631,556)
Current Portion of Long-Term Financing	-	-	-
Due from Bond Proceeds	-	-	-
Deferred Revenue	-	-	-
Total Current Liabilities	1,823,350	1,247,721	(575,629)
Long-Term Liabilities			
Pension Liability	22,409,000	22,409,000	-
OPEB Liability	1,019,000	1,019,000	-
Deferred Inflow of Resources	1,886,255	1,886,255	-
Deferred Rent	539,365	539,365	-
Total Long-Term Liabilities	25,853,620	25,853,620	-
TOTAL LIABILITIES	27,676,970	27,101,341	(575,629)
EQUITY			
Invested in capital assets, net of related debt	423,818	423,818	-
Amount provided for Pensions	(22,262,039)	(22,262,039)	-
Committed	6,025,000	6,025,000	-
Unrestricted	1,864,339	3,692,407	1,828,068
TOTAL EQUITY	(13,948,882)	(12,120,814)	1,828,068
TOTAL LIABILITIES & EQUITY	13,728,087	14,980,527	1,252,440

Balance Sheet Metrics

Current Ratio	5.62	9.21	3.59
Days Cash on Hand	186.66	203.25	16.58

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BUDGET to ACTUAL REPORT
For the Six Months Ending December 31, 2020

	Year-to-date Actual	Year-to-date Budget	YTD Variance - favorable/ (unfavorable)	End-of-year Projection	FY2021 Budget	EOY Variance - favorable/ (unfavorable)
ADM						
Regular	919	930	(11)	922	930	(8)
Special Education	301	290	11	298	290	8
Rates						
Regular	10,836	10,836	0	10,836	10,836	0
Special Education	30,442	30,442	(0)	30,442	30,442	(0)
Revenue						
School District - Regular Ed	5,081,355	5,124,633	(43,278)	9,991,269	10,077,824	(86,555)
School District - Special Ed	4,294,884	4,180,563	114,321	9,056,874	8,828,232	228,642
Total Local Educational Agency Revenue	9,376,239	9,305,196	71,043	19,048,143	18,906,056	142,086
Interest Income	10,604	8,750	1,854	22,158	17,500	4,658
Food Service Revenue	-	2,500	(2,500)	-	5,000	(5,000)
Bookstore Sales	2,876	30,000	(27,124)	5,520	60,000	(54,480)
Federal IDEA Revenue Pass Through	-	-	-	245,534	245,534	-
Rental Revenue	91,763	91,763	-	183,527	183,527	-
Contributions & Donations	6,000	2,000	4,000	6,000	4,000	2,000
Daycare revenue	27,010	41,000	(13,990)	61,270	82,000	(20,730)
Prom Revenue	-	9,000	(9,000)	-	18,000	(18,000)
Honor Banquet Revenue	-	2,500	(2,500)	-	5,000	(5,000)
Revenue from School Activities	400	22,500	(22,100)	400	45,000	(44,600)
Miscellaneous Revenue	4,585	3,000	1,585	6,196	6,000	196
Total Local Revenue -Other	143,239	213,013	(69,775)	530,605	671,561	(140,956)
Rent Reimbursement	-	-	-	183,000	183,000	-
Healthy and Safety Grant	-	-	-	90,000	90,000	-
Health Services Reimbursement	-	-	-	22,500	22,500	-
PA Subsidy for Milk, Lunch and Breakfast Program	1,355	2,917	(1,561)	5,833	8,750	(2,917)
Total State Revenues	1,355	2,917	(1,561)	301,333	304,250	(2,917)
Title I - Improving Basic Programs	462,187	462,187	-	1,156,070	1,156,070	-
Title II- Improving Teacher Quality	34,640	34,640	-	86,600	86,600	-
Ready to Learn	-	-	-	102,297	102,297	-
Title III	15,208	15,208	-	38,019	38,019	-
Title IV	32,007	32,007	-	80,017	80,017	-
Medical Assistance (ACCESS)	-	-	-	-	20,000	(20,000)
CARES	363,661	216,796	146,865	637,321	433,592	203,729
Fed Subsidy for Milk, Lunch and Breakfast Program	36,093	35,417	677	141,667	212,500	(70,833)
Total Federal Revenues	943,795	796,254	147,541	2,241,991	2,129,095	112,896
TOTAL REVENUE	10,464,628	10,317,380	147,249	22,122,072	22,010,962	111,110

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BUDGET to ACTUAL REPORT
For the Six Months Ending December 31, 2020

	Year-to-date Actual	Year-to-date Budget	YTD Variance - favorable/ (unfavorable)	End-of-year Projection	FY2021 Budget	EOY Variance - favorable/ (unfavorable)
<u>Expenses</u>						
Salaries	4,181,648	4,312,044	130,396	9,288,610	9,549,402	260,792
Medical Insurance	595,951	840,070	244,119	1,480,369	1,680,140	199,771
Dental Insurance	33,995	41,185	7,190	73,011	82,370	9,359
Life & Disability Insurance	3,811	7,000	3,189	7,651	14,000	6,349
Social Security - Employer	318,407	329,871	11,464	707,671	729,517	21,847
Retirement Contributions	1,079,813	1,152,707	72,894	2,346,347	2,492,135	145,788
Tuition Reimbursement	44,981	49,750	4,769	99,500	99,500	-
Unemployment Compensation	21,500	25,000	3,500	51,973	50,000	(1,973)
Workers' Compensation	24,522	20,321	(4,202)	41,149	40,641	(508)
Employee Training & Development	6,290	17,500	11,210	20,873	35,000	14,127
General Supplies	199,187	269,610	70,423	539,219	539,219	-
Books & Periodicals	142,676	77,500	(65,176)	155,000	155,000	-
Furniture / Equipment	268,016	72,050	(195,966)	418,016	144,100	(273,916)
International Studies	-	-	-	50,000	165,000	115,000
Travel	421	12,250	11,829	1,421	24,500	23,079
SPED Student Transportation	18,233	87,500	69,267	68,233	175,000	106,767
Postage / Delivery	3,317	5,250	1,933	8,567	10,500	1,933
Food Expense	2,638	17,500	14,862	8,638	35,000	26,362
Advertising	299	1,250	951	2,500	2,500	-
Dues & Fees	23,597	43,000	19,403	86,000	86,000	-
Finance Charges & Late Fees	-	250	250	-	500	500
Miscellaneous Expenses	3,675	10,000	6,325	14,675	20,000	5,325
Consultant / Outside Services	88,575	287,500	198,925	280,242	575,000	294,758
Sped Outside Services	406,998	755,000	348,002	806,410	1,510,000	703,590
Legal	20,970	50,000	29,030	80,970	100,000	19,030
Accountant	48,126	48,126	-	96,144	96,144	-
Audit	20,000	20,000	-	20,000	20,000	-
Payroll Expense	12,480	16,500	4,020	25,185	33,000	7,815
Rent - Erie	675,387	675,387	-	1,184,044	1,184,044	-
Insurance - General	101,258	72,566	(28,692)	145,132	145,132	-
Cleaning	66,832	91,796	24,964	158,932	183,592	24,660
Repairs & Maintenance	64,485	64,500	15	128,985	129,000	15
Copier Lease / Rentals	39,689	42,500	2,811	82,189	85,000	2,811
Communications	6,839	17,500	10,661	21,839	35,000	13,161
Utilities	41,161	85,000	43,839	100,514	170,000	69,486
Capital Projects	-	-	-	-	-	-
Food Service Contract	70,782	120,625	49,843	147,500	241,250	93,750
TOTAL EXPENDITURES	8,636,560	9,738,608	1,102,048	18,747,508	20,637,187	1,889,679
RESERVE				-	-	-
NET CHANGE IN FUND BALANCE	1,828,068	578,772	1,249,297	3,374,564	1,373,776	2,000,788

Community Academy of Philadelphia, CS
Employee Summary Report Since December 7, 2020

New Hires				
Employee	Title	Action	Date	Pay Rate
SPECIAL EDUCATION				
Elvina Coleman-Lee	Special Education Teacher	Contractor	1.20.2021	\$65.00
Separated Employees				
Employee	Title	Action	Date	Pay Rate
ELEMENTARY SCHOOL				
Carolann Gosweiler	Music Teacher	Laid Off	1.12.2021	\$67,751.00
SPECIAL EDUCATION				
Stephanie Quinn	Special Education Teacher	Resigned	1.14.2021	\$73,286.00



Community Academy of Philadelphia
a Pennsylvania Charter School

Chief Academic Officer

1100 East Erie Avenue
Philadelphia, PA 19124

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www.communityacademy.org

Board Meeting Academic Update February 8, 2021

School Progress Report (SPR):

- In place of the typical School Progress Report (SPR) and in the absence of new standardized testing data, the School District of Philadelphia recently released the End-of-Year Summary Report for SY 2019-20; the K-8 Elementary and 9-12 High School reports are attached
- Most ratings are listed as unavailable but some new ratings are included tied to school climate, e.g. attendance, suspension, parent and student surveys or college and career in the HS
- Please note: the SPR is being discontinued by the Philadelphia School Board in favor of a new tool that will begin with data from the 2020-21 SY. It will be based on their Goals and Guardrails. More info on those here: <https://www.philasd.org/schoolboard/goals-and-guardrails>

Update on Annual Charter Evaluation (ACE)

- The release of the 2019-20 ACE is expected soon; the Charter School Office has noted the ACE will omit a number of metrics and will use the most recent 2018-19 testing data

Assessment Updates

- To date, no announcements have been made by the US Department of Education with regard to changes the Spring 2021 standardized testing, i.e. the PSSA for grades 3-8 and Keystone Exams for grades 9-11
- Federally mandated ACCESS testing for English Learners (ELs) is underway at CAP; there have been challenges with participation
- The Charter School Office has announced that ACCESS for ELs rating on the 2020-21 ACE will be marked "n/a" to allow for the numerous challenges to getting the 100% participation rate the standard typically demands

Community Service Graduation Requirement

- For the consideration of the Board: a waiver of the CAP Graduation requirement for completion of 30 hours of community service for the Class of 2021
- While CAP advocates service to one's community, it is recognized that current safety concerns stemming from the COVID-19 pandemic may make it difficult to impossible for seniors to complete this graduation requirement. Therefore, the proposition is raised to waive this requirement for the CAP Class of 2021 only.

**COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
February 8, 2021**

RESOLUTION: #2-8-2021 1

WHEREAS, The Community Academy of Philadelphia graduation requirements include a requirement that seniors complete 30 hours of community service;

WHEREAS, Current conditions related the COVID-19 pandemic present significant challenges related to the health and safety of students in the Class of 2021 in the completion of these 30 hours of community service;

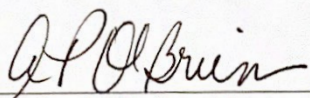
BE IT RESOLVED, the graduation requirement for 30 hours of community service will be waived for the Class of 2021 only.

Recording of the vote:

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

Summary: ✓ Y N Ab Abt

The motion has ✓ PASSED FAILED BEEN TABLED


02/8/2021

Alberta P. O'Brien, EDD, Board Secretary

2019-2020 End-of-Year Report

Community Academy of Philadelphia Charter School (HS)

School Code	3301	Report Type	HS
Sector	Charter	Grades in Report	9-12
Address	1100 E Erie Ave	Enrollment	597
Phone	215-533-6700	Admissions Category	Citywide
Website	communityacademy.org	Turnaround Model	N/A

Due to the impacts of the global COVID-19 pandemic in the Spring of 2020, the School District of Philadelphia will not produce the School Progress Reports (SPR) for the 2019-2020 academic year. Many of the metrics usually included in the SPR are not comparable to previous years; for others, results are not available. This End-of-Year report provides unscored information about the metrics for which 2019-20 data are available and provides prior years' data for comparison. For more information about why some metrics are not available and why others are significantly different from previous years, see www.philasd.org/performance/eoy.

	2017-18	2018-19	2019-20	Pandemic Notes
			(see FAQ for full explanation)	
Achievement				
Keystone Exams				
Literature - % Proficient or Advanced	40%	30%	Unavailable (COVID)	The state of Pennsylvania cancelled all spring Keystone exams for the 2019-2020 school year.
Literature - % Advanced	4%	2%	Unavailable (COVID)	
Algebra I - % Proficient or Advanced	15%	13%	Unavailable (COVID)	
Algebra I - % Advanced	2%	2%	Unavailable (COVID)	
Biology - % Proficient or Advanced	31%	22%	Unavailable (COVID)	
Biology - % Advanced	4%	5%	Unavailable (COVID)	
ACCESS for ELLs: % 4.5 or Above	5%	3%	Not Provided by Source	
Progress				
Keystone Exams				
Literature - Average Growth Index (AGI)	4.97	0.65	Unavailable (COVID)	The state of Pennsylvania cancelled all spring Keystone exams for the 2019-2020 school year and will not release full-year Keystone AGI values.
Literature - AGI for Lowest-Performing 33%	0.18	-3.83	Unavailable (COVID)	
Algebra I - AGI	2.47	1.39	Unavailable (COVID)	
Algebra I - AGI for Lowest-Performing 33%	0.95	2.93	Unavailable (COVID)	
Biology - AGI	4.90	3.97	Unavailable (COVID)	
Biology - AGI for Lowest-Performing 33%	2.45	3.63	Unavailable (COVID)	
% of On-Track Students Earning Credits for Promotion	93%	92%	87%	These metrics may have been affected by school closures in spring 2020.
% of Off-Track Students Earning Credits for Promotion	69%	76%	86%	
ACCESS for ELLs: % Meeting Growth Target	Data Not Available	Data Not Available	Not Provided by Source	

	2017-18	2018-19	2019-20	Pandemic Notes	
Climate					
% Attending 95% or More of Days	44%	48%	62%	For 2019-2020, these metrics include data only through mid-March. In previous years, these metrics were calculated through the end of the school year (i.e., June).	
% Attending 90-95% of Days	27%	27%	22%		
% Attending 85-90% of Days	14%	12%	6%		
% Attending 80-85% of Days	5%	6%	4%		
% Attending Less than 80% of Days	10%	8%	6%		
Students with Zero OSS	97%	94%	95%		
Students with Zero ISS	93%	96%	95%		
Annual Retention Rate	90%	94%	Unavailable (COVID)	Due to enrollment disruptions, this metric was not calculated.	
Student Survey: Climate	64%	62%	61%	Survey window was open through June. Responses and participation rates may have been affected by the school closures in Spring 2020.	
Student Survey Response Rate	N/A	N/A	26%		
Parent Survey: Climate	86%	88%	86%		
Parent Survey Response Rate	11%	16%	22%		
College and Career					
Four-Year Cohort Graduation Rate	89%	90%	93%	These metrics may have been affected by school closures in Spring 2020.	
First-Fall College Matriculation Rate	53%	48%	Not Provided by Source		
AP, IB, NOCTI, Dual Enrollment Participation & Performance	9%	14%	Unavailable (COVID)	Some of these assessments were cancelled in Spring 2020.	
% Participating Not Meeting Threshold	25%	20%	Unavailable (COVID)		
% Not Participating	66%	66%	Unavailable (COVID)		
SAT & ACT Participation & Performance	12%	5%	11%	Some of these assessments were cancelled in Spring 2020, but most students take before 12th grade.	
% Participating Not Meeting Threshold	65%	57%	41%		
% Not Participating	23%	38%	48%		
FAFSA Completion Rate	82%	66%	Not Provided by Source	These metrics may have been affected by school closures in Spring 2020.	
Student Survey: College & Career Readiness	42%	41%	46%		
Educator Effectiveness					
% of Teachers Attending 95% or More of Days	Data Not Available	Data Not Available	Not Applicable	These metrics may have been affected by school closures in Spring 2020.	
% with an MMS Rating of Distinguished	N/A	Data Not Available	Not Applicable		
% with an MMS Rating of Proficient	N/A	Data Not Available	Not Applicable		
Student Survey: Instructional Quality	50%	58%	61%		

2019-2020 End-of-Year Report

Community Academy of Philadelphia Charter School (K8)

School Code	3301	Report Type	K8
Sector	Charter	Grades in Report	K-8
Address	1100 E Erie Ave	Enrollment	628
Phone	215-533-6700	Admissions Category	Citywide
Website	communityacademy.org	Turnaround Model	N/A

Due to the impacts of the global COVID-19 pandemic in the Spring of 2020, the School District of Philadelphia will not produce the School Progress Reports (SPR) for the 2019-2020 academic year. Many of the metrics usually included in the SPR are not comparable to previous years; for others, results are not available. This End-of-Year report provides unscored information about the metrics for which 2019-20 data are available and provides prior years' data for comparison. For more information about why some metrics are not available and why others are significantly different from previous years, see www.philasd.org/performance/eoy.

	2017-18	2018-19	2019-20 (see FAQ for full explanation)	Pandemic Notes
Achievement				
PSSA - ELA: % Proficient or Advanced	42%	42%	Unavailable (COVID)	The state of Pennsylvania cancelled all spring PSSA exams for the 2019-2020 school year.
% Proficient or Advanced - Grade 3	66%	42%	Unavailable (COVID)	
% Proficient or Advanced - Grade 4	47%	68%	Unavailable (COVID)	
% Proficient or Advanced - Grade 5	35%	30%	Unavailable (COVID)	
% Proficient or Advanced - Grade 6	44%	43%	Unavailable (COVID)	
% Proficient or Advanced - Grade 7	28%	41%	Unavailable (COVID)	
% Proficient or Advanced - Grade 8	38%	33%	Unavailable (COVID)	
PSSA - ELA: % Advanced	8%	7%	Unavailable (COVID)	
% Reading at Grade Level - Grades K-2	60%	63%	Unavailable (COVID)	
ACCESS for ELLs: % 4.5 or Above	7%	11%	Not Provided by Source	
PSSA - Math: % Proficient or Advanced	17%	19%	Unavailable (COVID)	The state of Pennsylvania cancelled all spring PSSA exams for the 2019-2020 school year.
% Proficient or Advanced - Grade 3	45%	37%	Unavailable (COVID)	
% Proficient or Advanced - Grade 4	14%	30%	Unavailable (COVID)	
% Proficient or Advanced - Grade 5	13%	16%	Unavailable (COVID)	
% Proficient or Advanced - Grade 6	19%	7%	Unavailable (COVID)	
% Proficient or Advanced - Grade 7	7%	17%	Unavailable (COVID)	
% Proficient or Advanced - Grade 8	10%	7%	Unavailable (COVID)	
PSSA - Math: % Advanced	4%	4%	Unavailable (COVID)	
PSSA - Science: % Proficient or Advanced	39%	56%	Unavailable (COVID)	The state of Pennsylvania cancelled all spring PSSA exams for the 2019-2020 school year.
% Proficient or Advanced - Grade 4	68%	85%	Unavailable (COVID)	
% Proficient or Advanced - Grade 8	17%	27%	Unavailable (COVID)	
PSSA - Science: % Advanced	13%	23%	Unavailable (COVID)	

	2017-18	2018-19	2019-20	Pandemic Notes
Progress				
PSSA				
ELA - Average Growth Index (AGI)	-0.88	1.39	Unavailable (COVID)	The state of Pennsylvania cancelled all spring PSSA exams for the 2019-2020 school year and will not release full-year PSSA AGI values.
Math - AGI	2.55	-1.20	Unavailable (COVID)	
Science - Grade 4 - AGI	4.25	4.64	Unavailable (COVID)	
Science - Grade 8 - AGI	-1.49	-1.33	Unavailable (COVID)	
ELA - AGI for Lowest-Performing 33%	-2.20	1.15	Unavailable (COVID)	
Math - AGI for Lowest-Performing 33%	-0.79	1.01	Unavailable (COVID)	
ACCESS for ELLs: % Meeting Growth Target	Data Not Available	Data Not Available	Not Provided by Source	
Climate				
% Attending 95% or More of Days	49%	55%	59%	For 2019-2020, these metrics include data only through mid-March. In previous years, these metrics were calculated through the end of the school year (i.e., June).
% Attending 90-95% of Days	29%	27%	24%	
% Attending 85-90% of Days	13%	9%	8%	
% Attending 80-85% of Days	5%	4%	4%	
% Attending Less than 80% of Days	4%	4%	5%	
Students with Zero OSS	98%	98%	99%	
Students with Zero ISS	95%	96%	97%	
Annual Retention Rate	96%	98%	Unavailable (COVID)	Due to enrollment disruptions, this metric was not calculated.
Student Survey: Climate	72%	64%	76%	Survey window was open through June. Responses and participation rates may have been affected by the school closures in Spring 2020.
Student Survey Response Rate	N/A	N/A	35%	
Parent Survey: Climate	92%	88%	88%	
Parent Survey Response Rate	21%	27%	22%	
Educator Effectiveness				
% of Teachers Attending 95% or More of Days	Data Not Available	Data Not Available	Not Applicable	These metrics may have been affected by school closures in Spring 2020.
% with an MMS Rating of Distinguished	N/A	Data Not Available	Not Applicable	
% with an MMS Rating of Proficient	N/A	Data Not Available	Not Applicable	
Student Survey: Instructional Quality	64%	68%	79%	