Community Academy of Philadelphia Charter School
Board of School Directors

General Meeting held on February 12, 2018

Following are the documents submitted at the public meeting held on Monday, February 12, 2018 only. This page will be updated in full after the approval of the minutes of this meeting at the next regularly scheduled meeting of the Board of School Directors.

-the Secretary

Board Retreat Schedule
Monday, February 12, 2018

In the Media Room

10:00 – 10:15 ---------- Continental Breakfast/Coffee

10:15 – 11:05 ---------- Dr. Elizabeth McCluskey, Chief Academic Officer: Presentation on State and City Ratings: SPP, SPR, and new PA Future Ready Index

11:05 – 11:21 ---------- Cassandra McLaughlin, Special Education Supervisor

11:21 – 11:30 ---------- ***Break***

11:30 – 11:55 ---------- CAP Presentations

- Delilah Cruz presents on family and community events.
- Students present EEC, Outward Bound, Clubs, etc.

11:55 – 12:20 ---------- Tour of building leading up to the Boardroom

In the Boardroom

12:20 – 12:30 ---------- Prepare for Board Meeting

12:30 – 1:45 ---------- Public Board Meeting

- Regular Agenda Items; add Retreat Agenda to the office of record.

1:45 – 2:45 ---------- Lunch with Department Heads/Admin.

2:45 – 3:15---------- Meet with reg. ed. Teachers – a diverse sample (PACs) K-12

State and City Rating Systems

CAP Board Retreat
February 13, 2018

Overview

- Briefly recap the systems used to measure CAP's performance
- Will review how CAP has been judged in state and local ratings for 2016-2017
- Questions and discussion

Four Rating Systems

1. School Performance Profile (SPP)
2. Future Ready PA Index (The Index)
3. Annual Charter Evaluation (ACE)
4. School Progress Report (SPR)

2017 School Performance Profile Report

pennsylvania

Pennsylvania School Performance Profile

Select a New County | Return to Previous Page

Community Academy of Philadelphia CS

View Fiscal Information | View Historical Information

Test Facts | Scores | Academic Performance | Demographics | School Snapshot

Building Level Academic Score

62.7

Select View Calculation below to see the detailed calculation used to determine the building level academic score.

View Calculation

Federal Accountability Designation

www.eseafedreport.com

Academic Performance Past Facts

(Select any data element for its definition.)

Test Participation Rate: Mathematics/Algebra I - All Students	99.10
Test Participation Rate: ELA/Literature - All Students	99.30
Test Participation Rate: Science/Biology - All Students	99.30
Students Eligible for Opportunity Scholarship Tax Credit Program	No

Academic Performance Data (2016 - 2017)

(This data is used to determine the building level academic score.)

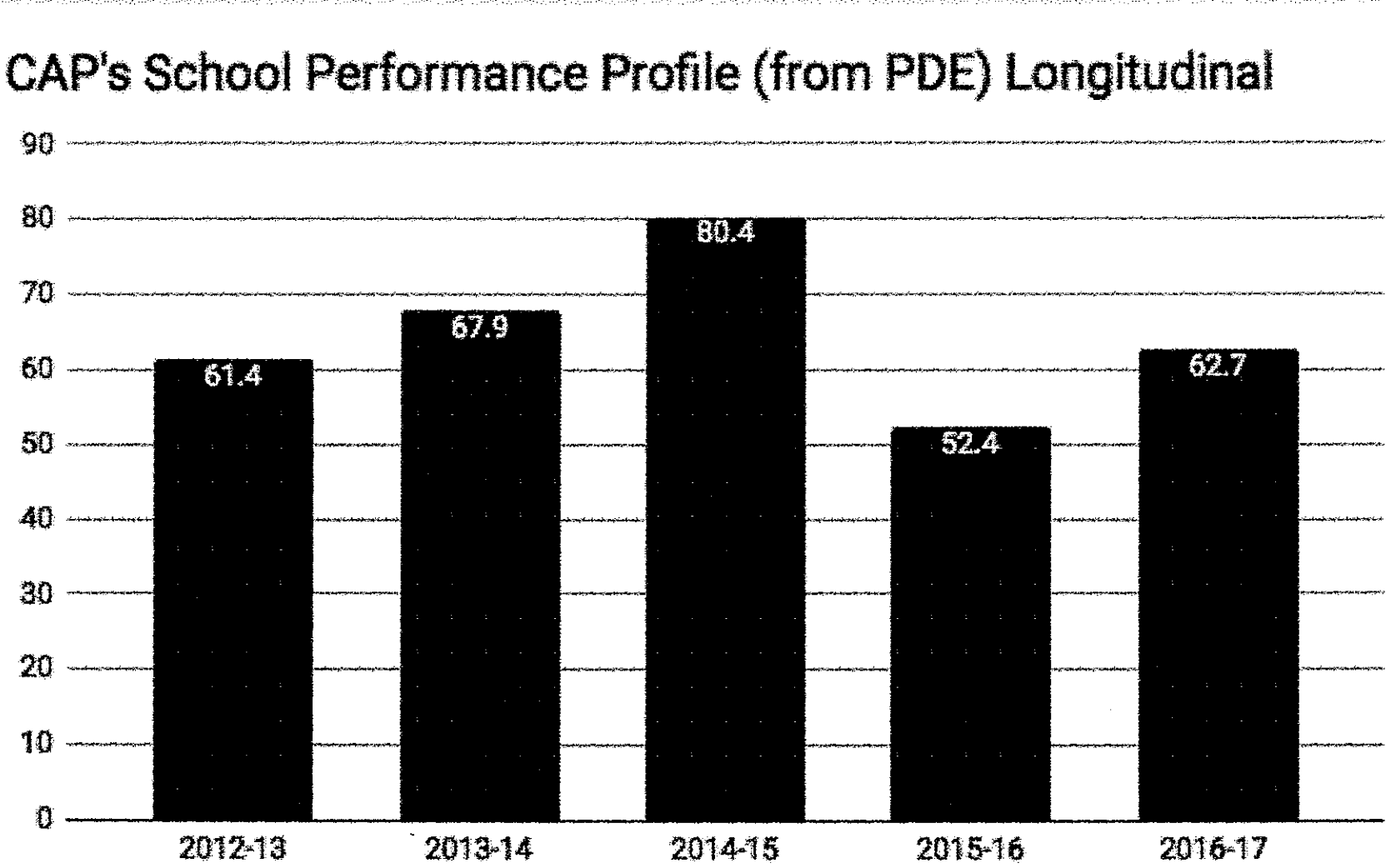
▲ > 100	▲ 90-100	▲ 80-89.9	■ 70-79.9	▼ 60-69.9	▼ < 60

■ Not Applicable (NA) ■ Insufficient Sample (IS)

(Select any data element for further detail.)

Data Element		Performance Measure
Indicators of Academic Achievement		
Mathematics/Algebra I - Percent Proficient or Advanced on PSSA/Keystone	▼	19.09
ELA/Literature- Percent Proficient or Advanced on PSSA/Keystone	▼	42.00
Science/Biology - Percent Proficient or Advanced on PSSA/Keystone	▼	44.29
Industry Standards-Based Competency Assessments - Percent Competent or Advanced	■	IS
Grade 3 ELA- Percent Proficient or Advanced	▼	37.50
SAT/ACT College and Career Readiness Benchmark	▼	28.72
Indicators of Closing the Achievement Gap - All Students		
Mathematics/Algebra I - Percent of Required Gap Closure Met	▼	20.80
ELA/Literature - Percent of Required Gap Closure Met	▼	21.25
Science/Biology - Percent of Required Gap Closure Met	▲	86.08
Indicators of Closing the Achievement Gap - Historically Underperforming Students		
Mathematics/Algebra I - Percent of Required Gap Closure Met	▼	14.25
ELA/Literature - Percent of Required Gap Closure Met	▼	18.18

COMMUNITY ACADEMY OF PHILADELPHIA CS


CAP's School Performance Profile (from PDE) Longitudinal
90
80
70
60
50
40
30
20
10
0
61.4
67.9
80.4
52.4
62.7
2012-13
2013-14
2014-15
2015-16
2016-17

STATE LEVEL:
School Performance Profile (SPP) in Context

- PDE had changed the PSSA for 2015 testing: NEW assessment...same name
- CAP's SPP Score for 2015 only included achievement of Grade 11 and growth for grades 3-11
- In 2018, the SPP will still be released but is being de-emphasized

OLD State Rating:
School
Performance
Profile (SPP)

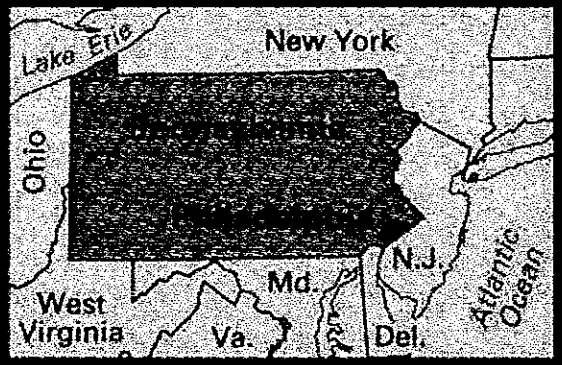
NEW State
Rating:
Future Ready PA
Index
Released Fall 2018

STATE LEVEL:
Future Ready PA Index (The Index)

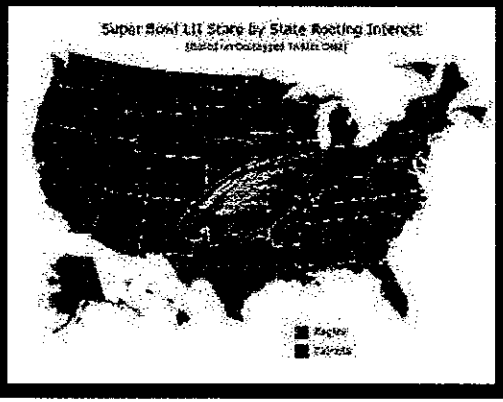
- Adaptation of the previous School Performance Profile (SPP)
- Changes are in part a response to change from No Child Left Behind (NCLB) to the Every Student Succeeds Act (ESSA)
- Will be launched in September 2018

KEY CHANGES with Future Ready PA Index:

- More emphasis student GROWTH
- LANGUAGE acquisition by English Learners (ELs)
- Incentivize elementary CAREER AWARENESS
- More equal WEIGHTING of subjects
- AP/IB, CTE and Dual Enrollment
- TESTS 3rd grade reading and 7th grade math
- REDUCTION in Below Basic performance level



Moving from State to City Level: School District of Philadelphia's Rating For 2016-17 SY



CITY LEVEL:
Annual Charter Evaluation (ACE)

- Based on organizational compliance
  - Enrollment
  - Discipline
  - Sped/ESL
  - Governance and Administration

CITY LEVEL:
Annual Charter Evaluation (ACE)

- Follows a five-year cycle leading up to charter renewal
- Currently in the review window for 2017

CITY LEVEL
School Progress Report (SPR)

- CAP is measured in two divisions
  - K-8 Rating
    - Achievement, Progress, Climate
  - High School Rating
    - Achievement, Progress, Climate, College and Career
- Schools are ranked city-wide and also in a "peer group"

School Progress Report Has Four Rating Levels

1. Intervene
2. Watch
3. Reinforce *
4. Model

CAP's 2017 SPR Ratings

2016-2017 School Progress Report

Community Academy of Philadelphia Charter School

School Code	W01	Report Type	K8 School
Sector	Charter	Grades in Report	K-8
Address	1100 E Erie Ave, 19124	Enrollment	621
Phone/Fax	215-533-6700 / 215-533-6722	Admissions Category	Citywide
Website	www.communityacademy.org/	Turnaround Model	N/A

Performance Tiers

■ INTERVENE (0-24%) ■ WATCH (25-49%) ■ REINFORCE (50-74%) ■ MODEL (75-100%)

	2014-15	2015-16	2016-17	3 YEAR AVG
OVERALL: REINFORCE (59%)	56%	51%	59%	48.7%
A school's overall score represents its combined performance on the Achievement, Progress, Climate, and College & Career (for high schools only) domains.				
Achievement: INTERVENE (18%)	11%	18%	18%	15.7%
The Achievement domain measures performance on standardized assessments, including PSSA, Keystone Exams, ACCESS for ELLs, and reading assessments.				
Progress: MODEL (79%)	78%	1%	79%	52.7%
The Progress domain measures growth on standardized assessments and progress towards graduation (for high schools only).				

2017 HS SPR Full List

RANK	HIGH School	Governance	Admissions Type	Overall Score	Overall Tier
1	Central High School	District	Special Admit	91	MODEL
2	Franklin Towne Charter High School	Charter	Citywide With Criteria	82	MODEL
3	High School of Engineering and Science	District	Special Admit	76	MODEL
4	Julia R. Masterman School	District	Special Admit	74	REINFORCE
5	Girard Academic Music Program	District	Special Admit	69	REINFORCE
6	Academy at Palumbo	District	Special Admit	67	REINFORCE
7	Science Leadership Academy	District	Special Admit	66	REINFORCE
8	Parkway Center City High School	District	Special Admit	66	REINFORCE
9	Mariana Bracetti Academy Charter School	Charter	Citywide	61	REINFORCE
10	Multicultural Academy Charter School	Charter	Citywide	59	REINFORCE
11	Mathematics, Science, and Technology Community Charter School (MaST)	Charter	Citywide	59	REINFORCE
12	Philadelphia High School for Girls	District	Special Admit	57	REINFORCE
13	Arts Academy at Benjamin Rush	District	Special Admit	56	REINFORCE
14	Community Academy of Philadelphia Charter School	Charter	Citywide	53	REINFORCE
15	Freire Charter School	Charter	Citywide	53	REINFORCE
16	Esperanza Academy Charter School	Charter	Citywide	53	REINFORCE
17	Philadelphia Performing Arts: A String Theory Charter School	Charter	Citywide With Criteria	52	REINFORCE
18	High School for Creative and Performing Arts School	District	Special Admit	51	REINFORCE
19	Constitution High School	District	Citywide	51	REINFORCE
20	William W. Bodine High School	District	Special Admit	51	REINFORCE
21	The Science Leadership Academy at Beeber	District	Special Admit	50	REINFORCE
22	Philadelphia Electrical and Technology Charter School	Charter	Citywide	47	WATCH
23	New Foundations Charter School	Charter	Citywide With Criteria	46	WATCH
24	Hill-Freedman World Academy	District	Special Admit	44	WATCH
25	Lankenau High School	District	Special Admit	42	WATCH
26	Paul Robeson High School for Human Services	District	Citywide	41	WATCH
27	Philadelphia Military Academy	District	Citywide	41	WATCH
28	Philadelphia Academy Charter School	Charter	Citywide	40	WATCH
29	Mastery Charter School at Lenfest Campus	Charter	Citywide With Criteria	40	WATCH
30	Mastery Charter School at Shoemaker Campus	Charter	Citywide With Criteria	40	WATCH
31	Mastery Charter School at Pickett Campus	Charter	Citywide With Criteria	39	WATCH
32	Northeast High School	District	Neighborhood	37	WATCH
33	Maritime Academy Charter School (MACHS)	Charter	Citywide	33	WATCH

CAP's 2017 SPR Ratings

- K-8 received a REINFORCE rating
  - Ranked **2nd** in Peer Group of 17 schools with similar demographics
  - Ranked **20th** out of 144 Elementary Schools in the City

CAP's 2017 SPR Ratings

High School received a REINFORCE Rating

- Ranked **3rd** in Peer Group of 17 schools with similar demographics
- Ranked **14th** out of 84 High Schools in the City

Additional Comments/Discussion

Community Academy of Philadelphia CS

View Fiscal Information | View Historical Information

Building Level Academic Score

62.7

Select View Calculation below to see the detailed calculation used to determine the building level academic score.

View Calculation

Federal Accountability Designation

www.eseafedreport.com

Academic Performance Fast Facts

(Select any data element for its definition.)

Test Participation Rate: Mathematics/Algebra I - All Students	99.10
Test Participation Rate: ELA/Literature - All Students	99.30
Test Participation Rate: Science/Biology - All Students	99.30
Students Eligible for Opportunity Scholarship Tax Credit Program	No

Academic Performance Data (2016 - 2017)

(This data is used to determine the building level academic score.)

> 100 | 90-100 | 80-89.9 | 70-79.9 | 60-69.9 | < 60

Not Applicable (NA) | Insufficient Sample (IS)

(Select any data element for further detail.)

Data Element	Performance Measure
Indicators of Academic Achievement	
Mathematics/Algebra I - Percent Proficient or Advanced on PSSA/Keystone	19.08
ELA/Literature- Percent Proficient or Advanced on PSSA/Keystone	42.00
Science/Biology - Percent Proficient or Advanced on PSSA/Keystone	44.29
Industry Standards-Based Competency Assessments - Percent Competent or Advanced	IS
Grade 3 ELA- Percent Proficient or Advanced	37.50
SAT/ACT College and Career Readiness Benchmark	26.72
Indicators of Closing the Achievement Gap - All Students	
Mathematics/Algebra I - Percent of Required Gap Closure Met	20.60
ELA/Literature - Percent of Required Gap Closure Met	21.25
Science/Biology - Percent of Required Gap Closure Met	88.08
Indicators of Closing the Achievement Gap - Historically Underperforming Students	
Mathematics/Algebra I - Percent of Required Gap Closure Met	14.25
ELA/Literature - Percent of Required Gap Closure Met	16.18
Science/Biology - Percent of Required Gap Closure Met	73.49
Indicators of Academic Growth/PVAAS	
Mathematics/Algebra I - Meeting Annual Academic Growth Expectations	83.33
ELA/Literature - Meeting Annual Academic Growth Expectations	85.50
Science/Biology - Meeting Annual Academic Growth Expectations	86.00
Other Academic Indicators	
Cohort Graduation Rate	87.05
Promotion Rate	NA
Attendance Rate	93.26
Advanced Placement, International Baccalaureate, or College Credit	100.00
PSAT/Plan Participation	100.00
Extra Credit for Advanced Achievement	
Percent PSSA/Keystone Advanced - Mathematics/Algebra I	3.18
Percent PSSA/Keystone Advanced - ELA/Literature	4.39
Percent PSSA/Keystone Advanced - Science/Biology	7.61
Percent Advanced - Industry Standards-Based Competency Assessments	IS
Percent 3 or Higher on any AP Exam or 4 or Higher on any IB Exam	36.26

View Calculation

2016-2017 School Progress Report

Community Academy of Philadelphia Charter School

School Code	W01	Report Type	High School
Sector	Charter	Grades in Report	9-12
Address	1100 E Erie Ave, 19124	Enrollment	600
Phone/Fax	215-533-6700 / 215-533-6722	Admissions Category	Citywide
Website	www.communityacademy.org/	Turnaround Model	N/A

Performance Tiers

INTERVENE (0-24%) WATCH (25-49%) REINFORCE (50-74%) MODEL (75-100%)

	2014-15	2015-16	2016-17	3 YEAR AVG
OVERALL: REINFORCE (53%)	55%	56%	53%	54.7%
A school's overall score represents its combined performance on the Achievement, Progress, Climate, and College & Career (for high schools only) domains.				
Achievement: INTERVENE (11%)	9%	10%	11%	10.0%
The Achievement domain measures performance on standardized assessments, including PSSA, Keystone Exams, ACCESS for ELLs, and reading assessments.				
Progress: MODEL (81%)	87%	85%	81%	84.3%
The Progress domain measures growth on standardized assessments and progress towards graduation (for high schools only).				
Climate: REINFORCE (66%)	66%	72%	66%	68.0%
The Climate domain measures school climate and student and parent/guardian engagement.				
College & Career: WATCH (45%)	42%	40%	45%	42.3%
The College & Career domain measures college and career readiness and post-secondary outcomes.				

Achievement

METRIC	METRIC SCORE	POINTS EARNED	TIER
Keystone Exam - Algebra I			
% Proficient or Advanced	18% (369 students)	0.00 out of 8.00 (0%)	INTERVENE
% Advanced	4% (369 students)	0.24 out of 1.50 (16%)	INTERVENE
Keystone Exam - Biology			
% Proficient or Advanced	26% (243 students)	0.55 out of 8.00 (7%)	INTERVENE
% Advanced	5% (243 students)	0.32 out of 1.50 (21%)	INTERVENE
Keystone Exam - Literature			
% Proficient or Advanced	37% (218 students)	1.72 out of 8.00 (21%)	INTERVENE
% Advanced	1% (218 students)	0.08 out of 1.50 (6%)	INTERVENE
Access for ELLs: % 4.5 or Above	7% (45 students)	0.25 out of 1.50 (17%)	INTERVENE
Achievement Total: % of Points Earned	**11%**	**3.17 out of 30.00**	**INTERVENE**

Progress

METRIC	METRIC SCORE	POINTS EARNED	TIER
Keystone Exam - Algebra I: Average Growth Index (AGI)	2.04	6.50 out of 6.50 (100%)	MODEL
Keystone Exam - Biology: Average Growth Index (AGI)	6.71	6.50 out of 6.50 (100%)	MODEL
Keystone Exam - Literature: Average Growth Index (AGI)	1.88	6.24 out of 6.50 (96%)	MODEL
% of On-Track Students Earning Credits Required For Promotion	88% (383 students)	4.87 out of 8.00 (61%)	REINFORCE
% of Off-Track Students Earning Credits Required for Promotion	76% (55 students)	4.36 out of 6.00 (73%)	REINFORCE
ACCESS for ELLs: % Growth in 60th Percentile or Above			SEE NOTE FOR SY 2016-2017

Progress, On Equity

Keystone Exam - Algebra I: AGI for Lowest-Performing 20% of Students	0.41	0.71 out of 1.50 (47%)	WATCH
Keystone Exam - Biology: AGI for Lowest-Performing 20% of Students	3.57	1.50 out of 1.50 (100%)	MODEL
Keystone Exam - Literature: AGI for Lowest-Performing 20% of Students	-0.87	0.07 out of 1.50 (4%)	INTERVENE

Progress Total: % of Points Earned	**81%**	**30.74** out of 38.00	**MODEL**

Starting in School Year 2016-2017, the standards on the ACCESS assessment were revised. Consequently, growth estimates are not available, so this metric is suppressed for School Year 2016-2017.

Climate

METRIC	METRIC SCORE	POINTS EARNED	TIER
% of Students Attending 95% or More of Instructional Days	41% (643 students)	3.39 out of 8.00 (42%)	WATCH
% Attending 90% to 95% of days	28% (643 students)		
% Attending 85% to 90% of days	13% (643 students)		
% Attending 80% to 85% of days	7% (643 students)		
% Attending less than 80% of days	11% (643 students)		
Annual Retention Rate	90% (597 students)	6.00 out of 6.00 (100%)	MODEL
% of Students with Zero In-School Suspensions	91% (643 students)	0.06 out of 0.50 (11%)	INTERVENE
% of Students with Zero Out-of-School Suspensions	95% (643 students)	2.07 out of 2.50 (83%)	MODEL
Student Survey: School Climate Rating (% most positive responses)	72%	0.72 out of 1.00 (72%)	REINFORCE
Parent Survey: School Climate Rating (% most positive responses)	93%	0.93 out of 1.00 (93%)	MODEL
Parent/Guardian Survey: Participation Rate	11%	0.02 out of 1.00 (2%)	INTERVENE
Climate Total: % of Points Earned	**66%**	**13.19 out of 20.00**	**REINFORCE**

College & Career

METRIC	METRIC SCORE	POINTS EARNED	TIER
Four-Year Cohort Graduation Rate	87% (138 students)	2.15 out of 4.50 (48%)	WATCH
First-Fall College Matriculation Rate	60% (128 students)	0.96 out of 1.50 (64%)	REINFORCE
AP, IB, & NOCTI Exams Participation & Performance	11% (131 students)	0.04 out of 1.00 (4%)	INTERVENE
% Participating Not Meeting Threshold	15% (131 students)		
% Not Participating	73% (131 students)		
SAT & ACT Exams Participation & Performance	10% (131 students)	0.00 out of 1.00 (0%)	INTERVENE
% Participating Not Meeting Threshold	53% (131 students)		
% Not Participating	37% (131 students)		
FAFSA Completion Rate	83% (131 students)	1.00 out of 1.00 (100%)	MODEL
Student Survey: College & Career Readiness Rating (% most positive responses)	34%	0.34 out of 1.00 (34%)	WATCH
College and Career Total: % of Points Earned	**45%**	**4.49 out of 10.00**	**WATCH**

Educator Effectiveness

Teacher effectiveness measures are being described in the School Progress Report, but not included in the SPR rating, to share data we are gathering to monitor and support teacher practice. This information is also used to develop responsive and customized professional learning for teachers to ensure that all students have access to great teachers. Here are some important details to contextualize the teacher effectiveness data reported in the SPR.

- Teachers in a formal observation year who fail to receive a required observation receive a default observation score of 2 (Proficient) for any missing observation data, which may inflate the overall scores.
- Until district-wide, inter-rater reliability norming is held for all principals, observation scores may vary significantly across schools and observers. As a result, comparisons of scores between schools may not be meaningful.
- The district's observation tool evaluates 10 components of the Danielson Framework for Teaching. Therefore, comparing SDP's observation scores to scores evaluated against all 22 components of the Danielson Framework may not be meaningful.

EDUCATOR EFFECTIVENESS INDICATORS

Percentage of Teachers Receiving an Overall Observation Score of Distinguished	DATA NOT AVAILABLE
Percentage of Teachers Receiving an Observation Score of Distinguished in Instruction	DATA NOT AVAILABLE
Percentage of Teachers Attending 95% or More of Days	DATA NOT AVAILABLE
Student Survey: Student Perception of Quality of Teacher Practice (% most positive responses)	58%

FOR MORE INFORMATION

More information about the School Progress Reports, including the User Guide, Public Business Rules, and FAQ, is available at philasd.org/spr.

NOTES ABOUT ROUNDING

All calculated values in the SPR (metric scores, percent of points earned, and points earned) are calculated using unrounded values; however, displayed values may differ slightly due to rounding for publication purposes.

UNDERSTANDING DUAL REPORTS

Schools that serve multiple grade spans receive separate SPRs for each grade span (for example, a school serving grades 6-12 receives a Middle School Report and a High School report). The grades included in a particular report are displayed on the top right of the cover page.

2016-2017 School Progress Report

Community Academy of Philadelphia Charter School

School Code	W01	Report Type	K8 School
Sector	Charter	Grades in Report	K-8
Address	1100 E Erie Ave, 19124	Enrollment	621
Phone/Fax	215-533-6700 / 215-533-6722	Admissions Category	Citywide
Website	www.communityacademy.org/	Turnaround Model	N/A

Performance Tiers

INTERVENE (0-24%) WATCH (25-49%) REINFORCE (50-74%) MODEL (75-100%)

	2014-15	2015-16	2016-17	3 YEAR AVG
OVERALL: REINFORCE (59%)	56%	31%	59%	48.7%
A school's overall score represents its combined performance on the Achievement, Progress, Climate, and College & Career (for high schools only) domains.				
Achievement: INTERVENE (18%)	11%	18%	18%	15.7%
The Achievement domain measures performance on standardized assessments, including PSSA, Keystone Exams, ACCESS for ELLs, and reading assessments.				
Progress: MODEL (79%)	78%	1%	79%	52.7%
The Progress domain measures growth on standardized assessments and progress towards graduation (for high schools only).				
Climate: REINFORCE (74%)	71%	79%	74%	74.7%
The Climate domain measures school climate and student and parent/guardian engagement.				

Achievement

METRIC	METRIC SCORE	POINTS EARNED	TIER
% Reading at Grade Level - Grades K-2	59% (164 students)	2.05 out of 3.00 (68%)	REINFORCE
PSSA: English Language Arts			
% Proficient or Advanced	36% (429 students)	1.81 out of 9.00 (20%)	INTERVENE
Grade 3 - % Proficient or Advanced	38% (64 students)		
Grades 4-8 - % Proficient or Advanced	36% (365 students)		
% Advanced	6% (429 students)	0.45 out of 2.00 (22%)	INTERVENE
Grade 3 - % Advanced	8% (64 students)		
Grades 4-8 - % Advanced	5% (365 students)		
PSSA: Mathematics			
% Proficient or Advanced	10% (426 students)	0.00 out of 9.00 (0%)	INTERVENE
% Advanced	2% (426 students)	0.15 out of 2.00 (8%)	INTERVENE
PSSA: Science			
% Proficient or Advanced	38% (149 students)	0.68 out of 3.00 (23%)	INTERVENE
% Advanced	7% (149 students)	0.13 out of 0.50 (27%)	WATCH
Access for ELLs: % 4.5 or Above	4% (45 students)	0.00 out of 1.50 (0%)	INTERVENE
Achievement Total: % of Points Earned	**18%**	**5.28 out of 30.00**	**INTERVENE**

Progress

METRIC	METRIC SCORE	POINTS EARNED	TIER
PSSA Mathematics: Average Growth Index (AGI)	1.29	9.16 out of 12.00 (76%)	MODEL
PSSA English Language Arts: Average Growth Index (AGI)	1.59	10.36 out of 12.00 (86%)	MODEL
PSSA Science (Grade 4): Average Growth Index (AGI)	2.73	2.50 out of 2.50 (100%)	MODEL
PSSA Science (Grade 8): Average Growth Index (AGI)	-1.83	0.00 out of 2.50 (0%)	INTERVENE
ACCESS for ELLs: % Growth in 60th Percentile or Above			SEE NOTE FOR SY 2016-2017

Progress, On Equity

PSSA Mathematics: AGI for Lowest-Performing 20% of Students	2.92	4.00 out of 4.00 (100%)	MODEL
PSSA English Language Arts: AGI for Lowest-Performing 20% of Students	1.39	3.19 out of 4.00 (80%)	MODEL
Progress Total: % of Points Earned	**79%**	**29.21 out of 37.00**	**MODEL**

Starting in School Year 2016-2017, the standards on the ACCESS assessment were revised. Consequently, growth estimates are not available, so this metric is suppressed for School Year 2016-2017.

Climate

METRIC	METRIC SCORE	POINTS EARNED	TIER
% of Students Attending 95% or More of Instructional Days	51% (627 students)	5.48 out of 12.00 (46%)	WATCH
% Attending 90% to 95% of days	30% (627 students)		
% Attending 85% to 90% of days	10% (627 students)		
% Attending 80% to 85% of days	6% (627 students)		
% Attending less than 80% of days	3% (627 students)		
Annual Retention Rate	97% (613 students)	10.00 out of 10.00 (100%)	MODEL
% of Students with Zero In-School Suspensions	100% (627 students)	1.00 out of 1.00 (100%)	MODEL
% of Students with Zero Out-of-School Suspensions	100% (627 students)	4.00 out of 4.00 (100%)	MODEL
Student Survey: School Climate Rating (% most positive responses)	69%	0.69 out of 1.00 (69%)	REINFORCE
Parent Survey: School Climate Rating (% most positive responses)	90%	0.90 out of 1.00 (90%)	MODEL
Parent/Guardian Survey: Participation Rate	19%	0.22 out of 1.00 (22%)	INTERVENE
Climate Total: % of Points Earned	**74%**	**22.30 out of 30.00**	**REINFORCE**

Educator Effectiveness

Teacher effectiveness measures are being described in the School Progress Report, but not included in the SPR rating, to share data we are gathering to monitor and support teacher practice. This information is also used to develop responsive and customized professional learning for teachers to ensure that all students have access to great teachers. Here are some important details to contextualize the teacher effectiveness data reported in the SPR.

- Teachers in a formal observation year who fail to receive a required observation receive a default observation score of 2 (Proficient) for any missing observation data, which may inflate the overall scores.
- Until district-wide, inter-rater reliability norming is held for all principals, observation scores may vary significantly across schools and observers. As a result, comparisons of scores between schools may not be meaningful.
- The district's observation tool evaluates 10 components of the Danielson Framework for Teaching. Therefore, comparing SDP's observation scores to scores evaluated against all 22 components of the Danielson Framework may not be meaningful.

EDUCATOR EFFECTIVENESS INDICATORS

Percentage of Teachers Receiving an Overall Observation Score of Distinguished	DATA NOT AVAILABLE
Percentage of Teachers Receiving an Observation Score of Distinguished in Instruction	DATA NOT AVAILABLE
Percentage of Teachers Attending 95% or More of Days	DATA NOT AVAILABLE
Student Survey: Student Perception of Quality of Teacher Practice (% most positive responses)	52%

FOR MORE INFORMATION

More information about the School Progress Reports, including the User Guide, Public Business Rules, and FAQ, is available at philasd.org/spr.

NOTES ABOUT ROUNDING

All calculated values in the SPR (metric scores, percent of points earned, and points earned) are calculated using unrounded values; however, displayed values may differ slightly due to rounding for publication purposes.

UNDERSTANDING DUAL REPORTS

Schools that serve multiple grade spans receive separate SPRs for each grade span (for example, a school serving grades 6-12 receives a Middle School Report and a High School report). The grades included in a particular report are displayed on the top right of the cover page.

2017 HS SPR Full List

RANK	HIGH School (CAP's Peer Group is in BOLD)	Governance	Enrollment	Admissions Type	Overall Score	Overall Tier
1	Central High School	District	2315	Special Admit	91	MODEL
2	Franklin Towne Charter High School	Charter	1193	Citywide With Criteria	82	MODEL
3	High School of Engineering and Science	District	776	Special Admit	76	MODEL
4	Julia R. Masterman School	District	442	Special Admit	74	REINFORCE
5	Girard Academic Music Program	District	239	Special Admit	69	REINFORCE
6	Academy at Palumbo	District	903	Special Admit	67	REINFORCE
7	Science Leadership Academy	District	492	Special Admit	66	REINFORCE
8	Parkway Center City High School	District	558	Special Admit	66	REINFORCE
9	Mariana Bracetti Academy Charter School	Charter	585	Citywide	61	REINFORCE
10	**Multicultural Academy Charter School**	**Charter**	**270**	**Citywide**	**59**	**REINFORCE**
11	Mathematics, Science, and Technology Community Charter School (MaST)	Charter	425	Citywide	59	REINFORCE
12	Philadelphia High School for Girls	District	1013	Special Admit	57	REINFORCE
13	Arts Academy at Benjamin Rush	District	606	Special Admit	56	REINFORCE
14	**Community Academy of Philadelphia Charter School**	**Charter**	**600**	**Citywide**	**53**	**REINFORCE**
15	**Freire Charter School**	**Charter**	**510**	**Citywide**	**53**	**REINFORCE**
16	Esperanza Academy Charter School	Charter	768	Citywide	53	REINFORCE
17	Philadelphia Performing Arts: A String Theory Charter School	Charter	799	Citywide With Criteria	52	REINFORCE
18	High School for Creative and Performing Arts School	District	693	Special Admit	51	REINFORCE
19	Constitution High School	District	372	Citywide	51	REINFORCE
20	William W. Bodine High School	District	513	Special Admit	51	REINFORCE
21	The Science Leadership Academy at Beeber	District	476	Special Admit	50	REINFORCE
22	Philadelphia Electrical and Technology Charter School	Charter	613	Citywide	47	WATCH
23	New Foundations Charter School	Charter	760	Citywide With Criteria	46	WATCH
24	**Hill-Freedman World Academy**	**District**	**332**	**Special Admit**	**44**	**WATCH**
25	**Lankenau High School**	**District**	**352**	**Special Admit**	**42**	**WATCH**
26	Paul Robeson High School for Human Services	District	297	Citywide	41	WATCH
27	Philadelphia Military Academy	District	247	Citywide	41	WATCH
28	Philadelphia Academy Charter School	Charter	432	Citywide	40	WATCH
29	**Mastery Charter School at Lenfest Campus**	**Charter**	**357**	**Citywide With Criteria**	**40**	**WATCH**
30	**Mastery Charter School at Shoemaker Campus**	**Charter**	**529**	**Citywide With Criteria**	**40**	**WATCH**
31	Mastery Charter School at Pickett Campus	Charter	468	Citywide With Criteria	39	WATCH
32	Northeast High School	District	3386	Neighborhood	37	WATCH
33	Maritime Academy Charter School (MACHS)	Charter	273	Citywide	37	WATCH
34	**Boys Latin of Philadelphia Charter School**	**Charter**	**445**	**Citywide**	**36**	**WATCH**
35	Sankofa Freedom Academy Charter School	Charter	194	Citywide With Criteria	35	WATCH
36	Franklin Learning Center	District	871	Special Admit	32	WATCH
37	The Workshop School	District	230	Citywide	32	WATCH
38	'reparatory Charter School of Mathematics, Science, Technology and Careers	Charter	578	Citywide	32	WATCH
39	Tacony Academy Charter School	Charter	389	Citywide With Criteria	32	WATCH
40	Parkway West High School	District	258	Special Admit	31	WATCH
41	Swenson Arts and Technology High School	District	668	Citywide	31	WATCH
42	**Math, Civics and Sciences Charter School**	**Charter**	**304**	**Citywide**	**31**	**WATCH**
43	Walter B. Saul High School	District	550	Special Admit	30	WATCH
44	**Mastery Charter School at Hardy Williams**	**Charter**	**375**	**Citywide With Criteria**	**30**	**WATCH**
45	**Parkway Northwest High School**	**District**	**246**	**Special Admit**	**29**	**WATCH**
46	**Imhotep Institute Charter High School**	**Charter**	**579**	**Citywide**	**29**	**WATCH**
47	KIPP DuBois Charter School	Charter	522	Citywide With Criteria	29	WATCH
48	**Eastern University Academy Charter School**	**Charter**	**239**	**Citywide**	**29**	**WATCH**
49	Motivation High School	District	387	Special Admit	28	WATCH
50	Furness High School	District	692	Neighborhood	27	WATCH
51	Mastery Charter School at Thomas Campus	Charter	448	Citywide With Criteria	27	WATCH
52	A. Philip Randolph Career and Technical High School	District	518	Citywide	26	WATCH
53	**Architecture and Design Charter School**	**Charter**	**538**	**Citywide**	**26**	**WATCH**
54	First Philadelphia Preparatory Charter School	Charter	328	Citywide With Criteria	25	WATCH
55	**High School of the Future**	**District**	**476**	**Citywide**	**23**	**INTERVENE**
56	West Philadelphia High School	District	483	Neighborhood	22	INTERVENE
57	Universal Charter School at Audenried	Charter	612	Neighborhood	22	INTERVENE
58	Kensington Health Sciences Academy	District	467	Neighborhood	21	INTERVENE
59	George Washington High School	District	1314	Neighborhood	21	INTERVENE
60	Jules E. Mastbaum Area Vocational Technical High School	District	755	Citywide	20	INTERVENE
61	Aspira Charter School at Olney	Charter	1790	Neighborhood	20	INTERVENE
62	Penn Treaty High School	District	346	Neighborhood	19	INTERVENE
63	Murrell Dobbins Career and Technical High School	District	610	Citywide	18	INTERVENE
64	Kensington High School for Creative and Performing Arts	District	505	Neighborhood	18	INTERVENE
65	TECH Freire Charter School	Charter	304	Citywide With Criteria	15	INTERVENE
66	John Bartram High School	District	601	Neighborhood	14	INTERVENE
67	The LINC	District	238	Citywide	14	INTERVENE
68	Roxborough High School	District	624	Neighborhood	14	INTERVENE
69	**Delaware Valley Charter High School**	**Charter**	**655**	**Citywide**	**14**	**INTERVENE**
70	Kensington High School	District	628	Neighborhood	13	INTERVENE
71	Thomas A. Edison High School	District	1053	Neighborhood	12	INTERVENE
72	Mastery Charter School at Gratz	Charter	1183	Neighborhood	12	INTERVENE

RANK	HIGH School (CAP's Peer Group Is In BOLD)	Governance	Enrollment	Admissions Type	Overall Score	Overall Tier
73	Samuel Fels High School	District	988	Neighborhood	11	INTERVENE
74	Abraham Lincoln High School	District	1527	Neighborhood	11	INTERVENE
75	**World Communications Charter School**	**Charter**	**382**	**Citywide**	**11**	**INTERVENE**
76	Frankford High School	District	1088	Neighborhood	10	INTERVENE
77	Building 21	District	348	Citywide	9	INTERVENE
78	The U School	District	236	Citywide	9	INTERVENE
79	William L. Sayre High School	District	492	Neighborhood	8	INTERVENE
80	Martin Luther King High School	District	888	Neighborhood	8	INTERVENE
81	South Philadelphia High School	District	611	Neighborhood	7	INTERVENE
82	Strawberry Mansion High School	District	312	Neighborhood	5	INTERVENE
83	Benjamin Franklin High School	District	547	Neighborhood	4	INTERVENE
84	Overbrook High School	District	573	Neighborhood	4	INTERVENE

2017 K-8 SPR Full List

RANK	K-8 School (CAP's Peer Group is in BOLD)	Governance	Enrollment	Overall Score	Overall Tier
1	Sadie Alexander School	District	569	85	MODEL
2	Green Woods Charter School	Charter	674	83	MODEL
3	Philadelphia Academy Charter School	Charter	716	81	MODEL
4	Folks Arts Culture Treasures Charter School	Charter	484	79	MODEL
5	Franklin Towne Charter Elementary School	Charter	910	79	MODEL
6	General George A. McCall School	District	716	79	MODEL
7	Joseph Greenberg School	District	753	75	MODEL
8	Christopher Columbus Charter School	Charter	818	74	REINFORCE
9	Eliza B. Kirkbride School	District	554	70	REINFORCE
10	D. Newlin Fell School	District	576	68	REINFORCE
11	Discovery Charter School	Charter	736	68	REINFORCE
12	Philadelphia Performing Arts: A String Theory Charter School	Charter	1753	67	REINFORCE
13	**Antonia Pantoja Charter School**	**Charter**	**711**	**65**	**REINFORCE**
14	Keystone Academy Charter School	Charter	670	65	REINFORCE
15	Universal Charter School at Creighton	Charter	757	65	REINFORCE
16	Independence Charter School	Charter	801	63	REINFORCE
17	**Overbrook Educational Center**	**District**	**268**	**63**	**REINFORCE**
18	William M. Meredith School	District	614	63	REINFORCE
19	Tacony Academy Charter School	Charter	690	60	REINFORCE
20	**Community Academy of Philadelphia Charter School**	**Charter**	**621**	**59**	**REINFORCE**
21	Maritime Academy Charter School (MACHS)	Charter	544	59	REINFORCE
22	Mathematics, Science, and Technology Community Charter School (MaST)	Charter	904	58	REINFORCE
23	Stephen Decatur School	District	1029	58	REINFORCE
24	Jenks Academy for Arts and Sciences	District	478	57	REINFORCE
25	Vare-Washington School	District	363	57	REINFORCE
26	John Hancock Demonstration School	District	739	56	REINFORCE
27	Universal Charter School at Alcorn	Charter	615	56	REINFORCE
28	Olney School	District	836	54	REINFORCE
29	Southwark School	District	741	54	REINFORCE
30	Universal Institute Charter School	Charter	671	53	REINFORCE
31	Bridesburg School	District	794	52	REINFORCE
32	Charles W. Henry School	District	479	52	REINFORCE
33	**Eugenio Maria De Hostos Charter School**	**Charter**	**506**	**52**	**REINFORCE**
34	**Mastery Charter School at Harrity**	**Charter**	**845**	**52**	**REINFORCE**
35	Albert M. Greenfield School	District	622	51	REINFORCE
36	Andrew Jackson School	District	566	50	REINFORCE
37	New Foundations Charter School	Charter	716	50	REINFORCE
38	Alliance For Progress Charter School	Charter	447	49	WATCH
39	John H. Taggart School	District	449	49	WATCH
40	A.L. Fitzpatrick School	District	830	48	WATCH
41	George W. Sharswood School	District	573	48	WATCH
42	Northwood Academy Charter School	Charter	793	48	WATCH
43	Henry A. Brown School	District	524	47	WATCH
44	Louis H. Farrell School	District	1088	47	WATCH
45	Mariana Bracetti Academy Charter School	Charter	622	47	WATCH
46	Mastery Charter School at Thomas Campus	Charter	890	47	WATCH
47	Pan American Academy Charter School	Charter	726	47	WATCH
48	Edwin M. Stanton School	District	261	45	WATCH
49	Shawmont School	District	501	45	WATCH
50	**Wissahickon Charter School**	**Charter**	**948**	**45**	**WATCH**
51	First Philadelphia Preparatory Charter School	Charter	1529	44	WATCH
52	Fitler Academics Plus School	District	250	44	WATCH
53	Harambee Institute of Science and Technology Charter School	Charter	486	44	WATCH
54	Math, Civics and Sciences Charter School	Charter	698	44	WATCH
55	Southwest Leadership Academy Charter School	Charter	482	44	WATCH
56	Chester A. Arthur School	District	251	42	WATCH
57	John F. Hartranft School	District	520	42	WATCH
58	**Mastery Charter School at Cleveland**	**Charter**	**770**	**42**	**WATCH**
59	Alexander Adaire School	District	343	41	WATCH
60	General David B.ÃƒÂ,Ã,Â BirneyÃƒÂ,Ã,Â Charter School	Charter	741	41	WATCH
61	George W. Childs School	District	554	41	WATCH
62	Henry C. Lea School	District	526	41	WATCH

RANK	K-8 School (CAP's Peer Group is in BOLD)	Governance	Enrollment	Overall Score	Overall Tier
63	Julia de Burgos School	District	865	41	WATCH
64	Paul L. Dunbar School	District	302	41	WATCH
65	Potter-Thomas School	District	572	41	WATCH
66	Anna L. Lingelbach School	District	459	39	WATCH
67	Benjamin Franklin School	District	984	39	WATCH
68	Cook-Wissahickon School	District	460	39	WATCH
69	James G. Blaine School	District	464	39	WATCH
70	John Welsh School	District	404	39	WATCH
71	Sankofa Freedom Academy Charter School	Charter	461	39	WATCH
72	Thomas K. Finletter School	District	744	39	WATCH
73	West Oak Lane Charter School	Charter	1063	39	WATCH
74	Honorable Luis Munoz-Marin School	District	641	38	WATCH
75	Ethan Allen School	District	945	37	WATCH
76	Global Leadership Academy Charter School	Charter	698	36	WATCH
77	**Mastery Charter School at Hardy Williams**	**Charter**	**826**	**36**	**WATCH**
78	Frederick Douglass Mastery Charter School	Charter	762	35	WATCH
79	George W. Nebinger School	District	365	35	WATCH
80	Tanner G. Duckrey School	District	635	35	WATCH
81	**Philadelphia Charter School for the Arts and Sciences**	**Charter**	**959**	**34**	**WATCH**
82	Andrew J. Morrison School	District	723	33	WATCH
83	**People for People Charter School**	**Charter**	**515**	**33**	**WATCH**
84	Ad Prima Charter School	Charter	666	32	WATCH
85	John Barry School	District	694	32	WATCH
86	Laboratory Charter School of Communication and Languages	Charter	633	32	WATCH
87	Lewis C. Cassidy Academics Plus School	District	477	32	WATCH
88	Morton McMichael School	District	400	32	WATCH
89	**Thurgood Marshall School**	**District**	**797**	**31**	**WATCH**
90	Francis Hopkinson School	District	920	30	WATCH
91	General Philip Kearny School	District	401	30	WATCH
92	Mayfair School	District	1421	30	WATCH
93	F. Amedee Bregy School	District	347	29	WATCH
94	S. Weir Mitchell School	District	561	29	WATCH
95	General George G. Meade School	District	384	28	WATCH
96	William C. Longstreth School	District	498	28	WATCH
97	Delaplaine McDaniel School	District	603	27	WATCH
98	Hamilton Disston School	District	880	27	WATCH
99	**Samuel Gompers School**	**District**	**348**	**26**	**WATCH**
100	James R. Ludlow School	District	312	25	WATCH
101	Overbrook School	District	238	25	WATCH
102	Bache-Martin School	District	479	24	INTERVENE
103	Global Leadership Academy at Huey	Charter	511	24	INTERVENE
104	James Dobson School	District	289	24	INTERVENE
105	KIPP Philadelphia Charter School	Charter	793	24	INTERVENE
106	Spring Garden School	District	278	24	INTERVENE
107	Mastery Charter School at Pastorius	Charter	563	23	INTERVENE
108	**Penrose School**	**District**	**590**	**23**	**INTERVENE**
109	William C. Bryant School	District	403	23	INTERVENE
110	Dr. Ethel Allen School	District	520	22	INTERVENE
111	Laura W. Waring School	District	321	22	INTERVENE
112	**Henry H. Houston School**	**District**	**387**	**21**	**INTERVENE**
113	Rudolph Blankenburg School	District	488	21	INTERVENE
114	Allen M. Stearne School	District	563	20	INTERVENE
115	Gilbert Spruance School	District	1504	20	INTERVENE
116	Juniata Park Academy	District	1189	19	INTERVENE
117	Thomas Mifflin School	District	300	18	INTERVENE
118	William D. Kelley School	District	399	18	INTERVENE
119	William H. Hunter School	District	527	18	INTERVENE
120	William Dick School	District	554	17	INTERVENE
121	Belmont Charter School	Charter	678	16	INTERVENE
122	Kenderton Elementary School	District	475	16	INTERVENE
123	**Universal Charter School at Daroff**	**Charter**	**680**	**15**	**INTERVENE**
124	Mary M. Bethune School	District	721	14	INTERVENE

RANK	K-8 School (CAP's Peer Group is in BOLD)	Governance	Enrollment	Overall Score	Overall Tier
125	William H. Ziegler School	District	543	14	INTERVENE
126	Robert Morris School	District	295	13	INTERVENE
127	Alain Locke School	District	447	12	INTERVENE
128	Edward Gideon School	District	286	12	INTERVENE
129	John F. McCloskey School	District	521	12	INTERVENE
130	Andrew Hamilton School	District	587	11	INTERVENE
131	Anna B. Day School	District	513	11	INTERVENE
132	Martha Washington School	District	405	11	INTERVENE
133	Add B. Anderson School	District	470	10	INTERVENE
134	James Rhoads School	District	563	10	INTERVENE
135	Edward Heston School	District	529	9	INTERVENE
136	**Robert E. Lamberton School**	**District**	**528**	**9**	**INTERVENE**
137	William McKinley School	District	460	9	INTERVENE
138	E. Washington Rhodes School	District	580	8	INTERVENE
139	Avery D. Harrington School	District	493	6	INTERVENE
140	Edward T. Steel School	District	592	6	INTERVENE
141	Theodore Roosevelt School	District	581	6	INTERVENE
142	Benjamin B. Comegys School	District	516	5	INTERVENE
143	Jay Cooke School	District	472	4	INTERVENE
144	**Khepera Charter School**	**Charter**	**451**	**4**	**INTERVENE**

Family & Community Events Coordinator

University

Parent Café

Event dedicated to facilitating meaningful, reflective conversations to promote parent leadership and collaboration.

Parental Involvement

- Parent Café
- My Hero & Me
- Parental Volunteers

My Hero & Me

The entire event is Superhero themed and focuses on the importance of parent roles in raising their little Superheroes-in-Training.

What do I do?

- Successfully implement a variety of events and programs
- Build relationships with outside vendors and organizations for potential partnerships
- Why? To add to the overall "CAP experience"

Girls, Inc

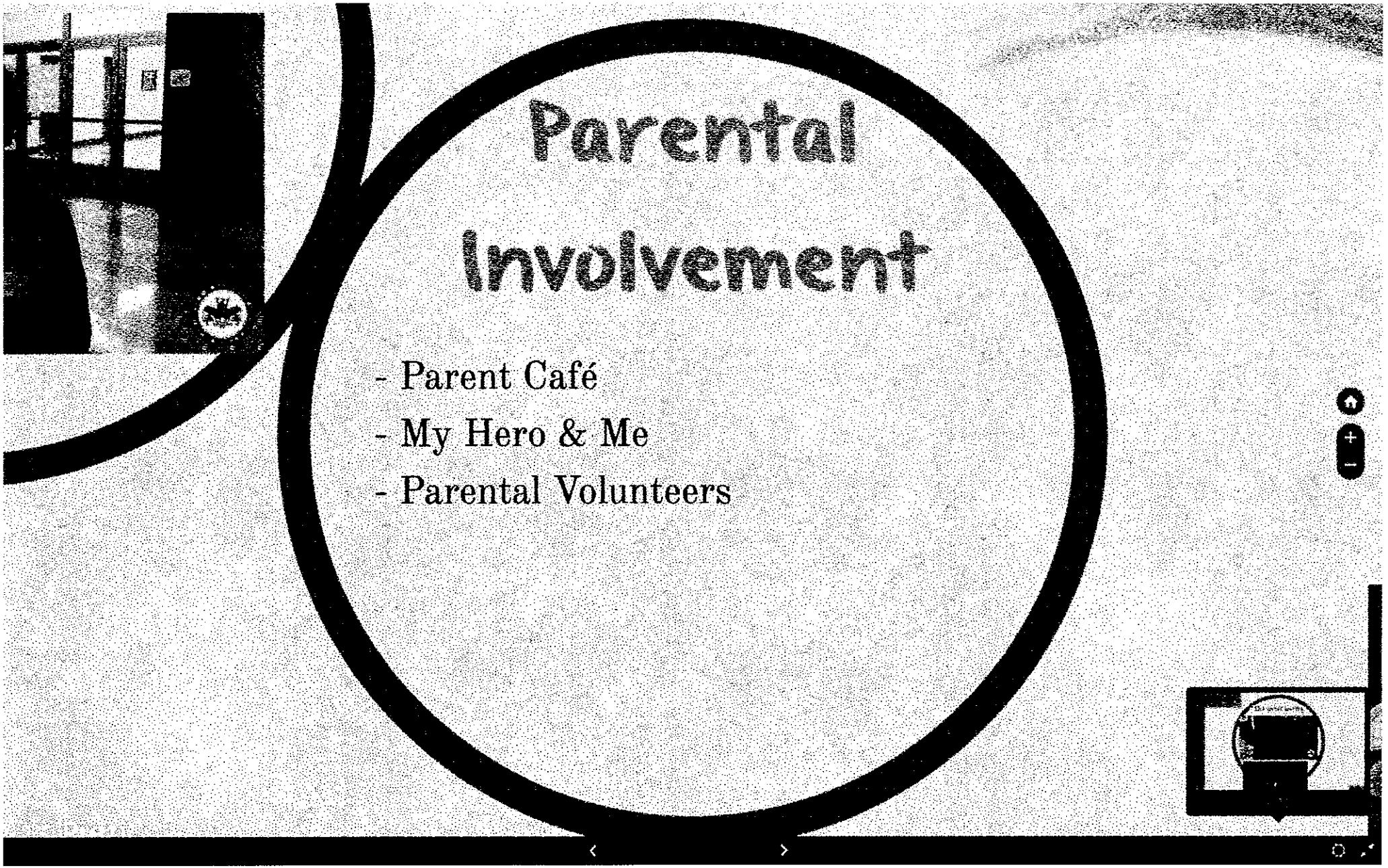
Girl empowerment sessions focuses on:

- Media Literacy
  - Encourages girls to discuss critically about media messages and fosters their awareness of the power of the media and its effects on girls
- Economic Literacy
  - A college readiness/job readiness program designed to build their skills in financial literacy and leadership development.

Culture Identity Club

What do I do?

- Successfully implement a variety of events and programs
- Build relationships with outside vendors and organizations for potential partnerships
- Why? To add to the overall "CAP experience"


Parental
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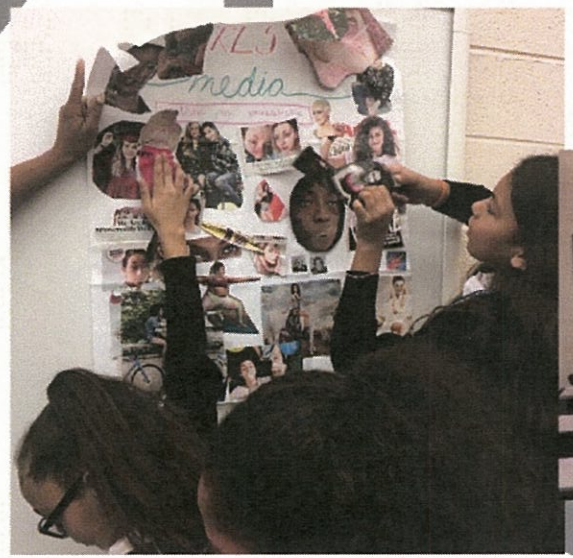
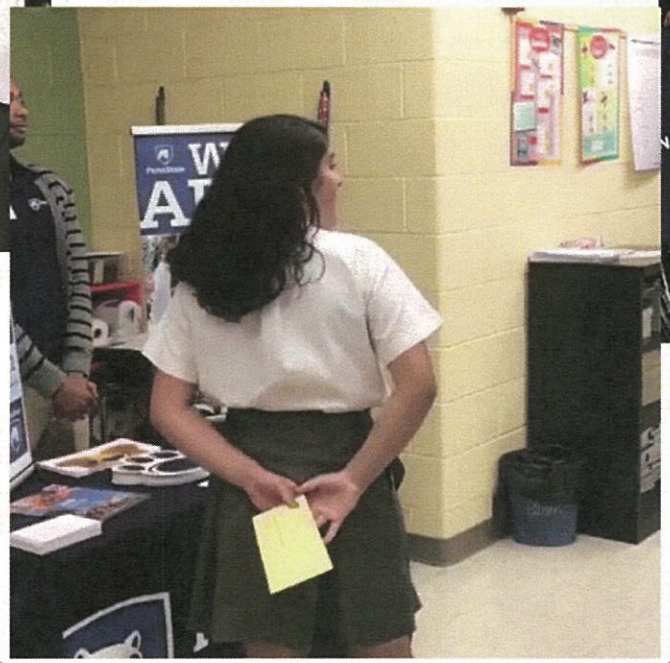


Penn State University



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Hero & Me

The Great Gatsby

Culture Identity Club

The Great Gatsby

Community Academy of Philadelphia
a Pennsylvania Charter School

1100 East Erie Avenue
Philadelphia, PA 19124

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www.communityacademy.org

Meeting with Regular Education Teachers
a Diverse Sample K-12
Held February 12, 2018

In Attendance: Board Members Dr. Jack Fitz Simmons, Chair, Ms. Wendy Williams Vice Chair, Mr. Guy Calcerano, Ms. Angie Osoria, and Mr. Candido Silva, Jr.; administrators Mr. Joseph H. Proietta, Founder/CEO/Bd. Secretary, *ex officio*, Dr. Alberta O'Brien, Principal and DCEO for School Operations, and Mr. Anthony Richichi, Vice Principal HS/and Dept. Chair STEAM; Teachers Ashley Natoli: HS Spanish & AP Spanish Teacher, Michael Termini: HS History Teacher & AP History, Susan Gibson: Elementary School Teacher & 7-8th grade Team Leader, and Hannah Susko: Elementary School Teacher (grades 3-4)

Introduction:

Ms. Susan Gibson has been employed with CAPCS for 10 years. She coaches HS bowling, hosts Career Day for elementary division, hosts Junior National Honors Society, manages Pasta 4 Pennies Fundraising campaign (last year they had raised $1,400), she manages the Yearbook Committee for elementary division, and she is the 7th/8th grade Team Leader.

Ms. Hannah Susko has been employed with CAPCS for 3 years. She coaches 4th grade girls Basketball Club, manages "Bruins' Pride" which is a program that rewards students each month for a specific achievement. This month's theme was acts of kindness.

Mr. Michael Termini has been employed with CAPCS for 7 years. He manages the Prom Committee for juniors and seniors. He chose to work for CAPCS because he wants to improve the city's and community's education.

Ms. Ashley Natoli has been employed with CAPCS for 5 years. She hosts the HS Pep Rally, HS Talent Show, coaches the girls' Soccer. Ashley grew up in the Frankford neighborhood of Philly and she enjoys teaching at CAPCS and wants to "help kids who don't have that stability at home."

Mr. Candido Silva Jr, Board Member, asked the teachers, "What is the missing tool in your tool box?"

Ms. Gibson would appreciate a smaller group of students or a teacher's aide or specialist to assist her in the classroom.

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a Pennsylvania Charter School

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Dr. Fitz Simmons, Chairman, asked the teachers, "What are some challenges and how do you maintain classroom management?"

Ms. Susko describes that the challenge for her is the size (enrollment) of the classroom. She is not really able to give "1 on 1" time.

Ms. Gibson describes her challenge to be that the students comes to school unprepared, for example: missing school supplies. She explains that a lot of the time, this issue occurs from home.

Mr. Termini describes the classroom size to be a challenge. He states that establishing a routine, building the report, and keeping the students engaged is key to classroom management.

Ms. Natoli states that it would be helpful to create more activities and sports for students especially in middle school. She explains that by the time they reach HS, these students are so far behind in sports.

Mr. Calcerano, Board Member, asked the teachers, "What is your perception of the students' view of standardized testing?"

Ms. Gibson states that some students (mostly 7th grade) don't understand how serious these tests are. "8th grade math is a mixture of PSSA and Keystone, looking forward to high school, and they practice daily the examples of the problems to try to get them prepared for the test." 8th grade tends to take the tests more seriously.

Ms. Susko believes that her 3rd and 4th graders tried very hard. They have a good attitude towards it. They tend to want to please their teachers.

Ms. Gibson continues that she doesn't think that most parents understand how important the standardized testing is or that they are not as educated as they should be about PSSA.

Mr. Termini states that he finds the consequences aren't immediate. So, it's really hard to convey to the students the importance of it, because the effects of not doing well are not right there and it is not something tangible to them. It's hard to get the students motivated and get the connection, for example, of doing well in 9th grade history and being prepared for college, so somethings that seems tangible aren't immediate enough for them. They're not really thinking of 4 years down the line.

Community Academy of Philadelphia
a Pennsylvania Charter School

1100 East Erie Avenue
Philadelphia, PA 19124

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F 215.533.6722

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Any other concerns/requests?

Mrs. Natoli stated that it would be nice to have a laptop cart in every classroom to incorporate google classroom more often.

Mr. Termini enjoys using laptops in the classroom because it is easier to manage assignments and better to give feedback with.

Dr. Fitz Simmons asks the teachers "how do you teach the students to search for resources that are reliable?"

Mr. Termini states that having a specific database to research reliable sources would be helpful.

Dr. Alberta O'Brien states that she would like to incorporate a program into the curriculum to teach students how to search for reliable sources.

No further business to come before the Board, the discussion session was adjourned.

Meeting Agenda

February 12, 2018
12:30 p.m.
Board Room

I. **Call to order**

II. **Review of Board Legal Responsibilities by Maria Granholm**

III. **Amend, Review, and Approve Minutes**

   a. **December 4, 2017**

IV. **Speakers who wish to address the Board (three (3) minutes maximum per person)**

V. **Business Office/Accountant's Report**

   a. **Financial Statements**

VI. **Committee Reports**

VII. **CEO/COO**

   a. **Personnel Updates**
   b. **Health Benefits Program Rate Renewal**
   c. **Statement of Financial Interest Forms**

VIII. **DCEO/CAO**

   a. **School-wide Updates**
   b. **Academic Updates: Presented in the morning**

IX. **New Business**

X. **Adjourned and set date for next Board Meeting**

   a. **Next Board Meeting: Monday, March 26, 2018 at 4:00PM (tentative)**

XI. **Executive Committee**

DuaneMorris

Fiduciary Duties of a Nonprofit Director Under Pennsylvania Corporate Law

prepared by

Maria Granholm, Esq.

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Fiduciary Duties of Directors

- Under Pennsylvania corporate law, Directors of a nonprofit have three primary legal duties to the nonprofit:
  - Duty of Care
  - Duty of Loyalty
  - Duty of Obedience

Duty of Care –Standard of Care

- A Director stands in a fiduciary relation to the nonprofit and must perform his or her duties as a Director:
  - in good faith,
  - in a manner the director reasonably believes to be in the best interests of the corporation, and
  - with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances (duty of care).

Duty of Care – Justifiable Reliance

- A Director is entitled to rely in good faith on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by any of the following:
  - Officers or employees
  - Counsel, accountants, or other professionals
  - A committee of the Board of Directors

Duty of Care – Business Judgment Rule

- This rule insulates a Director of a corporation from liability for business decisions made where the Director:
  - acted in good faith;
  - is informed;
  - believes that the decision is in the best interests of the corporation; and
  - is not an "interested Director" (duty of loyalty).

Duty of Loyalty

- Duty to act in good faith for the benefit of the nonprofit corporation and *not* for the Director's own interest.
- An interested Director has a beneficial interest in a transaction or agreement with the nonprofit corporation.
- Duty to disclose conflicts and recuse himself or herself from the vote on that particular issue.

Duty of Obedience

- Duty to be true to the organization's purposes and goals, as stated in the organization's charter, bylaws and status as a nonprofit corporation.

Discharging Legal Duties - *Duty of Care*

- Duty of Care
  - Regularly attend board meetings,
  - Become knowledgeable and informed about matters before the board,
  - Ask questions about matters that are not clear, and
  - Use independent judgment to make objective decisions in the nonprofit's best interest.

Discharging Legal Duties – *Duty of Loyalty*

- Adopt/comply with a conflict of interest policy.
- Fully disclose any conflict of interest, including any potential conflict of interest.
- Abstain from voting if you are interested.
- Give the nonprofit the chance to take advantage of any relevant business opportunity before taking advantage of the opportunity privately.

Discharging Legal Duties – *Duty of Obedience*

- Ensure the nonprofit has a well-defined mission.
- Become familiar with that mission.
- Evaluate decisions in light of achieving that mission.
- Ensure resources are being devoted to achieving mission.

Summary

- Fiduciary Duties of Directors Under Pennsylvania Corporate Law:
  - *Duty of Care,*
    - *Justifiable Reliance*
    - *Business Judgment Rule*
  - *Duty of Loyalty, and*
  - *Duty of Obedience*
- Other Duties Under Pennsylvania Charter School Law, Public Official and Employee Ethics Act, Etc.
- Questions?

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Thank You!

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Community Academy of Philadelphia Charter School

Financial Statements

December 2017

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CHARTER CHOICES

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

Monthly financials are intended to provide a snapshot of the financials as of a specific point in time. As a result, they are subject to variances due to timing – the most common example is when invoices are received after the financials are prepared. It's important to also note that the projections are not in any way predictive – they are simply an extrapolation of current year activity.

Balance Sheet

Balance Sheet Analysis	June 30, 2017	December 31, 2017	
Cash	4,247,892	4,070,606	
Cash - Deferred	-	799,614	District rate difference
State Receivables	193,527	-	
Federal Receivables	402,978	-	
Accounts Payable/Accrued Expenses	1,069,053	876,833	
Accrued Salary and Benefits	1,279,713	300,596	
Metrics	**June 30, 2017**	**December 31, 2017**	**Notes**
Short-Term Indicators			
Current Ratio - SDP standard 1.1	2.06	2.36	Current Assets/Current Liabilities
Days Operating Cash on Hand - SDP standard 60 days	90.72	86.94	Total Cash/Average Daily Cost
Total Margin - SDP standard at least 0%	-3.70%	1.22%	FYE Net Income (projected) /Revenue
Long-Term Indicators			
Unrestricted Net Position - SDP standard at least 16.66%	16.82%	16.80%	Fund Balance/ Annual Revenue
Debt Ratio - SDP standard at most 85%	42.90%	37.36%	Total Liabilities/Total Assets - excluded PSERS

- The school's operating cash balance decreased from $4,247,892 at June 30, 2017 to $4,070,606 at December 31, 2017. This is due to the collection of prior year State and Federal Receivables offset by a decrease in liabilities. The cash balance at December 31, 2017 was equal to 86.94 days of cash on hand.

- Total liabilities at December 31, 2017 are approximately $371,723 lower than at June 30, 2017. This decrease is primarily a result the reduced accrued salary and benefits offset by the deferred revenues based on the differences in the district rates.

Income Statement

Variances to budget for the year to date through December 31, are generally favorable for the revenue and the expenditures.

- Year-to-date district revenues are approximately $7,135 lower than budgeted. This is due to the district paying us higher rates than budgeted offset by the number (242) of special education students paid for in December. In January, the district paid us for 255 special education students.

COMMUNITY ACADEMY OF PHILADELPHIA
Comparative Balance Sheets
at June 30, 2017 and December 31, 2017

	[A] June 30, 2017	[B] December 31, 2017	[B] - [A] Increase (decrease)
ASSETS			
Current Assets			
Cash	4,247,892	4,070,606	(177,286)
Cash - Deferred	-	799,614	799,614
State Subsidies Receivable	193,527	-	(193,527)
Federal Subsidies Receivable	402,978	-	(402,978)
Advances to Employees	-	557	557
Other Receivables	-	-	-
Prepaid Expenses	178,908	500	(178,409)
Total Current Assets	**5,023,305**	**4,871,276**	**(152,029)**
Fixed Assets			
Buildings & Improvements	339,727	339,727	-
Furniture & Equipment	3,264,390	3,264,390	-
Vehicles	239,217	239,217	-
Less: Accumulated Depreciation	(3,185,526)	(3,185,526)	-
Net Fixed Assets	**657,808**	**657,808**	-
Other Assets			
Deferred Outflow of Resources	4,929,070	4,929,070	-
Net Other Assets	**4,929,070**	**4,929,070**	-
TOTAL ASSETS	**10,610,183**	**10,458,154**	**(152,029)**
LIABILITIES & EQUITY			
LIABILITIES			
Current Liabilities			
Accounts Payable & Accrued Expenses	1,069,053	876,833	(192,220)
Payroll Accruals	1,279,713	300,596	(979,117)
Current Portion of Long-Term Financing	88,445	88,445	-
Deferred Revenue	-	799,614	799,614
Total Current Liabilities	**2,437,211**	**2,065,488**	**(371,723)**
Long-Term Liabilities			
Pension Liability	23,936,000	23,936,000	-
Deferred Inflow of Resources	3,468,000	3,468,000	-
Long-Term Financing Agreements Payable	-	-	-
Total Long-Term Liabilities	**27,404,000**	**27,404,000**	-
TOTAL LIABILITIES	**29,841,211**	**29,469,488**	**(371,723)**
EQUITY			
Invested in capital assets, net of related debt	569,363	569,363	-
Amount provided for Pensions	(22,477,206)	(22,477,206)	-
Committed	2,525,000	2,525,000	-
Unrestricted	151,814	371,509	219,694
TOTAL EQUITY	**(19,231,028)**	**(19,011,334)**	**219,694**
TOTAL LIABILITIES & EQUITY	**10,610,183**	**10,458,154**	**(152,029)**
Balance Sheet Metrics			
Current Ratio	2.06	2.36	0.30
Days Cash on Hand	90.72	86.94	(3.79)

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BUDGET to ACTUAL REPORT
For the Six Months Ending December 31, 2017

	Year-to-date Actual	Year-to-date Budget	YTD Variance - favorable/ (unfavorable)	End-of-year Projection	FY2018 Budget	EOY Variance - favorable/ (unfavorable)
Revenue						
School District - Regular Ed	4,090,551	4,081,312	9,238	8,162,625	8,035,901	126,724
School District - Special Ed	3,137,120	3,153,493	(16,373)	6,306,986	6,422,147	(115,161)
Total Local Educational Agency Revenue	**7,227,670**	**7,234,805**	**(7,135)**	**14,469,610**	**14,458,048**	**11,563**
Interest Income	14,020	11,000	3,020	27,574	19,000	8,574
Food Service Revenue	7,401	7,500	(99)	20,000	20,000	-
Bookstore Sales	33,544	30,000	3,544	52,000	52,000	-
Federal IDEA Revenue Pass Through	-	-	-	225,824	225,000	824
Rental Revenue	86,820	86,820	-	173,640	173,640	-
Contributions & Donations	-	-	-	4,000	4,000	-
Daycare revenue	32,655	42,083	(9,427)	84,165	92,000	(7,835)
Aftercare revenue	7,140	9,000	(1,860)	18,000	18,000	-
Prom Revenue	-	-	-	18,000	18,000	-
Honor Banquet Revenue	-	-	-	3,500	3,500	-
Revenue from School Activities	18,014	20,000	(1,986)	45,000	45,000	-
HS Summer School	-	-	-	5,000	5,000	-
Miscellaneous Revenue	3,065	2,500	565	5,000	5,000	-
Total Local Revenue -Other	**202,659**	**208,902**	**(6,243)**	**681,704**	**680,140**	**1,564**
Rent Reimbursement	24	-	24	184,024	184,000	24
Health Services Reimbursement	-	-	-	21,000	21,000	-
PA Subsidy for Milk, Lunch and Breakfast Program	6,320	7,000	(680)	28,000	28,000	-
Total State Revenues	**6,344**	**7,000**	**(656)**	**233,024**	**233,000**	**24**
					-	-
Title I - Improving Basic Programs	278,181	278,181	-	1,043,178	1,043,178	-
Title II- Improving Teacher Quality	24,380	24,380	-	91,424	91,424	-
Ready to Learn	-	-	-	102,297	102,297	-
Title III	5,524	5,524	-	20,175	20,175	-
Title IV	6,242	6,242	-	23,407	-	23,407
School Improvement/ Program Set Aside	16,206	16,206	-	75,630	75,630	-
Fed Subsidy for Milk, Lunch and Breakfast Prograr	148,540	150,000	(1,460)	570,000	570,000	-
Total Federal Revenues	**479,073**	**480,533**	**(1,460)**	**1,926,111**	**1,902,704**	**23,407**
TOTAL REVENUE	**7,915,746**	**7,931,241**	**(15,494)**	**17,310,450**	**17,273,892**	**36,558**
Expenses						
Salaries	3,766,471	3,750,000	(16,471)	8,478,466	8,421,734	(56,731)
Medical Insurance	627,609	700,000	72,391	1,451,506	1,531,698	80,192
Dental Insurance	30,229	37,568	7,339	69,373	75,136	5,763
Life & Disability Insurance	5,095	5,198	104	10,271	10,397	125
Social Security - Employer	283,120	286,875	3,755	632,040	644,263	12,223
Retirement Contributions	976,101	970,000	(6,101)	2,235,415	2,222,634	(12,781)
Tuition Reimbursement	14,066	15,000	934	30,000	30,000	-
Unemployment Compensation	11,324	15,000	3,676	130,500	130,500	-
Workers' Compensation	30,297	31,000	703	60,741	62,000	1,259
Employee Training & Development	6,316	6,000	(316)	8,000	8,000	-
General Supplies	168,288	169,000	712	249,432	249,432	-
Books & Periodicals	125,426	70,000	(55,426)	132,093	80,000	(52,093)
Furniture / Equipment	93,450	94,000	550	149,800	149,800	-
International Studies	111,993	100,000	(11,993)	111,993	100,000	(11,993)
Travel	6,901	6,293	(607)	13,194	12,587	(607)
Travel - Student Transportation	(19,315)	12,500	31,815	5,685	25,000	19,315
Postage / Delivery	3,006	4,000	994	7,006	8,000	994
Food Expense	5,732	6,000	268	18,800	18,800	-
Advertising	857	1,000	143	2,000	2,000	-

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL
BUDGET to ACTUAL REPORT
For the Six Months Ending December 31, 2017

	Year-to-date Actual	Year-to-date Budget	YTD Variance - favorable/ (unfavorable)	End-of-year Projection	FY2018 Budget	EOY Variance - favorable/ (unfavorable)
Dues & Fees	29,926	30,000	74	49,250	49,250	-
Finance Charges & Late Fees	-	50	50	100	100	-
Miscellaneous Expenses	10,191	10,000	(191)	16,500	16,500	-
Consultant / Outside Services	253,327	348,034	94,707	701,361	696,068	(5,293)
Legal	7,928	50,000	42,072	57,928	100,000	42,072
Accountant	47,430	46,500	(930)	94,860	93,000	(1,860)
Audit	20,000	20,000	-	20,000	20,000	0
Payroll Expense	13,011	11,500	(1,511)	24,511	23,000	(1,511)
Rent - Erie	570,276	566,666	(3,610)	1,140,552	1,133,332	(7,220)
Insurance - General	105,932	100,000	(5,932)	148,945	135,636	(13,309)
Cleaning	32,075	39,860	7,785	72,702	79,720	7,018
Repairs & Maintenance	54,866	46,500	(8,366)	101,366	93,000	(8,366)
Copier Lease / Rentals	34,352	37,500	3,148	82,352	75,000	(7,352)
Communications	7,594	8,000	406	15,594	16,000	406
Utilities	69,349	80,000	10,651	149,349	160,000	10,651
Food Service Contract	192,829	309,000	116,171	626,829	618,000	(8,829)
TOTAL EXPENDITURES	**7,696,052**	**7,983,045**	**286,993**	**17,098,515**	**17,090,587**	**(7,928)**
NET CHANGE IN FUND BALANCE	**219,694**	**(51,804)**	**271,498**	**211,935**	**183,305**	**28,630**

Independence

Renewal for Community Academy of Philadelphia
Dependent/ Student Age: 26/26
Rates Based: Renewal
Contracts as of Date 10/31/2017
Renewal Period: 3/1/2018 - 2/28/2019

Premium Calculation Summary

Benefit	Estimated Current Enrolled Contracts	Estimated Current Monthly Premium	Estimated Monthly Renewal Premium	Estimated Monthly Percent Change
HMO				
HMO C2-F4	110	$86,504.93	$90,953.91	5.14%
Sub-Total		**$86,504.93**	**$90,953.91**	**5.14%**
PPO				
PC 10/20/70	9	$9,486.23	$8,759.66	-7.66%
Sub-Total		**$9,486.23**	**$8,759.66**	**-7.66%**
Drug				
PC Standard RX $10/$20 w/orals - OOPM 2017	9	$1,722.14	$1,820.45	5.71%
HMO-POS Standard RX $10/$20 - OOPM 2017	110	$21,106.53	$22,042.58	4.43%
Sub-Total		**$22,828.67**	**$23,863.03**	**4.53%**
Estimated Total Monthly Premium		**$118,819.83**	**$123,576.60**	**4.00%**
Estimated Monthly Change in Premium				**$4,756.77**

Estimated Current Annual Premium	Estimated Annual Renewal Premium	Estimated Annual Change in Premium	Estimated Annual Percent Change
$1,425,837.96	**$1,482,919.20**	**$57,081.24**	**4.00%**

Signature: _____

Date: 1-22-2018

Community Academy of Philadelphia, CS
Employee Summary Report as of DECEMBER 04, 2017

New Hires

Employee	Title	Action	Date	Pay Rate
Elementary School				
Joseph Cregan	ESL Teacher	New Hire	1/23/18	$54,348.00
Marelyn Diana	Paraprofessional	New Hire	1/8/18	$32,000.00

Independence

Community Academy of Philadelphia
Sueca Reid
Human Resources Generalist
1100 East Erie Ave
Philadelphia, PA 19124

1/17/2018

Effective Date: 03/01/2018
CID: 0000358688

Re: Health Benefits Program Rate Renewal

Dear Sueca Reid,

As we approach the beginning of your next agreement year, I would like to thank you for the opportunity to provide Independence Blue Cross (IBC) group benefits to your employees. I am enclosing the rate renewal information including rate exhibits and the premium calculation summary for the upcoming policy year.

Please note that the federal government recently enacted health care reform legislation that affects your health benefits plan. Some changes under the legislation are required to be made to all plans while others may be optional if your plan meets certain qualifications for "grandfathered" status. If your current plan does not meet the requirements for grandfathered plan, you must make a benefit change to be in compliance. IBC offers many plans that are compliant with health care reform and would be happy to provide alternative quotes for those options.

I would also like to take this opportunity to share with you the value added features of our products. IBC's exclusive negotiated provider discounts maximize the value of your health care dollars. In addition to our provider discounts, you also receive:

- Access to extensive Provider networks locally and nationally;
- Flexible plan designs and funding arrangements;
- State-of-the-art online member and group tools at ibxpress.com and ibx.com;
- Award winning Healthy Lifestyle™ Solutions – all of which focus on improving the health status of members.

It is important to note this renewal is conditional upon your group satisfying IBC's enrollment and underwriting requirements. The rates shown on the attached exhibits are based on your current benefit design and participation levels, with the potential adjustment to reflect recent federal and state mandate requirements where applicable. IBC offers many plans that are available to meet the needs of your employees and would be happy to provide alternative quotes for those options.

We value our relationship with you and thank you for your continued confidence in IBC. We also want to assure you of our continued commitment to excellence in providing your members with high quality health care coverage and superior service that they deserve.

Should you have any questions or require further information, please feel free to contact me at 6102386581 x26581.

Sincerely,

Julie Smith
Account Executive
Independence Blue Cross

Independence

Renewal for Community Academy of Philadelphia
Dependent/ Student Age: 26/26
Rates Based: Renewal
Contracts as of Date 10/31/2017
Renewal Period: 3/1/2018 - 2/28/2019

Premium Calculation Summary

Benefit	Estimated Current Enrolled Contracts	Estimated Current Monthly Premium	Estimated Monthly Renewal Premium	Estimated Monthly Percent Change
HMO				
HMO C2-F4	110	$86,504.93	$90,953.91	5.14%
Sub-Total		**$86,504.93**	**$90,953.91**	**5.14%**
PPO				
PC 10/20/70	9	$9,486.23	$8,759.66	-7.66%
Sub-Total		**$9,486.23**	**$8,759.66**	**-7.66%**
Drug				
PC Standard RX $10/$20 w/orals - OOPM 2017	9	$1,722.14	$1,820.45	5.71%
HMO-POS Standard RX $10/$20 - OOPM 2017	110	$21,106.53	$22,042.58	4.43%
Sub-Total		**$22,828.67**	**$23,863.03**	**4.53%**
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Estimated Monthly Change in Premium				**$4,756.77**

Estimated Current Annual Premium	Estimated Annual Renewal Premium	Estimated Annual Change in Premium	Estimated Annual Percent Change
$1,425,837.96	**$1,482,919.20**	**$57,081.24**	**4.00%**

Signature: _____

Date: 1-22-2018

Community Academy of Philadelphia, Charter School
ADMISSION POLICY FOR AT-RISK YOUTH
Office of Student Services and Admissions

Admission Guidelines for At-Risk Students per the 2015 Charter of the Community Academy of Philadelphia, Charter School, Article VI-B "Student Admissions," Number 2, and pursuant to 24 P.S. § 17-1723-A(b)(2), CAPCS may set aside up to 30 slots per year for at-risk students under the following conditions.

The categories below of at-risk students qualify for special admission consideration as at-risk students:

Category/Definition/Documentation

1. School Attendance: Student has refused to return to current school.
    a. Referred by parent, school, social service agency, truancy court, self-referral.
    b. Requires letter from parent, documentation from SDP or current school attendance records, and counselor or social worker.
2. Bullying: Student has become fearful to return to current school.
    a. Referred by school, counselor, psychiatrist, social service agency, hospital, parent, or self-referral.
    b. Requires letter from parent, documentation from SDP or current school records indicating incidents and previous remediation, and counselor, psychiatrist or social worker recommendation of placement at CAPCS.
3. High-Risk: Students who have been sexually, emotionally or physically abused, been victims of domestic violence, or suffered trauma (or diagnosed PTSD requires documentation) to an extent that it interferes with the student's academic progress and/or where the student is not safe in his/her current school.
    a. Referred by school, counselor, psychiatrist, social service agency, hospital, police, victim's services, court, parent, or self-referral.
    b. Requires letter from parent, documentation from SDP or current school records, counselor, psychiatrist, psychologist, or social worker indicating incidents and previous remediation and recommendation of placement at CAPCS.
    c. Documentation from police reports, court orders, IEPs, NOREPs, 504 plans, if available. (Special education records and active court orders are required immediately if threshold for admission is met.)
4. Non-School Setting: Students returning from incarceration or hospitalization (medical or emotional).
    a. Referred by hospital, court, psychiatrist, school, counselor, social service agency, parent, or self-referral.
    b. Requires letter from parent, documentation from court, SDP or current school (agency) records indicating academic progress and emotional remediation, and counselor, psychiatrist or social worker recommendation of placement at CAPCS.
5. Disruption: Student involved in a school or neighborhood based dispute that carries over into school and is referred to CAPCS, usually by the school to separate the feuding parties.

All cases where a SDP school, charter school or other Philadelphia school needs to separate the parties in a volatile conflict. (CAPCS will usually not accept an Act 26 violator)

   a. Referred by SDP, other school, counselor, social service agency, parent, or self-referral.
   b. Requires letter from parent, documentation from SDP or current school records and/or police indicating incidents, and school counselor, school social worker recommendation of placement at CAPCS.

6. IEP: Student referred because IEP calls for "more structured environment."
   a. Referred by school SPED, hospital, parent, or self-referral.
   b. Requires letter from parent, documentation from SDP SPED IEP or current school SPED IEP records indicating appropriate recommendation of placement at CAPCS or equivalent are required for consideration. All special education procedures to create a new IEP and or NOREP (if necessary) are required for admission.
   c. Letters from social services agencies and counselors can be supportive documents.
7. Siblings: Student with special needs who is a sibling of a current CAPCS' student, who requires special attention coming from and to school.
   a. Referred by parent, social services agency, physician, psychologist, or special education department of an SDP, charter or other Philadelphia school.
   b. Requires letter from parent, documentation from SDP SPED IEP or current school SPED IEP records indicating appropriate recommendation of placement at CAPCS or equivalent are required for consideration. All special education procedures to create a new IEP and or NOREP (if necessary) are required for admission.