

Meeting Agenda

September 21, 2020

4:00 p.m.

Zoom Meeting

- I. Call to order**
- II. Amend, Review, and Approve Minutes**
 - a. May 18, 2020
 - b. August 6, 2020
- III. Speakers who wish to address the Board (three (3) minutes maximum per person)**
- IV. Elections**
 - a. Members: **Resolution #1**
 - i. **Resolution #2 - WITHDRAWN**
 - b. **Board Oath of Office Affirmation**
 - c. Officers: **Resolution #3**
 - d. CEO Contract: **Resolution #4**
- V. Business Office/Accountant's Report**
 - a. Financial Statements
 - b. Revised Budget SY 2020-2021: **Resolution #5**
 - c. Approval of Form 990: **Resolution #6**
 - d. Approval of PNC Line of Credit: **Resolution #7**
- VI. Administration Reports**
 - a. **CEO/DCEO**
 - i. Personnel Updates
 - ii. Enrollment Waitlist Summary
 - iii. Research Study Abstracts Discussion
 - iv. Approval of Principals: **Resolution #8**
 - v. Reorganization Chart
 - b. **DCEO for Non-School Operations**
 - i. 3-Year Capital Plan
 - ii. School Safety and Security Coordinator: **Resolution #9**
 - c. **Chief Academic Officer**
 - i. Academic Update
 - ii. Adoption of Revised Student Records & Retention Policy with **Resolution #10**
 - iii. Adoption of Removal of Senior Project Requirement: **Resolution #11**
 - iv. Adoption of Courses: **Resolution #12**
 - v. Adoption of Text: **Resolution #13**
- VII. New Business**
- VIII. Adjourned and set date for the next Board Meeting**
 - a. Next Board Meeting: Monday, December 14, 2020
- IX. Executive Committee Session**

COMMUNITY ACADEMY OF PHILADELPHIA
Minutes of a Meeting
of the Board of Directors
Held September 21, 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 by videoconference on Monday, September 21, 2020. The following Board members were present at the meeting: John M. Fitzsimmons, MD, MBA, Chair of the Board; Wendy Williams, MSW, Vice Chair of the Board; Frank Viola, Jr., MA, MPA, Board Treasurer; Marangeli Osoria, BS; Guy Calcerano, MBA; Jesus Vasquez, BS-MIS; Candido Silva, Jr.; Stephanie Hernandez, Esq.; TiRease Holmes, MS and MBA (who joined the meeting after it commenced); 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.; Joseph Martin, financial analyst with Charter Choices, Inc.; and Maria Granholm, Esq. of Duane Morris LLP. Board member Jose Gomez, MS was absent from the meeting.

Having met a quorum, Dr. Fitzsimmons called the meeting to order at 4:01 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 May 18, 2020, and the attached minutes from the special, emergency meeting of the Board held on August 6, 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 May 18, 2020 and August 6, 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 informed the Board that the three (3)-year Board terms of each Messrs. Calcerano and Mr. Vasquez were expiring and Mr. Vasquez was up for re-election to the Board. Dr. Fitzsimmons explained that Mr. Calcerano was offered the opportunity to stand for re-election but declined such offer. Mr. Calcerano thanked the Board for the opportunity to serve, said a few words regarding his choice not to stand for re-election and conveyed his best wishes to the School and the Board. Dr. Fitzsimmons, on behalf of the Board, thanked Mr. Calcerano for his years of service. Mr. Calcerano left the meeting at 4:06 p.m. Given Mr. Calcerano’s decision not to stand for re-election, the Board agreed that the proposed Resolution No. 2, relating to the re-election of Mr. Calcerano, which was included in the Board materials for the meeting, should be withdrawn. Following a brief discussion and a motion duly made and seconded, the Board, with the exception of Mr. Vasquez, who abstained from the vote, approved by roll call vote, Resolution No. 1 attached hereto, nominating and electing Mr. Vasquez for a new three (3)-year Board term.

Fourth, Dr. Fitzsimmons called for each member of the Board and each officer or employee of the School present at the Board meeting to review and affirm the **attached** Oath of Office. Mr. Joseph Proietta read the Oath of Office aloud to all present. Thereafter, each member of the Board and each officer present at the meeting and identified on the attached Oath of Office verbally affirmed such Oath of Office.

Fifth, Dr. Fitzsimmons called for the election of Board officers. The Board nominated Dr. Fitzsimmons for re-election as Chair of the Board, Ms. Williams for re-election as Vice Chair of the Board, Mr. Viola for re-election as Treasurer of the Board, Dr. O'Brien for election as *ex-officio* Secretary of the Board and Ms. Acabeo for re-election as Assistant Secretary of the Board, each for a term of one (1) year. There being no further nominations, a discussion of such nominations ensued. Ms. Holmes joined the meeting during such discussions, at 4:09 p.m. Dr. Fitzsimmons explained to the Board that, as discussed at prior Board meetings, he had planned not to stand for re-election as Chair of the Board at this meeting; however, given the challenges facing the School and the Board due to the ongoing COVID-19 pandemic, he would be willing to continue to serve as Chair of the Board, if re-elected, but would plan to resign from such Board officer in February, or thereafter, at which time the Vice Chair of the Board would become Chair, and the Vice Chair position would become vacant. Dr. Fitzsimmons confirmed that he plans to remain a member of the Board even after stepping down as Chair of the Board. Mr. Viola also discussed his intentions to step down as Treasurer, but assured the Board that, if re-elected, he would be willing to continue to serve in such position as long as necessary to ensure a smooth transition, but with a preference to transition in one of the next several Board meetings. Following such discussion, upon a motion duly made and seconded, the Board approved Resolution No. 3 **attached** hereto related to the nomination and election of a full slate of Board officers, by roll-call vote, with each individual nominated and elected abstaining with respect to the nomination and election of himself or herself, as applicable.

Sixth, Dr. Fitzsimmons called for the annual election of the President and CEO of the School. The Board nominated Dr. O'Brien to serve as President and CEO beginning November 1, 2020, immediately following Mr. Joseph Proietta's retirement as President and CEO, which will be effective October 31, 2020. The Board briefly discussed the nomination and matters related to President and CEO succession planning and the proposed Employment Agreement between the School and Dr. O'Brien, which agreement was provided to the Board in advance of the meeting. Following such discussion, Dr. Fitzsimmons reviewed with the Board Resolution No. 4 **attached** hereto related to the foregoing. The Board requested that such resolution be revised to include approval of the Employment Agreement. Thereafter, upon a motion duly made and seconded, the Board approved Resolution No. 4, as revised, by roll-call vote.

Seventh, Dr. Fitzsimmons requested an Accountant/Business Office update. Mr. Whisman first reported to the Board that the School's audited financial statements for the fiscal year ended June 30, 2020 were underway and that no material issues were anticipated in connection with such audit. Next, Mr. Whisman directed the Board to the **attached** unaudited financial statements for the two (2) month period ended August 31, 2020 and noted that such financial statements had been previously reviewed and discussed at a meeting of the Finance Committee. Mr. Whisman reviewed with the Board the School's Balance Sheet at August 31, 2020, compared to June 30, 2020 (unaudited) and reported that the School's cash increased from \$9,435,601 at June 30, 2020 to \$10,604,426 at August 31, 2020. Mr. Whisman further reported that current liabilities decreased

from \$1,863,207 at June 30, 2020 to \$1,243,590 at August 31, 2020, primarily as a result of payment of accrued payroll and other accrued expenses over the months of July and August.

Eighth, Mrs. Mabery-Austin reviewed with the Board the **attached** proposed revised budget for fiscal year 2020-2021 (the “Revised Budget”). Mrs. Mabery-Austin reviewed a number of differences between the Revised Budget and the budget approved at the last Board meeting, including changes to revenues from the School District of Philadelphia (the “School District”) due to a reduction in the number of students and an increase in per student allotment from the School District, changes to revenues and expenses related to the School’s smaller lunch program resulting from classes being largely virtual and allocation of amounts received by the School under the CARES Act (including a new health and safety grant). Mr. Viola noted the inclusion of a reserve balance in the Revised Budget, and explained that such reserve balance was viewed by the Financial Committee as necessary and appropriate given the uncertain financial impact of the ongoing COVID-19 pandemic on the School. The Board discussed, and asked questions regarding, the Revised Budget and acknowledged that the Revised Budget may need to be further revised as the school year proceeds given the financial uncertainty resulting from the ongoing COVID-19 pandemic. Following such discussions, upon a motion duly made and seconded, the **attached** Resolution No. 5, related to the Revised Budget, was unanimously approved by roll-call vote.

Ninth, Mrs. Mabery-Austin reviewed with the Board the Form 990 for the School for the year beginning July 1, 2018 and ended June 30, 2019 to be filed with the Internal Revenue Service, a copy of which was provided to Board members for review in advance of the Board meeting. Mrs. Mabery-Austin advised that the Form 990 was reviewed and discussed by the Finance Committee in advance of the meeting. After a brief discussion regarding the Form 990, upon a motion that was duly made and seconded, the Board unanimously adopted Resolution No. 6 **attached** hereto, regarding the Form 990 and filing thereof.

Tenth, Mrs. Mabery-Austin reviewed with the Board the **attached** Resolution No. 7 regarding renewing the School’s \$1,000,000 line of credit with PNC. The Board discussed the terms of, and costs associated with, the renewal of such line of credit. Following such discussion, upon a motion duly made and seconded, the Board approved Resolution No. 7 by roll-call vote.

Eleventh, Dr. Fitzsimmons requested an update from the CEO and Deputy CEO. Mr. Joseph Proietta asked Dr. O’Brien, as the current Deputy CEO and incoming CEO, to provide such an update. Dr. O’Brien first reviewed with the Board a report reflecting new hires and separated employees since May 18, 2020. The Board discussed the basis for such separations and new hires and to what extent such employee changes were due to the ongoing COVID-19 pandemic. The Board suggested that the chart be expanded for future Board meetings to include employee promotions.

Next, Dr. O’Brien provided the Board with an overview regarding the School’s operations thus far for the 2020-2021 school year, including the combination of virtual and in-person instruction that is being provided to students, additional support being provided to special education students, how often students and employees are physically present in the School’s building and the status of the School’s enrollment. Dr. O’Brien reviewed the **attached** enrollment summary, separated by grade, with the Board, noting that the School currently has 1,094 students

on its waitlist. The Board discussed and asked questions regarding enrollment, and acknowledged that the School's waitlist is a positive indicator of the quality of education the School provides.

Dr. O'Brien next informed the Board that two (2) research studies are being conducted at the School, with student involvement – one (1) is a study being conducted by an employee for a thesis for a master's degree, and relates to nutrition and injury prevention, and the other is a study being conducted by an employee for a dissertation for a doctorate degree and relates to challenges associated with a virtual learning for students with learning disabilities. Dr. O'Brien confirmed to the Board that the appropriate consent forms and other documentation for such studies have been obtained. The Board discussed the studies, including how such studies were being conducted (virtually versus in-person), and whether the School would be named in such studies.

Next, Dr. O'Brien presented to the Board Resolution No. 8 **attached** hereto regarding the promotion of two (2) employees to High School Principal and Elementary School Principal. Dr. O'Brien also reviewed with the Board an organizational chart, which was updated to reflect such promotions and other changes for the 2020-2021 school year. Following a brief discussion of the resolution and the updated organizational chart, upon a motion duly made and seconded, the Board approved Resolution No. 8 by roll-call vote.

Twelfth, Dr. Fitzsimmons asked for an update from the Deputy CEO of Non-Academic Operations. Mr. John Proietta, in his capacity as such, reviewed with the Board the **attached** updated Three Year Capital Plan for the 2020-2021 school year through the 2022-2023 school year (the "Capital Plan"). Mr. John Proietta provided an overview of the Capital Plan and provided details regarding recent capital expenditures and issues in connection with a recent shipment of computers for student use. Following a brief discussion regarding the foregoing, Mr. John Proietta presented to the Board Resolution No. 9 **attached** hereto regarding the appointment of the School's Security Captain as School Safety and Security Coordinator. The Board discussed the proposed appointment, including the experience of the candidate and the responsibilities and salary adjustment associated with such appointment. Thereafter, upon a motion duly made and seconded, the Board unanimously approved Resolution No. 9.

Thirteenth, 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 professional development and student engagement efforts and initiatives, including upcoming professional development days and a new online professional development resource for teachers. Next, Dr. McCluskey discussed with the Board the recommendation that the senior project graduation requirement be eliminated for the 2020-2021 school year. The Board discussed the recommendation at length, including whether a less demanding graduation requirement could be required in the event that the School returns to in-person classes, which project would develop research and oral skills similar to those required for the traditionally required senior project. Dr. McCluskey agreed to consider, and discuss with the appropriate teachers, potential alternatives to the senior project, and whether such an alternative project would be realistic in light of the unusual challenges facing teachers and students this school year. Following such discussion, upon a motion duly made and seconded, the Board approved Resolution No. 11 **attached** hereto, by roll-call vote. Dr. McCluskey then provided the Board with an update regarding state assessment and rating systems, including reminding the Board that, due to the ongoing COVID-19 pandemic and school closures, standardized testing, including the

PSSA for grades 3-8 and Keystone Exams for 9-11, has been cancelled for the spring. Dr. McCluskey discussed with the Board the effects of such cancelled testing on certain state and local evaluations, reports and indices that are usually provided to the School to measure both the School's and its students' progress. Mr. Viola left the meeting during such discussion, at 5:15 p.m.

Next, Dr. McCluskey provided the Board with an update regarding proposed new courses of study reflected in Resolution No. 12 attached hereto. The Board briefly discussed the proposed new courses and, following a motion duly made and seconded, the Board approved Resolution No. 12 by roll-call vote. Dr. McCluskey next provided the Board with an update regarding new textbook series reflected in Resolution No. 13 attached hereto. The Board briefly discussed the new textbook series, and access to such textbooks. Thereafter, upon a motion duly made and seconded, the Board approved Resolution No. 13 by roll-call vote. Dr. McCluskey then reviewed with the Board proposed revisions to the previously Board-adopted Student Records Management and Retention Policy, in accordance with the Family Educational Rights and Privacy Act. The Board, upon a motion duly made and seconded, approved Resolution No. 10 attached hereto, adopting such revised policy.

Fourteenth, Dr. Fitzsimmons asked whether there was any new business to come before the Board. Dr. Fitzsimmons started the discussion of new business by reviewing with the Board a request by Mr. Joseph Proietta, the School's current CEO, for the School to agree to pay Mr. Joseph Proietta's health insurance premiums pursuant to COBRA for the balance of the 2020-2021 school year, following his retirement effective October 31, 2020. After a discussion among the Board regarding such request, upon a motion duly made and seconded, the Board unanimously agreed to such request in recognition of Mr. Joseph Proietta's decades of service to the School.

Next, Mr. Candido asked whether there was any update regarding how parents are coping with the largely virtual nature of the School's classes currently. Dr. O'Brien provided insight regarding input received from parents regarding virtual learning, including parents' desire for virtual learning options even when the School resumes in-person classes. Ms. Osoria, who has a child enrolled in the School, provided additional insight from a parent perspective, noting various steps the School has taken to keep her child engaged and learning. The Board also discussed various events that had occurred virtually since the last Board meeting, including a virtual graduation last spring and a virtual back to school night more recently, and discussed the School's plans with respect to the postponed celebration of the School's 40th anniversary.

Next, Mr. Joseph Proietta directed the Board's attention to the attached proposed Board meeting schedule for the 2020-2021 school year. After review and a brief discussion by the Board, upon a motion duly made and seconded, the Board unanimously approved the Board meeting schedule.

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 5:37 p.m.

**COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
September 21, 2020**

RESOLUTION: #09-21-20: #1

WHEREAS: The following members of the Board of School Directors having served their terms as defined in the By-Laws of the Community Academy of Philadelphia, CS expiring at this Annual Re-Organizational Board Meeting stand for re-election.

BE IT RESOLVED: Each of the following being elected for a term of three years for the full voting membership indicated:

Jesus Vasquez - Member

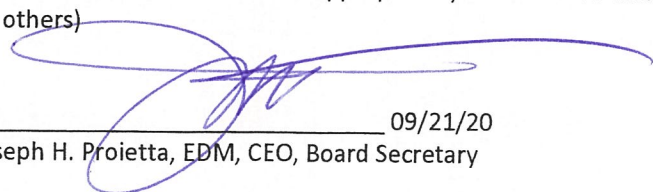
Recording of the vote:

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

Summary: 6 Y 0 N 0 Ab 1 Abt

The motion has: X Passed Failed Been Tabled

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



Joseph H. Proietta, EDM, CEO, Board Secretary

09/21/20

**COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
September 21, 2020**

RESOLUTION: #09-21-20: #2

WHEREAS: The following members of the Board of School Directors having served their terms as defined in the By-Laws of the Community Academy of Philadelphia, CS expiring at this Annual Re-Organizational Board Meeting stand for re-election.

BE IT RESOLVED: Each of the following being elected for a term of three years for the full voting membership indicated:

Guy Calcerano - Member

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.	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Summary:	_____ Y	_____ N	_____ Ab	_____ Abt
The motion has	_____ Passed	_____ Failed	_____ Been Tabled	

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

Joseph H. Proietta, EDM, CEO, Board Secretary

**COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS**

September 21, 2020

OATH OF OFFICE

"I, _____ do solemnly swear (or *affirm*) that I will support the Constitution of the United States, the constitution and the laws of the Commonwealth of Pennsylvania, and the By-Laws and policies of Community Academy of Philadelphia, Charter School. During my term, I will faithfully and impartially discharge the responsibilities of the office I am about to enter (or will continue to serve) to the best of my ability."

Affirmation will be recorded in the minutes.

<u>Withdrawn</u>	Calcerano, Guy - Member
<u>✓</u>	
<u>FitzSimmons, Jack</u>	FitzSimmons, Jack - Chair
<u>Absent</u>	Gomez, Jose - Member
<u>✓</u>	
<u>Hernandez, Stephanie</u>	Hernandez, Stephanie - Member
<u>Absent</u>	Holmes, TiRease - Member
<u>✓</u>	
<u>Osoria, Marangeli</u>	Osoria, Marangeli - Member
<u>✓</u>	
<u>Silva Jr., Candido</u>	Silva Jr., Candido - Member
<u>✓</u>	
<u>Viola Jr., Frank</u>	Viola Jr., Frank - Treasurer
<u>✓</u>	
<u>Williams, Wendy</u>	Williams, Wendy - Vice Chair
<u>✓</u>	
<u>Vasquez, Jesus</u>	Vasquez, Jesus - Member
<u>✓</u>	
<u>Proietta, Joseph H.</u>	Proietta, Joseph H. - Secretary, <i>ex officio</i> , President, CEO
<u>✓</u>	
<u>O'Brien, Alberta</u>	O'Brien, Alberta - DCEO and Principal K-12
<u>✓</u>	
<u>Mabery-Austin, Aykema</u>	Mabery-Austin, Aykema - CFO
<u>✓</u>	
<u>McCluskey, Elizabeth</u>	McCluskey, Elizabeth - CAO
<u>✓</u>	
<u>Acabeo, Kianna</u>	Acabeo, Kianna - Exec. Asst. to the CEO
<u>✓</u>	
<u>Proietta, John</u>	Proietta, John - DCEO for Non-Academic Operations

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
September 21, 2020

RESOLUTION: #09-21-20: #3

WHEREAS: As required by the By-Laws of the Community Academy of Philadelphia, CS, the Officers of the Board of School Directors shall be elected annually at the re-organizational meeting held each September.

THEREFORE: The Board elects the following officers of the Board for a term of one year:

Jack FitzSimmons, Chair;

Wendy Williams, Vice Chair;

Frank Viola, Jr., Treasurer.

FURTHER: The Board nominates and elects the following officer for a term of one year:

Dr. Alberta P. O'Brien as Secretary, *ex-officio*, non-voting

Kianna Acabeo as Assistant Secretary, non-voting

Recording of the vote:

Roll Call---	Yea	Nay	Absent	Abstain	Comment
FitzSimmons, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gomez, J.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary:

8 Y 0 N 1 Ab 0 Abt


The motion has:

Passed

Failed

Been Tabled

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



Joseph H. Proietta, EDM, CEO, Board Secretary

09/21/20

**Community Academy of Philadelphia, a Pennsylvania Charter School
EMPLOYMENT AGREEMENT**

This EMPLOYMENT AGREEMENT (the "Agreement") is made, effective as of September 22, 2020 (the "Effective Date"), by and between Community Academy of Philadelphia, Charter School, 1100 East Erie Avenue, Philadelphia, PA (the "COMPANY"), and Alberta P. O'Brien, an individual, currently residing at _____ (the "EMPLOYEE").

B A C K G R O U N D

WHEREAS, the COMPANY currently employs EMPLOYEE as its Principal and Deputy CEO for School Operations;

WHEREAS, on the Effective Date of this Agreement, the COMPANY wishes to continue to employ the EMPLOYEE and the EMPLOYEE desires to continue to be employed by the COMPANY as its Chief Executive Officer on the terms and conditions hereinafter set forth;

NOW, THEREFORE, in consideration of the premises and the mutual covenants, conditions and agreements herein contained, the parties hereto, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT. Subject to Paragraph 3 below, the COMPANY shall employ the EMPLOYEE as, and the EMPLOYEE shall provide to the COMPANY services in the position of, Corporate President, Chief Executive Officer (commonly known as "CEO") commencing on the Effective Date, on the terms and conditions set forth in this Agreement.

2. DUTIES. The COMPANY agrees that the EMPLOYEE shall be employed as its President and Chief Executive Officer, or in such other capacity as may be determined from time to time by the COMPANY. The EMPLOYEE agrees to be so employed and to perform such duties as may be assigned from time to time by the COMPANY'S Board of Directors (the "Board") in its sole discretion, or as required by Pennsylvania's Charter School Law. Among other duties, the EMPLOYEE shall contribute to corporate policy planning and shall be responsible for the performance of the COMPANY. During the Term, the EMPLOYEE shall also serve as an *ex officio* member of the Board, and in such role shall serve as the Board Secretary. The EMPLOYEE agrees to devote her best efforts and business time to advance the interests of the COMPANY.

3. TERM.

(a) Subject to the remaining provisions of this Agreement below, the employment of the EMPLOYEE hereunder and her obligation to perform the duties described above for the COMPANY shall continue for a period of one (1) year commencing on the Effective Date and shall automatically renew thereafter for additional one (1) year periods (the initial one-year period, together with any one-year renewal periods, "Term") unless (i) either the EMPLOYEE or the COMPANY shall give written notice at least ninety (90) days prior to the first anniversary of the Effective Date or any subsequent anniversary of the Effective Date of her or its intention to not renew the Agreement, or (ii) the Agreement is terminated earlier pursuant to Paragraphs 3(b)

or 3(d). If the COMPANY or the EMPLOYEE provides notice of non-renewal in accordance with this Paragraph 3(a), EMPLOYEE'S employment hereunder shall terminate on the next anniversary date of the Effective Date. Notwithstanding the foregoing, the COMPANY may terminate the EMPLOYEE'S employment for Cause (as defined below) at any time, or without Cause (subject to Paragraph 3(d)).

(b) The term "Cause" means any of the following events:

- (i) the death of the EMPLOYEE;
- (ii) the EMPLOYEE'S inability to perform the essential functions of her job, with or without reasonable accommodation, for (A) a continuous period of ninety (90) days or (B) one hundred twenty (120) days in the aggregate in any 12-month period;
- (iii) arrest and/or conviction of the EMPLOYEE for any felony or any crime of moral turpitude;
- (iv) the EMPLOYEE's use of illegal substances and/or the abuse of alcohol;
- (v) the EMPLOYEE'S breach of any provision of this Agreement;
- (vi) the EMPLOYEE'S dishonesty in connection with the business of the COMPANY;
- (vii) the EMPLOYEE's violation of law in connection with the performance of her employment duties and responsibilities with the COMPANY including, but not limited to, any violation of Pennsylvania's Charter School Law; and
- (viii) the EMPLOYEE's willful or incompetent violation of any lawful directive of the Board.

(c) Except as set forth in Paragraph 3(d), upon termination of the EMPLOYEE'S employment during the Term and upon non-renewal of the Term by either the COMPANY or EMPLOYEE, the COMPANY shall have no further obligation or liability to pay or provide salary, compensation or other benefits to EMPLOYEE other than payment of EMPLOYEE's base salary earned for services rendered by EMPLOYEE through the date of termination, any unpaid expense reimbursement owed to EMPLOYEE pursuant to Paragraph 4(f), and any amount earned, accrued and arising from EMPLOYEE's participation in, or benefits accrued under, any COMPANY employee benefit plan or arrangement (which amounts shall be payable in accordance with the terms and conditions of such employee benefit plans and arrangements) (the "Accrued Amounts").

(d) If EMPLOYEE'S employment is terminated by the Company during the Term for any reason other than (i) Cause or (ii) non-renewal of the Term by either the COMPANY or EMPLOYEE, and provided that the EMPLOYEE executes and does not revoke a separation agreement and general release of claims in a form satisfactory to the COMPANY within sixty (60) days following the date of termination, and that EMPLOYEE fully complies with the terms of this Agreement (including, but not limited to, the covenants in Paragraph 5), then until the

earlier of (x) six (6) months following the date of termination, or (y) the next anniversary of the Effective Date following the date of termination, the COMPANY shall: (A) pay the EMPLOYEE her then-annual base salary in accordance with the COMPANY's regular payroll practices, less all applicable income tax and other withholdings; and (B) pay the premiums required for EMPLOYEE's (and, as applicable, her spouse's and dependents') continued participation in the COMPANY's group health coverage pursuant to the Consolidated Omnibus Budget Reconciliation Act ("COBRA"), provided that EMPLOYEE is eligible for and elects continuation coverage under COBRA.

4. COMPENSATION AND BENEFITS. During the Term, the EMPLOYEE shall be eligible to receive the following compensation and benefits:

(a) Base Salary. The COMPANY shall pay to the EMPLOYEE a base salary in the gross amount of One Hundred Fifty Thousand US dollars (US \$150,000.00) per year, less applicable deductions and withholdings, which amount shall be paid to the EMPLOYEE in accordance with the COMPANY's payroll practices in effect from time-to-time. Each year the Board will consider increasing EMPLOYEE'S base salary. The EMPLOYEE acknowledges that any increase is at the sole discretion of the Board.

(b) No Bonus. The EMPLOYEE shall not be eligible for any bonus or other incentive compensation during the Term.

(c) Rights and Limitations to Outside Employment/Consulting. The EMPLOYEE shall be entitled, for the purposes of educational consulting and furthering the aims of educational reform, to use up to ten (10) days for travel, consultation, or supervision of projects of the COMPANY's founding non-profit corporation, One Bright Ray, Inc., the original The Community High School. However, no expenses incurred by these activities will be paid by or will be the responsibility of the COMPANY. This Agreement excludes any work, consulting, or paid activities with any other charter school, except as an unpaid, volunteer member of a Board of Directors. The EMPLOYEE is not eligible to receive any compensation for services provided to One Bright Ray, Inc., except for reimbursement for travel or expenses as an unpaid Board Member.

(d) Benefits. During the Term, EMPLOYEE shall be eligible to participate in all of the COMPANY's then-existing employee benefit programs for which employees of the COMPANY are generally eligible. The COMPANY shall pay the full premium for EMPLOYEE (and her spouse and dependents, as applicable) to participate in the COMPANY's group medical/health insurance plan. Nothing in this Agreement will preclude the COMPANY from changing, altering or terminating any of the plans or programs for which employees of the COMPANY are eligible, in whole or in part, in the COMPANY's sole discretion.

(e) Paid Time Off. The EMPLOYEE shall be eligible to use up to forty-five (45) days of paid time off for each 12-month period in the Term (each such period beginning on the Effective Date or subsequent anniversary thereof), to be used for any reason including, but not limited to, vacation, personal and sick leave. Any paid time off that has not been used as of the end of the 12-month period will not be carried over into the subsequent 12-month period, and EMPLOYEE shall not be eligible to receive payment for any unused paid time off under any

circumstances (including, but not limited to, upon the termination of EMPLOYEE's employment for any reason).

(f) Business Expenses. The COMPANY shall reimburse the EMPLOYEE for all reasonable and documented expenses incurred in connection with the performance of her duties hereunder in accordance with policies established from time to time by the Board.

(g) Section 409A Compliance. To the extent applicable, this Agreement shall be interpreted in accordance with Section 409A of the Internal Revenue Code (the "Code") and Department of Treasury regulations and other interpretive guidance issued thereunder. With respect to the time of payments of any amounts under the Agreement that are "deferred compensation" subject to Section 409A, references in the Agreement to "termination of employment" (and substantially similar phrases) shall mean "separation from service" within the meaning of Section 409A. If under this Agreement, an amount is to be paid in two or more installments, for purposes of Section 409A of the Code, each installment shall be treated as a separate payment. Notwithstanding any provision of this Agreement to the contrary, if the Company or the Employee determine that any compensation or benefits payable under this Agreement may be or become subject to Section 409A of the Code and related Department of Treasury guidance, the COMPANY shall work in good faith with the EMPLOYEE to adopt such amendments to this Agreement or adopt other policies and procedures (including amendments, policies and procedures with retroactive effect), or take any other actions, that the parties determine are necessary or appropriate to avoid the imposition of taxes under Section 409A of the Code. Notwithstanding anything herein to the contrary, the EMPLOYEE expressly agrees and acknowledges that in the event that any taxes are imposed under Section 409A of the Code with respect to any payments or benefits under this Agreement, the payment of such taxes shall be solely the EMPLOYEE's responsibility.

5. NON-DISCLOSURE AND NON-COMPETITION.

(a) Non-Disclosure.

(i) The EMPLOYEE recognizes and acknowledges that she will have access to or otherwise become aware of or acquire certain confidential information, records and other proprietary commercial information of the COMPANY and affiliates ("Confidential Information"). The EMPLOYEE agrees that she will not, during or after the term of her employment, use or disclose any such confidential information to any party without the prior express written authorization of the COMPANY (except in the course of performing her duties and responsibilities hereunder). "Confidential Information" includes, but is not limited to, any trade secret, financial, technical or proprietary business information of the COMPANY or any of its affiliates that is not generally known outside the COMPANY, whether or not any such Confidential Information has been conceived, originated, discovered, or developed in whole or in part by EMPLOYEE. Confidential Information includes, but is not limited to: information concerning the COMPANY's or any of its affiliates' computer systems, business plans, business methods, operations, products, strategies, marketing, sales, inventions, designs, cost and pricing information, finances, students, prospective students, licensees, licensors, information received from third parties under confidential conditions, personal health information, and other

information relating to the business of the COMPANY and/or its affiliates that is not known to the general public.

(ii) The Defend Trade Secrets Act of 2016 provides that:

(1) An individual shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret under the Act that: (A) is made – (i) in confidence to a Federal, State, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal; and

(2) An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual: (A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order.

(b) Property. All files, records, documents, plans, specifications, manuals, books, notes, reports, memoranda, calculations, catalogues, software storage media or other compilations of information, correspondence and all copies, abstracts and summaries of the foregoing and all physical items related to the business and products of the COMPANY (collectively, “Company Property”), whether prepared by the EMPLOYEE or others, are and shall remain the exclusive property of the COMPANY. No Company Property shall be removed from the premises of the COMPANY by the EMPLOYEE without its prior written consent other than in connection with the performance of the EMPLOYEE’S duties under this Agreement on the understanding that it will be returned promptly after the performance of such duties. EMPLOYEE will immediately surrender to the COMPANY at any time upon request, and upon termination of EMPLOYEE’s employment with the COMPANY for any reason, any and all Company Property in her possession, custody or control.

(c) Intellectual Property. All inventions, discoveries, designs, developments, improvements, modifications, processes, techniques, formulae, data, know-how, trade secrets, software programs, documentation, and works of authorship, and any and all intellectual property rights and interests therein (collectively, the “Developments”) made, conceived, or reduced to practice by the EMPLOYEE, either alone or in conjunction with others, at any time or at any place during the EMPLOYEE’s employment with the COMPANY, whether or not reduced to writing or practice during such period of employment, which relate to the business in which the COMPANY and affiliates are engaged or in which they intend to engage, shall be and hereby are the exclusive property of the COMPANY without any further compensation to the EMPLOYEE.

(i) In addition, without limiting the generality of the foregoing, all Developments which are copyrightable work by the Executive are intended to be “work made for hire” as defined in Section 101 of the Copyright Act of 1976, as amended, and shall be and hereby are the property of the COMPANY.

(ii) The EMPLOYEE shall promptly disclose any Developments to the COMPANY. If any Development is not upon its creation the property of the COMPANY by operation of law, this Agreement or otherwise, the EMPLOYEE will, and hereby does, assign to the COMPANY all right, title and interest in and to such Development, without further consideration, and will assist the COMPANY and its nominees in every way, at the COMPANY's expense, to secure, formalize, register, maintain, enforce, and defend the COMPANY's rights in such Development. The EMPLOYEE shall sign all instruments necessary for the filing and prosecution of any application for, or extension or renewals of, letters patent (or other intellectual property registrations or filings) of the United States or any foreign country which the COMPANY desires to file and relates to any Development. The EMPLOYEE hereby irrevocably designates and appoints the COMPANY and its duly authorized officers and agents as such EMPLOYEE's agent and attorney-in-fact (which designation and appointment shall be deemed coupled with an interest and shall survive the EMPLOYEE's death or incapacity), to act for and in the EMPLOYEE's behalf to execute and file any such applications, extensions or renewals and to do all other lawfully permitted acts to further the prosecution and issuance of such letters patent, other intellectual property registrations or filings, or such other similar documents with the same legal force and effect as if executed by the EMPLOYEE.

(iii) To the extent that EMPLOYEE has any moral rights or similar rights in any Development under the law of any jurisdiction, EMPLOYEE expressly waives and agrees not to assert those rights against COMPANY and COMPANY's affiliates, successors, assigns, and licensees.

(d) Non-Competition; Non-Solicitation.

(i) During EMPLOYEE's employment with the Company and for one (1) year after the termination of her employment for any reason other than termination by the Company without Cause (the "Restricted Period"), the EMPLOYEE agrees not to, directly or indirectly: (A) engage or participate in the operation or management of a charter school within twenty-five (25) miles of any charter school owned or operated by the COMPANY, either personally or as an employee, partner, stockholder, officer, director, member, contractor, consultant or agent of or for any other person or entity; or (B) become employed by, affiliated with or financially interested in, any person, business entity or organization, of whatever form, that is engaged, in whole or in part, in the operation or management of a charter school within twenty-five (25) miles of any charter school owned or operated by the COMPANY.

(ii) During the Restricted Period, the EMPLOYEE agrees not to, directly or indirectly, either personally or as an employee, partner, stockholder, officer, director, member, contractor, consultant or agent of or for any other person or entity: (A) solicit, recruit, hire, authorize, encourage, request, induce, approve or otherwise cause or attempt to influence any employee or contractor/consultant of the COMPANY to terminate, in whole or in part, such employment or contractor/consulting relationship; or (B) interfere in any way with the COMPANY's contractual or professional relationship with any employee or contractor/consultant of the COMPANY.

(e) The EMPLOYEE agrees that the restrictive covenants contained in this Agreement are necessary and reasonable in terms of time, geography and scope. If any of the restrictive covenants contained in this Agreement are subsequently determined to be too expansive in terms of time, geography or scope, or otherwise invalid or unenforceable, in whole or in part, such covenants shall not be void or voidable, but shall be deemed to be modified or restricted to the extent and in a manner necessary to render the same valid and enforceable, or shall be deemed excised from this Agreement, as the case may require, and this Agreement shall be construed and enforced to the maximum extent permitted by law as if such provision had been originally incorporated herein as so modified or restricted, or as if such provision had not been originally incorporated herein, as the case may be. The parties specifically empower a court of competent jurisdiction to reform any restrictive covenant that the court deems overbroad taking into account the COMPANY's protectable interests.

(f) The EMPLOYEE acknowledges that her compliance with the covenants in this Paragraph 5 is necessary to protect the goodwill, trade secrets, confidential information and other proprietary interests of the COMPANY. The EMPLOYEE acknowledges that a breach of the covenants as more fully set forth in this Paragraph 5 will result in serious irreparable and continuing damage to the COMPANY's business for which there will be no adequate remedy at law, and she agrees that, in the event of any such breach or threatened breach of the aforesaid covenants, the COMPANY and its affiliates, successors and assigns shall be entitled to preliminary and permanent injunctive relief and to such other and further relief as may be available at law or in equity without the necessity of proving actual damage to the COMPANY or the inadequacy of a legal remedy. In such event, the COMPANY shall be entitled to an accounting and repayment of all profits, compensation, remunerations or benefits which EMPLOYEE or others, directly or indirectly, have realized or may realize as a result of, growing out of, or in conjunction with any violation of this Agreement. Such remedies shall be an addition to and not in limitation of any injunctive relief or other rights or remedies to which the COMPANY is or may be entitled at law or in equity under this Agreement. In addition, in the event a court orders the COMPANY to post a bond in order to obtain such injunctive relief for a claim under this Agreement, EMPLOYEE agrees that the COMPANY will be required to post only a nominal bond. The rights conferred upon the COMPANY in this paragraph shall not be exclusive of any other rights or remedies that the COMPANY may have at law, in equity or otherwise.

(g) If the EMPLOYEE violates the covenants set forth in this Paragraph 5 and the COMPANY brings legal action for injunctive or other relief, the COMPANY shall have the benefit of the full period of the restrictive covenants set forth in Paragraph 5(d). Accordingly, the restrictive covenant shall have the duration of one (1) year computed from the date EMPLOYEE ceased violation of the covenants, either by order of the court or otherwise.

(h) The existence of any claim or cause of action of the EMPLOYEE against the COMPANY of whatever nature, shall not constitute a defense to the enforcement by the COMPANY of such restrictive covenant.

(i) In the event the COMPANY obtains any such injunction, order, decree or other relief, in law or in equity, EMPLOYEE shall be responsible for reimbursing the COMPANY for

all costs associated with obtaining the relief, including reasonable attorneys' fees and expenses and costs of suit.

(j) The EMPLOYEE acknowledges that her experience and capabilities are such that the EMPLOYEE can obtain suitable employment otherwise than in violation of this restrictive covenant, and that, accordingly, in the event of the termination of the EMPLOYEE'S employment for any reason and at any time, the enforcement of this restrictive covenant will not prevent the EMPLOYEE from earning a livelihood or otherwise cause the EMPLOYEE undue hardship.

(k) The EMPLOYEE acknowledges and agrees that the covenants set forth in this Paragraph 5 are supported by adequate consideration including, but not limited to, the promotion, increase in base salary, and severance opportunity reflected in this Agreement.

6. ENTIRE AGREEMENT AND MODIFICATIONS. This Agreement, together with any schedules and attachments hereto, contains the entire agreement of the parties and no promises or representations were made or relied upon by either party other than those expressly set forth herein. This Agreement supersedes any and all other employment arrangements or agreements between the parties. This Agreement may only be amended in a writing signed by both parties.

7. ENFORCEABILITY. If any provision of this Agreement shall be invalid or unenforceable, in whole or in part, then such provisions shall be deemed to be modified or restricted to the extent and in a manner necessary to render the same valid and enforceable, or shall be deemed excised from this Agreement, as the case may require, and this Agreement shall be construed and enforced to the maximum extent permitted by law as if such provision had been originally incorporated herein as so modified or restricted, or as if such provision had not been originally incorporated herein, as the case may be.

8. PENNSYLVANIA JURISDICTION AND LAW. This Agreement shall be governed by and all questions relating to its validity, interpretation, enforcement and performance (including, without limitation, provisions concerning limitations of actions) shall be construed in accordance with the laws of the Commonwealth of Pennsylvania, without reference to its conflict of laws principles. The parties hereto consent to the jurisdiction of the courts of the Commonwealth of Pennsylvania and/or the United States District Court for the Eastern District of Pennsylvania as the exclusive courts of jurisdiction with respect to the interpretation or enforcement of the provisions of this Agreement. This Agreement shall be construed without the aid of any canon, custom or rule of law requiring or suggesting construction against the draftsman.

9. SUCCESSORS AND ASSIGNS. This Agreement shall inure to the benefit of, and be binding upon, the heirs, executors, administrators, successors and assigns of the respective parties hereto, but in no event may the EMPLOYEE assign or delegate to any other party the EMPLOYEE'S rights, duties or obligations under this Agreement. EMPLOYEE further hereby consents and agrees that the COMPANY may assign this Agreement and any of the rights or obligations hereunder to any third party including, but not limited to, in connection with the sale, merger, consolidation, reorganization, liquidation or transfer, in whole or in part, of the COMPANY's control and/or ownership of its assets or business. In such event, EMPLOYEE agrees to continue to be bound by the terms of this Agreement.

10. WAIVERS. No claim or right arising out of a breach or default under this Agreement shall be discharged in whole or in part by a waiver of that claim or right unless the waiver is supported by consideration and is in writing and executed by the aggrieved party hereto or her duly authorized agent. A waiver by any party hereto of a breach or default by the other party hereto of any provision of this Agreement shall not be deemed a waiver of future compliance therewith, and such provisions shall remain in full force and effect.

11. NOTICES. Any notice given hereunder shall be in writing and shall be deemed effective upon personal delivery or transmission by telecopier (confirmed by certified or registered mail), email, or, if mailed, 72 hours after having been deposited in registered or United States mail, return receipt requested, postage prepaid and addressed as follows:

If to the EMPLOYEE: Alberta P. O'Brien
[REDACTED]
Telecopier No.: 215-533-6722 (CAPCS)
[REDACTED]
Email: aobrien@communityacademy.org

If to the COMPANY: Dr. Jack M. FitzSimmons
Community Academy of Philadelphia, C.S.
Attention: Chairman of the Board of Directors
1100 East Erie Avenue
Philadelphia, PA 19124
Telecopier No.: 215-533-6722 (CAPCS)
[REDACTED]

with a copy to: Michael S. Cohen, Esquire
Duane Morris, LLP
30 S. 17th Street
Philadelphia, PA 19103
Telecopier No.: 215-405-2592
Telephone No.: 215-979-1882
Email: mcohen@duanemorris.com

Either party may change the address to which such notices are to be addressed by giving the other party notice in the manner indicated above.

12. HEADINGS. Paragraph headings herein shall have absolutely no legal significance and are used solely for convenience of reference.


[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the day and year first above written.

COMPANY:

COMMUNITY ACADEMY OF PHILADELPHIA
A PENNSYLVANIA CHARTER SCHOOL

BY:


Name: John M. FitzSimmons, MD MBA
Title: Chairman, Board of School Directors

EMPLOYEE:


Alberta P. O'Brien EdD

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
September 21, 2020

RESOLUTION: #09-21-20: #3-4

WHEREAS: As required by the By-Laws of the Community Academy of Philadelphia, CS, the Chief Executive Officer shall be elected annually at the re-organizational meeting held each September.

WHEREAS: It is fitting and appropriate that the Board acknowledge that the transition process had begun with the school year SY2017 in anticipation of the retirement of the President and CEO;

THEREFORE: Joseph H. Proietta will retire as President and CEO on October 31, 2020, and his official title will become Founder and President Emeritus;

FURTHER: The Board nominates and elects Alberta P. O'Brien as President and CEO beginning November 1, 2020, for a term of one year or until the next reorganization meeting of the Board.

FURTHER: The Board approves the CEO contract attached.

Recording of the vote:

Roll Call---	Yea	Nay	Absent	Abstain	Comment
FitzSimmons, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gomez, J.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Hernandez, S.	<input checked="" 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"/>	
Osoria, M.	<input checked="" 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"/>	
Vasquez, J.	<input checked="" 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"/>	
Williams, W.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Summary: 8 Y 0 N 1 Ab 0 Abt

The motion has: ☒ Passed ☐ Failed ☐ Been Tabled



Joseph H. Proietta, EDM, CEO, Board Secretary

09/21/20



September 2020

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

Attached is an update to the FY2021 Community Academy of Philadelphia draft budget. The revised budget below represents increased COVID considerations and operations adjustments.

Changes in Revenues:

Enrollment and Rates

- The draft budget assumed the school would increase enrollment from 1,220 students in FY2020 to 1,250 students in FY2021. After negotiations with the district on the school's charter renewal, enrollment will maintain at 1,220 students.
- The draft budget assumed a 3% decrease in reimbursement rates for regular and special education students. The district has now posted FY2021 rates which have been updated in the budget.

	Draft Budget Rate	Revised Budget Rate	Difference
Reg Ed	9,852.13	\$10,836.37	\$984.24
Sped	28,110.27	\$30,442.18	\$2,331.91

- The change in enrollment and district rates increases the school's budgeted tuition revenues by \$1,273,714. A \$750,000 reserve has been created in the budget to guard against potential rate changes during the year.

Grants

- The revised budget includes an additional \$90,000 for the PCCD Health and Safety grant
- The revised budget also includes an additional \$98,049 in Title funds based on updated grant allocations

Expenditures:

Personnel

Department	Staff Count	FY21 Prelim Budget
Teachers	71	70
Special Teachers	27	24
Student Services	3	3
Library	2	2
Administration	24	25
Health Services	2	2
Business Services	3	3
Operations	14	15
Food Service	1	1
Athletics	1	1
Daycare	2	5
Total	150	151

- Staffing was reduced by one employee while moving other positions around the organization.

Non-Personnel

- General supplies and furniture & equipment budgets have been increased by \$411,338 to reflect the additional spending the school will conduct in order to reimburse for the full amounts of the CARES Act and PCCD School Safety grants.
- Consultant and Outside service fees have also increased by \$155,000 to reflected additional CARES and PCCD grant spending.
- The daycare program has been adjusted and is projected to break even in FY2021.
- Food revenues and expenditures were reduced by 75% to account for expected program utilization during COVID. The food program is expected to break even in FY2021.

Community Academy of Philadelphia Charter School

Financial Statements

August 31, 2020

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

	[A] June 30, 2020 (UnAudited)	[B] August 31, 2020	[B] - [A] Increase (decrease)
<u>ASSETS</u>			
Current Assets			
Cash	9,435,601	10,604,426	1,168,825
Cash - Deferred	-	-	-
State Subsidies Receivable	183,532	183,532	-
Federal Subsidies Receivable	598,591	270,336	(328,255)
Other Receivables	(43,233)	1,824	45,057
Prepaid Expenses	6,270	-	(6,270)
Total Current Assets	10,180,761	11,060,118	879,357
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	3,683,824	3,683,824	-
Net Other Assets	3,683,824	3,683,824	-
TOTAL ASSETS	14,290,876	15,170,234	879,357
<u>LIABILITIES & EQUITY</u>			
LIABILITIES			
Current Liabilities			
Accounts Payable & Accrued Expenses	813,415	1,243,590	430,175
Payroll Accruals	1,049,792	-	(1,049,792)
Current Portion of Long-Term Financing	-	-	-
Due from Bond Proceeds	-	-	-
Deferred Revenue	-	-	-
Total Current Liabilities	1,863,207	1,243,590	(619,617)
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	539,365	539,365	-
Total Long-Term Liabilities	27,319,739	27,319,739	-
TOTAL LIABILITIES	29,182,946	28,563,329	(619,617)
EQUITY			
Invested in capital assets, net of related debt	423,818	423,818	-
Amount provided for Pensions	(23,099,619)	(23,099,619)	-
Committed	6,025,000	6,025,000	-
Unrestricted	1,758,731	3,257,706	1,498,975
TOTAL EQUITY	(14,892,070)	(13,393,095)	1,498,975
TOTAL LIABILITIES & EQUITY	14,290,876	15,170,234	879,357
<u>Balance Sheet Metrics</u>			
Current Ratio	5.46	8.89	3.43
Days Cash on Hand	186.66	187.56	0.89

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL

BUDGET to ACTUAL REPORT

For the Two Months Ending August 31, 2020

	<u>Year-to-date Actual</u>	<u>Year-to-date Budget</u>	<u>YTD Variance - favorable/ (unfavorable)</u>	<u>FY2021 Budget</u>
ADM				
Regular	933	930	3	930
Special Education	286	290	(4)	290
Rates				
Regular	10,836	10,836	0	10,836
Special Education	30,442	30,442	(0)	30,442
Revenue				
School District - Regular Ed	1,685,056	1,679,637	5,418	10,077,824
School District - Special Ed	1,451,077	1,471,372	(20,295)	8,828,232
Total Local Educational Agency Revenue	3,136,133	3,151,009	(14,876)	18,906,056
Interest Income	3,175	2,917	259	17,500
Food Service Revenue	-	-	-	5,000
Bookstore Sales	(919)	10,000	(10,919)	60,000
Federal IDEA Revenue Pass Through	-	-	-	245,534
Rental Revenue	30,588	30,588	0	183,527
Contributions & Donations	2,000	667	1,333	4,000
Daycare revenue	-	-	-	82,000
Prom Revenue	-	-	-	18,000
Honor Banquet Revenue	-	-	-	5,000
Revenue from School Activities	-	-	-	45,000
Miscellaneous Revenue	1,247	1,000	247	6,000
Total Local Revenue -Other	36,091	45,171	(9,080)	671,561
Rent Reimbursement	-	-	-	183,000
Healthy and Safety Grant	-	-	-	90,000
Health Services Reimbursement	-	-	-	22,500
PA Subsidy for Milk, Lunch and Breakfast Program	-	-	-	8,750
Total State Revenues	-	-	-	304,250
Title I - Improving Basic Programs	154,143	192,678	(38,536)	1,156,070
Title II- Improving Teacher Quality	11,547	14,433	(2,887)	86,600
Ready to Learn	-	-	-	102,297
Title III	5,069	6,337	(1,267)	38,019
Title IV	10,669	13,336	(2,667)	80,017
Medical Assistance (ACCESS)	-	-	-	20,000
CARES	91,220	72,265	18,955	433,592
Fed Subsidy for Milk, Lunch and Breakfast Program	-	-	-	212,500
Total Federal Revenues	272,648	299,050	(26,402)	2,129,095
TOTAL REVENUE	3,444,872	3,495,230	(50,358)	22,010,962

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL

BUDGET to ACTUAL REPORT

For the Two Months Ending August 31, 2020

	Year-to-date Actual	Year-to-date Budget	YTD Variance - favorable/ (unfavorable)	FY2021 Budget
<u>Expenses</u>				
Salaries	783,233	800,000	16,767	9,536,175
Medical Insurance	144,405	150,000	5,595	1,665,140
Dental Insurance	7,412	8,000	588	82,370
Life & Disability Insurance	1,341	2,000	659	14,000
Social Security - Employer	58,857	61,200	2,343	729,517
Retirement Contributions	211,982	220,000	8,018	2,507,135
Tuition Reimbursement	13,314	16,583	3,269	99,500
Unemployment Compensation	893	-	(893)	50,000
Workers' Compensation	12,525	10,000	(2,525)	40,641
Employee Training & Development	-	-	-	20,000
General Supplies	88,791	114,574	25,783	687,446
Books & Periodicals	101,966	120,000	18,034	155,000
Furniture / Equipment	35,441	45,000	9,559	227,692
International Studies	-	-	-	165,000
Travel	194	1,000	806	24,500
SPED Student Transportation	-	-	-	175,000
Postage / Delivery	50	500	450	10,500
Food Expense	2,409	3,500	1,091	35,000
Advertising	-	-	-	2,500
Dues & Fees	10,413	14,333	3,921	86,000
Finance Charges & Late Fees	-	83	83	500
Miscellaneous Expenses	1,514	3,333	1,819	20,000
Consultant / Outside Services	45,297	75,833	30,536	455,000
Sped Outside Services	76,470	150,000	73,530	1,510,000
Legal	13,478	16,667	3,189	100,000
Accountant	16,042	16,042	-	96,144
Audit	10,000	10,000	-	20,000
Payroll Expense	4,123	5,500	1,377	33,000
Rent - Erie	182,104	182,104	-	1,184,044
Insurance - General	60,650	55,000	(5,650)	145,132
Cleaning	-	8,333	8,333	100,000
Repairs & Maintenance	34,384	21,500	(12,884)	129,000
Copier Lease / Rentals	8,971	9,000	29	85,000
Communications	1,963	5,833	3,871	35,000
Utilities	17,675	28,333	10,659	170,000
Capital Projects	-	-	-	-
Food Service Contract	(2)	-	2	241,250
TOTAL EXPENDITURES	1,945,897	2,154,254	208,357	20,637,187
RESERVE				750,000
NET CHANGE IN FUND BALANCE	1,498,975	1,340,976	157,998	623,776

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BUDGET to ACTUAL REPORT DAYCARE
For the Two Months Ending August 31, 2020

	Year-to-date Actual	Year-to-date Budget	FY2021 Budget
Daycare revenue	-	-	82,000
TOTAL REVENUE	-	-	82,000
<u>Expenses</u>			
Salaries	10,767	8,699	52,191
Medical Insurance	6,768	2,073	12,437
Dental Insurance	626	155	928
Social Security - Employer	792	665	3,993
Retirement Contributions	2,385	1,678	10,070
Unemployment Compensation	5	-	-
General Supplies	-	333	2,000
TOTAL EXPENDITURES	21,342	69,147	81,619
NET CHANGE IN FUND BALANCE	(21,342)	(69,147)	381

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
FY2021 Updated Budget

	Preliminary FY2021 Budget	Updated FY2021 Budget	Favorable (Unfavorable)
ADM			
Regular	959	930	(29)
Special Education	291	290	(1)
Rates			
Regular	9,852	10,836	984
Special Education	28,110	30,442	2,332
Revenue			
School District - Regular Ed	9,446,003	10,077,824	631,821
School District - Special Ed	8,186,339	8,828,232	641,893
Total Local Educational Agency Revenue	17,632,342	18,906,056	1,273,714
Interest Income	17,500	17,500	-
Food Service Revenue	20,000	5,000	(15,000)
Bookstore Sales	60,000	60,000	-
Federal IDEA Revenue Pass Through	245,534	245,534	-
Rental Revenue	183,527	183,527	-
Contributions & Donations	4,000	4,000	-
Daycare revenue	75,000	82,000	7,000
Prom Revenue	18,000	18,000	-
Honor Banquet Revenue	5,000	5,000	-
Revenue from School Activities	45,000	45,000	-
Miscellaneous Revenue	5,000	6,000	1,000
Total Local Revenue -Other	678,561	671,561	(7,000)
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	35,000	8,750	(26,250)
Total State Revenues	240,500	304,250	63,750
Title I - Improving Basic Programs	1,073,177	1,156,070	82,893
Title II- Improving Teacher Quality	78,798	86,600	7,802
Ready to Learn	102,297	102,297	-
Title III	30,204	38,019	7,815
Title IV	80,478	80,017	(461)
Medical Assistance (ACCESS)	20,000	20,000	-
CARES	441,907	433,592	(8,315)
Fed Subsidy for Milk, Lunch and Breakfast Program	850,000	212,500	(637,500)
Total Federal Revenues	2,676,861	2,129,095	(547,766)
TOTAL REVENUE	21,228,264	22,010,962	782,699

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL

FY2021 Updated Budget

	Preliminary FY2021 Budget	Updated FY2021 Budget	Favorable (Unfavorable)
<u>Expenses</u>			
Salaries	9,580,599	9,536,175	44,424
Medical Insurance	1,706,256	1,665,140	41,116
Dental Insurance	84,546	82,370	2,176
Life & Disability Insurance	14,000	14,000	-
Social Security - Employer	732,916	729,517	3,398
Retirement Contributions	2,549,186	2,507,135	42,051
Tuition Reimbursement	65,000	99,500	(34,500)
Unemployment Compensation	50,000	50,000	-
Workers' Compensation	40,641	40,641	-
Employee Training & Development	20,000	20,000	-
General Supplies	429,700	687,446	(257,746)
Books & Periodicals	155,000	155,000	-
Furniture / Equipment	74,100	227,692	(153,592)
International Studies	165,000	165,000	-
Travel	24,500	24,500	-
SPED Student Transportation	175,000	175,000	-
Postage / Delivery	10,500	10,500	-
Food Expense	35,000	35,000	-
Advertising	2,500	2,500	-
Dues & Fees	86,000	86,000	-
Finance Charges & Late Fees	500	500	-
Miscellaneous Expenses	20,000	20,000	-
Consultant / Outside Services	300,000	455,000	(155,000)
Sped Outside Services	1,510,000	1,510,000	-
Legal	100,000	100,000	-
Accountant	96,918	96,144	774
Audit	20,000	20,000	-
Payroll Expense	33,000	33,000	-
Rent - Erie	1,184,044	1,184,044	-
Insurance - General	145,132	145,132	-
Cleaning	100,000	100,000	-
Repairs & Maintenance	129,000	129,000	-
Copier Lease / Rentals	85,000	85,000	-
Communications	35,000	35,000	-
Utilities	170,000	170,000	-
Capital Projects	-	-	-
Food Service Contract	845,000	241,250	603,750
TOTAL EXPENDITURES	20,774,038	20,637,187	136,851
RESERVE	100,000	750,000	650,000
NET CHANGE IN FUND BALANCE	354,226	623,776	269,550

**COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
September 21, 2020**

RESOLUTION: #09-21-20: #5

WHEREAS: Due to changes in tuition amount in regular education and special education provided by the School District of Philadelphia through the formula provided in the Charter School Law (CSL) and the allocations of Title I and the other Titles through ESEA and changes, it is necessary for Community Academy of Philadelphia, CS to revise its FY2021 budget.


BE IT RESOLVED: CAPCS revises its budget to reflect new, more accurate funding information provided over the summer of 2020. The budget is attached to the minutes of this meeting and will be appropriately published.

Recording of the vote:

Roll Call---	Yea	Nay	Absent	Abstain	Comment
FitzSimmons, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gomez, J.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Hernandez, S.	<input checked="" 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"/>	
Osoria, M.	<input checked="" 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"/>	
Vasquez, J.	<input checked="" 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"/>	
Williams, W.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Summary: 8 Y 0 N 1 Ab 0 Abt

The motion has: ☒ Passed ☐ Failed ☐ Been Tabled



Joseph H. Proietta, EDM, CEO, Board Secretary

09/21/20

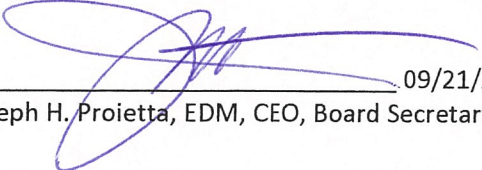
COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
September 21, 2020

RESOLUTION: #09-21-20: #6

BE IT RESOLVED: thee Board of Community Academy of Philadelphia, CS reviewed and approve the filing of the June 30, 2019 Federal Form 990.

The Board Chair called for unanimous consent:

The motion has ✓ Passed _____ Failed _____ Been Tabled


_____.09/21/20
Joseph H. Proietta, EDM, CEO, Board Secretary

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.**2018****Open to Public Inspection**Department of the Treasury
Internal Revenue Service

A For the 2018 calendar year, or tax year beginning <u>Jul 1</u> , 2018, and ending <u>Jun 30</u> , 2019	
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization <u>Community Academy of Philadelphia</u> Doing business as _____ Number and street (or P.O. box if mail is not delivered to street address) Room/suite <u>1100 E. Erie Ave.</u> City or town, state or province, country, and ZIP or foreign postal code <u>Philadelphia, PA 19124-5424</u>
	D Employer identification number <u>23-2920514</u>
	E Telephone number <u>(215) 533-6700</u>
	G Gross receipts \$ <u>21,091,003.</u>
	F Name and address of principal officer: <u>Joseph Proietta, 1100 E. Erie Ave., Philadelphia, PA 19124</u>
	H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions)
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	
J Website: ▶ <u>www.communityacademy.org</u>	
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶	
L Year of formation: <u>1997 </u>	
M State of legal domicile: <u>PA</u>	

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: <u>Operation of a charter school in Philadelphia serving students in grades K - 12, day care and nursery school.</u>																								
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.																								
	3 Number of voting members of the governing body (Part VI, line 1a) 3 9																								
	4 Number of independent voting members of the governing body (Part VI, line 1b) 4 8																								
	5 Total number of individuals employed in calendar year 2018 (Part V, line 2a) 5 205																								
	6 Total number of volunteers (estimate if necessary) 6 6																								
7a	Total unrelated business revenue from Part VIII, column (C), line 12 7a 0.																								
	b Net unrelated business taxable income from Form 990-T, line 38 7b 0.																								
Revenue	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;">Prior Year</th> <th style="text-align: right;">Current Year</th> </tr> </thead> <tbody> <tr> <td>8 Contributions and grants (Part VIII, line 1h)</td> <td style="text-align: right;">2,273,311.</td> <td style="text-align: right;">2,575,839.</td> </tr> <tr> <td>9 Program service revenue (Part VIII, line 2g)</td> <td style="text-align: right;">15,608,500.</td> <td style="text-align: right;">18,184,515.</td> </tr> <tr> <td>10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)</td> <td style="text-align: right;">32,310.</td> <td style="text-align: right;">68,859.</td> </tr> <tr> <td>11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)</td> <td style="text-align: right;">213,749.</td> <td style="text-align: right;">218,827.</td> </tr> <tr> <td>12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)</td> <td style="text-align: right;">18,127,870.</td> <td style="text-align: right;">21,048,040.</td> </tr> </tbody> </table>		Prior Year	Current Year	8 Contributions and grants (Part VIII, line 1h)	2,273,311.	2,575,839.	9 Program service revenue (Part VIII, line 2g)	15,608,500.	18,184,515.	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	32,310.	68,859.	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	213,749.	218,827.	12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	18,127,870.	21,048,040.						
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Expenses	<table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td>13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)</td> <td></td> <td></td> </tr> <tr> <td>14 Benefits paid to or for members (Part IX, column (A), line 4)</td> <td></td> <td></td> </tr> <tr> <td>15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)</td> <td style="text-align: right;">12,933,985.</td> <td style="text-align: right;">12,845,595.</td> </tr> <tr> <td>16a Professional fundraising fees (Part IX, column (A), line 11e)</td> <td></td> <td></td> </tr> <tr> <td>b Total fundraising expenses (Part IX, column (D), line 25) ▶ <u>0.</u></td> <td></td> <td></td> </tr> <tr> <td>17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)</td> <td style="text-align: right;">4,342,908.</td> <td style="text-align: right;">5,145,696.</td> </tr> <tr> <td>18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)</td> <td style="text-align: right;">17,276,893.</td> <td style="text-align: right;">17,991,291.</td> </tr> <tr> <td>19 Revenue less expenses. Subtract line 18 from line 12</td> <td style="text-align: right;">850,977.</td> <td style="text-align: right;">3,056,749.</td> </tr> </tbody> </table>	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)			14 Benefits paid to or for members (Part IX, column (A), line 4)			15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	12,933,985.	12,845,595.	16a Professional fundraising fees (Part IX, column (A), line 11e)			b Total fundraising expenses (Part IX, column (D), line 25) ▶ <u>0.</u>			17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	4,342,908.	5,145,696.	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	17,276,893.	17,991,291.	19 Revenue less expenses. Subtract line 18 from line 12	850,977.	3,056,749.
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Net Assets or Fund Balances	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;">Beginning of Current Year</th> <th style="text-align: right;">End of Year</th> </tr> </thead> <tbody> <tr> <td>20 Total assets (Part X, line 16)</td> <td style="text-align: right;">11,581,601.</td> <td style="text-align: right;">12,507,453.</td> </tr> <tr> <td>21 Total liabilities (Part X, line 26)</td> <td style="text-align: right;">30,946,995.</td> <td style="text-align: right;">29,209,111.</td> </tr> <tr> <td>22 Net assets or fund balances. Subtract line 21 from line 20</td> <td style="text-align: right;">-19,365,394.</td> <td style="text-align: right;">-16,701,658.</td> </tr> </tbody> </table>		Beginning of Current Year	End of Year	20 Total assets (Part X, line 16)	11,581,601.	12,507,453.	21 Total liabilities (Part X, line 26)	30,946,995.	29,209,111.	22 Net assets or fund balances. Subtract line 21 from line 20	-19,365,394.	-16,701,658.												
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Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date
	<u>Joseph H Proietta, Chief Executive Officer</u>	
	Type or print name and title	

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	<u>Michael A. Whisman, CPA</u>	<u>Michael A. Whisman, CPA</u>	<u>05/15/2020</u>		<u>P01479091</u>
	Firm's name ▶ <u>CHARTER CHOICE INC</u>	Firm's EIN ▶ <u>27-2599210</u>		Phone no. <u>(215) 481-9777</u>	

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions. BAA

REV 05/20/19 PRO

Form **990** (2018)

Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☐

- 1** Briefly describe the organization's mission:
Operation of a charter school
in Philadelphia serving students in grades K - 12, day care and nursery school.
- 2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No
 If "Yes," describe these new services on Schedule O.
- 3** Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No
 If "Yes," describe these changes on Schedule O.
- 4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 14,959,788. including grants of \$ 0.) (Revenue \$ 18,053,403.)

Community Academy of Philadelphia Charter School is a public charter school
providing education to students in grades kindergarden through 12,
day care and nursery school with a unique support services to facilitate this goal.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe in Schedule O.)
 (Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses **14,959,788.**

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	1 <input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	2 <input type="checkbox"/>	<input checked="" type="checkbox"/>
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	3 <input type="checkbox"/>	<input checked="" type="checkbox"/>
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	4 <input type="checkbox"/>	<input checked="" type="checkbox"/>
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III	5 <input type="checkbox"/>	<input checked="" type="checkbox"/>
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I	6 <input type="checkbox"/>	<input checked="" type="checkbox"/>
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II	7 <input type="checkbox"/>	<input checked="" type="checkbox"/>
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III	8 <input type="checkbox"/>	<input checked="" type="checkbox"/>
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV	9 <input type="checkbox"/>	<input checked="" type="checkbox"/>
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V	10 <input type="checkbox"/>	<input checked="" type="checkbox"/>
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	11a <input checked="" type="checkbox"/>	<input type="checkbox"/>
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII	11b <input type="checkbox"/>	<input checked="" type="checkbox"/>
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII	11c <input type="checkbox"/>	<input checked="" type="checkbox"/>
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX	11d <input checked="" type="checkbox"/>	<input type="checkbox"/>
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X	11e <input checked="" type="checkbox"/>	<input type="checkbox"/>
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X	11f <input type="checkbox"/>	<input checked="" type="checkbox"/>
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	12a <input checked="" type="checkbox"/>	<input type="checkbox"/>
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional	12b <input type="checkbox"/>	<input checked="" type="checkbox"/>
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	13 <input checked="" type="checkbox"/>	<input type="checkbox"/>
14a Did the organization maintain an office, employees, or agents outside of the United States?	14a <input type="checkbox"/>	<input checked="" type="checkbox"/>
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV	14b <input type="checkbox"/>	<input checked="" type="checkbox"/>
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV	15 <input type="checkbox"/>	<input checked="" type="checkbox"/>
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV	16 <input type="checkbox"/>	<input checked="" type="checkbox"/>
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)	17 <input type="checkbox"/>	<input checked="" type="checkbox"/>
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	18 <input type="checkbox"/>	<input checked="" type="checkbox"/>
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III	19 <input type="checkbox"/>	<input checked="" type="checkbox"/>
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H	20a <input type="checkbox"/>	<input checked="" type="checkbox"/>
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b <input type="checkbox"/>	<input type="checkbox"/>
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II	21 <input type="checkbox"/>	<input checked="" type="checkbox"/>

Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J	X	
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If "Yes," complete Schedule L, Part II		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
b A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV	X	
29 Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1	X	
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		X
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O.	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

☒

	Yes	No
1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

		Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return 2a 205		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	2b X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a X	
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O	3b X	
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a	X
b	If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c	
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a	X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b	
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c	X
d	If "Yes," indicate the number of Forms 8282 filed during the year 7d		
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8	X
9	Sponsoring organizations maintaining donor advised funds.		
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a	X
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b	X
10	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12 10a		
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities 10b		
11	Section 501(c)(12) organizations. Enter:		
a	Gross income from members or shareholders 11a		
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) 11b		
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year 12b		
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
a	Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O.	13a	
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans 13b		
c	Enter the amount of reserves on hand 13c		
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	14b	
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15	X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16	X

Form 990 (2018)

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI ☒

Section A. Governing Body and Management

	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year 1a 9		
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.		
b Enter the number of voting members included in line 1a, above, who are independent 1b 8		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? 2	<input checked="" type="checkbox"/>	
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person? 3		<input checked="" type="checkbox"/>
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? 4		<input checked="" type="checkbox"/>
5 Did the organization become aware during the year of a significant diversion of the organization's assets? 5		<input checked="" type="checkbox"/>
6 Did the organization have members or stockholders? 6		<input checked="" type="checkbox"/>
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? 7a		<input checked="" type="checkbox"/>
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? 7b		<input checked="" type="checkbox"/>
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body? 8a	<input checked="" type="checkbox"/>	
b Each committee with authority to act on behalf of the governing body? 8b	<input checked="" type="checkbox"/>	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O 9		<input checked="" type="checkbox"/>

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Did the organization have local chapters, branches, or affiliates? 10a		<input checked="" type="checkbox"/>
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? 10b		
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? 11a	<input checked="" type="checkbox"/>	
b Describe in Schedule O the process, if any, used by the organization to review this Form 990. 12a	<input checked="" type="checkbox"/>	
12a Did the organization have a written conflict of interest policy? If "No," go to line 13 12a	<input checked="" type="checkbox"/>	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? 12b	<input checked="" type="checkbox"/>	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done 12c	<input checked="" type="checkbox"/>	
13 Did the organization have a written whistleblower policy? 13	<input checked="" type="checkbox"/>	
14 Did the organization have a written document retention and destruction policy? 14	<input checked="" type="checkbox"/>	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official 15a	<input checked="" type="checkbox"/>	
b Other officers or key employees of the organization 15b	<input checked="" type="checkbox"/>	
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? 16a		<input checked="" type="checkbox"/>
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? 16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ►

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☒ Own website ☒ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records ►
 Management, 1100 East Erie Ave, Philadelphia,, PA 19124 (215)533-6700

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) John Fitzsimmons Board Chairperson	4.00	X						0.	0.	0.
(2) Anna Duvivier COO	42.00			X				180,187.	0.	50,698.
(3) Frank Viola Jr Treasurer	3.00	X						0.	0.	0.
(4) Joseph Proietta CEO/Secretary	42.00	X		X				175,367.	0.	80,470.
(5) Al Cini Trustee	2.00	X						0.	0.	0.
(6) Wendy Williams Trustee- Vice Chair	3.00	X						0.	0.	0.
(7) Nick Cinalli Trustee	2.00	X						0.	0.	0.
(8) Guy Calcerano Trustee	2.00	X						0.	0.	0.
(9) Marangeli Osoria Trustee	2.00	X						0.	0.	0.
(10) Elizabeth McCluskey Employee	42.00					X		112,115.	0.	37,009.
(11) Alberta Proietta O'Brien Employee	42.00					X		115,115.	0.	56,461.
(12) Aykema Mabery-Austin Chief Financial Officer	42.00				X			110,668.	0.	51,684.
(13) Candido Silva, Jr. Trustee	2.00	X						0.	0.	0.
(14) Jesus Vasquez Trustee	2.00	X						0.	0.	0.

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15)										
(16)										
(17)										
(18)										
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										
1b Sub-total								693,452.	0.	276,322.
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)								693,452.	0.	276,322.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **5**

- 3** Did the organization list any **former** officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual **3** **X**
- 4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual **4** **X**
- 5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person **5** **X**

Section B. Independent Contractors

- 1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
ASPS Inc. , 3515 Moreland Road, Unit A, Willow Grove, PA 19090	Occupational and Speech Therapy	196,119.
Staffing Plus, 551 Lancaster Avenue , Haverford, PA 19041	Substitute teachers	150,396.
Linton's Managed Services, 2947 Felton Road, East Norriton, PA 19401	Food Service	658,413.
Jessica L. Rausch, Esq., 33693 Calumet Street, Philadelphia, PA 19129	Special Ed services	104,978.
Worldstrides International, 218 Water Street West, Suite 400, Charlottesville, VA 22902	Student travel	140,415.
2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization 6		

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII. ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1a	Federated campaigns	1a				
	b	Membership dues	1b				
	c	Fundraising events	1c				
	d	Related organizations	1d				
	e	Government grants (contributions)	1e	2,567,467.			
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	8,372.			
	g	Noncash contributions included in lines 1a-1f: \$					
	h	Total. Add lines 1a-1f		2,575,839.			
Program Service Revenue	2a	Local Sources	Business Code 611110	17,828,690.	17,828,690.	0.	0.
	b	State Sources	611110	355,825.	355,825.	0.	0.
	c					
	d					
	e					
	f	All other program service revenue					
	g	Total. Add lines 2a-2f		18,184,515.			
	Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		68,859.	0.	0.
4		Income from investment of tax-exempt bond proceeds					
5		Royalties					
6a		Gross rents	(i) Real 161,857.				
b		Less: rental expenses	(ii) Personal				
c		Rental income or (loss)					
d		Net rental income or (loss)		161,857.	161,857.	0.	0.
7a		Gross amount from sales of assets other than inventory	(i) Securities (ii) Other				
b		Less: cost or other basis and sales expenses					
c		Gain or (loss)					
d		Net gain or (loss)					
8a		Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	a				
b		Less: direct expenses	b				
c		Net income or (loss) from fundraising events					
9a		Gross income from gaming activities. See Part IV, line 19	a				
b		Less: direct expenses	b				
c		Net income or (loss) from gaming activities					
10a		Gross sales of inventory, less returns and allowances	a	76,701.			
b	Less: cost of goods sold	b	42,963.				
c	Net income or (loss) from sales of inventory		33,738.	33,738.	0.	0.	
Miscellaneous Revenue		Business Code					
11a	Miscellaneous	900099	23,232.	23,232.	0.	0.	
b						
c						
d	All other revenue						
e	Total. Add lines 11a-11d		23,232.				
12	Total revenue. See instructions		21,048,040.	18,403,342.	0.	68,859.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.		(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1	Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2	Grants and other assistance to domestic individuals. See Part IV, line 22				
3	Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4	Benefits paid to or for members				
5	Compensation of current officers, directors, trustees, and key employees	557,342.	0.	557,342.	0.
6	Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7	Other salaries and wages	8,030,620.	6,728,932.	1,301,688.	0.
8	Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	1,907,959.	1,506,038.	401,921.	0.
9	Other employee benefits	1,644,990.	1,489,094.	155,896.	0.
10	Payroll taxes	704,684.	513,033.	191,651.	0.
11	Fees for services (non-employees):				
a	Management				
b	Legal	90,553.	0.	90,553.	0.
c	Accounting	138,552.	0.	138,552.	0.
d	Lobbying				
e	Professional fundraising services. See Part IV, line 17				
f	Investment management fees				
g	Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	1,749,162.	1,746,524.	2,638.	0.
12	Advertising and promotion	5,698.	0.	5,698.	0.
13	Office expenses	255,261.	233,297.	21,964.	0.
14	Information technology	17,659.	16,440.	1,219.	0.
15	Royalties				
16	Occupancy	1,544,400.	1,437,810.	106,590.	0.
17	Travel	272,886.	270,331.	2,555.	0.
18	Payments of travel or entertainment expenses for any federal, state, or local public officials				
19	Conferences, conventions, and meetings	10,091.	10,091.	0.	0.
20	Interest				
21	Payments to affiliates				
22	Depreciation, depletion, and amortization	137,771.	128,507.	9,264.	0.
23	Insurance	153,492.	153,492.	0.	0.
24	Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a	Books & Periodicals	238,647.	238,647.	0.	0.
b	Furniture & equipment	32,657.	32,814.	-157.	0.
c	Dues	84,849.	56,242.	28,607.	0.
d	Food purchases	20,987.	16,333.	4,654.	0.
e	All other expenses	393,031.	382,163.	10,868.	0.
25	Total functional expenses. Add lines 1 through 24e	17,991,291.	14,959,788.	3,031,503.	0.
26	Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest-bearing	4,793,688.	1	7,416,025.
	2 Savings and temporary cash investments	249,027.	2	241,507.
	3 Pledges and grants receivable, net	934,680.	3	344,636.
	4 Accounts receivable, net	191,280.	4	278,329.
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	157,520.	9	36,998.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 4,008,257.		
	b Less: accumulated depreciation	10b 3,502,123.	10c	506,134.
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	4,748,238.	15	3,683,824.
16 Total assets. Add lines 1 through 15 (must equal line 34)	11,581,601.	16	12,507,453.	
Liabilities	17 Accounts payable and accrued expenses	2,617,837.	17	1,903,133.
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties	44,754.	24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17–24). Complete Part X of Schedule D	28,284,404.	25	27,305,978.
	26 Total liabilities. Add lines 17 through 25	30,946,995.	26	29,209,111.
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets	-19,365,394.	27	-16,701,658.
	28 Temporarily restricted net assets		28	
	29 Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds		30	
	31 Paid-in or capital surplus, or land, building, or equipment fund		31	
	32 Retained earnings, endowment, accumulated income, or other funds		32	
33 Total net assets or fund balances	-19,365,394.	33	-16,701,658.	
34 Total liabilities and net assets/fund balances	11,581,601.	34	12,507,453.	

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	21,048,040.
2	Total expenses (must equal Part IX, column (A), line 25)	2	17,991,291.
3	Revenue less expenses. Subtract line 2 from line 1	3	3,056,749.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	-19,365,394.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	-393,013.
9	Other changes in net assets or fund balances (explain in Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	-16,701,658.

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☐

- 1** Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____
If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.

- 2a** Were the organization's financial statements compiled or reviewed by an independent accountant? . . .
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:

☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis

- b** Were the organization's financial statements audited by an independent accountant? . . .
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:

☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis

- c** If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? . . .
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.

- 3a** As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? . . .

- b** If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.

	Yes	No
2a		x
2b	x	
2c	x	
3a	x	
3b	x	

Form **990** (2018)

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2018

**Open to Public
Inspection**

Name of the organization

Community Academy of Philadelphia

Employer identification number

23-2920514

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 ☒ A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☐ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3.						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f).						
6 Public support. Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2018 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2017 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test—2018. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 33 1/3% support test—2017. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
17a 10%-facts-and-circumstances test—2018. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 10%-facts-and-circumstances test—2017. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions <input type="checkbox"/>		

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II.
If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ► <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2018 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2017 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2018 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2017 Schedule A, Part III, line 17	18	%
19a 33 1/3% support tests—2018. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here . The organization qualifies as a publicly supported organization ► <input type="checkbox"/>		
b 33 1/3% support tests—2017. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here . The organization qualifies as a publicly supported organization ► <input type="checkbox"/>		
20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ► <input type="checkbox"/>		

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI .		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI .		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI .		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI .		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b A family member of a person described in (a) above?		
c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI .		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a	<input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.	
b	<input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.	
c	<input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).	
2 Activities Test. Answer (a) and (b) below.		
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.	
b	Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.	
3 Parent of Supported Organizations. Answer (a) and (b) below.		
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI .	
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.	

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1** ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A—Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	1		
2 Recoveries of prior-year distributions	2		
3 Other gross income (see instructions)	3		
4 Add lines 1 through 3.	4		
5 Depreciation and depletion	5		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6		
7 Other expenses (see instructions)	7		
8 Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8		
Section B—Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	1a		
b Average monthly cash balances	1b		
c Fair market value of other non-exempt-use assets	1c		
d Total (add lines 1a, 1b, and 1c)	1d		
e Discount claimed for blockage or other factors (explain in detail in Part VI):			
2 Acquisition indebtedness applicable to non-exempt-use assets	2		
3 Subtract line 2 from line 1d.	3		
4 Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	5		
6 Multiply line 5 by .035.	6		
7 Recoveries of prior-year distributions	7		
8 Minimum Asset Amount (add line 7 to line 6)	8		
Section C—Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, Column A)	1		
2 Enter 85% of line 1.	2		
3 Minimum asset amount for prior year (from Section B, line 8, Column A)	3		
4 Enter greater of line 2 or line 3.	4		
5 Income tax imposed in prior year	5		
6 Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		
7 <input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).			

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D—Distributions		Current Year	
1	Amounts paid to supported organizations to accomplish exempt purposes		
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity		
3	Administrative expenses paid to accomplish exempt purposes of supported organizations		
4	Amounts paid to acquire exempt-use assets		
5	Qualified set-aside amounts (prior IRS approval required)		
6	Other distributions (describe in Part VI). See instructions.		
7	Total annual distributions. Add lines 1 through 6.		
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.		
9	Distributable amount for 2018 from Section C, line 6		
10	Line 8 amount divided by line 9 amount		

Section E—Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2018	(iii) Distributable Amount for 2018
1 Distributable amount for 2018 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2018 (reasonable cause required—explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2018			
a From 2013			
b From 2014			
c From 2015			
d From 2016			
e From 2017			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2018 distributable amount			
i Carryover from 2013 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2018 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2018 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2018, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions.			
6 Remaining underdistributions for 2018. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.			
7 Excess distributions carryover to 2019. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2014			
b Excess from 2015			
c Excess from 2016			
d Excess from 2017			
e Excess from 2018			

Schedule A (Form 990 or 990-EZ) 2018

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

**SCHEDULE D
(Form 990)**

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**

▶ **Attach to Form 990.**

▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2018

**Open to Public
Inspection**

Name of the organization

Community Academy of Philadelphia

Employer identification number

23-2920514

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

- | | (a) Donor advised funds | (b) Funds and other accounts |
|--|-------------------------|------------------------------|
| 1 Total number at end of year | | |
| 2 Aggregate value of contributions to (during year) | | |
| 3 Aggregate value of grants from (during year) | | |
| 4 Aggregate value at end of year | | |
- 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No
- 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

- 1 Purpose(s) of conservation easements held by the organization (check all that apply).
☐ Preservation of land for public use (e.g., recreation or education) ☐ Preservation of a historically important land area
☐ Protection of natural habitat ☐ Preservation of a certified historic structure
☐ Preservation of open space
- 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.
- | | Held at the End of the Tax Year |
|--|---------------------------------|
| a Total number of conservation easements | 2a |
| b Total acreage restricted by conservation easements | 2b |
| c Number of conservation easements on a certified historic structure included in (a) | 2c |
| d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register | 2d |
- 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶
- 4 Number of states where property subject to conservation easement is located ▶
- 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No
- 6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶
- 7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$
- 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No
- 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

- 1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.
- b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:
- (i) Revenue included on Form 990, Part VIII, line 1 ▶ \$
- (ii) Assets included in Form 990, Part X ▶ \$
- 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:
- a Revenue included on Form 990, Part VIII, line 1 ▶ \$
- b Assets included in Form 990, Part X ▶ \$

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3** Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):
- a** ☐ Public exhibition **d** ☐ Loan or exchange programs
- b** ☐ Scholarly research **e** ☐ Other _____
- c** ☐ Preservation for future generations
- 4** Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5** During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a** Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No
- b** If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|--|-----------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a** Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No
- b** If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a** Board designated or quasi-endowment %
- b** Permanent endowment %
- c** Temporarily restricted endowment %

The percentages on lines 2a, 2b, and 2c should equal 100%.

- 3a** Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) unrelated organizations

(ii) related organizations

- b** If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐

- 4** Describe in Part XIII the intended uses of the organization's endowment funds.

	Yes	No
3a(i)		
3a(ii)		
3b		

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land	0.			0.
b Buildings				
c Leasehold improvements		339,727.	108,134.	231,593.
d Equipment		3,429,312.	3,158,448.	270,864.
e Other		239,218.	235,541.	3,677.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				506,134.

Part VII Investments—Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.) ►		

Part VIII Investments—Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.) ►		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) Deferred Outflows of Resources	3,683,824.
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ►	3,683,824.

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value	
(1) Federal income taxes		
(2) Deferred Inflows of Resources	1,736,374.	
(3) Net Pension Liability	24,002,000.	
(4) Net OPEB Liability	1,042,000.	
(5) Deferred rent	525,604.	
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ►	27,305,978.	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII ☐

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	21,091,002.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	42,963.
e	Add lines 2a through 2d	2e	42,963.
3	Subtract line 2e from line 1	3	21,048,039.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	1.
c	Add lines 4a and 4b	4c	1.
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)	5	21,048,040.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	18,029,781.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	42,963.
e	Add lines 2a through 2d	2e	42,963.
3	Subtract line 2e from line 1	3	17,986,818.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)	5	17,986,818.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Pt XI, Line 2d: Cost of goods sold, Part VIII, line 10b, classified as a deduction from income, rather than as an expense herein, but classified as an expense in the audited financial statements.

Pt XII, Line 2d: Cost of goods sold, Part VIII, line 10b, classified as a deduction from income, rather than as an expense herein, but classified as an expense in the audited financial statements.

Pt XI, Line 4b: Dollar rounding.

Part XIII Supplemental Information (continued)

[illegible]

SCHEDULE E
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Schools

- **Complete if the organization answered "Yes" on Form 990, Part IV, line 13, or Form 990-EZ, Part VI, line 48.**
► **Attach to Form 990 or Form 990-EZ.**
► **Go to www.irs.gov/Form990 for the latest information.**

OMB No. 1545-0047

2018

Open to Public Inspection

Name of the organization

Community Academy of Philadelphia

Employer identification number

23-2920514

Part I

- 1** Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?
- 2** Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?
- 3** Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain. If you need more space, use Part II
Charter School law prohibits discrimination.

- 4** Does the organization maintain the following?
- a** Records indicating the racial composition of the student body, faculty, and administrative staff?
- b** Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?
- c** Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?
- d** Copies of all material used by the organization or on its behalf to solicit contributions?
If you answered "No" to any of the above, please explain. If you need more space, use Part II.

- 5** Does the organization discriminate by race in any way with respect to:

- a** Students' rights or privileges?
- b** Admissions policies?
- c** Employment of faculty or administrative staff?
- d** Scholarships or other financial assistance?
- e** Educational policies?
- f** Use of facilities?
- g** Athletic programs?
- h** Other extracurricular activities?
If you answered "Yes" to any of the above, please explain. If you need more space, use Part II.

- 6a** Does the organization receive any financial aid or assistance from a governmental agency?
- b** Has the organization's right to such aid ever been revoked or suspended?
If you answered "Yes" on either line 6a or line 6b, explain on Part II.
- 7** Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," explain on Part II

	YES	NO
1	X	
2	X	
3	X	
4a	X	
4b	X	
4c	X	
4d	X	
5a		X
5b		X
5c		X
5d		X
5e		X
5f		X
5g		X
5h		X
6a	X	
6b		X
7		X

Part II **Supplemental Information.** Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable. Also provide any other additional information. See instructions.

Line 6b: As a public school, the organization has revenues from local, state
and federal sources.

Line 3: Charter School law prohibits discrimination.

Line 7: The school is not subject to the specific publishing requirements of
Rev. Proc. 75-50, 1975-2 C.B., page 587, as long as it is operating under a contract
with a local government.

SCHEDULE J
(Form 990)

Department of the Treasury
Internal Revenue Service

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest
Compensated Employees

- **Complete if the organization answered "Yes" on Form 990, Part IV, line 23.**
► **Attach to Form 990.**
► **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2018

**Open to Public
Inspection**

Name of the organization

Community Academy of Philadelphia

Employer identification number

23-2920514

Part I Questions Regarding Compensation

- 1a** Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- | | |
|--|--|
| <input type="checkbox"/> First-class or charter travel | <input type="checkbox"/> Housing allowance or residence for personal use |
| <input type="checkbox"/> Travel for companions | <input type="checkbox"/> Payments for business use of personal residence |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees |
| <input type="checkbox"/> Discretionary spending account | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |

- b** If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain

- 2** Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?

- 3** Indicate which, if any, of the following the filing organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- | | |
|--|---|
| <input type="checkbox"/> Compensation committee | <input checked="" type="checkbox"/> Written employment contract |
| <input type="checkbox"/> Independent compensation consultant | <input type="checkbox"/> Compensation survey or study |
| <input type="checkbox"/> Form 990 of other organizations | <input checked="" type="checkbox"/> Approval by the board or compensation committee |

- 4** During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

- a** Receive a severance payment or change-of-control payment?
- b** Participate in, or receive payment from, a supplemental nonqualified retirement plan?
- c** Participate in, or receive payment from, an equity-based compensation arrangement?
- If "Yes" to any of lines 4a–c, list the persons and provide the applicable amounts for each item in Part III.

Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5–9.

- 5** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

- a** The organization?
- b** Any related organization?
- If "Yes" on line 5a or 5b, describe in Part III.

- 6** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

- a** The organization?
- b** Any related organization?
- If "Yes" on line 6a or 6b, describe in Part III.

- 7** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III

- 8** Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III

- 9** If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

Yes No

1b		
2	X	
4a		X
4b		X
4c		X
5a		X
5b		X
6a		X
6b		X
7		X
8		X
9		

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2018

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)–(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)–(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
Anna Duvivier 1 COO	(i)	180,187.	0.	0.	35,547.	15,152.	230,886.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
Joseph Proietta 2 CEO/Secretary	(i)	175,367.	0.	0.	57,875.	22,595.	255,837.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
Alberta Proietta O'Brien 3 Employee	(i)	115,115.	0.	0.	37,999.	18,432.	171,546.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
Aykema Mabery-Austin 4 Chief Financial Officer	(i)	110,668.	0.	0.	36,532.	15,152.	162,352.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
5	(i)		0.	0.			0.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
6	(i)							
	(ii)							
7	(i)							
	(ii)							
8	(i)							
	(ii)							
9	(i)							
	(ii)							
10	(i)							
	(ii)							
11	(i)							
	(ii)							
12	(i)							
	(ii)							
13	(i)							
	(ii)							
14	(i)							
	(ii)							
15	(i)							
	(ii)							
16	(i)							
	(ii)							

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

[illegible]

SCHEDULE L
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Transactions With Interested Persons

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 25a, 25b, 26, 27, 28a, 28b, or 28c, or Form 990-EZ, Part V, line 38a or 40b.**
▶ **Attach to Form 990 or Form 990-EZ.**
▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2018

Open To Public Inspection

Name of the organization

Community Academy of Philadelphia

Employer identification number

23-2920514

Part I

Excess Benefit Transactions (section 501(c)(3), section 501(c)(4), and 501(c)(29) organizations only).

Complete if the organization answered "Yes" on Form 990, Part IV, line 25a or 25b, or Form 990-EZ, Part V, line 40b.

1	(a) Name of disqualified person	(b) Relationship between disqualified person and organization	(c) Description of transaction	(d) Corrected?	
				Yes	No
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					

- 2 Enter the amount of tax incurred by the organization managers or disqualified persons during the year under section 4958. ▶ \$
- 3 Enter the amount of tax, if any, on line 2, above, reimbursed by the organization ▶ \$

Part II

Loans to and/or From Interested Persons.

Complete if the organization answered "Yes" on Form 990-EZ, Part V, line 38a or Form 990, Part IV, line 26; or if the organization reported an amount on Form 990, Part X, line 5, 6, or 22.

(a) Name of interested person	(b) Relationship with organization	(c) Purpose of loan	(d) Loan to or from the organization?		(e) Original principal amount	(f) Balance due	(g) In default?		(h) Approved by board or committee?		(i) Written agreement?	
			To	From			Yes	No	Yes	No	Yes	No
(1)												
(2)												
(3)												
(4)												
(5)												
(6)												
(7)												
(8)												
(9)												
(10)												
Total ▶						\$						

Part III

Grants or Assistance Benefiting Interested Persons.

Complete if the organization answered "Yes" on Form 990, Part IV, line 27.

(a) Name of interested person	(b) Relationship between interested person and the organization	(c) Amount of assistance	(d) Type of assistance	(e) Purpose of assistance
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				
(9)				
(10)				

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule L (Form 990 or 990-EZ) 2018

Part IV Business Transactions Involving Interested Persons.

Complete if the organization answered "Yes" on Form 990, Part IV, line 28a, 28b, or 28c.

(a) Name of interested person	(b) Relationship between interested person and the organization	(c) Amount of transaction	(d) Description of transaction	(e) Sharing of organization's revenues?	
				Yes	No
(1) International Educational and Community Initiatives	Mutual officers on both boards	161,857.	Rent expense net of reimbursed costs		X
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					
(9)					
(10)					

Part V Supplemental Information.

Provide additional information for responses to questions on Schedule L (see instructions).

1: Certain officers of the Organization are on the Board of IECl.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2018

**Open to Public
Inspection**

Name of the organization

Community Academy of Philadelphia

Employer identification number

23-2920514

Pt VI, Line 11b: Form 990 was sent to Board for review

Pt VI, Line 12c: Annual conflict of interest forms are completed.

Pt VI, Line 15a: Board approves all compensation

Pt VI, Line 19: Governing documents are available upon request and made available
to employees and Board members.

Pt VI, Line 2: Joseph Proietta, CEO, is related to Alberta O'Brien, Mary Proietta
and John Proietta.

Pt VI, Line 2: Anna Duvivier, COO, is related to Maria Duvivier

Pt VI, Line 8a: Board meetings are documented and minutes are approved.

Pt VI, Line 15b: Board approves all compensation.

Other: Schedule R, Part II, Column (b): To provide at-risk students between
the ages of 16-21 with a second chance of obtaining a high school diploma and
provide facilities to a charter school in Philadelphia, PA.

Pt IX, Line 11g:

Description: Special Ed related services

Total: \$819,643

Program services: \$819,643

Description: Psychological services

Total: \$16,600

Program services: \$16,600

Description: IT technical services

Total: \$70,764

Program services: \$70,764

Description: School lunch services

Total: \$768,270

Name of the organization

Employer identification number

Community Academy of Philadelphia

23-2920514

Program services: \$768,270

Description: Regular Ed services

Total: \$69,744

Program services: \$69,744

Description: Other

Total: \$4,141

Program services: \$1,503

Management and general: \$2,638

Pt IX, Line 24e:

Description: Tuition

Total: \$180,706

Program services: \$180,706

Management and general: \$0

Fundraising: \$0

Description: Claims and judgments

Total: \$162,135

Program services: \$162,135

Management and general: \$0

Fundraising: \$0

Description: Communications

Total: \$17,102

Program services: \$13,218

Management and general: \$3,884

Fundraising: \$0

Description: Miscellaneous

Total: \$33,088

Program services: \$26,104

Name of the organization

Community Academy of Philadelphia

Employer identification number

23-2920514

Management and general: \$6,984

Fundraising: \$0

**SCHEDULE R
(Form 990)**

Department of the Treasury
Internal Revenue Service

Related Organizations and Unrelated Partnerships

► Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.

► Attach to Form 990.

► Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2018

**Open to Public
Inspection**

Name of the organization

Community Academy of Philadelphia

Employer identification number

23-2920514

Part I Identification of Disregarded Entities. Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					

Part II Identification of Related Tax-Exempt Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
						Yes	No
(1) International Educational and Community Initiatives 23-2147087 1142 East Erie Ave. Philadelphia PA 19124	See Schedule O	PA	501(c)3	2	NA		X
(2)							
(3)							
(4)							
(5)							
(6)							
(7)							

Part III Identification of Related Organizations Taxable as a Partnership. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512–514)	(f) Share of total income	(g) Share of end-of- year assets	(h) Disproportionate allocations?		(i) Code V—UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
							Yes	No		Yes	No	
(1) _____												
(2) _____												
(3) _____												
(4) _____												
(5) _____												
(6) _____												
(7) _____												

Part IV Identification of Related Organizations Taxable as a Corporation or Trust. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity?	
								Yes	No
(1) _____									
(2) _____									
(3) _____									
(4) _____									
(5) _____									
(6) _____									
(7) _____									

Part V Transactions With Related Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.**Note:** Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

	Yes	No
1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II–IV?		
a Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity		X
b Gift, grant, or capital contribution to related organization(s)		X
c Gift, grant, or capital contribution from related organization(s)		X
d Loans or loan guarantees to or for related organization(s)	X	
e Loans or loan guarantees by related organization(s)	X	
f Dividends from related organization(s)		X
g Sale of assets to related organization(s)		X
h Purchase of assets from related organization(s)		X
i Exchange of assets with related organization(s)		X
j Lease of facilities, equipment, or other assets to related organization(s)	X	
k Lease of facilities, equipment, or other assets from related organization(s)	X	
l Performance of services or membership or fundraising solicitations for related organization(s)		X
m Performance of services or membership or fundraising solicitations by related organization(s)		X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)		X
o Sharing of paid employees with related organization(s)		X
p Reimbursement paid to related organization(s) for expenses		X
q Reimbursement paid by related organization(s) for expenses	X	
r Other transfer of cash or property to related organization(s)		X
s Other transfer of cash or property from related organization(s)		X

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

(a) Name of related organization	(b) Transaction type (a–s)	(c) Amount involved	(d) Method of determining amount involved
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			

Part VI **Unrelated Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under sections 512–514)	(e) Are all partners section 501(c)(3) organizations?		(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations?		(i) Code V–UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
				Yes	No			Yes	No		Yes	No	
(1)													
(2)													
(3)													
(4)													
(5)													
(6)													
(7)													
(8)													
(9)													
(10)													
(11)													
(12)													
(13)													
(14)													
(15)													
(16)													

Part VII **Supplemental Information.**

Provide additional information for responses to questions on Schedule R. See instructions.

Lined area for supplemental information.

II. PRELIMINARY SUMMARY OF TERMS AND CONDITIONS

PNC BANK, NATIONAL ASSOCIATION
Preliminary Summary of Terms and Conditions
June 30, 2020
REVOLVING LINE OF CREDIT

This Preliminary Term Sheet is not a commitment or an offer to lend and does not create any obligation on the part of the Lender or any affiliate thereof to extend any commitment to the Borrower unless and until a formal commitment letter is issued and has been executed, delivered and accepted. This outline is only a brief description of the principal terms of suggested facilities and is intended for discussion purposes only.

This Preliminary Term Sheet is delivered to you on the understanding that any of the terms of substance hereunder shall not be disclosed, directly or indirectly, to any other person except your officers, agents and advisors who are directly involved in the consideration of this matter unless required to do so by applicable law or prior written consent has been given by the Lender.

I. PARTIES

BORROWER: Community Academy of Philadelphia (the "Borrower").

LENDER: PNC Bank, National Association ("PNC" or the "Bank").

II. FACILITY AMOUNT, SECURITY AND FINANCING DOCUMENTS

FACILITY: Revolving Line of Credit (the "Credit Facility")

PURPOSE: The proceeds of the Credit Facility will be used for working capital.

FACILITY AMOUNT: Up to \$1,000,000

MATURITY: 364 days

AMORTIZATION: Principal will be due at maturity

SECURITY: The Credit Facility and obligations owed to the Bank under the Financing Documents (as defined below) will be secured by a parity pledge with the Series 2018 A&B Bonds issued on behalf of International Education and Community Initiatives d/b/a with Pledged Revenues and a mortgage on school facilities.

FINANCING DOCUMENTATION: The Bank will originate up to \$1,000,000 in credit commitment, as evidenced by the Credit Facility, in accordance with and subject to the provisions of a Loan Agreement between the Bank and the Borrower including standard conditions precedent to closing, representations and warranties, indemnities, covenants, events of default and remedies. The Loan Agreement and other documents required for closing are herein collectively referred to as the "Financing Documents."

CLOSING DATE: The Closing Date is to be determined, and shall be subject to the satisfaction of the conditions precedent described herein.

III. INTEREST RATES AND OTHER KEY PROVISIONS

VARIABLE INTEREST RATES: 1-M LIBOR+ 3.00%

In the event that LIBOR at any time would be determined less than 0.50%, such rate shall be deemed to be 0.50%.

COMPUTATION BASIS: Computations of interest shall be calculated on an actual/360 day basis and actual days elapsed.

DEFAULT RATE: PNC Base Rate plus 3%.

The PNC Base Rate equals the greater of (i) the PNC Prime Rate; (ii) the Federal Funds Open Rate plus 0.5%; and (iii) 2012 and 2017 the Daily LIBOR Rate plus 1.00%; and (iv) 7%.

IV. OTHER FEES AND EXPENSES

UNUSED COMMITMENT FEE: Thirty-five basis points (0.35%) per annum on the unused portion of the Credit Facility. This fee shall be calculated on the basis of a 360 day year for the actual number of days elapsed and will be payable monthly in arrears.

ORIGINATION/COMMITMENT FEE: Waived

COSTS AND EXPENSES: All expenses incurred by the Bank, including recording of UCC filings and other security interests, and audit and reasonable legal fees (inside and outside), and any other expenses in reference to structuring, documenting, closing, monitoring or enforcing the Financing Documents, shall be for the account of the Borrower and payable at closing and otherwise on demand.

V. INCREASED COSTS AND CAPITAL ADEQUACY; TAXES

The Financing Documents will contain a provision requiring the Borrower to pay the Bank under customary yield protection provisions such additional amounts as will compensate the Bank and its holding company in the event that either of them are or become subject to legal, capital or reserve requirements (including without limitation those arising under the Dodd-Frank Wall Street Reform and Consumer Protection Act or Basel III, or any rules, guidelines or directives issued at any time in connection therewith) or taxes (except for taxes on overall net income) which in any case increase the cost or reduce the yield to the Bank or its holding company.

VI. DOCUMENTATION

The Financing Documentation will be prepared by Bank Counsel. The Financing Documents will include, but not be limited to, the terms and conditions outlined herein as well as provisions that are customary and standard with respect to conditions precedent, representations and warranties, covenants, events of default and remedies. PNC Bank intends to document the renewal with in-house counsel to save on legal expenses for the Borrower.

VII. CONDITIONS PRECEDENT TO CLOSING

The Financing Documents shall include conditions precedent customary for transactions of this nature including, without limitation, to completion of due diligence on the Borrower.

VIII. FINANCIAL/NEGATIVE COVENANTS AND FINANCIAL REPORTING

FINANCIAL/NEGATIVE COVENANTS:

Affirmative and negative covenants, including financial covenants, will be specified by the Bank for inclusion in the Loan Documents. Covenants are expected to include but may not be limited to (a) limitation on sale of assets; (b) limitation on additional indebtedness, liens and leases; (c) prohibition on change in business; (d) prohibition on change of control; (e) prohibition on mergers and acquisitions; and (f) limitation on loans and advances.

Financial Covenants, to align with existing 2018 Bonds:

- a) Debt Service Coverage Ratio of 1.10x; tested annually;
- b) Lease Payment Coverage Ratio of 1.0x; tested annually;
- c) Days Cash on Hand of 45 days, tested annually.

FINANCIAL REPORTING:

Reporting Covenants, to align with existing 2018 Bonds:

- a) Annual audited financial statements within 180 days of year end;
- b) Quarterly financial statements within 45 days of quarter end;
- c) Annual enrollment statistics within 180 days of fiscal year end;
- d) Annual budget due on or before September 15th of each year;
- e) Annual Compliance Certificate within 180 days of year end;

IX. EVENTS OF DEFAULT

The Financing Documents shall include events of default customary for transactions of this nature, including but not limited to:

- a) Charter revocation/non-renewal
- b) Non payment
- c) Covenant breach
- d) Breach of representations and warranties

X. CHOICE OF LAW / JURY TRIAL / VENUE

GOVERNING LAW:	The Financing Documents, and any other documents to which the Bank shall become a party will be governed by the laws of Commonwealth of Pennsylvania.
JURY TRIAL:	The parties to the Financing Documents agree to waive a jury trial in any proceeding including the Bank.
VENUE:	The parties to the Financing Documents shall agree to the non-exclusive jurisdiction of the state and federal courts of the Commonwealth of Pennsylvania.

XI. ADDITIONAL PROVISIONS

PRIMARY BANKING RELATIONSHIP:	The Borrower and the Bank shall work in good faith to expand its banking relationship and transfer CAP's operating and depository relationship to the Bank.
--------------------------------------	---

INDEMNIFICATION:

Customary indemnification in all cases except where the Bank is proven to have been guilty of gross negligence or willful misconduct.

**No ADVISORY OR
FIDUCIARY ROLE:**

The Borrower acknowledges and agrees that: (i) the Bank has not assumed any advisory or fiduciary responsibility to the Borrower with respect to the transaction contemplated hereby and the discussions, undertakings and procedures leading thereto; (ii) the only obligations the Bank has to the Borrower with respect to the transaction contemplated hereby are expressly set forth in this term sheet; and (iii) the Borrower has consulted its own legal, accounting, tax, financial and other advisors, as applicable, to the extent it has deemed appropriate.

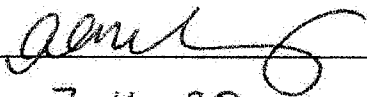
AGREEMENT BY BORROWER:

CAP hereby desires to engage the Bank to originate the Credit Facility pursuant to the terms and conditions stated herein.

Recognizing that this Term Sheet is non-binding on the Bank until a commitment is issued, please evidence your interest in proceeding on the foregoing terms and conditions by signing and returning a copy of the document to the Bank on or prior to July 8th, 2020 at which point the Bank will continue with due diligence and credit underwriting for the foregoing transaction.

ACCEPTED AND AGREED TO:

Community Academy of Philadelphia

By: 

Date: 7-16-20

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
September 21, 2020

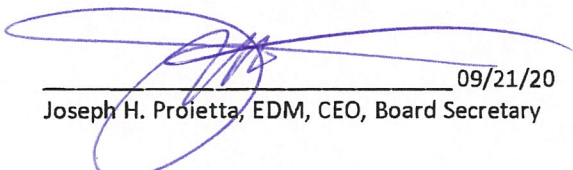
RESOLUTION: #09-21-20: #7

BE IT RESOLVED: the Board of Community Academy of Philadelphia, CS approves renewing the line of credit with PNC Bank in the amount of \$1,000,000.

Roll Call---	Yea	Nay	Absent	Abstain	Comment
FitzSimmons, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gomez, J.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Hernandez, S.	<input checked="" 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"/>	
Osoria, M.	<input checked="" 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"/>	
Vasquez, J.	<input checked="" 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"/>	
Williams, W.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Summary: 8 Y 0 N 1 Ab 0 Abt

The motion has: ☒ Passed ☐ Failed ☐ Been Tabled


 _____ 09/21/20
 Joseph H. Proietta, EDM, CEO, Board Secretary

Community Academy of Philadelphia, CS
Employee Summary Report Since May 18,2020

New Hires				
Employee	Title	Action	Date	Pay Rate
ELEMENTARY SCHOOL				
Mark Branche	7th and 8th Grade Math Teacher	Contractor	8.31.2020	\$40 hr
Crystal Jones	5th Grade ELA Teacher	Contractor	9.16.2020	\$40 hr
Judith Mathador	French Teacher	New Hire	8.16.2020	\$45,000.00
Pearline Sturdivant	6th Grade Math & Science	Contractor	9.15.2020	\$40 hr
High SCHOOL				
Perry Bowers	Athletic Trainer	New Hire	8.16.2020	\$44,370.00
Julia Rigano	Building Substitute Teacher	New Hire	8.16.2020	\$40,500.00
SPECIAL EDUCATION				
Julianne Butynskyi	SPED Teacher	New Hire	8.16.2020	\$45,390.00
Nathalie Charles	SPED Teacher	Contractor	8.30.2020	\$64.50 hr
Mallory Collins	SPED Paraprofessional	New Hire	8.16.2020	\$15.00
Paulla Jones	SPED Teacher	New Hire	8.16.2020	\$70,000.00
Katie Morris	SPED Teacher	New Hire	8.16.2020	\$45,390.00
Jessica Rausch-Esquivel	School Psychologist	New Hire	8.16.2020	\$87,000.00
Debra Weik	SPED Teacher	Contractor	8.19.2020	\$67 hr
Separated Employees				
Employee	Title	Action	Date	Pay Rate
ADMINISTRATION				
Stephanie Santiago	Community & Parent Liaison	Laid Off	6.30.2020	\$42,840.00
ELEMENTARY SCHOOL				
Yadira Curet	Art Teacher	Resigned	8.15.2020	\$46,298.00
Lotalinda Castro-Anderson	6th Grade Math and Science	Resigned	8.15.2020	\$81,551.00
HIGH SCHOOL				
Luis Castro	Student Climate Center Sup.	Laid Off	6.30.2020	\$29,000.00
SPECIAL EDUCATION				
Jessica Schwalm	SPED Teacher	Resigned	8.15.2020	\$54,477.00
Alexandria Trefz	SPED Paraprofessional	Resigned	8.15.2020	\$32,000.00
OPERATIONS				
Sonia Rivas	Corporal Security Officer	Separated	8.6.2029	\$13.30
Akmal Shonasairiev	Maintenance Technician	Resigned	9.11.2020	\$13.30

EnrollmentSummaryReport

SCHOOL NAME	OF	AP	CV	ALL	WL
Community Academy of Philadelphia	0	76	108	184	1094
Kindergarten	0	36	49	85	127
First Grade	0	0	3	3	73
Second Grade	0	1	0	1	87
Third Grade	0	1	2	3	79
Fourth Grade	0	0	0	0	64
Fifth Grade	0	0	0	0	112
Sixth Grade	0	0	2	2	124
Seventh Grade	0	0	0	0	91
Eighth Grade	0	0	0	0	99
Ninth Grade	0	37	52	89	143
Tenth Grade	0	0	0	0	59
Eleventh Grade	0	0	0	0	28
Twelfth Grade	0	1	0	1	8
Total	0	76	108	184	1094

Note: The numbers listed under "ALL" are the number of students that have been enrolled for that grade. The number listed under "WL" are the total number of students that are still waitlisted for that grade.

AP Accepted- registration in progress

CV Completed and Verified

ALL = AP + CV

WL Waitlisted

How will Nutritional and Injury Prevention Strategies be Perceived
at Community Academy

Perry Bowers LAT, ATC, CES, PES

University of Florida

M.S Sports Management

Abstract

The purpose of this research proposal is to study and reflect on the best possible strategy to get students to adhere to nutrition and injury prevention measures. As poor nutrition and lack of exercise can lead to common injuries and pathologies, the following research will hope to mitigate the issues and put students in a better position to live a healthy life. The Athletic Department's goal is to reduce the rate of injury for student-athletes by increasing the educational content of nutrition and exercise. By expanding the content and importance of these matters, the hope is to spread our research throughout the school. The foundation of research will be to gain a clear insight into the perception of the measures implemented by the Coaches and Athletic Trainer.

The following research will be used to educate the administrative staff and students on the need for better health measures that can translate to later in life. For nutritional aspects, this study will highlight better practices to reduce health detriments that tend to plague urban, economically disadvantaged societies. This study will focus on reducing the causes of diabetes, dehydration, and proper eating techniques using essential government and peer-reviewed literature. By highlighting the importance of exercise to mitigate common injury rates, we will be able to study the improvement of student-athletes over the school year. Injury prevention guidelines will help to educate preventable injuries that can happen in sport, or throughout their professional life post-graduation. The studies' importance to the school will be observed in reduced health care costs and quality of life for students at Community Academy, which will help to decrease the economic impact on families in the Philadelphia community. The research will be presented and reviewed to imply future guidelines for athletics and health.

The literature review consisting of 12 studies will highlight research that relates to the demographics of students at CAP. The article in the literature review was gathered with the school's social issues in mind to be able to study the best possible evidence. The complete literature review can be found in the document to read at your discretion.

For this study, a sample of 50 students from fall sports team will be selected to complete the exercise programming. For sampling purposes, 44 of the 50 students signed up for fall sports will be monitored for progress for five months leading up to the condensed fall season starting in January of 2021. Students from the following sports will be put through the program: Volleyball (boys/girls), Soccer (boys/girls), and Cross Country (Co-ed).

Jennifer Ferris

Bridging the Digital Divide: Motivation, Engagement, and Agency among Students with Learning Disabilities in the Virtual Classroom

University of South Carolina

Ed.D. in Curriculum and Instruction

The COVID-19 pandemic has ushered in an era of teaching we neither expected nor asked for: remote instruction. As schools shuttered, teachers were given the herculean task of making an abrupt transition to teaching online - almost quite literally overnight. Success and satisfaction with remote instruction during the pandemic has been mixed at best. One of the most voiced concerns among teachers and parents alike is the concern about learning loss. Parents and teachers of students who receive special education services are especially worried about the adverse effects of remote instruction on these students. In addition to legitimate concerns about learning loss, there is also the concern that students are not able to have access to the interventions they normally do in a face-to-face setting, which hinders students' academic and social development.

While remote instruction presents challenges for all students, students receiving special education services tend to be particularly disadvantaged by the practice. The disruption of routine, lack of structure, and lack of resources are all especially troublesome for these students (Fleming, 2020). Most experts agree that the achievement gap between students in special education and their peers will substantially widen as a direct result of the switch to remote learning (Jones, 2020). Students in special education also tend to exhibit less classroom engagement than their peers, as these students often do not have the supports they need at home that they would normally receive in school (Pinho, 2020).

In my own experience with online learning, I too have found it harder to keep my students receiving special education services engaged and motivated than their peers. I have noticed that these students tend to shut down or give up more quickly, and are less inclined to participate in class. This trend quite possibly reflects Weiser's (2014) observation that these students "often become frustrated because they see themselves as being incompetent in many areas of school, thus generally making them unmotivated and unexcited to read, write, and complete tasks for fear of failure, embarrassment, and disrespect." This attitude often lends itself to poor academic performance among students in special education (Lepper, Corgus, & Iyengar, 2005; McGeown, Norgate, & Warhurst, 2012), which goes hand-in-hand with the fact that students in special education are suffering more than their peers in terms of learning loss. My problem of practice is determining how best to motivate and engage students in special education in online learning by studying their perceptions of agency. Agency is similar to but distinct from student engagement. Broadly speaking, agency is the student's "ability to manage one's own learning" (American Institutes for Research, 2018, p. 1). With that, my research questions are as follows:

1. How do students in special education demonstrate agency in an online setting?
2. How can teachers promote agency among students in special education in an online setting?

For my study, I will choose five students to complete a narrative study on. These students will be randomly selected from the 32 students in special education that I currently teach. All of these students will be ninth graders enrolled in my World History I class. To complete my narrative study, each student will keep a journal of their reflections on each day of live instruction for 10 class days, discussing what they felt did and did not work for them in terms of both synchronous and asynchronous instruction. I will also conduct semi-structured

interviews with each of these five students over Google Meet. Student journals and interview transcripts will be analyzed using an open coding process.

The overarching theoretical framework for my study is Deci and Ryan's (1995, 2000) self-determination theory (SDP). According to Deci and Ryan (1995, 200), the most important factors impacting an individual's motivation are autonomy, competence, and relatedness. Respectively, these refer to the sense of being in control of one's own behaviors and goals, an ability to master a given set of skills, and a sense of community and belonging. In this study, I will be examining how students in special education perceive autonomy, competence, and relatedness in the context of online learning. This will have important implications for best practices for teaching these students.

Preparing for both the start of a school year like no other and the start of a dissertation study I did was not entirely planning for, I have done a good deal of research over the summer on best practices in remote instruction. I am interested in educational technology and student-centered instructional strategies to increase student engagement and motivation. In tandem with this, I also hope to explore culturally responsive teaching, as I believe this pedagogy also holds a great deal of promise for increasing student engagement and motivation.

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**COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
September 21, 2020**

RESOLUTION: #09-21-2020: #8

WHEREAS: Community Academy of Philadelphia, CS has promoted Jaclyn Smith-Spade to High School Principal and Maria Torres to Elementary School Principal effective the new school year 2020-2021.


BE IT RESOLVED: The promotions of both principals are approved by the Board of School Director of Community Academy of Philadelphia, CS.

Recording of the vote:

Roll Call—	Yea	Nay	Absent	Abstain	Comment
FitzSimmons, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gomez, J.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Hernandez, S.	<input checked="" 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"/>	
Osoria, M.	<input checked="" 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"/>	
Vasquez, J.	<input checked="" 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"/>	
Williams, W.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Summary: 8 Y 0 N 1 Ab 0 Abt

The motion has: ☒ Passed ☐ Failed ☐ Been Tabled

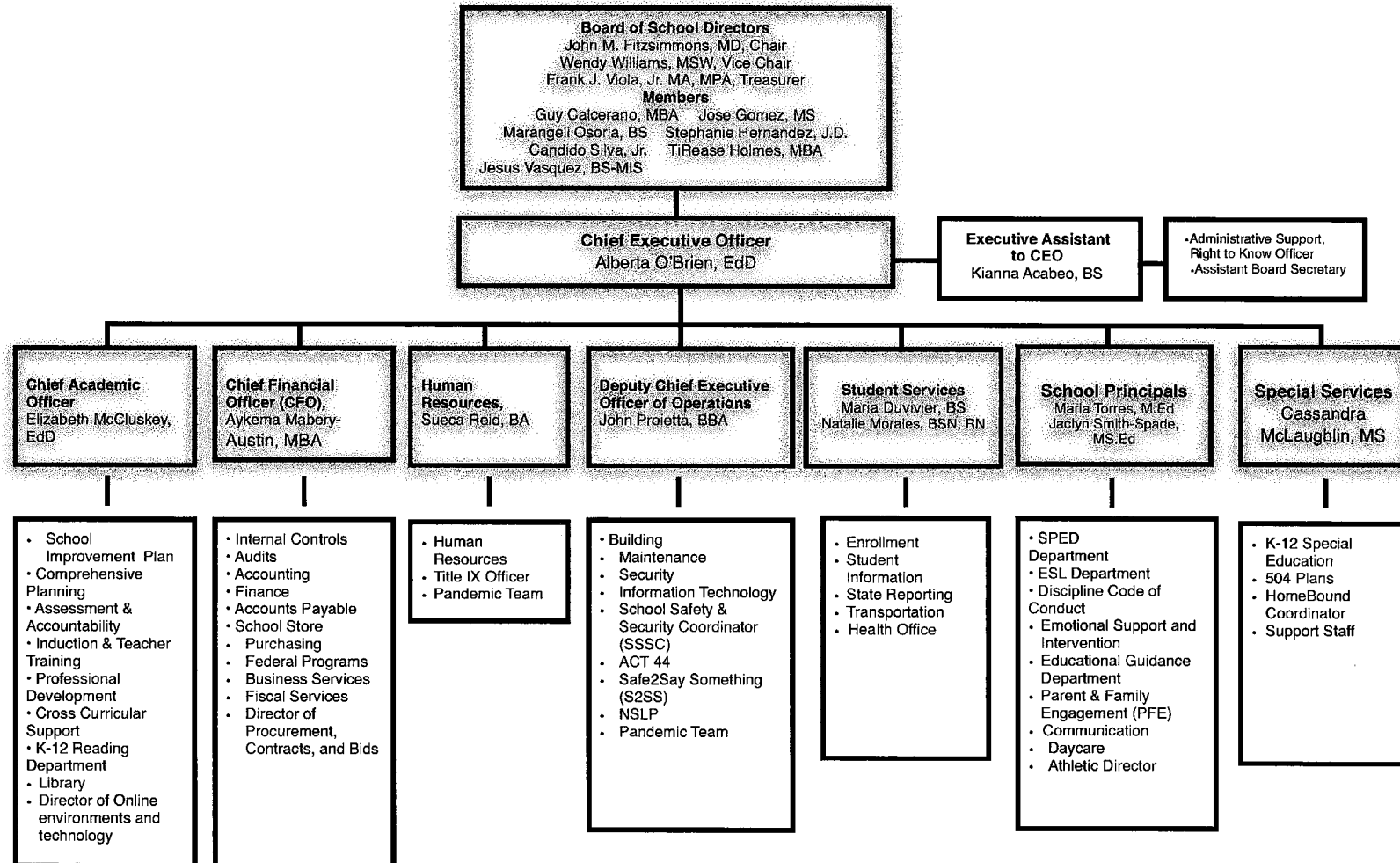


Joseph H. Proietta, EDM, Board Secretary

09/21/2020

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL

Organizational CHART SY 20-21





Community Academy of Philadelphia
a Pennsylvania Charter School

CAP THREE YEAR CAPITAL PLAN **SY 2020-21 through SY 2022-23**

OPERATIONS DEPARTMENT

DCEO NA OPERATIONS

John J Proietta

1100 East Erie Avenue

Philadelphia, PA 19124

T 215.533.6700 x 1202

F 215.533.6722

john.proietta@communityacademy.org

www.communityacademy.org

September 2020

SY 2020-21 (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).	\$ 9,000
Gym Sound System	Replace / upgrade existing system, reuse when possible	\$50,000 (p)(b)
Fire Alarm System Upgrade	Replace 60 devices (1 of 4 loops)	\$10,000
Flooring Replacement	Commons / Atriums / Lunchrooms (Phase 2)	\$80,000
Playground	Upgrade and possible expansion including fall zones	\$50,000

SY 2019-20 TOTAL= \$214,000

SY 2021-22 (YEAR 2)

Chromebooks	Replacement / new student units (150) inc. Google License and Insurance	\$45,000
Misc Furniture Upgrade	Replacement / refresh of classroom units / 2 nd Floor Lobby	\$15,000
Refurbish Bleachers	Replace seating, upgrade mechanicals as needed	\$25,000
Electrical System	Thermal image / maintenance / repairs	\$25,000
Security Equipment	Misc. equipment upgrades and replacements including uniforms	\$ 5,000
Repaint Gym Floor	Summer project	\$35,000
Fire Alarm System Upgrade	Replace 60 devices (2 of 4 loops)	\$ 10,000
Gym	Repaint center court emblem	\$ 8,000
Modular	Roof replacement on modular and bridge	\$ 20,000
Parking Lots	Re-coat, repair and re-stripe	\$32,000
Entrance work	The sealing of overhangs at the HS and Elementary entrances	\$10,000
Exterior digital signage	Digital sign, wall mounted with electrical and permits if required	\$20,000

SY 2020-21 TOTAL= \$ 250,000

SY 2022-23 (YEAR 3)

Chromebooks	Replacement / new student units (150) inc. Google License and Insurance	\$45,000
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	\$ 20,000
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 / Elem school (Phase 3)	\$ 80,000
Fire Alarm System Upgrade	Replace 60 devices (3 of 4 loops)	\$ 10,000
Staff Computer Upgrade	Replace staff laptops / end of lease	\$180,000

SY 2021-22 TOTAL= \$406,000

THREE YEAR TOTAL= \$870,000

LEGEND:

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

CAPITAL EXPENDITURES COMPLETED IN FISCAL 2020-21

Flush Valves	Replace remaining faucets and all flush valves to hands free.	CARES
Network Switch upgrade	Replacement of 4 older network switches to fiber / hardwire smart boards	ERATE

CAPITAL EXPENDITURES COMPLETED IN FISCAL 2019-20

Lighting Conversion	2 nd Floor complete (PECO grant 29%), consolidated from year 3	BONDS
Lighting Conversion	Library and lobby, 1 st floor complete (PECO grant 34%, consolidated from years 2 & 3)	BONDS
Flooring Upgrades	Hallways, misc. offices	BONDS
Network Server Upgrade	New server and Backup system	BONDS
Compact HVAC Units	Two existing modular wall AC / Heat units	BONDS
Fire Alarm System Upgrade	Replace Siemens control panel	BONDS
Access Card System	Update controller from Windows 7 to 10 (recommended by IT consultant)	BONDS
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 FI 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

COMMUNITY ACADEMY OF PHILADELPHIA, CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
September 21, 2020


RESOLUTION: #09-21-2020: #9

WHEREAS: In accordance with Section 1309-B of Act 44, school administrators are required to appoint a School Safety and Security Coordinator (SSSC). The SSSC is tasked with the following duties:

- Reviewing the school entity's policies and procedures;
- Coordinating training and resources for students and staff;
- Coordinating school safety and security assessments;
- Making reports to Board of School Directors on current safety and security practices of schools; and
- Serving as the liaison to the Pennsylvania Commission for Crime and Delinquency (PCCD), School Safety and Security Committee, the Pennsylvania Department of Education, law enforcement and other organizations of matters of school safety and security.

BE IT RESOLVED: The Board of School Directors, in an agreement with the Chief Executive Officer, unanimously appoints, Security Captain, Dana Baynes, as the School Safety and Security Coordinator as of September 21, 2020.

The Board Chair called for unanimous consent: ☒ Passed ☐ Failed ☐ Been Tabled



Joseph H. Proietta, EDM, Board Secretary

09/21/20



Community Academy of Philadelphia
a Pennsylvania Charter School

Chief Academic Officer
1100 East Erie Avenue
Philadelphia, PA 19124

T 215.533.6700
F 215.533.6722

www.communityacademy.org

Board Meeting Academic Update September 21, 2020

School Improvement/Professional Development

- Two full-day professional development days have been added on the final Friday of September and October respectively
- Days are planned with a focus on student engagement; teachers were surveyed in June and again in September to better tailor the days to their needs
- In addition to curating and sharing other PD opportunities, in June CAP purchased a membership to a comprehensive on-line professional development website for all teachers to support in part the amount of individual professional learning needed to adjust to the new demands they face as educators. Teachers have been innovative and collegially supportive of each other.

Graduation Requirement for Class of 2021

- Due to restrictions imposed by unusual circumstances stemming from COVID-19, the recommendation is made to remove the Senior Project as a graduation requirement for SY 2021.

Seeking Board Approval on New Courses of Study

- Theater Arts Class (ES)
- French (ES)
- Drama and Theater (HS)
- Science, Technology, and Society (HS)

Seeking Board Approval on New Textbook Series

- Social Studies Series Update:
 - Grades 3-6 Social Studies Houghton Mifflin Harcourt - Into Social Studies 2018
- Pre-Algebra and Algebra Text Series Replacements:
 - Grade 7 Pre-Algebra: Houghton Mifflin Harcourt, Into Math, Grade 7 Advanced, 2018
 - Grade 8 Algebra: Houghton Mifflin Harcourt, Into Math, Algebra I, 2020

Student Records Management and Retention Policy

- Seeking approval for revised version of the previously board-adopted Student Records Management and Retention Policy

State Assessment and Rating Systems

- Reminder that due to COVID-19 School Closures Spring 2020 standardized testing, including the PSSA for grades 3-8 and Keystone Exams for grades 9-11, was been

cancelled; therefore, the typical September Data presentation to the Board is suspended for this year

- **PA Future Ready Index:** PA Department of Education's Future Ready Index will be released with new data where available and the 2018-19 testing data when new data is not available.
- **School Progress Report (SPR):** The School District of Philadelphia (SDP) has announced that they are not able to release a scored SPR for SY 2019-20. Instead, the District will release an unscored end-of-year summary report for each school to share information on the metrics that are available for SY 2019-20, to be released in January 2021.
- **Annual Charter Evaluation (ACE):** The Charter School Office will release a 2019-20 ACE. Evaluations are scheduled to be released either omitting the testing metrics or using the 2018-19 testing data

Follow-up from Previous Board Approvals

- CAP's Flexible Instructional Day (FID) Application is expected to be approved/denied by November 1st. It would allow 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.
- CAP's Targeted Support and Improvement/Title I Plan has been submitted

COMMUNITY ACADEMY OF PHILADELPHIA, A PA CHARTER SCHOOL

RECORDS MANAGEMENT AND RETENTION POLICY

1. INTRODUCTION

Consistent with **Community Academy of Philadelphia a PA Charter School's** legal requirements and sound business practices, including the **Personnel Policy and Procedure Manual**, it is the policy of **Community Academy of Philadelphia a PA Charter School** to retain and manage its business, financial, personnel, school and other Records (as defined below) in accordance with uniform guidelines, practices, and procedures. All **Community Academy of Philadelphia a PA Charter School** employees or other personnel ("Personnel") shall manage and protect **Community Academy of Philadelphia a PA Charter School** Records and maintain **Community Academy of Philadelphia a PA Charter School** Records in accordance with this Records Management and Retention Policy (the "Policy") and the Records Retention Schedule (the "Retention Schedule" or "Schedule") attached hereto as Exhibit A.

a. It is the intent of this Policy to ensure that all Records necessary for business and compliance reasons will be retained for a period of time that will reasonably assure their availability when needed, but for no period of time longer than reasonably necessary. All Records required to be retained to document **Community Academy of Philadelphia a PA Charter School's** legal compliance, or otherwise required by law, rule or regulation to be retained, shall be retained for no less than the periods required by law. Compliance with this Policy will also assist **Community Academy of Philadelphia a PA Charter School** in complying with court rules and orders during litigation, such as the Federal Rules of Civil Procedure and similar rules applicable in state court litigation. All Records required to be retained due to pending or threatened litigation or investigation shall be retained for so long as the litigation or investigation is active. (*See* Legal Hold section below.) The Retention Schedule establishes the Record categories covered by this Policy and the retention period for each category. To the extent that a Record is included in more than one category, the longer retention period shall apply.

b. Legal Hold Exception: The document retention periods established by this Policy are subject to extension due to imminent litigation, claim or government investigation or audit. A claim or lawsuit is considered imminent when **Community Academy of Philadelphia a PA Charter School** has been advised by another party that a claim or lawsuit will be initiated or **Community Academy of Philadelphia a PA Charter School** has reason to believe, based upon facts known to **Community Academy of Philadelphia a PA Charter School**, that another party is preparing or seriously considering a claim or lawsuit. Similarly, a government investigation or audit is considered imminent when **Community Academy of Philadelphia a PA Charter School** receives notice that it or any of its directors, officers, employees or agents may be investigated or audited by a government department, agency or instrumentality. When litigation or a government investigation or audit is pending or imminent, relevant documents should not be destroyed until the matter is resolved, notwithstanding that this Policy may establish a shorter period of time for the retention of such documents. Section 4 of this policy contains instructions for the enactment of a "Legal Hold" under the auspices of the office of General Counsel.

However, any employee who has reason to believe that litigation, investigation or audit is imminent is instructed to notify the office of General Counsel and to preserve, until instructed otherwise, any documents which relate in any way to the belief that litigation, investigation or audit is imminent, whether the document tends to prove or refute the merits of the claim or charge.

Exemptions to this Policy may be granted to employees if adequate cause exists. To apply for an exemption, the reasons for the requested exemption must be submitted to the employee's supervisor, or to the assigned Records Manager, who will confer with the office of General Counsel. If the office of General Counsel grants an exemption, written confirmation of the exemption shall be kept with the custodian of records and the employee(s) responsible for the custody of such records.

2. DEFINITIONS

a. Records Manager: A person charged with certain intermediary functions, including the role of liaison with the office of general counsel, to ensure that this Record Retention Policy is followed and enforced at the departmental and individual custodian levels. The Records manager will receive training as needed in the implementation of the Records Retention Policy, and will be responsible for communicating those changes within the office, group, department or other assigned organizational unit. Every employee of **Community Academy of Philadelphia a PA Charter School**, or their immediate supervisor, shall know the name and contact information for their respective Records Manager. A listing of Records Managers and their assigned organizational unit is appended to the Records Retention Policy.

b. Record: A paper document is a "Record" but the operative definition of "Record" is much broader and is intended to include all manners in which information is created and retained. "Record" means a recording created by any **Community Academy of Philadelphia a PA Charter School** Personnel while acting within the course and scope of his or her employment by any means upon any tangible thing including, but not limited to, computer records, email, handwriting, typewriting, printing, photographing, photocopying, or facsimile, of any form of communication or representation, including letters, words, pictures, sounds or symbols or combinations thereof and any record thereby created, regardless of the manner in which the record has been stored.

3. SCOPE

a. This Policy (together with the Retention Schedule) shall apply to all of **Community Academy of Philadelphia a PA Charter School**'s current or future offices and locations. All Records pertaining to **Community Academy of Philadelphia a PA Charter School** which were created or are maintained by any **Community Academy of Philadelphia a PA Charter School** Personnel while acting within the course and scope of his or her employment, whether such Records are located on **Community Academy of Philadelphia a PA Charter School** property or elsewhere, are subject to the requirements of this Policy.

b. As noted below in Section 5, this policy governs electronic records and documents and is not limited to paper or other record formats.

c. To the extent possible, the Record retention guidelines of this Policy and the Retention Schedule should apply to all applicable Records that may be created, maintained, stored, or otherwise in the possession of **Community Academy of Philadelphia a PA Charter School**'s third-party vendors.

4. **LEGAL HOLD**

a. The retention schedules set forth in the Retention Schedule shall be suspended when in the judgment of **Community Academy of Philadelphia a PA Charter School**'s General Counsel or designated outside counsel, a Record or group of Records should be placed on legal hold. A sample Legal Hold Memorandum is attached hereto as Exhibit A. A legal hold requires preservation of appropriate Records under special circumstances, such as litigation, government investigations or consent decrees. **Community Academy of Philadelphia a PA Charter School**'s General Counsel determines and identifies what **Community Academy of Philadelphia a PA Charter School** Records are required to be placed under a legal hold. If **Community Academy of Philadelphia a PA Charter School** Records are held by outside counsel, **Community Academy of Philadelphia a PA Charter School**'s General Counsel will notify outside counsel.

b. The General Counsel or designated outside counsel shall notify responsible **Community Academy of Philadelphia a PA Charter School** Personnel if a legal hold is placed on Records for which such Personnel are responsible. Personnel so notified shall then locate and preserve all the applicable Records relevant to the legal hold. If there are questions as to whether a particular document is relevant to a legal hold, Personnel shall protect the document until he or she has checked with the General Counsel or designated outside counsel. A legal hold remains effective until it is released in writing by **Community Academy of Philadelphia a PA Charter School**'s General Counsel. Once released, the affected Records shall thereafter be subject to the handling procedures of this Policy and to the relevant provisions of the Retention Schedule, and shall be returned to their prior location if relocated as a result of the legal hold.

5. **ELECTRONIC RECORDS**

As indicated in the definition of "Record", this Policy applies to both paper and electronic records, including computer created / generated records and email. Electronic documents should be maintained for the same period of time they would have been kept if they were in paper form. As such, the guidelines set forth above will generally be applicable to electronic versions of documents that can be classified as one of the above types of documents.

However, due to storage constraints, responsibility for maintaining long-term copies of these documents is, often, better delegated to the Information Technology Department. This Policy applies to electronic documents held on an individual employee's laptop or desktop. When necessary, the Information Technology Department will develop separate policies related to the long-term retention of electronic documents in a medium that does not disrupt business operations.

Electronic forms of employment, tax, business and project documents, and electronic documents or emails relating to these categories should be maintained for the periods outlined in

this Policy. To the extent that an electronic document is an exact duplicate of a paper record document which is already retained pursuant to this policy, and to the extent that regular business objectives (such as cost and system efficiency concerns) are best served by the overwriting, deletion, compression or off-line archiving, it will not be considered a violation of this policy if the Electronic Record is not preserved in its electronic condition provided that the paper duplicate is properly preserved pursuant to this policy, including any Legal Hold directives which may prohibit the alteration or deletion of the record.

6. STORAGE, ACCESSIBILITY AND RETRIEVAL

a. **Storage.** Records in storage shall be preserved and stored in a secure location. A description of the Records included in a bundle or box shall be prepared prior to storage. All receptacles shall be clearly labeled with the information necessary for identifying the records they contain. The receptacles should not exhibit any other labels or markings that may cause confusion. Labels should be positioned so that they are not obscured by other receptacles. For example, identification labels on receptacles to be stored on top of one another should not be placed on the lid or top of the receptacle. The records shall be indexed in a manner and method to ensure the stored records can be located and retrieved promptly and efficiently. The storage system shall adequately preserve the Records from deterioration or unintentional destruction, and incorporate appropriate safeguards to ensure the conservation, maintenance and integrity of the Records during their retention periods.

b. **Confidentiality and Security.** Certain Records of **Community Academy of Philadelphia a PA Charter School** are confidential, such as non-public financial information, business plans, employee medical and health information, personally identifiable customer information (name, address, telephone number, etc.), third party financial information (credit applications, credit card information, etc.), attorney-client communications (all collectively referred to as “Confidential Information”). All employees shall keep Confidential Information strictly confidential and not disclose Confidential Information to any person outside **Community Academy of Philadelphia a PA Charter School** without written approval of an authorized supervisor or manager. Employees shall disclose Confidential Information to other employees of **Community Academy of Philadelphia a PA Charter School** only if the employee has a need to know the information. **Community Academy of Philadelphia a PA Charter School** will employ commercially reasonable measures and safeguards to maintain the security of all Records, including appropriate administrative and technological safeguards with respect to all electronically stored information. Employees shall immediately report any actual, threatened or suspected breaches in confidentiality or security of **Community Academy of Philadelphia a PA Charter School’s** Records to an appropriate supervisor or manager.

c. **Format.** The format of the Records to be retained may vary, *e.g.*, hard copy original, photocopy, facsimile, microfilm, microfiche, computer file, e-mail, computerized image. Active Records should be readily accessible by **Community Academy of Philadelphia a PA Charter School**. Inactive Records do not need to be readily accessible, but must be stored in a system and in a format that permits identification and retrieval if necessary. Electronic

Records should be stored in a format that permits viewing and printing of a legible and complete facsimile of the original Record.

d. **Electronic Records.** Where technologically feasible, electronic Records subject to retention should be maintained in a manner and utilize technology that provides the ability to print a paper copy of the electronic Record. Scanned images of paper Records should utilize technology that creates an exact or near exact facsimile or copy of the paper Record. The technology utilized for storage of electronic Records shall also permit the efficient migration to new formats as technology advances so that electronic Records will continue to be accessible and readable for as long as the Record is required to be retained.

7. **DESTRUCTION OF RECORDS WHICH ARE NOT THE SUBJECT OF A LEGAL HOLD**

a. It is the intent of this Policy that Records which are not the subject of a Legal Hold or other exemption shall be destroyed upon the expiration of the applicable retention period provided in the Retention Schedule. Assigned Personnel shall carry out the destruction as soon as is reasonably practicable following the expiration of the retention period provided that the Records in question are not subject to a Legal Hold or there is no other good reason (such as the Record having historical value) to retain the Record for a longer period of time. Any Records so retained shall be destroyed when there no longer exists any valid reason for their continued retention. The mode of destruction shall safeguard the confidentiality of the Records and shall render them no longer recognizable as **Community Academy of Philadelphia a PA Charter School** Records. Destruction methods should be used that ensure the Records, whether paper or electronic, are not capable of being reconstructed. Personnel carrying out the destruction shall maintain a record of the destruction.

RECORD RETENTION SCHEDULE

1. **INTRODUCTION**

a. In accordance with **Community Academy of Philadelphia a PA Charter School's** Records Management and Retention Policy (the "Policy"), This Records Retention Schedule ("Retention Schedule" or "Schedule") sets forth retention periods applicable to Records held by **Community Academy of Philadelphia a PA Charter School's** current and future offices and locations. To the extent that a Record is included in more than one category, the longer retention period shall apply.

2. **EXCEPTIONS**

a. **Legal Hold.** All Records required to be retained due to pending or threatened litigation or investigation shall be retained for so long as the litigation or investigation is active. (See Section 4 of the Policy, "Legal Hold").

b. **Contractual Requirements.** To the extent that contractual records retention requirements exceed the retention periods in this Retention Schedule or specify the retention of

Records not listed in the Retention Schedule, the contractual requirements will control. No originals of Records related to open contracts and subject to contractual retention requirements may be destroyed without the approval of **Community Academy of Philadelphia a PA Charter School**'s General Counsel, who will consult with other **Community Academy of Philadelphia a PA Charter School** management employees, as necessary.

3. OVERLAPPING AND CONFLICTING CATEGORIES

In all cases, the longest applicable retention period should be used.

4. COMMENCEMENT OF RETENTION PERIOD

Unless otherwise noted, all time frames contained in this schedule are measured from the date of a document's creation.

Table "A" - RECORDS RETENTION SCHEDULE

Document Categories	Retention Period
Accounting and Finance Records	
Accounts receivable invoices	10 years
Accounts receivable cash receipts	4 years
Annual audited financial statements	Permanent retention
Internal/External Audit workpaper and related documentation (includes Sarbanes-Oxley workpapers and related documentation)	7 years
Annual plans and budgets	2 years
Bank statements and canceled checks	10 years
General ledgers	10 years
General journals and other posting and control media subsidiary to the General Ledgers	7 years
Monthly financial statements	10 years
Accounts payable invoices and employee expense reports	7 years
Physical inventory records	7 years
Contracts	
Contracts and related correspondence and documents	10 years after expiration or termination
Records which constitute all or a part of a contract or which are important in the clarification of certain points in a contract	Records to be kept for the life of the principal document which it supports

Corporate Records	
Acquisition files	Permanent retention
All financing documents, credit agreements, loan agreements, commitments, etc.	10 years after satisfaction or termination
Appointments of agents for service of process	Permanent retention
Canceled stock certificates	Review after 20 years
Corporate seals	Permanent retention
Divestiture files	Review after 20 years
Dividend records	Permanent retention
Minute books of Board, Board committees and stockholder meetings, resolutions of Board, written designations of officers	Permanent retention
Proxies for election of directors	10 years
Qualification to do business in states, foreign jurisdictions and related records	Permanent retention
Records of incorporation, by-laws and amendments thereto	Permanent retention
SEC Filings, including exhibits, amendments and related correspondence; 1934 Act Reports (10-K, 10-Q, 8-K, etc.), Proxy Statements, Section 16 reports filed by current executive officers	Permanent retention
NASDAQ listing agreements and applications	Permanent retention
Shareholder proxies except for those related solely to the election of directors	Permanent retention
Stock transfer and stockholder records	Permanent retention
Environmental Records	
Asbestos reports	40 years
Employee training	5 years from termination of employment.
Emergency plan notifications	3 years from the expiration of the plan.
Hazardous Substance Disposal	50 years
Underground Storage Tank Registration Documents	25 years
Underground Storage Tank Inspection Reports	5 years (unless longer period required by state regulations)
Underground Storage Tank Removal/Closure Records	25 years
Workplace environmental monitoring or sampling records (asbestos, hearing, noise).	40 years
Human Resources Records	
Affirmative action plans of federal contractors	3 years

Any personnel or employment record made or kept by employer, including application forms and records relating to hiring, promotion, demotion, evaluations, disciplinary records and suspension, transfer, layoff or termination, rate of pay or other compensation, and selection for training.	7 years after termination of employment
Applications, employment inquiries, resumes, and related correspondence interview forms, tests, reports (non-hired applicants)	3 years
Assignments, attachments and garnishments	3 years after payment or settlement
Employee name, address, sex, occupation, rate of pay, amount paid per period, hours worked each day each week.	3 years
Attendance records (general)	3 years
Commissions/bonuses, incentives, awards, etc.	7 years
Copies of required Family Medical Leave Act leave notices	3 years
Correspondence with employment agencies, advertisement for job openings and internal job postings.	3 years from date of hiring decision
Earnings records (general)	Permanent retention
EEO-1 and EEO-2 reports	2 years after superseded or filing, whichever is longer
Employee deduction authorizations	5 years after termination
Employee handbooks	2 years (updated annually)
ERISA	6 years
Exit communication (e.g., COBRA letters, offer of conversion rights)	6 years
Immigration & Naturalization Form I-9	3 years after hire or 1 year after termination of employment, whichever is longer
Individual contracts of employment	10 years after termination of employment
Invention assignment Forms	Permanent retention
Job descriptions, production standards, records of job duties, qualifications and performance criteria	3 years after superseded
Union agreements	Permanent retention
Payroll registers	7 years
Benefit plan determination letters	Permanent retention
Benefit plans and all amendments	Permanent retention
Records of beneficiary elections	6 years
Records of dates of employment termination and reasons for termination	7 years
Records of deferrals or matching contributions made on behalf of employees participating in 401(K) plans	6 years
Records of investment options chosen	6 years
Records of plan administrator setting forth authority to pay	Permanent retention

Records regarding a benefits complaint	Until final resolution
Records showing employee exposure to potentially hazardous substances	Permanent retention
Records & reports for unemployment board	6 years
Reports and backup materials filed with the IRS, DOL, etc.	6 years
Requests for reasonable accommodations	1 year after date of record or personnel action, whichever is later (minimum); permanent retention for active employees.
Required personal information on employees and former employees (Name, address, social security number, period of employment, pay: hourly or salary)	Permanent retention
Time cards and sheets	7 years
Unclaimed wage records	6 years
Wage and rate tables	3 years
Employment Contracts	10 years after expiration of all terms
Image of Employee hard drive and e-mail account	5 years after termination of employment
Insurance Records	
Annual loss summaries	10 years
Audits or adjustments	2 years after final adjustment
Certificates	Permanent retention
Claims files (including correspondence, medical records, injury documentation, etc.):	
a) Workers Compensation	10 years after closure of claim
b) 1st Party	5 years after last correspondence or contact with insurer
c) Other 3rd party	5 years after last correspondence or contact with 3rd party
d) Long term disability	10 years after return to work, retirement or death
e) Group life	5 years after closure of claim
Employees' group health benefit claims information	6 years after closure of claim
Group insurance plans:	Until plan is amended or terminated
Journal entry support data	10 years
Loss runs	10 years
Policies	Permanent retention
Legal Files and Papers	
Major Litigation/Claims records, as determined by Law Department	Permanent retention
Settlement Agreements, Judgments and Releases	10 after execution years, or the terms of the document, whichever is greater
Consent Decrees and Settlement Agreements imposing affirmative obligations on Community Academy of Philadelphia a PA Charter School.	10 years past the termination period of the longest lasting obligation in the document

Pleadings, Discovery, Correspondence and all other litigation and regulatory enforcement records not covered in the above-referenced categories (but excluding actual Settlement or Judgment documentation)	10 years from date of settlement, judgment or final appeal
Marketing	
Advertising copy and marketing programs	5 years
Mailing Lists	Current
Major speeches by corporate officers	4 years, thereafter, review for historical value
Market Research Studies and Analyses	While useful, review annually
Sales Analyses Records and Summaries	3 years
Sales Correspondence (Letters to and from customers)	While useful, review annually
Patent/Trademark/Copyrights	
Copyright Files	Expiration plus 7 years
Patent Files	Expiration plus 7 years
Trademark Files	Expiration plus 7 years
Purchasing	
Acknowledgement of Orders	10 years if pursuant to written contract, 5 years in all other cases
Contracts with Vendors	10 years after expiration or termination of written contract
Correspondence with Vendors	10 years if pursuant to written contract, 5 years in all other cases
Price List Files	10 years if pursuant to written contract, 5 years in all other cases
Purchase Orders (Filled and Unfilled)	10 years if pursuant to written contract, 5 years in all other cases
Purchase Requisitions	10 years if pursuant to written contract, 5 years in all other cases
Quotations (those acted upon)	10 years if pursuant to written contract, 5 years in all other cases
Supplier Invoices	10 years if pursuant to written contract, 5 years in all other cases
Sourcing plans/Strategies	10 years if pursuant to written contract, 5 years in all other cases
Real Property Records	
Construction and Design Records	Owned Facilities – Permanent retention
	Leased Facilities – Term of Lease Plus 7 years
Correspondence, property deeds, easements, licenses, rights of way and miscellaneous documents pertaining to owned real property	Permanent while owned or leased 75 years after sale or leasehold interest

Lease documents, original lease, correspondence, property deeds, easements, licenses, rights of way and miscellaneous documents pertaining to leased real property	Term of lease + 10 years
Mortgages, real estate-related loan documents	10 years after satisfaction
Original purchase and closing documents, sale or lease agreement of facility	Permanent retention
Safety and Health	
Bloodborne pathogens: Exposure Incident Report	30 years
Incident/Accident records	The longer period of 5 years or 3 years after the final disposition of the case, including appeals.
Inspection and environmental/safety audit reports	3 years
Material safety data sheets	30 years
OSHA Compliance Records (hazardous waste emergency response, medical surveillance, and employee training)	5 years following end of calendar year that forms cover.
OSHA – correspondence	3 years from disposition of the case, including appeals.
Sprinkler system, alarm system, fire extinguishers, hoses, test or inspection reports.	2 years
Tax Records	
Charitable contribution records; Excise tax records; Payroll tax records; Sales and use tax records	7 years. Actual retention will be based on the specific statute of limitations governing each return and the necessity to keep documents for years which remain open pending settlement with the taxing authorities.
Year-End Reports	7 years. Actual retention period will be based on the specific statute of limitations governing each taxing jurisdiction and the necessity to keep documents for years which remain open pending settlement with the taxing authorities.
Balance Sheets	7 years. Actual retention period will be based on the specific statute of limitations governing each taxing jurisdiction and the necessity to keep documents for years which remain open pending settlement with the taxing authorities.
Tax bills, receipts and statements	Permanent retention
Tax returns (income, property, etc.)	Permanent retention
Tax workpaper packages – originals	Permanent retention

Student Records Policy

Community Academy of Philadelphia a PA Charter School recognizes its responsibility for the collection, retention, disclosure and protection of student records.

Community Academy of Philadelphia a PA Charter School also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.

- I. **PURPOSE** (School Code §1402 (B), 1532, 1533): The educational interests of the pupil and of society require the collection, retention and use of information about individual pupils and groups of pupils. The welfare and progress of pupils is inextricably related to the maintenance of a thorough and efficient system of public schools: the latter cannot be achieved nor assessed in the absence of appropriate information about the former.

(School Code §1409): It is no less the interest of society to protect the right of each of its members against an unwarranted invasion of privacy. The primary purpose of pupil record keeping shall be the educational welfare and advancement of the pupil.

- II. **AUTHORITY** (22 Pa. Code §12.31 et seq.: 3 USC §1232q 34 C.F.R. 99): The CEO has primary responsibility for the compilation of maintenance, access to, and security of pupil records. The staff may compile only records mandated by the Commonwealth or federal government or specifically permitted by the Board and designated school administration.

- III. **DEFINITIONS:** The following terms used in this policy are defined as follows:

- A. **“Adult Student”** means a student who has attained eighteen years of age, is married, or is attending an institution of post-secondary education. Even when an individual attains the status of “adult student” the parent retains parental rights until such time the student is no longer dependent or reaches an age 21.
- B. **“Confidentially of Student Communications”** concerns the oral communication of information of a sensitive or confidential nature by a student to a member of the school staff. Such information is not considered an educational record for purposes of this policy or within the provisions of federal law governing student records such as the family Educational Rights and Privacy Act (FERPA). Professional ethics and certain state laws such as Act 287 of 1972 govern the management of such information.
- C. **“Destruction”** means the physical destruction or permanent removal of Personally identifying data from the education records of a student so that the information is no longer personally identifiable. (Also referred to as **“Purging”**).
- D. **“Directory information”** is:
- Information not generally considered harmful or an invasion of privacy if disclosed. This includes, but is not limited to:
1. Name, Address, Email address & Telephone listing
 2. Field of study

3. Weight & Height of athletes
 4. Previous school most recently attended
 5. Photographs
 6. Date & place of birth
 7. Participation in officially recognized activities & sports
 8. Dates of attendance, degree & awards
- E. **“Disclosure”** means permitting access to or the release, transfer or other communication of the educational records of a student, or the personally identifiable information contained therein, orally or in writing, or by electronics means, or by any other means to any party.
- F. **“Educational Institution” or “Educational Agency”** means any public or private agency or institution, which is the recipient of funds under any Federal program.
- G. **“Educational Records”:**
1. Means those records which:
 - a. are directly related to a student, and
 - b. are maintained by the **Community Academy of Philadelphia a PA Charter School** or any party acting for the **Community Academy of Philadelphia a PA Charter School**.
 2. The term does not include:
 - a. records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which:
 - (1) Are in sole possession of the maker thereof, and
 - (2) Are not accessible or revealed to any other individual except a substitute. For the purpose of this definition, a “substitute” means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his/her position.
 - b. Records of an educational agency or institution, which contain only information relation to a person after that person was no longer a student at the educational agency or institution. Follow-up performed by the Counselors fall into this area.

- H. **“Informed Consent”** is the approval by signature of an individual (parent, guardian, student) who has been apprised of the nature, content, and procedure of a records collection, maintenance, release activity of an agency.
- I. **“LEA”** means Local Education Agency
- J. **“Legitimate Educational Interest”** describes a purposeful education involvement with a student in which there is a direct responsibility for providing instruction or supportive services.
- K. **“Panel”** means the body, which will adjudicate cases under procedures set forth in Section VII.D.
- L. **“Parent”** includes both natural parents, a guardian, or an individual acting as a parent of the student in absence of a parent or guardian. The school presumes that either parent of the student has authority to inspect and review the educational records of the students unless the school has been provided with evidence that there exists a legally binding instrument, state law or court order governing a divorce, separation or custody, which stipulates to the contrary.
- M. **“Personally Identifiable”** means that the data or information includes, but is not limited to (a) the name of a student, the student’s parent/guardian or other family member; (b) the address of the student, or the student’s family; (c) a personal identifier, such as the students social security number or student number; (d) a list of personal characteristics, which would make the student’s identity easily traceable; or (e) other information, which would make the student’s identity easily traceable.
- N. **“Purging”** (See **“Destruction”**)
- O. **“Record”** means any information maintained in any way, including, but not limited to:
1. handwriting
 2. print
 3. film
 4. computer media
 5. video or audio tape
 6. microfilm or microfiche
- P. **“Representational Consent”** as the legally elected or appointed representative of the parent/ guardians of a school district, the Board of School Directors may collectively as a body grant approval (representational consent) to such programs, processes, and procedures as are considered to be valid, legal, and

expected function on any responsible educational agency. The consent decisions of the representational agency are (subject to higher authority or judicial review) binding on all students and parents/ guardians whether or not they might individually have consented.

Q. **“Secretary”** means the Secretary of the United States Department of Education

R. **“Student”** includes any individual with respect to whom the LEA maintains education records.

IV. **COLLECTION OF STUDENT INFORMATION**

Student information collected by the educational agency or institution for record purpose no longer needs to be classified according to category. This change in federal legislation (specifically FERPA) is intended to confirm the right of parents to access all records other than those considered to be a staff’s member’s personal records without impediment.

Typical data collected by school entities for inclusion within student records, include the following:

A. Official administrative records that constitute the minimum personal data necessary for operation of the educational system, such as:

1. Student number, name, address, email address, telephone number, birth date, gender, ethnic origin, dates of entry and withdrawal, academic grades, class rank, picture and attendance data.
2. First, middle and last name and emergency telephone number of the parents/guardians.
3. Group administered, standardized achievement test scores and kindergarten screenings.
4. Record of awards, letter of commendation received, and student participation in school activities

B. Verified information of clear importance that exceeds the minimum personal data necessary for operation of the educational system such as:

1. Individually administered standardized and aptitude test scores
2. Interest inventory results

3. Health records
4. Family background
5. Systematically gathered teacher or counselor ratings and classroom observation
6. Act 26 information, certified discipline record, parent statement.
7. Verified reports of recurrent behavior problems
8. Teacher reports on achievement
9. Chapter 15 service agreement for protected handicapped students.
10. Instructional Support Team information.
11. Certain legal documents such as judicial orders or directives related to custody, restraining orders, and protection from abuse orders.
12. Special education records, including Permission to Evaluate Permission to Reevaluate, Invitation to attend and IEP Meeting or other meeting, IEPs , ERs, psychological reports, in-house psychiatric reports, NOREPs, criterion-referenced and norm-referenced

C. Potentially used information that has not yet been verified or clearly needed beyond the immediate present. Such data shall be kept separate from the student's cumulative record files. However, this is in no way impairs the parent's right of access.

1. Unevaluated reports of teachers, counselors, and other, which may be needed in ongoing investigations and disciplinary or counseling actions.
2. Mental health or outside agency psychiatric reports. (Except as provided for in specific law or regulation, these records shall be maintained and released under the same procedural guidelines as any other education records.)
3. Student Assistance Program information, including all
4. Information gained through the SAP process.
5. Other legal or clinical findings, including personality test results, Psychiatric reports, psychoeducational reports (other than those for special education).

D. Professional notes maintained by school staff who are directly involved with the student's health, education and welfare for their own use. Such notes might include transcripts of interviews, clinical diagnoses, and other memory aids. Such data are to be considered

confidential and treated as such. All such notes must be destroyed when their usefulness is no longer apparent or when the student leaves the school system. Such notes cannot be shared with anyone other than a temporary substitute filling the maker's position. They cannot be passed on to another person who is permanently employed by the LEA, such as a counselor to whom the student may be assigned at the next grade level; nor can they be transferred to another school entity to which the student may transfer. Under the law, professional notes are not considered educational records.

V. MAINTENANCE OF STUDENT RECORDS

Community Academy of Philadelphia a PA Charter School will provide for the reviewing and updating of student information and will destroy such information when it is no longer educationally relevant.

A. Maintenance Procedures

1. Data as described in Section IV.A will be maintained in individual division files and will be passed on to the next division in progression.
2. Data as described in Section IV.B will be reviewed at the end of each level of education (elementary and high school) by the assigned staff member(s) (one or more staff shall be identified by the CEO or her/his designee for the purpose of record review) and material that is no longer educationally useful shall be destroyed by shredding and/or burning under the supervision of the assigned staff member(s). Special education records, Act 26 and Chapter 15/504 service agreements shall be maintained and will not be destroyed.
 - a. Parents/guardians will be notified of this procedure on the school website.
 - b. No notification is required for the destruction of duplicate records maintained by the LEA.
3. Data described in Section IV. C will be reviewed at the end of each year and will destroyed if not verified and/or not needed beyond the immediate present. Data, which is determined still to have educational value, shall be considered to fall under the guidelines set forth for Section IV.B in the future years.
 - a. Parents/guardians or adult students must be notified of the nature of the information being maintained and must be offered and opportunity for a hearing as described in Section VII.

4. Records for students who have terminated their attendance with **Community Academy of Philadelphia a PA Charter School** during the current school year will be retained in the building. At which time space no longer allows for storage of physical records, records will be transferred for permanent electronic storage.
 5. Records will be maintained in “paper” form for at least three-years after the student has terminated his/her attendance at **Community Academy of Philadelphia a PA Charter School**. At which time space no longer allows for storage of physical records, records will be transferred for permanent electronic storage.
- B. Procedure for Students Transferring into the **Community Academy of Philadelphia a PA Charter School**
1. Parents/guardians shall complete the Intent to Enroll Form and the Enrollment Form, request for records and Act 26 (when appropriate).
 2. After enrollment, the Admissions Intake and Data Entry Specialist will forward the request for records to the former school.
 3. The Admissions Intake and Data Entry Specialist will forward a copy of the Enrollment Form to the appropriate Department Head, e.g. Special Education, ESL, School Division, School Nurse, etc.
 4. The appropriate Department Heads and/or their designees will contact the former school to inquire about educational placement needs.
- C. Procedures for Records of Students Transferring out of **Community Academy of Philadelphia a PA Charter School**
1. Upon transfer of a student from the Charter School to another school within the School District or public school within the City of Philadelphia, the **Community Academy of Philadelphia Charter School** will forward such student’s records expeditiously and in accordance with the School District’s reasonable instructions.
 2. Upon transfer of a student to another school outside the School District, **Community Academy of Philadelphia a PA Charter School** will forward such student’s records expeditiously
- D. Procedures for Records of Students Graduating from **Community Academy of Philadelphia a PA Charter School**
1. Upon graduation, student cumulative record folders will be maintained in full accordance with mandated regulations

E. Records Storage (See Chart)

<u>Type of Record</u>	<u>Location of Records</u>	<u>Responsibility</u>	<u>Reference</u>
Act 26	Discipline Office	Principal	IV.A
Attendance	Office of Admissions and Student Records	Records Manager	IV.A
Custody Orders/PFAs	School Office/ Office of Admissions And Student Records	Principal	IV.B*#
Discipline Records	School Office/Discipline Office	Principal or Designee	IV.B*#

<u>Type of Record</u>	<u>Location of Records</u>	<u>Responsibility</u>	<u>Reference</u>
LEA Waiver	Special Education Office	Director of Special Education	IV.B*
Health Records	Nurse's Office	Nurse	IV.B*
Core Team Records	School Psychologist's Office	School Psychologist	IV.B*
Mental Health Psychiatric Reports	EST Offices	Director of Student Records	IV.C*#
Other Student Information (Request, Parent Notes)	Office of Admissions and Student Records	Director of Student Records	IV.C*#
Cumulative Folders	Office of Admissions And Student Records	Director of Student Records	IV.A
Home Language Survey	Office of Admissions and Student Records	ESL Supervisor	IV.A
Permission to Evaluate, ERs CERs (Duplicates)	Special Education Office	Special Education Supervisor	IV.B*#
Referral Forms	Principal's Office EST Offices	Principal/ EST Designee	IV.C*#

EST Information	EST Offices	EST Members	IV.C*#
Chapter 15/504 Service Agreements (Duplicates)	School Offices	Principal/Counselor	IV.B*#
Chapter 15/504 Services Agreements (Originals)	Office of Admissions and Student Records	Director of Pupil Services	IV.B*#
Special Education Student Folder (Refer to Table “A” for Special Education Record Policy)	Special Education Office	Special Education Supervisor	IV.B*
Withdrawal Forms/ Exit Interviews	Office of Admissions And Student Records	Director of Student Records	IV.B#

*=Maintained in a locked file.

#=Maintained in a separate file.

F. Content of Cumulative Folders

Note: Cumulative Records Folders are maintained by the Office of Admissions and Student Records. The Student Information System maintains the majority of records online and follows students through grades attended from K to 12.

G. Procedures for Disposition of Student Records in Event of Charter Dissolution

1. In the event of the surrender, binding nonrenewal, or revocation of the Charter, a Dissolution Manager will be appointed by the Board of School Directors. This individual will oversee all actions related to the dissolution and will report back to the Board accordingly regarding progress and completion of all requirements.
2. All student records maintained by the Charter School shall be forwarded to the student's district of residence.

VI. PROCEDURES FOR AMENDMENT OF STUDENT’S EDUCATION RECORDS

A parent/ guardian of student or an adult student has the right to request a hearing to challenge any items contained in the student’s education record or the verification of a change of status as described in Section V.A.3. The procedure for a hearing shall be as follows:

- A. A parent /guardian or adult student desiring a hearing shall send a written request to the CEO setting forth the specific items being challenged. The request shall also state the reason for the challenge.

- B. A hearing shall be scheduled not sooner than ten school days nor later than thirty school days after receipt of the request.
- C. A written notification of the date, time and place of the hearing shall be sent by certified mail to the parent/ guardian or adult student at least ten school days prior to the date of the scheduled hearing. The notification shall state that the parent/ guardian or the adult student has the right to counsel, to present evidence, and to examine and cross examine witnesses. The school should be notified 48 hours prior to the meeting if the parent intends to bring counsel.
- D. The hearing shall be conducted before a record panel. The records panel shall consist of the CEO or her/his designee (who shall serve as chair), the division principal, and a staff member from the building chosen by the principal. The school solicitor may be present to serve in an advisory capacity if deemed necessary. In the case of a hearing dealing with psychological reports or health reports, the school psychologist or school nurse shall be present in an advisory capacity.
- E. Following the hearing, the records panel shall notify the parent/guardian or adult student within five school days of the decision / action taken by the panel. If the decision is in favor of the parents/guardians or adult student, the item(s) in question will be expunged from the records. The parent/guardian or adult student will be notified that they have the right to place a statement in the record when the hearing decision does not favor the parent/guardian or adult student.
- F. The decision of the records panel shall be based solely upon the evidence presented at the hearing and shall include a written summary of the evidence and the reason for the decision.

VII. DISCLOSURE OF AND ACCESS TO STUDENT INFORMATION

Community Academy of Philadelphia a PA Charter School adheres to a policy of protecting the student and parents/ guardians from the release or access to student information to or by unauthorized sources.

- A. All request for access to student records by parents/guardians or adult students shall be in writing and directed to the appropriate division principal. All such requests shall be acted upon and access granted within 45 days after receipt of the written request. However, if the child is a special education student, the School must comply within thirty days of the request.
 - 1. Information described in Section IV.A shall be available for inspection and review by parents/guardians and adult students or student at a mutually agreeably time. Said

review shall be conducted with the assistance of an appropriate staff member.

2. Information described in Section IV.B shall be available for inspection and review by parents/guardians and adult students. Students shall be granted access only upon obtaining written consent from the parent/guardian. Said review shall be conducted with the assistance of an appropriate staff member.
3. Information described in Section IV.C shall be available for inspection and review only to parents/guardians and adult students. The individual responsible for the information must be present to interpret it.

B. The LEA may, without consent from parents/guardians or adult students, share information as described in Section IV.A and IV.B with the following individuals:

1. Schools officials having a legitimate need for the information.
 - a. “School Officials” refers to administrators, teachers, resource officers and support personnel who have legitimate educational interest and are directly responsible for the instruction or the health and safety of students while in attendance at school.
 - b. “Legitimate Educational Interests” describe a purposeful educational involvement with a student in which there is a direct responsibility for providing instruction or support services.
 - c. Other school officials, including teachers, within the LEA who have legitimate educational interest, and desire access to a student’s educational records, shall be required to sign an access log indicating their name, the date of access, and the purpose for seeking the information. The access log shall be available to parents/guardians and to the school official responsible for the record maintenance as a means of auditing the operation of the system.
2. The State Secretary of Education, Comptroller General of the United States, Secretary of the United States Department of Education or their duty authorized staff.
3. Officials of other school systems to which a student has transferred or intends to transfer.

4. Judicial order or orders of administrative agencies that have the power of subpoena. Parents/ guardians and/or adult students be notified of all such orders and of the compliance of the school.
 5. State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to state statutes adopted prior to November 19, 1974 (effective date of FERPA regulations).
 6. Appropriate authorities in an emergency situation in which the health, safety or welfare of the student is in jeopardy.
- C. Data as described in section IV.C shall not be released to any individuals or agencies other than school officials without consent from the parents/guardians or adult students or by judicial order or subpoena
- D. **Community Academy of Philadelphia a PA Charter School** will not divulge, in any manner, any information to any person other than the parents/ guardians, students, and those listed in Section VII.B without receiving written consent from the student's parents/ guardians or the adult student. Said consent shall be dated, signed, and shall specify the records to be released.
- E. **Community Academy of Philadelphia a PA Charter School** may disclose directory information after it has given public notice of its intention to do so.
1. Notice must be given of the types of personally identifiable information that the LEA has designated as directory information; and a parent's/ guardian or adult student's right to refuse to let the LEA designated any or all of those types of information about the student as directory information; and the period of time within which a parent/ guardian or adult student has to notify the LEA in writing that he/ she does not want any or all of those types of information about the student designated as directory information.
 2. Directory information may be disclosed for purposes beneficial to the student or the LEA only with the approval of the CEO or his/her designee.
 3. The parent/ guardian or adult student has the right to refuse the disclosure of directory information by giving notice within twenty (20) days of public notice. Parents/ guardians shall be given information relative to this right at the beginning of each school year.

- F. **Community Academy of Philadelphia a PA Charter School** may disclose directory information about former students under the procedures outlined above.
- G. **Community Academy of Philadelphia a PA Charter School** reserves the right to charge a reasonable per page fee copies of records requested by parents/guardians or adult students. This fee is currently set a \$0.10 per page and may be adjusted by decision of the School Board of Directors.

VIII. **RIGHT OF CONSENT**

For purposes of procedures dealing with student records whenever a student is emancipated or is married or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to the parents/ guardians of that student shall thereafter be required of and accorded to that student's written request.

IX. **DELEGATION OF RESPONSIBILITY**

It shall be the CEO's or his/her designee's responsibility to administer the Student Records Policy. He/she shall direct designees to carry out each provision of the procedures with personnel who have access to records, including both professional and support staff. In these directives, emphasis will be placed upon security and privacy rights of students and parents/guardians.

X. **ANNUAL NOTIFICATION OF RIGHTS**

The LEA shall give parents/guardians of students in attendance or adult students in attendance annual notice by means of **Community Academy of Philadelphia a PA Charter School** Student Policy Handbook and the **Community Academy of Philadelphia a PA Charter School** Website to inform them of the following:

- A. Their rights under the Family Educational Rights and Privacy Act of 1974 and rights contained in the **Community Academy of Philadelphia a PA Charter School** Records Policy.
- B. The right to file complaints concerning alleged failures to comply with the requirements of the Family Educational Rights and Privacy Act of 1974. Such complaints should be directed to the Department of Education's office of Records Policy Compliance in Washington D.C
- C. **Community Academy of Philadelphia a PA Charter School** shall provide for the need to effectively notify parents/guardians of students identified as having a primary or home language other than English, hearing or visual impairment.

COMMUNITY ACADEMY RECORDS RETENTION MANAGERS

Departments

1. Business Office, Chief Financial Officer
2. Human Resources, Director of Human Resources
3. Operations, Deputy CEO for Non-Academic School Operations
4. Health Services, School Nurse
5. Technology, Deputy CEO for Non-Academic School Operations
6. Central Administration, Executive Assistant to the CEO
7. Office of Admissions and Student Records*, Director of Student Records
8. High School, High School Principal
9. Elementary School, Elementary School Principal
10. Special Education, Special Education Supervisor
11. Emotional Support, CEO-designated EST Team Member
12. English as a Second Language, ESL Supervisor
13. Daycare/Preschool, Elementary School Principal
14. School-wide Academics, Chief Academic Officer
15. Board of School Directors, Assistant Board Secretary

*The Office of Admissions and Student Records maintains Student Cumulative Folders/Electronic Files which include information related to Demographics, Attendance, Report Cards, Progress Reports, Standardized Testing Reports, as well as some miscellaneous information.

CONFIDENTIAL LEGAL HOLD MEMORANDUM

DM2\1327056.1

Any and all communications relating to, or stemming from, the [transaction/incident/audit/investigation].

Instructions:

Please instruct all personnel within your department not to alter, destroy, discard, interfile, annotate, remove, rearrange or modify any Records identified for production in the [_____] Proceeding. [** Revise the foregoing depending on the recipient. **] Please also inform all appropriate personnel who are responsible for handling, or who have access to, the Records of the instructions conveyed in this memorandum. Additionally, please instruct such personnel that they should segregate and label all Records that may be produced in the [_____].

Questions:

Any questions or concerns about this memorandum should be directed to my attention. Thank you for your cooperation in this matter.

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
September 21, 2020

RESOLUTION: #09-21-2020: #10

WHEREAS: The Family Educational Rights and Privacy Act (FERPA) protects the safety and confidentiality of student records and the Community Academy of Philadelphia, CS is responsible for the responsibility for collection, retention, disposition, dissemination and security of student records.

BE IT RESOLVED: The updated Student Records and Retention Policy is approved by the Board of Community Academy of Philadelphia, CS.

Recording of the vote:

Roll Call—	Yea	Nay	Absent	Abstain	Comment
FitzSimmons, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gomez, J.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Hernandez, S.	<input checked="" 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"/>	
Osoria, M.	<input checked="" 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"/>	
Vasquez, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Viola Jr., F.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Williams, W.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Summary: 7 Y 0 N 2 Ab 0 Abt

The motion has: ☒ Passed ☐ Failed ☐ Been Tabled



Joseph H. Proietta, EDM, Board Secretary

09/21/2020

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
September 21, 2020

RESOLUTION: #09-21-2020: #11

WHEREAS: Restrictions have been imposed on the school by unusual circumstances stemming from COVID-19, the Chief Academic Officer has made a recommendation to remove the senior project as a graduation requirement for SY 2021.

BE IT RESOLVED: the Board of Community Academy of Philadelphia, CS removes the senior project as a graduation requirement for SY 2021.

Recording of the vote:

Roll Call---	Yea	Nay	Absent	Abstain	Comment
FitzSimmons, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gomez, J.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Hernandez, S.	<input checked="" 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"/>	
Osoria, M.	<input checked="" 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"/>	
Vasquez, J.	<input checked="" 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"/>	
Williams, W.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Summary: 9 Y 0 N 1 Ab 0 Abt

The motion has: Passed Failed Been Tabled



Joseph H. Proietta, EDM, Board Secretary

09/21/2020

**COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
September 21, 2020**

RESOLUTION: #09-21-2020: #12

WHEREAS: The following courses of study have been proposed for Board approval with regard to their adoption at the Community Academy of Philadelphia, CS

- Add French in Elementary School
- Add Theater Arts Class in Elementary School
- Add Drama and Theater in High School
- Add Science, Technology, and Society in High School

BE IT RESOLVED: These courses of study are approved for adoption by the Board of Community Academy of Philadelphia, CS.

Recording of the vote:

Roll Call---	Yea	Nay	Absent	Abstain	Comment
FitzSimmons, J.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gomez, J.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary: 7 Y 0 N 2 Ab 0 Abt

The motion has: ☒ Passed ☐ Failed ☐ Been Tabled

Joseph H. Proietta, EDM, Board Secretary

09/21/2020

**COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BOARD OF SCHOOL DIRECTORS
September 21, 2020**

RESOLUTION: #09-21-2020: #13

WHEREAS: The following textbooks have been proposed for adoption at the Community Academy of Philadelphia:

- Social Studies Series Update:
 - Grades 3-6 Social Studies Houghton Mifflin Harcourt – *Into Social Studies*, 2018
- Pre-Algebra and Algebra Text Series Replacements:
 - Grade 7 Pre-Algebra: Houghton Mifflin Harcourt, *Into Math*, Grade 7 Advanced, 2018
 - Grade 8 Algebra: Houghton Mifflin Harcourt, *Into Math*, Algebra I, 2020


BE IT RESOLVED: The proposed textbooks have been approved for adoption by the Board of Community Academy of Philadelphia, CS.

Recording of the vote:

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

Summary: 7 Y 0 N 2 Ab 0 Abt

The motion has: ☒ Passed ☐ Failed ☐ Been Tabled



Joseph H. Proietta, EDM, Board Secretary

09/21/2020



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
Thursday, August 06, 2020 Addressing emergency matters related to COVID-19**	4:00 p.m.	Virtual
Monday, September 21, 2020 Re-Organization Meeting 2020-2021**	4:00 p.m.	Virtual
Monday, December 14, 2020	4:00 p.m.	Community Academy of Philadelphia Charter School (Board Room) Location: Tentative
Monday, February 8, 2021 Board Retreat and Meeting*	12:00 p.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 Budget Meeting**	4:00 p.m.	Community Academy of Philadelphia Charter School (Board Room)

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

**in the case of school closures or if necessitated for safety, meetings may be held virtually with joining information made
available to the public.**

*Board Retreat will start at 9:00 a.m. and the Board Meeting will begin at 12:00 noon.

** Major topic of meeting