



# Entry 1 School Information

Created: 06/29/2017 • Last updated: 07/21/2017

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer (**as of June 30, 2017**) or you may not be assigned the correct tasks.

**a. SCHOOL NAME AND BEDS#** CS OF EDUCATIONAL EXCELLENCE (REGENTS)

(Select name from the drop down menu)

**b. CHARTER AUTHORIZER** Regents-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

**c. DISTRICT / CSD OF LOCATION** Yonkers

## d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	260 Warburton Avenue Yonkers, New York 10701			

## d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Cindy Lopez
Title	Principal
Emergency Phone Number (###-###-####)	

**e. SCHOOL WEB ADDRESS (URL)** [www.charterschoolofeducationalexcellence.org](http://www.charterschoolofeducationalexcellence.org)

**f. DATE OF INITIAL CHARTER** 01/2004

**g. DATE FIRST OPENED FOR INSTRUCTION** 09/2005

# **h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

## MISSION STATEMENT

The mission of the Charter School of Educational Excellence (“CSEE”) is to produce students who meet or exceed all New York State common core learning standards (“CCLS”). CSEE will do this by creating a challenging learning environment with high expectations for every child with an emphasis on the basic subject areas of English Language Arts, mathematics, social studies, and science. The school will employ common core standards based and research proven curriculum, implement best educational practices, use a variety of assessments to measure ongoing student progress in skills and content learning, and support teachers with professional development activities that are aligned to the instructional program. CSEE’s emphasis on basic subjects will give students a strong academic foundation that will allow them to become critical thinkers and lifelong learners. The school will also expose students to a diverse curriculum that promotes appreciation of art, music, and cultural awareness. The Charter School of Educational Excellence will provide a safe and nurturing environment for all students and foster a strong partnership with families and the community.

# **h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Brief description of Key design elements are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	CSEE offers an extended day of approximately eight (8) hours. This provides more time to focus on mastery and enrichment in basic subjects (ELA/MATH). The extended day also provides the school with additional time to focus on PE, Health, Music, Foreign Language and Arts program during the school day.
Variable 2	CSEE continues to take advantage of the longer school day through scheduling that allocates extended blocks of time (100 minutes) for basic subjects, rather than the traditional schedule of discrete 40-45 minute periods. This offers teachers and students sufficient and uninterrupted time blocks to meaningfully explore the basic subjects to ensure that students develop a much deeper understanding of the material.
Variable 3	CSEE continues to increase learning opportunities by strategically deploying Teaching Assistants throughout the building. Teaching assistants provide more personal attention

	to individual students who are falling behind academically and assist with differentiation and grouping of students engaged in further exploration of a subject matter.
Variable 4	CSEE employees standards-driven and researched-based curriculum to ensure all students are instructed through effective programs aligned with State learning standards. The curriculum provides a rich and more diverse learning experience. For example, the research-based Journeys (reading program) is used in conjunction with the social studies McGraw-Hill program to provide significant knowledge of diverse peoples and cultures and engage students in a rich learning experience.
Variable 5	CSEE continues fostering learning opportunities by offering students meaningful experiences in the arts. This portion of the educational program taps the diverse talents of the student body and exposes them to dance, theatre, music, and the visual arts. For example, students create paintings, give theatrical performances, demonstrate artistic knowledge, or analyze great works of art. This key design element has been fully implemented.
Variable 6	(No response)
Variable 7	(No response)
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

**i. TOTAL ENROLLMENT ON JUNE 30, 2017** 691

**j. GRADES SERVED IN SCHOOL YEAR 2016-17**

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8
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**k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?** No

## I1. FACILITIES

Does the school maintain or operate multiple sites?

	No, just one site.
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## I2. SCHOOL SITES

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	260 Warburton Avenue Yonkers, New York 10701	[REDACTED]	YONKERS CITY SD	K-8	Yes	Own
Site 2						
Site 3						

### I2a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Cindy Lopez	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Stephan Henriquez	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Danielle Rendina	[REDACTED]	[REDACTED]	[REDACTED]
Complaint Contact	Carmen Goldberg	[REDACTED]	[REDACTED]	[REDACTED]

**m1. Is the school or are the school sites co-located?**

No

**n1. Were there any revisions to the school's charter during the 2016-17 school year? (Please include approved or pending material and non-material charter revisions).**

No

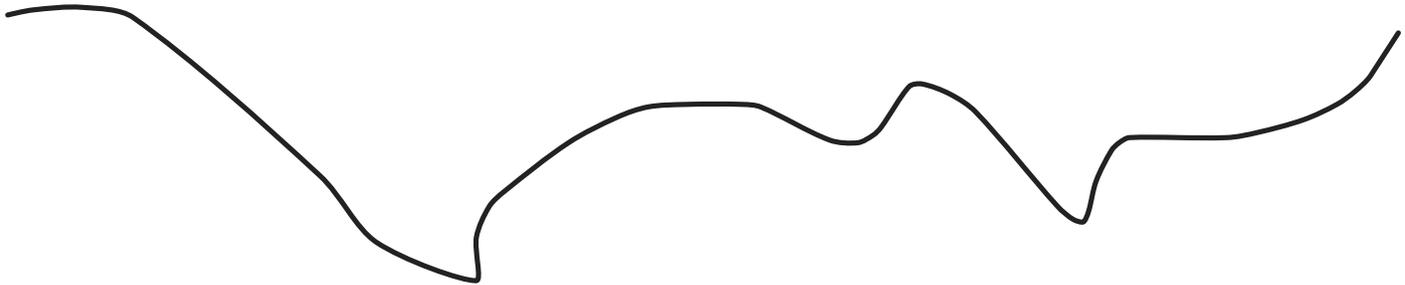
**o. Name and Position of Individual(s) Who Completed the 2016-17 Annual Report.**

Cindy Lopez, Principal

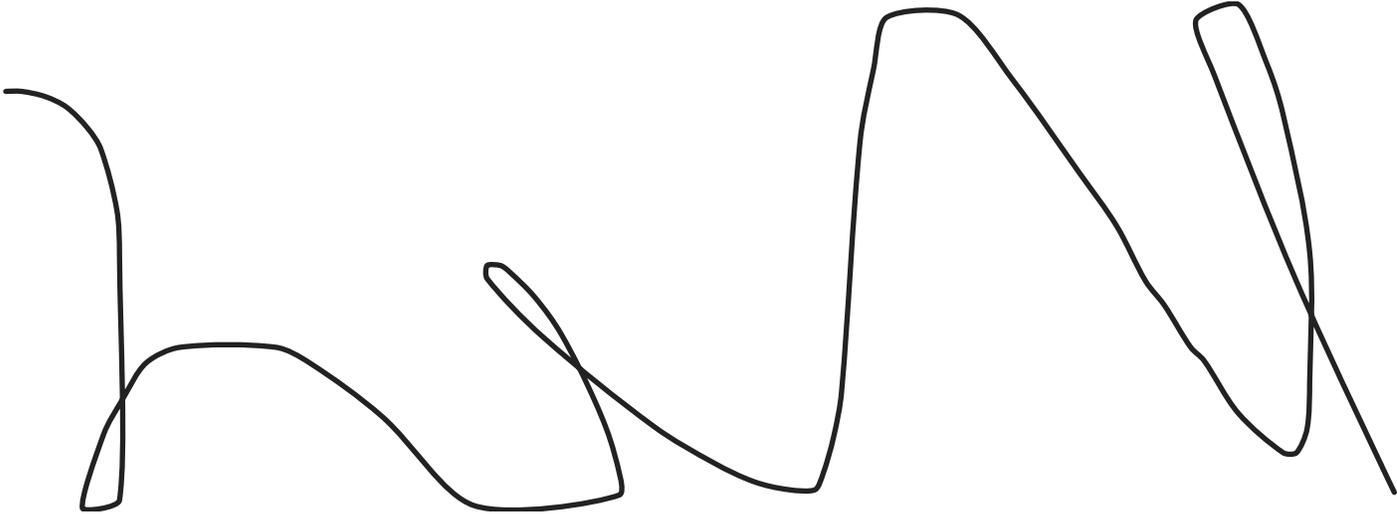
**p. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and then use the mouse on your PC or the stylist on your mobile device to sign your name).**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink, consisting of a series of connected, wavy lines that form a stylized, somewhat abstract shape. The signature starts with a horizontal line on the left, then curves down and up, followed by several more curves and a final upward stroke on the right.

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

A handwritten signature in black ink, consisting of several fluid, connected strokes. It starts with a high, curved initial, followed by a series of loops and a final, tall, narrow loop on the right side.

**Date**

2017/07/21

**Thank you.**



# Entry 2 NYS School Report Card Link

Last updated: 07/21/2017

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## **1. NEW YORK STATE REPORT CARD**

<https://data.nysed.gov/profile.php?instid=800000057455>

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

(Charter schools completing year one  
will not yet have a School Report Card or  
link to one. Please type "URL is not  
available" in the space provided).



# Entry 4 Expenditures per Child

Last updated: 07/21/2017

## Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

### 1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2016-17 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

**Note:** The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations: <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	10379335
Line 2: Year End FTE student enrollment	693
Line 3: Divide Line 1 by Line 2	14969

## 2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2016-17 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

### Notes:

***The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:***

***<http://www.p12.nysed.gov/psc/AuditGuide.html>.***

**Employee benefit costs or expenditures should not be reported in the above calculations.**

Line 1: Relevant Personnel Services Cost (Row)	702477
Line 2: Management and General Cost (Column)	419869
Line 3: Sum of Line 1 and Line 2	1122346
Line 5: Divide Line 3 by the Year End FTE student enrollment	1619

***Thank you.***

# New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the -  
Board of Regents -

## 2017-18 Budget & Cash Flow Template

### General Instructions and Notes for New Application Budgets and Cash Flows Templates

<b>1</b>	Complete ALL SIX columns in <b>BLUE</b>
<b>2</b>	Enter information into the <b>GRAY</b> cells
<b>3</b>	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
<b>4</b>	Funding by School District information for all NYS School district is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Refer to this website for per-pupil tuition funding for all school districts. Rows may be inserted in the worksheet to accommodate additional districts if necessary.
<b>5</b>	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**Charter School of Educational Excellence -**

**PROJECTED BUDGET FOR 2017-2018 -**

**July 1, 2017 to June 30, 2018 -**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	11,572,973	10,000	-	-	-	11,582,973
Total Expenses	10,238,633	417,846	-	-	1,422,493	12,078,972
Net Income	1,334,340	(407,846)	-	-	(1,422,493)	(495,999)
Actual Student Enrollment	695	-	-	-	-	-
Total Paid Student Enrollment	695	-	-	-	-	695

**PROGRAM SERVICES**

**SUPPORT SERVICES**

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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**REVENUE**

**REVENUES FROM STATE SOURCES**

Per Pupil Revenue	CY Per Pupil Rate
<b>Yonkers</b>	\$15,023.00
New York City	\$14,527.00
East Ramapo	\$17,055.00
New Rochelle	\$17,138.00
Tarrytown/Sleepy Hollow	\$17,449.00
Greenburgh	\$23,343.00
Mount Vernon	\$17,794.00
School District 5 (Enter Name)	

9,284,214	-	-	-	-	9,284,214
857,176	-	-	-	-	857,176
17,055	-	-	-	-	17,055
17,138	-	-	-	-	17,138
17,449	-	-	-	-	17,449
70,029	-	-	-	-	70,029
213,528	-	-	-	-	213,528
-	-	-	-	-	-
<b>10,476,589</b>					<b>10,476,589</b>

Special Education Revenue

	10,000	-	-	-	10,000
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Grants

Stimulus  
Other

208,500	-	-	-	-	208,500
-	-	-	-	-	-

Other State Revenue

-	-	-	-	-	-
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**TOTAL REVENUE FROM STATE SOURCES**

<b>10,685,089</b>	<b>10,000</b>				<b>10,695,089</b>
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**REVENUE FROM FEDERAL FUNDING**

IDEA Special Needs  
Title I  
Title Funding - Other  
School Food Service (Free Lunch)  
Grants  
Charter School Program (CSP) Planning & Implementation  
Other  
Other Federal Revenue

			-	-	-
254,206			-	-	254,206
14,559			-	-	14,559
520,000			-	-	520,000
-			-	-	-
-			-	-	-
-			-	-	-

**TOTAL REVENUE FROM FEDERAL SOURCES**

<b>788,765</b>					<b>788,765</b>
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**LOCAL and OTHER REVENUE**

Contributions and Donations, Fundraising  
Erate Reimbursement  
Interest Income, Earnings on Investments,  
NYC-DYCD (Department of Youth and Community Developmt.)  
Food Service (Income from meals)  
Text Book  
Other Local Revenue

					-
20,000					20,000
1,000					1,000
					-
5,000					5,000
53,119					53,119
20,000					20,000

**TOTAL REVENUE FROM LOCAL and OTHER SOURCES**

<b>99,119</b>					<b>99,119</b>
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**TOTAL REVENUE**

<b>11,572,973</b>	<b>10,000</b>				<b>11,582,973</b>
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**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

Executive Management

No. of Positions	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
						-

**Charter School of Educational Excellence**

**PROJECTED BUDGET FOR 2017-2018**

**July 1, 2017 to June 30, 2018**

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**PROGRAM SERVICES**

**SUPPORT SERVICES**

		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Instructional Management	3.00	422,300					422,300
Deans, Directors & Coordinators	4.00	348,936					348,936
CFO / Director of Finance	1.00					124,630	124,630
Operation / Business Manager							-
Administrative Staff	5.00	-				237,134	237,134
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>13</b>	<b>771,236</b>				<b>361,764</b>	<b>1,133,000</b>
<b>INSTRUCTIONAL PERSONNEL COSTS</b>							
Teachers - Regular	35.00	2,284,883		-	-	-	2,284,883
Teachers - SPED	2.00		159,543	-	-	-	159,543
Substitute Teachers	-	-					-
Teaching Assistants	13.00	432,312		-	-	-	432,312
Specialty Teachers	9.00	604,895		-	-	-	604,895
Aides	5.00	136,242		-	-	-	136,242
Therapists & Counselors	2.50	150,443		-	-	-	150,443
Other	-	186,000		-	-	-	186,000
<b>TOTAL INSTRUCTIONAL</b>	<b>67</b>	<b>3,794,775</b>	<b>159,543</b>				<b>3,954,318</b>
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>							
Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	3.50	-	-	-	-	149,615	149,615
Security	-	-	-	-	-	-	-
Other	1.00	38,617	-	-	-	-	38,617
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>5</b>	<b>38,617</b>				<b>149,615</b>	<b>188,232</b>
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>84</b>	<b>4,604,628</b>	<b>159,543</b>			<b>511,379</b>	<b>5,275,550</b>
<b>PAYROLL TAXES AND BENEFITS</b>							
Payroll Taxes		414,416	14,359	-	-	46024	474,799
Fringe / Employee Benefits		702,738	24,349	-	-	78,044	805,131
Retirement / Pension		458,156	15,874	-	-	50,882	524,912
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>1,575,310</b>	<b>54,582</b>			<b>174,950</b>	<b>1,804,842</b>
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>6,179,938</b>	<b>214,125</b>			<b>686,329</b>	<b>7,080,392</b>
<b>CONTRACTED SERVICES</b>							
Accounting / Audit						23,000	23,000
Legal						30,000	30,000
Management Company Fee						316,200	316,200
Nurse Services							-
Food Service / School Lunch		379,876	11,749				391,625
Payroll Services							-
Special Ed Services			72,000				72,000
Titlement Services (i.e. Title I)							-
Other Purchased / Professional / Consulting		184,000					184,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>563,876</b>	<b>83,749</b>			<b>369,200</b>	<b>1,016,825</b>

**Charter School of Educational Excellence**

**PROJECTED BUDGET FOR 2017-2018**

**July 1, 2017 to June 30, 2018**

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Total Paid Student Enrollment	695	-	-	-	-	695

**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
<b>SCHOOL OPERATIONS</b>						
Board Expenses					20,000	20,000
Classroom / Teaching Supplies & Materials	32,010	990				33,000
Special Ed Supplies & Materials	51,525	1,594				53,119
Textbooks / Workbooks	48,500	1,500				50,000
Supplies & Materials other	48,500	1,500				50,000
Equipment / Furniture						-
Telephone	33,930	1,170			3,900	39,000
Technology	28,710	990			3,300	33,000
Student Testing & Assessment	9,700	300				10,000
Field Trips	19,400	600				20,000
Transportation (student)	174,600	5,400				180,000
Student Services - other	77,600	2,400				80,000
Office Expense	61,770	2,130			7,100	71,000
Staff Development	126,150	4,350			14,500	145,000
Staff Recruitment						-
Student Recruitment / Marketing	14,400	1,600				16,000
School Meals / Lunch	7,830	270			900	9,000
Travel (Staff)	4,350	150			500	5,000
Fundraising						-
Other	39,150	1,350			4,500	45,000
<b>TOTAL SCHOOL OPERATIONS</b>	<b>778,125</b>	<b>26,294</b>			<b>54,700</b>	<b>859,119</b>
<b>FACILITY OPERATION &amp; MAINTENANCE</b>						
Insurance	113,100	3,900			13,000	130,000
Janitorial	60,900	2,100			7,000	70,000
Building and Land Rent / Lease	443,282	15,286			50,952	509,520
Repairs & Maintenance	95,700	3,300			11,000	110,000
Equipment / Furniture	91,350	3,150			10,500	105,000
Security	313,200	10,800			36,000	360,000
Utilities	125,280	4,320			14,400	144,000
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>1,242,812</b>	<b>42,856</b>			<b>142,852</b>	<b>1,428,520</b>
<b>DEPRECIATION &amp; AMORTIZATION</b>	<b>868,719</b>	<b>29,956</b>			<b>99,853</b>	<b>998,528</b>
<b>INTEREST EXPENSE - BONDS</b>	<b>605,162</b>	<b>20,868</b>			<b>69,559</b>	<b>695,588</b>
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTINGENCY</b>	<b>-</b>	<b>-</b>			<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>10,238,633</b>	<b>417,846</b>			<b>1,422,493</b>	<b>12,078,972</b>
<b>NET INCOME</b>	<b>1,334,340</b>	<b>(407,846)</b>			<b>(1,422,493)</b>	<b>(495,999)</b>

**ENROLLMENT - \*School Districts Are Linked To Above Entries\***

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
Yonkers	618		618
New York City	59		59
East Ramapo	1		1

**Charter School of Educational Excellence**

**PROJECTED BUDGET FOR 2017-2018**

**July 1, 2017 to June 30, 2018**

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Actual Student Enrollment	695	-	-	-	-	-
Total Paid Student Enrollment	695	-	-	-	-	695

**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
New Rochelle	1		1			
Tarrytown/Sleepy Hollow	1		1			
Greenburgh	3		3			
Mount Vernon	12		12			
School District 5 (Enter Name)						
<b>TOTAL ENROLLMENT</b>	<b>695</b>		<b>695</b>			
<b>REVENUE PER PUPIL</b>	<b>16,652</b>	<b>-</b>	<b>-</b>			
<b>EXPENSES PER PUPIL</b>	<b>14,732</b>	<b>-</b>	<b>-</b>			

**Assumptions**

**DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable**

*List exact titles and staff FTE"s ( Full time equivalent)*







**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Carlos M. Medina

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Charter School of Educational Excellence

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Member

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<u>None</u>			

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

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

*None*

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank.				

*[Handwritten Signature]*  
 Signature

*7/13/17*  
 Date

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

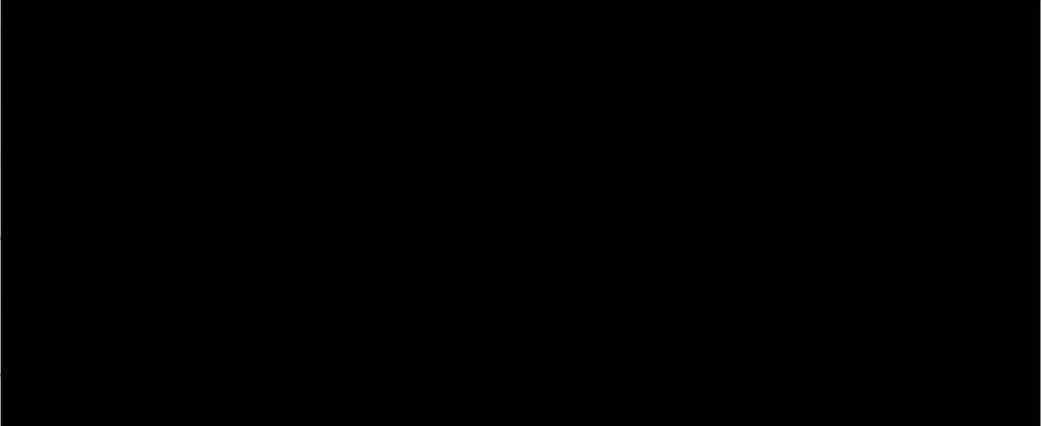
Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

JAMES F STENERSON

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

CSEE

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). CHAIR OF ACADEMIC COMMT.

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

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

NONE

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="font-size: 2em; font-weight: bold;">NONE</p>				

  
Signature

7/13/17  
Date

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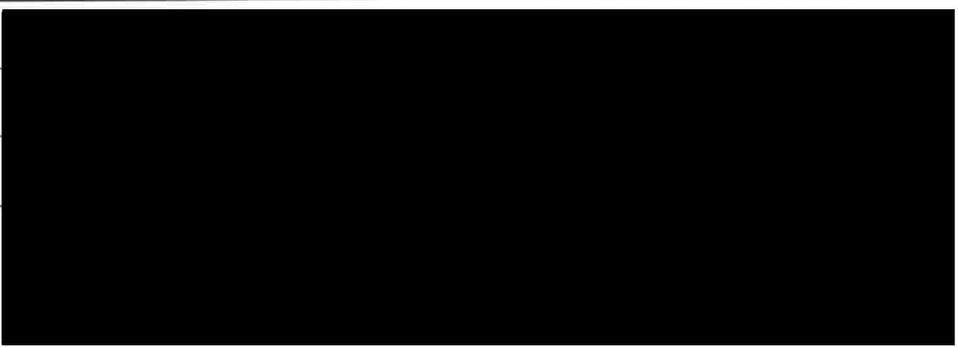
**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

James Killen

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

CSEA Yukon Charter School Education Corp

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Treasurer / Faculty

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
	<u>None</u>		

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="text-align: center;"><i>None</i></p>				

Signature *[Handwritten Signature]* Date 7/13/17

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Business Telephone: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_

**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

Nadine Burns-Lyons

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

The Charter School of Educational Excellence

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).  
Secretary
2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Sobeida CRUZ

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Charter School of Educational Excellence

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

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

None

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

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

None

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="font-size: 2em; color: blue; font-weight: bold;">None</p>				

Johaida Cruz

Signature

July 13, 2017

Date

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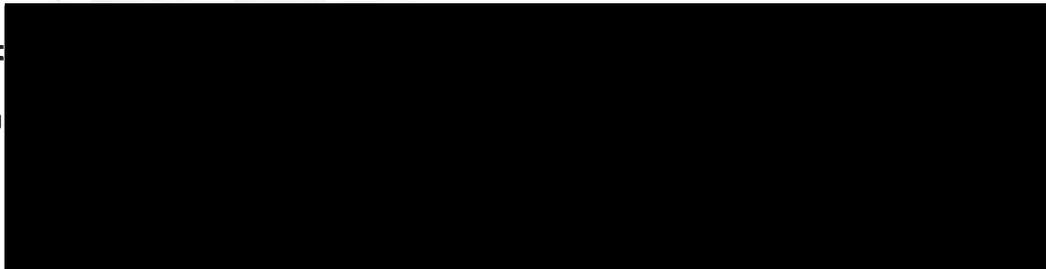
**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

EDUARDO LAGUERRE

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

CHARTER SCHOOL OF EDUCATIONAL EXCELLENCE

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). PRESIDENT

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i>  <i>None</i></p>				

*David Green*  
 Signature

*July 13, 2017*  
 Date

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

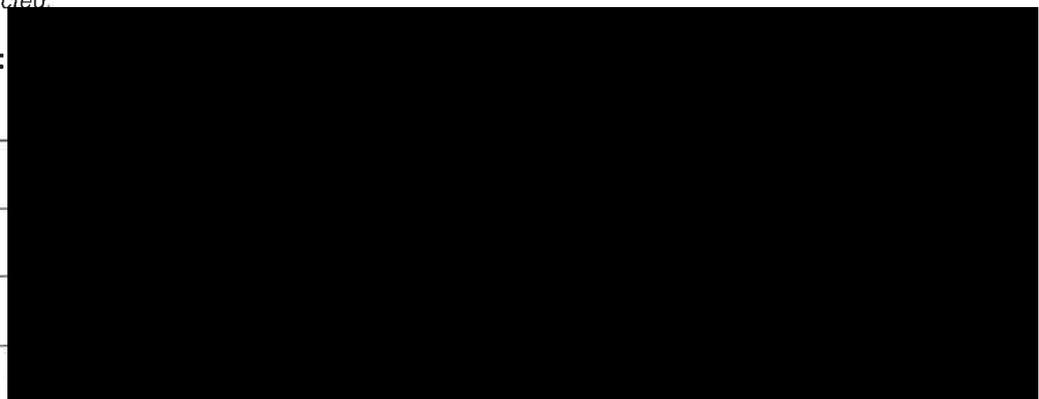
Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Jasmine Colon

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Charter School of Education Excellence

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Parent Representative

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

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

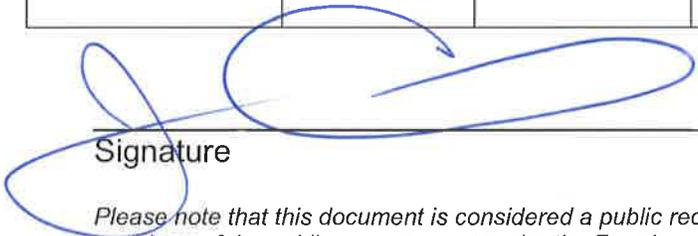
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Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

<b>NONE</b>	<i>Please write "None" if applicable. Do not leave this space blank.</i>		
-------------	--	--	--

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
<b>NONE</b>				


7-14-2017

Signature Date

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

**Business Telephone:** \_\_\_\_\_

**Business Address:**  
**E-mail Address:**  
**Home Telephone:**  
**Home Address:**



# Entry 9 BOT Table

Last updated: 07/21/2017

(tab across or use scroll bar at bottom of table)

## 1. Current Board Member Information

	Trustee Name	Email Addresses	Position on the Board	Committee Affiliations	Voting Member Per By-Laws? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)	Number of Board Mtgs Attended during 2016-17?
1	Eduardo LaGuerre	[REDACTED]	Chair/ Board President	Executive Finance, Facilities and Bylaw	Yes	Budget & Finance Community Development Not-for-profit Education	3 terms, 5 year terms	11
2	Sobeida Cruz	[REDACTED]	Trustee/Member	Fundraising	Yes	Public Relations Fundraising	3 terms, 5 year terms	11
3	Nadine Burns-Lyons	[REDACTED]	Secretary		Yes	Food Services	3 terms, 5 year terms	9

4	Carlos Medina		Trustee/Member		Yes	Education	3 terms, 5 year terms	9
5	Jim Killoran		Treasurer	Finance	Yes	Construction Not-for-profit	2 terms, 5 year terms	7
6	Dr. James Stenerson		Trustee/Member	Technology	Yes	Technology, Education	1 term, 5 year term	9
7	Jasmine Colon		Parent Representative	Parent Committee	Yes	Parents	1 term, 1 year term	6
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

**2. Total Number of Members on June 30, 2016**      7

**3. Total Number of Members** 1

**Joining the Board 2016-17 School  
Year**

**4. Total Number of Members** 1

**Departing the Board during the  
2016-17 School Year**

**5. Number of Voting Members** 7

**2016-17, as set by the by-laws,  
resolution or minutes**

**6. Number of Board Meetings** 12

**Conducted in the 2016-17 School  
Year**

**7. Number of Board Meetings** 11

**Scheduled for the [2017-18](#)  
School Year**

**Thank you.**



# Entry 10 - Board Meeting Minutes

Last updated: 07/29/2017

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## [Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2016--June 2017.

**A. Provide a URL link to the** (No response)  
**Monthly Board Meeting Minutes**  
**which are posted on the School's**  
**web page.**

**OR**

**B. Upload All Monthly Board Meeting Minutes**

Combine into one .PDF file

<https://nysed-cso-reports.fluidreview.com/resp/11033671/wNFCVDEEJA/>



**Charter School of Educational Excellence**

260 Warburton Avenue, Yonkers, New York 10701  
(914) 476-5070 • Fax (914) 476-2858

**Board of Trustees Meeting  
August 23, 2016  
6:00 PM**

**Attendance:** E. LaGuerre, Nadine Lyons-Burns, S. Cruz, Carlos Medina, Jim Killoran, Dr. James Stenerson

**Absent:** Ismail Ibrahim

**Present Non-Board Member:** C. Lopez, J. Jacaruso, J. Spina, Stephan Henriquez, Danielle DeMasi, Michael DeSimone, P. Augello, Carmen Goldberg

**Call to Order:** 6:20 PM

**Welcome and Introductory Remarks - E. LaGuerre**

- E. LaGuerre welcomes and thanks everyone for attending the meeting.
- The Board of Trustees asked the Board of Regents to table CSEE's request for an increase to the enrollment numbers, Yonkers Public School District was also advised of this request.
- Charter School of Educational Excellence was designated a Reward School for the third year in a row.
- The City of Yonkers turned down CSEE's request to obtain the parcel of land to build a high school.
- Board member stated that it is unfortunate particular interest groups are short sighted about certain issues and have a problem with the concept of Charter Schools. The Charter School of Educational Excellence has been a fantastic community partner. CSEE has worked well and collaborated with the Yonkers Public School District.
- Ms. Cruz thanks the parents, the community, and the administrators of CSEE because everyone was ready to go and support CSEE at the Yonkers Public School District hearing. Mr. Killoran encourages that the teachers, administrators, the Board members and parents need to keep positive and stay focused and the collegial outreach that we do with other schools will continue to be the high road that everyone can rise to.

**Community Open Forum-**Mr. LaGuerre provided opportunity for the public to address the board; there were no comments from the audience.

**ACTION ITEMS**

**Resolution 8 2016 2017 Adoption of July 2016 Board of Trustee Meeting Minutes**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee Meeting Minutes for the July 14, 2016 Board of Trustees meeting

**Motioned by:** N. Burns-Lyons

**Seconded by:** J. Killoran

**Discussions:** Resolution 63 listed twice-the redundant Resolution will be removed.

**Votes for and against:** Unanimous vote by all Trustees present

**Resolution 9 2016 2017 Authorization to contract with CEI for Professional Development Services**

**RESOLVED:** The Board of Trustees moves to authorize a contact with the Center for Educational Innovation (“CEI”) to provide professional development to the CSEE academic leadership team and staff during the 2016-2017 fiscal year in the amount of \$50,000. Pursuant to this contract CEI shall provide 50 days of professional development services to CSEE.

**Motioned by:** N. Burns-Lyons

**Seconded by:** S. Cruz

**Discussions:** Mrs. Lopez explained that the professional development will be tailored for individualized staff.

**Votes for and against:** C. Medina abstained from voting. Unanimous vote by all other Trustees present

**Resolution 10 2016 2017 Authorization to contract with Saint Joseph’s Medical Center for occupational and physical therapy services.**

**RESOLVED:** The Board of Trustees moves to authorize a contract with Saint Joseph’s Medical Center for occupational and physical therapy services required by CSEE for the 2016-2017 fiscal year at the: hourly rate of \$63 per 30 minutes per child for individual sessions; hourly rate of \$50 per 30 minutes per child for group sessions; and \$300 per formal evaluation as requested by CSEE.

**Motioned by:** N. Burns-Lyons

**Seconded by:** J. Killoran

**Discussions:** Mrs. Lopez explained that these are mandated services that are to be provided to the Special Education students that do not reside in the City of Yonkers.

**Votes for and against:** Unanimous vote by all Trustees present

**Resolution 11 2016 2017 The Board of Trustees authorizes to rescind the action taken to request an increase in student enrollment at the Charter School of Educational Excellence by 39 students for a total of 729 students during the 2016-2017 school year on June 23, 2016 and affirmed at the July 14, 2016 Board of Trustees meeting. This is to be reviewed at another time in the future.**

**RESOLVED:** The Board of Trustees moves to rescind the action taken to request an increase in student enrollment at the Charter School of Educational Excellence by 39 students for a total of 729 students during the 2016-2017 school year on June 23, 2016 and affirmed at the July 14, 2016 Board of Trustees meeting. This is to be reviewed at another time in the future.

**Motioned by:** J. Killoran

**Seconded by:** C. Medina

**Discussions:** None

**Votes for and against:** Unanimous vote by all Trustees present

**Executive Session- 6:50pm-7:15pm**

**Resolution 12 2016 2017 The Board of Trustees authorizes the creation of a committee for the evaluation of the Principal, and Assistant Principal which will be shared by a subcommittee to look at all CSEE's support staff for the sake of evaluations and raises.**

**RESOLVED:** The Board of Trustees moves to create a committee for the evaluation of the Principal, and Assistant Principal which will be shared by a subcommittee to look at all CSEE's support staff for the sake of evaluations and raises.

**Motioned by:** J. Killoran

**Seconded by:** N. Burns-Lyons

**Discussions:** None

**Votes for and against:** Unanimous vote by all Trustees present

**Resolution 13 2016 2017 The Board of Trustees authorizes a proposal of a 4% retention bonus to academic staff for the 2016-2017 fiscal year along with a 3% salary increase and another 4% retention bonus for the 2017-2018 fiscal year.**

**RESOLVED:** The Board of Trustees moves to authorize the proposed 4% retention bonus to academic staff for the 2016-2017 fiscal year along with a 3% salary increase and another 4% retention bonus for the 2017-2018 fiscal year.

**Motioned by:** J. Killoran

**Seconded by:** N. Burns-Lyons

**Discussions:** None

**Votes for and against:** Unanimous vote by all Trustees present

**Resolution 14 2016 2017 The Board of Trustees authorizes to reappoint the members on the Charter School of Educational Excellence Executive Committee.**

**RESOLVED:** The Board of Trustees moves to authorize the reappointing of the members on the Charter School of Educational Excellence Executive Committee.

**Motioned by:** C. Medina

**Seconded by:** S. Cruz

**Discussions:** None

**Votes for and against:** Unanimous vote by all Trustees present

**Resolution 15 2016 2017 The Board of Trustees authorizes to create a back to school program where the students in need will be provided book bags and school supplies. The Board of Trustees commits to donating 50 book bags with supplies every year allocating \$2,000 per year from the fundraising account for this program.**

**RESOLVED:** The Board of Trustees moves to create a back to school program where the students in need will be provided book bags and school supplies. The Board of Trustees commits to donating 50

book bags with supplies every year allocating \$2,000 for the purchase of these supplies per year from the fundraising account for this program.

**Motioned by:** J. Killoran

**Seconded by:** Dr. Stenerson

**Discussions:** Mr. LaGuerre requests that the students be identified, and to work with the Parent Coordinator and PTO President.

**Votes for and against:** Unanimous vote by all Trustees present

**Finance Report-**J. Killoran

- Enrollment has remained steady throughout the year which has kept CSEE on budget
- Ms. Cruz thanks Mrs. Goldberg for keeping enrollment numbers up.

**Fundraising Report-**Tabled

**Technology Report-** Dr. Stenerson

- Thanks the Board of Trustees for the approval to increase the Technology budget
- Desktops monitors and Projectors have been ordered
- Laptops order will be placed
- Progress made with monitoring software and streaming media software.
- Met with Cannon for a follow-up Professional Development will be given to new staff on the machines. Waiting for usage chart of how many copies that are made since the machines have been here.
- New IT staff working well.

**Facilities Report-** Mr. LaGuerre

- Applied for TCO extension
- Restraining wall in the back of the school is the last outstanding item. The engineer provided recommendations to raise the wall on the North side, plant more trees and plants. It was requested to the engineer to prepare those recommendations in order to be submitted to the Yonkers Buildings Department.
- Mr. Henriquez commends David Pagan for the work and maintenance that has been completed throughout the building this summer.

**Principals Report-** Cindy Lopez (*See Attached*)

- CSEE is the only school in the Yonkers School District designated as a Reward School.
- NYS testing data being review with team; CSEE performed very well when compared to other districts.
- Tailored professional development to meet individual teacher's needs (1<sup>st</sup> year teachers, 2<sup>nd</sup> year teachers)
- Enrollment 696
- 92% of the 8<sup>th</sup> grade students passed the Algebra Regents.
- Board members requested to track graduates-possible Alumni survey to be sent out and those that complete survey would get a CSEE alumni gift/gift certificate. This could turn into an Alumni Association as well as create new data.
- Look into creating a CSEE Video Documentary-3-5 minute piece this year.

- Nadine thanks all staff from operations to academic for all that they do.

**Director of Operations Report-** Stephan Henriquez *(See Attached)*

- Alarm panel consolidations has been completed.
- Grease trap in MPR has been replaced
- Copper pipes supplying water to MPR kitchen have been replaced
- Preparing parent letters, public notices and health inspection request for mailing/publication this week.
- Mr. LaGuerre asks the status of the award that was anticipated through the efforts of Assemblywoman Shelley Mayer-CSEE has submitted all costs documentation on May 4, 2016. CSEE has reached out several times in regards to this issue.

**BoostEd Finance Report-** Paul Augello *(See Attached)*

- Ended the year with 693.85 billable students
- No collection issues
- Up to date with TRS
- Decrease per pupil for Yonkers, small increase per pupil for NYC students

**PTO Report-** Tabled

**Other Information-** Mrs. Goldberg stated that CSEE went into partnership with the YMCA and Greyston for an event that will take place Saturday, August 27<sup>th</sup> to provide Yonkers students with backpacks and school supplies. Mrs. Lopez requests to put a small backpack program together for the displaced and homeless students at CSEE.

**Motion to Adjourn- 8:00 pm**



## Charter School of Educational Excellence

260 Warburton Avenue, Yonkers, New York 10701  
(914) 476-5070 • Fax (914) 476-2858

### **Board of Trustees Meeting September 15, 2016 6:00 PM**

**Attendance:** E. LaGuerre, Nadine Burns-Lyons, S. Cruz, Carlos Medina, Jim Killoran, Dr. James Stenerson

**Absent:** Ismail Ibrahim

**Present Non-Board Member:** C. Lopez, J. Jacaruso, J. Spina, C. Goldberg, S. Henriquez, D. DeMasi, M. DeSimone, P. Augello

**Call to Order:** 6:30 PM

#### **Welcome and Introductory Remarks - E. LaGuerre**

- E. LaGuerre welcomes and thanks everyone for attending the meeting.
- The Yonkers Superintendent and members from the Board of Trustees from Yonkers Public School District came for a tour of the Charter School of Educational Excellence.
- Charter School of Educational Excellence is 1 of 325 schools designated as a Reward school out of nearly six thousand schools in the state of New York. This is the 3rd consecutive year we are designated as a Reward School (highly performing school).
- On September 20<sup>th</sup> educators from Chile, the Vice President of Mercy College and the Executive Director from the State Education Department will be visiting CSEE.
- Ms. Cruz stated that in the past year we have engaged more parents and gained more parent support which also helps CSEE students to do better. The Board thanks Mrs. Lopez for all the different ways CSEE communicates with the parents.
- It was requested that a flyer be sent home with the students reminding parents of the Board of Trustee meeting dates and for it to mention that staff members and parents are welcomed at the meeting. PTO meetings will now be held on the same date of the BOT meetings.

**Community Open Forum-**Mr. LaGuerre provided opportunity for the public to address the board. Mrs. Brown thanks the Board of Trustees for moving the Community Open Forum to the beginning of the agenda. Mr. LaGuerre thanks Mrs. Brown for always attending the meetings.

#### **ACTION ITEMS**

##### **Resolution 16 2016-2017 Adoption of September 15, 2016 Board of Trustee Meeting Minutes**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee Meeting Minutes for the September 15, 2016 Board of Trustees meeting

**Motioned by:** N. Burns-Lyons

**Seconded by:** S. Cruz

**Discussions:** Correction to be made of Nadine Burns-Lyons last name

**Votes for and against:** Unanimous vote by all Trustees present

**Resolution 17 2016-2017 Authorization to solicit proposals and contract for the production of a video to be used for CSEE promotion and fundraising activities.**

**RESOLVED:** The Board of Trustees moves to authorize the solicitation of proposals and the negotiation of a contract, with the selected proposer, for the production of videos to be used by the Charter School of Educational Excellence to promote and conduct fundraising efforts on behalf of CSEE. The cost of any contract negotiated to produce any such videos shall not exceed \$10,000.00

**Motioned by:** N. Burns-Lyons

**Seconded by:** C. Medina

**Discussions:** Ms. Cruz will be heading this project with the assistance of Mr. Medina. This will be about a 3 minute video. Looking to do 2 videos one to put on website, and another to use for fundraising and to market the Charter School of Educational Excellence. The video will include students, parents, and instructional staff giving testimonials. It was suggested that bids be solicited and that the finalist make a brief presentation at the next board meeting.

**Votes for and against:** Unanimous vote by all Trustees present

**Resolution 18 2016 2017 Authorization to add Cindy Lopez Principal of Charter School of Educational Excellence and Joshua Moreau CFO of BoostED as signatories to the JPMorgan Chase Bank Account and moves to remove James Stovell and Malika Mene as signatories on the JPMorgan Chase Bank Account.**

**RESOLVED:** The Board of Trustees moves to authorize the addition of Cindy Lopez Principal of Charter School of Educational Excellence and Joshua Moreau CFO of BoostED as signatories to the JPMorgan Chase Bank Account and moves to remove James Stovell and Malika Mene as signatories on the JPMorgan Chase Bank Account, and to authorize all actions to be taken necessary to accomplish these changes.

**Motioned by:** J. Killoran

**Seconded by:** C. Medina

**Discussions:** None

**Votes for and against:** Unanimous vote by all Trustees present

**Executive Session-Omitted from meeting**

**Finance Report-Tabled**

- Instructional Staff salary increases has been processed
- Mr. LaGuerre requested that the 4% staff retention bonus be processed before next Board of Trustee meeting.
- A meeting will be set up before next Board of Trustee meeting with Mr. Henriquez, Mr. Augello, & Mr. Killoran to discuss the budget and non-teaching staff.

**Fundraising Report- S. Cruz**

- Committee has not met, however 4 fundraising events have been scheduled for this school year
- Handbag BINGO-May 5<sup>th</sup> or May 12<sup>th</sup>

- Bits & Bytes-need to discuss with committee and event planner-need new ideas- start getting some items for the auction and putting them on the CSEE website so people can know what will be auctioned.
- Catalog/website sale-online tag sale
- Golf Outing-May 23<sup>rd</sup>-Sprain Lake Golf Course

#### **Technology Report- Dr. Stenerson**

- Live Stream is up and running
- Next year need to order equipment sooner so it is up and running for the first day of school
- New IT Company very responsive-additional help was requested and met.
- Cannon- copy usage-cannot go over 2 million copies, need to take on a green initiative
- Slow internet service from provider (Cablevision)
- Principal backing up own documents

#### **Facilities Report- Mr. LaGuerre**

- Women's bathroom complete
- The Director of Engineering for the City of Yonkers came to CSEE and requested an updated survey which was previously sent as well as an engineer certification on the wall.
- Focus is now on getting the C.O.
- Mr. Henriquez commends Mr. Pagan for all the work that took place over the summer to get the building ready for the first day of school.

#### **Principals Report- Cindy Lopez (See Attached)**

- Most materials are in, some textbooks on back order
- Wi-Fi internet connection-slowed down assessments for online instruction-teachers taking turns using the laptops during different periods throughout the day in order for students to complete assessments
- Workshops took place with students regarding routines code of conduct and policies-letters were sent home to parents about dress code and other policies
- Mrs. Lopez asked the Board of Trustees to review the Uniform/Dress Code Policy, cell phone policy, and hair policy part of dress code. Policies will be sent to Trustee members via email.
- Mr. LaGuerre explained that if the student fails to adhere to any of the policies the parent must be provided with a written note. 1<sup>st</sup> time-Warning Letter- need it documented and must be sent home to parent stating the violation and if it continues a hearing with the Board of Trustees will be held. Need to research and make changes to the consequences (probation and suspension). State Education Department needs to be aware of any changes or updates that CSEE makes regarding these policies.
- Mr. LaGuerre suggested creating a contract that the students have to sign committing themselves to following the code of conduct and other policies.
- Other Workshops- school recycling, school safety, peer pressure, building healthy habits, Student Lighthouse Committee.
- October-National Bully Prevention Month-lead by Ms. Parker & Ms. Graham
- Girls Inc.- Mondays & Wednesday after school program for Middle School Girls
- Teachers will be getting Professional Development on Self-Harm-putting together a Self-Harm Policy. There are steps that the school must follow if a student threatens to harm themselves.
- Open House-9/22/16-6:00-8:00pm-Mr. LaGuerre approved dinner to be provided to the staff
- Enrollment-698 students; Attendance-96.71%
- Charter School of Educational Excellence-has its own Free App that you can download in the Google Play and Apple Store on a smartphone.

**Athletics- M. DeSimone**

- Flag Football and Cheerleading Tryouts
- First year having a Cheerleading Team-they will attend all football games
- Scheduling a Pep Rally

**Director of Operations Report- Stephan Henriquez (See Attached)**

- Recommended implementation of a PIN System for CSEE staff for recording printing/copy usage
- Prepared list of questions to be addressed or actions to be taken by IT services contractor.
- CSEE's Independent Audit in progress by Vargas & Rivera
- Information has been submitted to CSEE insurance broker to obtain confirmation of general liability insurance coverage of concussions suffered during CSEE sports activities.

**BoostEd Finance Report- Paul Augello (See Attached)**

- Base Per Pupil revenue is slightly ahead of budget
- Based upon the August 1<sup>st</sup> projected enrollment of 690. Budgeted enrollment for the year is 685.
- Board of Trustees agreed on moving forward to give the 4% retention bonus.

**PTO Report- Tabled**

**Other Information-** Mr. LaGuerre commends Mr. DeSimone for helping CSEE family that was victims from a fire.

**Motion to Adjourn- 8:29 pm**



## Charter School of Educational Excellence

260 Warburton Avenue, Yonkers, New York 10701  
(914) 476-5070 • Fax (914) 476-2858

### Board of Trustees Meeting October 18, 2016 6:30 PM

**Attendance:** E. LaGuerre, Nadine Burns-Lyons, S. Cruz, Carlos Medina, Dr. James Stenerson, Mr. Quattlebaum

**Absent:** Jim Killoran, Ismail Ibrahim

**Present Non-Board Member:** C. Lopez, J. Jacaruso, J. Spina, C. Goldberg, S. Henriquez, D. Rendina, M. DeSimone, P. Augello

**Call to Order:** 6:30 PM

#### Welcome and Introductory Remarks - E. LaGuerre

- E. LaGuerre welcomes and thanks everyone for attending the meeting; very excited to see so many parents attending the PTO meeting and Board of Trustees meeting.
- Mr. Killoran and Mr. Ibrahim excused from tonight's meeting, sitting in for Mr. Ibrahim is PTO Vice President Mr. A. Quattlebaum as a non-voting member.

#### Community Open Forum-Mr. LaGuerre provided opportunity for the public to address the board.

- Ms. Colon states that there are openings in several locations across Yonkers for boys to join a Boys Scout. One time low price membership fee. Boys are able to earn scholarships for college. Mr. LaGuerre asked if Ms. Colon can help guide CSEE to set up a Boys Scout program to offer to CSEE students.
- Mr. Quattlebaum will contact a troop leader in regards to getting Girl Scouts program to CSEE.
- Mr. LaGuerre states that the school building is a community facility and if it needs to be opened on the weekends for Boy or Girl Scout programs that can be made available.
- Mr. LaGuerre commends the staff and its partnership with CSEE Parents.
- Mr. Medina explains how other countries are now looking at the Charter School of Educational Excellence as a model school.
- Mrs. Brown asked for an update of opening up the high school. Mr. LaGuerre explained the proposal that was submitted to the City of Yonkers to obtain the land was rejected. Now looking at two other parcels of land that Charter School of Educational Excellence will have to buy with its own money. Next proposal that is submitted CSEE will be looking for parent support.

#### Presentation for CSEE Video Production-Red Hydrant

- This will be a promotional video for the school in order to highlight academic achievement, relationships with community, show off the diversity in the school, and sports programs by interviewing children, parents, teachers and use the video to try and get sponsors to support the school financially.
- Mr. LaGuerre describes that CSEE no longer qualifies for money because the students have advanced to a level that there is no need for the government to provide additional funds. CSEE

now has to look towards the corporate sector, and philanthropies to get money for the students in order for the school to continue using laptops and expand other programs.

- This video would become CSEE's property.

## **ACTION ITEMS**

### **Resolution 19 2016-2017 Adoption of September 15, 2016 Board of Trustee Meeting Minutes**

**RESOVLED:** The Board of Trustees moves to adopt the Board of Trustee Meeting Minutes for the September 15, 2016 Board of Trustees meeting

**Motioned by:** N. Burns-Lyons

**Seconded by:** C. Medina

**Discussions:** None

**Votes for and against:** Unanimous

### **Resolution 20 2016-2017 Authorization to engage Vargas and Rivera, LLP to independently audit the financial statements of the Charter School of Educational Excellence.**

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to engage Vargas and Rivera, LLP, Certified Public Accountants and Consultants to conduct an independent audit of the financial statements and position of CSEE as of June 30, 2016.

**Motioned by:** N. Burns-Lyons

**Seconded by:** S. Cruz

**Discussions:** Mr. LaGuerre comments that Vargas and Rivera, LLP has been conducting CSEE audits since the schools inception and the school is very satisfied with their work.

**Votes for and against:** Unanimous

### **Resolution 21 2016-2017 Authorization to contract with Cablevision Lightpath to increase CSEE fiber optic capacity from 100 to 300 Megabytes per second.**

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to pay up to \$580 a month more through the end of this fiscal year to Cablevision Lightpath, CSEE's existing fiber optic service provider, to increase fiber optic capacity from 100 to 300 Megabytes per second.

**Motioned by:** N. Burns-Lyons

**Seconded by:** J. Stenerson

**Discussions:** Mr. LaGuerre thanks Dr. Stenerson and Mr. Henriquez for the work they have done. Dr. Stenerson explains CSEE has maxed out the current fiber optic capacity; internet service has been slow during the school day and Live Streaming will take up a lot of capacity. If we move from 100 to 300 it will sustain the school for a couple of years.

**Votes for and against:** Unanimous

**Resolution 22 2016-2017 Authorization to contract with Janice Meyers Educational Consulting, LLC for Universal Service Fund E-rate program services.**

*It was recommended that this item be tabled for the next Board of Trustees meeting.*

**Motioned by:** N. Burns-Lyons

**Seconded by:** S. Cruz

**Discussions:** This resolution will be tabled for the next Board of Trustees meeting in order for further research to be completed.

**Votes for and against:** Unanimous

**Resolution 23 2016-2017 Authorization to revise the CSEE Uniform Policy and Dress Code**

*It was recommended that this item be tabled for the next Board of Trustees meeting.*

**Motioned by:** S. Cruz

**Seconded by:** C. Medina

**Discussions:** Mrs. Lopez requested that the policies be revised to make it clear to parents and students what is expected and what the consequences will be. It was recommended that this item be put on the PTO agenda for next meeting and for this to be discussed with parents and the PTO; this resolution can be adopted at the next meeting.

**Votes for and against:** Unanimous

**Resolution 24 2016-2017 Authorization to revise the CSEE Student Cell Phone Use Policy**

**RESOLVED:** The Board of Trustees moves to authorize the revision of the CSEE Student Cell Phone Use Policy, consistent with the Student Cell Phone Use Policy presented at this Board meeting, and for this revised policy to be incorporated in the Parent Handbook and the Code of Conduct Handbook.

**Motioned by:** N. Burns-Lyons

**Seconded by:** J. Stenerson

**Discussions:** Mrs. Lopez explains that this has been previously discussed with PTO and parents. It is not a problem with the students having the phone, but it must be off while in school as soon as they enter the building and stored in backpack or locker, phone will be confiscated and parent will have to come and pick it up.

**Votes for and against:** Unanimous

**Resolution 25 2016-2017 Authorization to contract with Red Hydrant to produce a promotional video for the Charter School of Educational Excellence**

**RESOLVED:** The Board of Trustees moves to authorize the execution of a contract with Red Hydrant to produce a promotional video for the Charter School of Educational Excellence on a for higher bases as a cost not to exceed \$10,000.00.

**Motioned by:** S. Cruz

**Seconded by:** C. Medina

**Discussions:** This will be a 3 day shoot

**Votes for and against:** Unanimous

**Resolution 26 2016-2017 Authorization to give the same contribution that was given to the teachers be given to the Administrative and Operational Staff at the Charter School of Educational Excellence a 3% increase in salary and a 4% bonus.**

**RESOLVED:** The Board of Trustees authorizes the recommendation to give the same contributions that was given to the teachers be given to the Administrative and Operational Staff at the Charter School of Educational Excellence a 3% increase in salary and a 4% bonus.

**Motioned by:** C. Medina

**Seconded by:** S. Cruz

**Discussions:** Bonus is to be paid immediately

**Votes for and against:** Unanimous

## **Informational Items**

### **Finance Report-Tabled**

### **Fundraising Report- S. Cruz**

- Handbag Bingo-Friday May 5, 2017 @ CSEE Gym. Ticket price \$35.00 looking to get 200 people. 10 rounds of Bingo to win 10 designer handbags ranging from retail prices of \$250-\$2,000. Each classroom will be asked to donate a basket of items for gifts as well. The goal is to raise \$10,000 the event planner is charging CSEE \$2,500. Guests would be able to bring in their own food and drinks.
- Bits, Bytes, & Bricks- help to build our High School and get revenue towards high school. Looking to have at a restaurant this year and target developers, suppliers and realtor organizations.
- Casino Night Fundraiser-June 17<sup>th</sup>
- Golf Outing- May 23<sup>rd</sup> raise money for athletic program
- Parent commented that the company she was working for that donated to Bits & Bytes last year also will be able to donate refurbished electronics (laptops, ipads) and is interested in helping CSEE. Ms. Cruz invited the parent to the next Bits, Bytes, & Bricks meeting.
- Ms. Colon was invited to be on the Handbag Bingo Committee.

### **Technology Report- Dr. Stenerson**

- Technology Committee meeting was held
- New equipment still needs to be installed-having electrical issues; installation will be completed by end of month.
- Teachers are on a printing/copy limit of 300 for 2 week period
- Looking into switching over to Google email for the 7<sup>th</sup> & 8<sup>th</sup> grade- this would give students the eligibility to share and collaborate on documents
- Issues with Shareware needs to be resolved
- Some charging stations need additional strips

- Comprehensive inventory needs to take place
- Discussed with team emergency protocols (phone or announcement systems)

**Facilities Report-** Mr. LaGuerre

- 1 more outstanding item before CSEE obtains the C.O.
- Letter from engineer was received October 18, 2016

**Principals Report-** Cindy Lopez *(See Attached)*

- Open House-over 500 parents attended
- SASF after school program commenced
- Instructional Focus: Writing- short responses, extended responses, responding to literature, fiction and non-fiction.
- Month of October-Bully Prevention Month
- Mr. LaGuerre asked if possible to provide donations for the Haiti relief fund.

**Athletic Report-** Mike DeSimone

- Discusses athlete progress reports and policy that is designed to promote student growth.
- Purchased mats for cheerleading taking many safety precautions.

**Director of Operations Report-** Stephan Henriquez *(See Attached)*

- Mr. Frank Raho will take the letter from engineer to the City of Yonkers Building Department in support of the request for a CO.
- Requested that Vargas & Rivera to prepare CSEE tax returns this November, so CSEE is not put on extension.
- Renewed CSEE's contract with Regina Caterers, Inc with a 2.5% increase over last fiscal year.
- Mr. LaGuerre asked for an update regarding Lunch Applications-It was reported that we have less than 100 outstanding applications.

**BoostEd Finance Report-** Paul Augello *(See Attached)*

- On behalf of Mr. Killoran it has been recommended raises be given to Administrative Staff and Operational Staff.
- Enrollment based on 697 students
- Received City of Yonkers September 1<sup>st</sup> check

**PTO Report-** Mr. A. Quattlebaum

- 1<sup>st</sup> PTO meeting was held-24 parents in attendance
- Ending first fundraiser 200 boxes of chocolates sold
- Discussed other fundraisers-Tent sale of old soft worn uniforms
- Would be interested in holding a Parent Cell Phone Seminar-How to use a cell phone, how to set parent controls.
- Asked parents to donate water throughout the year for field trips
- Mrs. Lopez thanks Mr. Quattlebaum for running the PTO meeting.

**Motion to Adjourn- 8:35 pm**



## Charter School of Educational Excellence

260 Warburton Avenue, Yonkers, New York 10701  
(914) 476-5070 • Fax (914) 476-2858

### Board of Trustees Meeting November 17, 2016 6:30 PM

**Attendance:** E. LaGuerre, Nadine Burns-Lyons, S. Cruz, Carlos Medina, Mr. Quattlebaum

**Absent:** Jim Killoran, Ismail Ibrahim, Dr. James Stenerson

**Present Non-Board Member:** C. Lopez, J. Spina, C. Goldberg, S. Henriquez, D. Rendina,

**Call to Order:** 7:05 PM

#### **Welcome and Introductory Remarks - E. LaGuerre**

- E. LaGuerre welcomes and thanks everyone for attending the meeting; he was happy to be able to speak to the parents at the PTO meeting regarding the academic expansion of the program beyond 8<sup>th</sup> grade.
- Mr. Killoran, Dr. Stenerson and Mr. Ibrahim excused from tonight's meeting, sitting in for Mr. Ibrahim is PTO Vice President Mr. A. Quattlebaum as a non-voting member.

#### **Community Open Forum-Mr. LaGuerre provided opportunity for the public to address the board.**

- Mr. LaGuerre states that he received an email from a concerned parent, however he will respond privately to the email since the parent is not present at tonight's meeting to discuss the concerns. Mr. LaGuerre states that our purpose here is to serve the children that are in our school.
- Ms. Colon asked if CSEE & PTO can work together to bring in the *Science Plus* after school program in the spring. PTO offered to fund this activity. PTO will coordinate with Principal Lopez in regards to scheduling this program.

#### **Fundraising Report- S. Cruz**

- Launched video for CSEE-this is an upbeat video that tells who we are, and why we do this, and how CSEE influences students. Students, teachers, administrators, board members and parents were interviewed. Donors were also interviewed and spoke about why they give to the Charter School of Educational Excellence. Looking to have a Red Carpet Event to unveil the video.
- May 5<sup>th</sup>-Designer Bag Bingo-CSEE Gym
- Bits, Bytes & Bricks Fundraiser- not only a technology fundraiser, but now adding funding towards the High School. June 13<sup>th</sup> at Ridge Hill. Already have a donor that donated \$50,000 to start the fund. Restaurants located in Ridge Hill will participate and provide tastings during the event. All retail stores will give back 20% to CSEE of purchases made throughout the event.
- Golf Outing- May 23<sup>rd</sup> looking for a golf course and sponsors for this event.
- Thank you Card will be going out to donors and sponsors that have attended CSEE fundraisers in the past letting them know the impact they have had on the 700 students in the school. Card will show pictures of students on laptops.
- Mr. LaGuerre explains that because CSEE is a successful academic school it is not eligible for money. Government grants are issued to low achievement schools to bring students up to level. CSEE's target now has to be focused on private enterprise community.

- Mr. Quattlebaum offered to reach out to Country Clubs in regards to the CSEE Golf Outing.

**Community Open Forum continued-**

- Ms. Sullivan thanks CSEE for updating the school website, however suggested to update the **Contact Us** section of the website and can the school commit to answering emails 24 to 72 hours after email was received.
- Ms. Sullivan stated that teachers should utilize what is going on in the world and with the past Presidential Elections and find a way to turn it into lessons in the classrooms, possibly having students conduct Mock Elections.
- Parents voiced their concerns regarding struggling 3<sup>rd</sup> graders and why parents were not made aware of curriculum changes.
- Parent suggested having multiple times and dates for Parent Workshops to accommodate working parents.
- Mr. LaGuerre explained to parents that CSEE is trying to raise the bar for the students. It is with CSEE's best intentions that curriculums are constantly evolving, being tweaked and modified to help the students. CSEE's goal is to make things better, the effort here is to provide the best and most valuable educational opportunity for every child. CSEE wants the children to succeed.
- Administrators will immediately work on bringing parents up to date on curriculums.
- Ms. Williams asks for more communication to parents regarding assessments and curriculum.
- Trustee Burns-Lyons thanks the parents for being here and glad parents are here to express their concerns. Trustee responds in regards to the communication to parents and expressed that CSEE's vision is to have a partnership with the parents.

**ACTION ITEMS**

**Resolution 27 2016-2017 Adoption of October 18, 2016 Board of Trustee Meeting Minutes**

**RESOLVED:** The Board of Trustees moves to adopt the board of Trustee Meeting Minutes for the October 18, 2016 Board of Trustees meeting.

**Motioned by:** N. Burns-Lyons

**Seconded by:** S. Cruz

**Discussions:** None

**Votes for and against:** Unanimous

**Resolution 22 2016-2017 Authorization to contract with Janice Meyers Educational Consulting, LLC for Universal Service Fund E-rate program services.**

**RESOLVED:** The Board of Trustees moves to authorize a contract in the amount of \$7,200.00 between the Charter School of Educational Excellence and Janice Meyers Educational Consulting LLC for Universal Service Fund E-rate program services for the 2016-2017 fiscal year.

**Motioned by:** N. Burns-Lyons

**Seconded by:** S. Cruz

**Discussions:** Mr. Henriquez explains that this consulting company has helped CSEE over the last two years, and just recommended the school use Cablevision as a backup internet service provider which will save the school money. The contract also includes help to support the school in developing an E-rate proposal for a high school.

**Votes for and against:** Unanimous

**Resolution 23 2016-2017 Authorization to revise the CSEE Uniform Policy & Dress Code**

**RESOLVED:** The Board of Trustees moves to authorize adoption of the revised CSEE Uniform Policy & Dress Code attached hereto, and for this revised policy to be incorporated in the Parent Handbook and the Code of Conduct Handbook.

**Motioned by:** N. Burns-Lyons

**Seconded by:** C. Medina

**Discussions:** This policy was discussed with PTO and during the last PTO meeting.

**Votes for and against:** Unanimous

**Resolution 28 2016-2017 Authorization to contract with Partners for Architecture to prepare design documents for a CSEE high school.**

**RESOLVED:** The Board of Trustees moves to authorize the execution of a contract in an amount not to exceed \$5,000.00 with Partners for Architecture to prepare design information regarding the feasibility of constructing a CSEE high school at a specific cite.

**Motioned by:** N. Burns-Lyons

**Seconded by:** S. Cruz

**Discussions:** None

**Votes for and against:** Unanimous

**Resolution 29 2016-2017 Authorization to contract with Schoolhouse Project to assess the development feasibility of a CSEE high school**

**RESOLVED:** The Board of Trustees moves to authorize the execution of a contract in an amount not to exceed \$5,000.00 with Schoolhouse Project to take actions required to assist the Board of Trustees in assessing the development feasibility of the construction of a CSEE high school at a specific site.

**Motioned by:** N. Burns-Lyons

**Seconded by:** C. Medina

**Discussions:** None

**Votes for and against:** Unanimous

**Informational Items**

**Finance Report-**Tabled

**Technology Report-**Tabled

**Principals Report-** Cindy Lopez *(See Attached)*

- **Students-** heavy focus on bullying and working together
- **Curriculum-K-8** parent workshops-first two weeks of December; reviewing and revising all assessments; standard alignment and rigor
- **Faculty-** first round of formals completed, team meetings occurring every other week. Small group instruction in full effect.
- **Technology-** all classroom teachers have enough student computers to provide a well-balanced academic program.

**Director of Operations Report-** Stephan Henriquez *(See Attached)*

- CSEE has received a final certificate of occupancy of the Middle School building.
- Secured installation of 300 MEGS of internet capacity from Cablevision. This is 4 ½ times of what CSEE had last year.
- Obtained test results confirming that CSEE drinking water supplies meet required lead content safety requirements.

**BoostEd Finance Report-** submitted by Paul Augello *(See Attached)*

- Ahead of budget projections and in a good financial situation.

**PTO Report-** Mr. A. Quattlebaum

- In the interim of Mr. Ibrahim's absence due to family medical emergencies. Vice President Mr. Quattlebaum will take over the responsibilities as the PTO President, secretary Ms. Colon will take over the responsibilities of PTO Vice President position.
- PTO has held 2 meetings this year-15 or more parents attended each meeting.
- Recycled Uniform Sale- April/May-gently worn uniforms
- Girl Scouts-follow up in January

**Motion to Adjourn- 8:35 pm**



**Charter School of Educational Excellence**

260 Warburton Avenue, Yonkers, New York 10701  
(914) 476-5070 • Fax (914) 476-2858

**Board of Trustees Meeting  
December 13, 2016  
6:30 PM**

**Attendance:** E. LaGuerre, Nadine Burns-Lyons, S. Cruz, Jim Killoran (6:55pm arrival), Dr. James Stenerson Mr. Quattlebaum

**Absent:** Carlos Medina, Ismail Ibrahim,

**Present Non-Board Member:** C. Lopez, J. Spina, C. Goldberg, S. Henriquez, D. Rendina

**Call to Order:** 6:35 PM

**Welcome and Introductory Remarks - E. LaGuerre**

- E. LaGuerre welcomes and thanks everyone for attending the meeting; Mr. LaGuerre met with Boy Scout Pack Leaders- in which they showed interest in participating and supporting CSEE to start a Boys Scout Program. CSEE will work with PTO in regards to getting a Boys Scout pack started within the next 2 months. CSEE will contribute the necessary finances to get the program started.
- Ms. Jasmine Colon will participate in Board discussions as a non-voting member.

**Community Open Forum-**Mr. LaGuerre provided opportunity for the public to address the board. No comments were made by Parents or Staff members.

**ACTION ITEMS**

**Resolution 30 2016-2017 Adoption of November 17, 2016 Board of Trustee Meeting Minutes**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustees Meeting Minutes for the November 17, 2016 Board of Trustees meeting.

**Motioned by:** S. Cruz

**Seconded by:** J. Stenerson

**Discussions:** None

**Votes for and against:** Unanimous

**Resolution 31 2016-2017 Authorization of Contract with Cappa Crucy & Company, Inc.**

**RESOLVED:** The Charter School of Educational Excellence Board of Trustees moves to authorize a contract in the amount of \$5,500 with Cappa Crucy & Company, Inc. to provide event planning services for the 2017 Bits and Bytes fundraiser. In addition to the cost of services provided, the contract shall permit payment for disbursements approved by the Charter School of Educational Excellence for costs including photocopying, postage, and the production of event materials. The cost of this contract is to be paid with money in the Spiral Fundraising Account at Customers Bank.

**Motioned by:** N. Burns-Lyons

**Seconded by:** S. Cruz

**Discussions:** CSEE has been working with Cappa Cruicy & Company for the past 4 years; the company is very helpful in bringing in additional resources for fundraising events.

**Votes for and against:** Unanimous

**Resolution 32 2016-2017 Ratification of Previously Adopted Code of Ethics and Conflict Policies of the Charter School of Educational Excellence**

**RESOLVED:** The Charter School of Educational Excellence Board of Trustees moves to reaffirm and ratify for the 2016-2017 school year, previously adopted Code of Ethics and Conflict of Interest policies, attached hereto, required for the ethical and effective conduct of school policy in accordance with New York State law.

**Motioned by:** N. Burns-Lyons

**Seconded by:** S. Cruz

**Discussions:** No changes have been made to the policies.

**Votes for and against:** Unanimous

**Resolution 33 2016-2017 Adoption of a 2 year contract for the Charter School of Educational Excellence Principal Mrs. Cindy Lopez**

**RESOLVED:** The Board of Trustees authorizes the adoption of a 2 year contract for the Charter School of Educational Excellence Principal Mrs. Cindy Lopez.

**Motioned by:** J. Killoran

**Seconded by:** S. Cruz

**Discussions:** None

**Votes for and against:** Unanimous

**Resolution 34 2016-2017 Adoption of a 2 year contract for the Charter School of Educational Excellence Assistant Principal Mrs. Jessica Jacaruso**

**RESOVLED:** The Board of Trustees authorizes the adoption of a 2 year contract for the Charter School of Educational Excellence Assistant Principal Mrs. Jessica Jacaruso

**Motioned by:** J. Killoran

**Seconded by:** N. Burns-Lyons

**Discussions:** None

**Votes for and against:** Unanimous

**Informational Items**

**Finance Report-**Mr. LaGuerre stated that Mr. Killoran was not here during this time to present the Finance Report. The report is tabled. Mr. LaGuerre reminded trustee members that have excessive absents from the Board of Trustee meetings will be terminated from the Board. Mr. Killoran arrived at the meeting at 6:55pm, and was advised that it is crucial for CSSE audits that the finance committee be actively engaged in all of the fiscal items concerning the school.

### **Fundraising Report- S. Cruz**

- June 13, 2017-Bits, Bytes, & Bricks Fundraiser at Ridge Hill. Ms. Cruz will be going to Ridge Hill to do a walkthrough of facility and see where the event will be held.
- May 5, 2017-Handbag Bingo at CSEE Gymnasium. Designer handbags are being donated; need 23 handbags. It will be \$35.00 per ticket for 10 rounds of BINGO. Goal is to raise \$20,000-\$25,000. Banners will be posted throughout the City of Yonkers promoting this event.
- CSEE Video- in the process of finalizing. CSEE is hoping this video brings more money, more donors, to support getting more technology and more software.
- CSEE Thank You Card- pledge cards raised \$1,400.
- Mr. LaGuerre thanks Ms. Cruz for running the coat drive for the woman shelter.

### **Technology Report-J. Stenerson**

- Fine tuning transition with new IT Agreement
- Working on filtering blocked emails
- All students K-8 have laptops; additional laptops will need to be ordered
- All AIS Staff & teachers are set up with projectors and SmartBoards
- Professional Development for new staff in January on software.
- CSEE will need additional access points for wireless

### **Facilities Report- E. LaGuerre**

- An architect is working on reviewing the expansion of the school. He will be looking at the second floor of the Elementary school building to include a minimum of 4 additional classrooms. The work will take place during summer 2018. The summer program will take place in the middle school.
- An offer was made to acquire the Laundromat and, CSEE is awaiting a response.
- New Market Tax Credits-a company from Washington DC is willing to support CSEE financially for the development of the high school as well as improvements that will be made to current CSEE building. This company is committed to granting \$8,000,000.00 toward the school. Mr. LaGuerre requested that Mr. Henriquez take the lead on this and complete any paperwork necessary. A resolution will need to be presented at next Board of Trustees Meeting to enter an agreement with this company.
- Mr. Henriquez will email the Trustees the introduction letter from New Market Tax Credits.
- The focus right now is identifying a site for the high school.

**Additional Information-** Channel 5 came in to take video footage on CSEE Kindergarten Word Start Program. Ms. Cruz explained how foundation is critical. Mr. LaGuerre discussed if a child does not complete the Kindergarten curriculum those students do not move on to the 1<sup>st</sup> grade.

### **Principals Report- Cindy Lopez. (See Attached)**

- Mrs. Lopez thanks Trustee Burns-Lyons for allowing student athletes to go to the Sharing Community on Thanksgiving Day to help with meal prep.
- Meetings have been held with 61 parents for students who are struggling; actions plans were put in place for these students follow up meetings will take place in 6-8 weeks.
- Mrs. Lopez asked if PTO and CSEE can split the cost of providing dinner to the staff during Parent Teacher Conferences on December 21, 2016.
- Uniform Policy-All parents/students have received communication via email, text, and paper related to uniform policy. Mr. LaGuerre commends seeing more boys wearing ties. Mr. LaGuerre donated 20 new ties to CSEE. Students can leave ties in classroom daily so they do not lose them.

- Mr. LaGuerre requested that CSEE let the parents know about the New York State Testing schedule.

**Director of Operations Report-** Stephan Henriquez *(See Attached)*

- CSEE's total internet capacity is at 400 MEGS-300 MEGS from Cablevision/Optimum and 100 MEGS from Lightpath- this is 4 times more capacity than what was available last school year.
- Fire Safety inspection has been completed with the exception of the Alarm System which will take place during holiday recess.
- The Board of Trustees will be getting a report documenting the cost of expanding the space via the laundry mat and via the roof. It will be a breakdown of development costs, parking etc. based on information provided by the architect.
- Mr. Killoran asked if CSEE can look into renewable energy as part of design for the new school.

**BoostEd Finance Report-** Paul Augello *(See Attached)*

- Base Per Pupil revenue is ahead of budget based upon the December 1<sup>st</sup> enrollment.
- Accounts Receivable represents the prior the prior year balance from the New Rochelle school district. This process is being investigated.

**PTO Report-** Mr. A. Quattlebaum

- Mr. LaGuerre requested a PTO report in writing for next Board of Trustees meeting.
- Chocolate Fundraiser-4 parents that have not paid
- Crazy for Cookies Fundraiser- this will be a 75%-80% profit, dough will be distributed to parents during conferences. Remaining dough that was order has been donated to the 8<sup>th</sup> grade for fundraising purposes.
- PTO Christmas Sale-December 21<sup>st</sup>
- January 12<sup>th</sup>- Computer and Cell Phone Parent workshop-how to set parental controls
- January 20<sup>th</sup>- Movie Night Grades 2-4
- February 17<sup>th</sup>- Movie Night Grades 5-8
- Goal is to have \$10,000.00 in PTO account by June.

**Community Open Forum-** Mr. LaGuerre allowed parents to speak that did not speak during the earlier Community Forum. Parent stated that her child got a Uniform Violation because she was wearing boots. Mrs. Lopez explained to parent that the children can come to school in boots; however they must change into their school shoes once in the building. Shoes can be stored in cubby or lockers, school will look into getting bins for classroom to store the boots and shoes so they don't lose them.

**Executive Session-** 8:26pm-8:52pm

**Motion to Adjourn-** 8:56 pm

**Board of Trustees Meeting**  
**January 12, 2017**  
**6:30 PM**

**Attendance:** E. LaGuerre, S. Cruz, Jim Killoran, Dr. James Stenerson Mr. Quattlebaum, Ms. Colon

**Absent:** Carlos Medina, Nadine Burns-Lyons,

**Present Non-Board Member:** C. Lopez, J. Jacaruso, J. Spina, C. Goldberg, S. Henriquez, D. Rendina

**Call to Order:** 6:30 PM

**Welcome and Introductory Remarks - E. LaGuerre**

- E. LaGuerre welcomes and thanks everyone for attending the meeting.

**Community Open Forum-Mr. LaGuerre provided opportunity for the public to address the board.**

- Parent inquired about the status of opening up a high school in the City of Yonkers. CSEE Board Member responded that CSEE is waiting on a response from the City of Yonkers. CSEE staff is working with an architect about acquiring another site to build on.
- It was suggested to parents that they work with PTO and come together to attend a Yonkers City Council Meeting where they can speak during the Community Forum and raise their voice of concern regarding building a new high school in Yonkers.
- Ms. Colon advises parents that a Girls Scouts Troop number will be issued next week and that CSEE is looking for parent volunteers to become Troop Leaders.
- 30 boys from CSEE have signed up to be part of the Boys Scout Troop.
- Parent stated concern regarding CSEE Uniform Policy specifically footwear; Mr. LaGuerre addressed the concern and the policy on footwear to be discussed.

**ACTION ITEMS**

**Resolution 35 2016-2017 Adoption of December 13, 2016 Board of Trustee Meeting Minutes**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee Meeting Minutes for the December 13, 2016 Board of Trustee Meeting.

**Motioned by:** J. Killoran

**Seconded by:** J. Stenerson

**Discussions:** None

**Votes for and against:** Unanimous

**Resolution 36 2016-2017 Selection of Jasmine Colon as a Member of the Charter School of Educational Excellence Board of Trustees**

**RESOLVED:** Inasmuch as Jasmine Colon has been selected as President of the Charter School of Educational Excellence (CSEE) Parent Teacher Organization (“PTO”) by a majority vote of the members of the PTO Executive Board upon the vacancy of the office of President by the resignation of Ismail Ibrahim, and the CSEE Board of Trustees has conducted a thorough background check of Jasmine Colon via a fingerprint scan as required and has discovered no state or federal criminal history, the CSEE Board of Trustees selects Jasmine Colon as a final candidate for membership on the CSEE Board of Trustees with a term expiring on June 30, 2017 pending approval by the New York State Department of Education. This resolution approving Jasmine Colon as a CSEE Board of Trustees member is effective upon the approval of the New York State Department of Education.

**Motioned by:** J. Killoran

**Seconded by:** J. Stenerson

**Discussions:** Board members congratulated Ms. Colon and welcomed her as a new member of the CSEE Board of Trustee.

**Votes for and against:** Unanimous

**Resolution 37 2016-2017 Authorization to contract with Canon Solutions America, Inc. for the lease of an online electronic document storage and retrieval system.**

**RESOLVED:** The Board of Trustees authorizes the negotiation and execution of an agreement of lease with Canon Solutions America, Inc. for a term of 36 months at a price of approximately \$319 a month to provide the Charter School of Educational Excellence (“CSEE”) with the “Therefore” online document software storage and retrieval system with five user licenses, with 50 Gigabytes of storage capacity, and a secure onsite and offsite storage.

**Motioned by:** J. Killoran

**Seconded by:** J. Stenerson

**Discussions:** once this is approved by the CSEE Board of Trustees a formal contract will be written, paper documents that are being stored at CSEE will now be scanned and stored through a digital filing system. Documents will be stored via cloud and some files stored on the server.

**Votes for and against:** Unanimous

**Resolution 38 2016-2017 Adoption of Amendment to the Charter School of Educational Excellence Code of Conduct.**

**RESOLVED:** The Board of Trustees adopts the following amendment to Article IV, Section A of the Code of Conduct setting forth expectations of parents or guardians of students enrolled in CSEE by adding a clause number 13 as follows:

13. To engage in conduct on school grounds which is not disorderly, violent or disruptive, and not to use vulgar, abusive, defamatory or threatening language which endangers the safety, welfare, morals and health of CSEE children, staff or other persons present on school grounds. Vulgar, abusive, defamatory and threatening language or images posted on the internet addressed specifically to CSEE children, staff or other persons present at CSEE shall be considered as made on school grounds for purposes of this provision. There shall be zero tolerance for such conduct which will, could result in removing the student from Charter school of Educational Excellence.

**Motioned by:** J. Killoran

**Seconded by:** J. Stenerson

**Discussions:** None

**Votes for and against:** Unanimous

**RESOLUTION 39 2016-2017 Authorization to solicit proposals for New Market Tax Credit Advisory Services.**

**RESOLVED:** The Board of Trustees authorizes the solicitation of proposals to solicit tax credit investments in support of the development of a CSEE High School or the expansion of present CSEE facilities at 260 Warburton Avenue.

**Motioned by:** J. Killoran

**Seconded by:** J. Stenerson

**Discussions:** Opening this up to 3 bidders, need to identify more bidders and next meeting a selection will be made on the vendor that can do the New Market Tax Credits for CSEE.

**Votes for and against:** Unanimous

**Executive Session**-took place prior to Board of Trustees Meeting

**Informational Items**

**Finance Report-** J. Killoran

- Mr. Killoran asked if there is a way CSEE can save money on the cost of power. Mr. LaGuerre explained CSEE receives power through the New York Power Authority. Mr. LaGuerre requested that Mr. Killoran take the lead

on Solar Power and to move forward to look into LED lights, the conversion of lights could take place over the summer if all paperwork is complete.

**BoostEd Finance Report-** Paul Augello *(See Attached)*

- Report is based on 1<sup>st</sup> half of the year, enrollment is up and revenue is ahead of budget.
- Balance sheet remains strong.
- Accounts Receivable represents the prior year balance from the New Rochelle school district. Mr. Killoran will follow up regarding payment.
- Mr. Laguerre added that there will be additional expenses projected for this year that are not included in the budget. CSEE is looking into a full replacement of the Gymnasium floor and converting it to a hardwood floor. Mr. DeSimone is exploring bids and cost analysis, the vendor for this project will be selected at next Board of Trustee meeting. Mr. Augello reported that this would be a capital improvement expense.
- CSEE is exploring a Staff Salary increase for those who have worked at CSEE for 5 years or more. A budget will be put together.
- Mr. LaGuerre requested that Ms. Colon put together a budget for the Boys Scout program which should reflect the needs of how to get the program started and a per diem person who has an oversight of the program and how it integrates with the school.

**Fundraising Report-** S. Cruz

- May 5<sup>th</sup> Designer Handbag Bingo at CSEE- 9 handbags have been donated for the event. Ms. Cruz thanks Mr. Killoran, Mr. LaGuerre and Mrs. Jacaruso for donating bags towards the event.
- January 19<sup>th</sup>-walk through of Ridge Hill for the Bits, Bytes, and Bricks event on June 13<sup>th</sup>.
- Video- still in editing process and adding music.

**Technology Report-**J. Stenerson

- Technology Committee meeting scheduled for early next month
- Looking at new security to be put on servers.
- Cablevision upgrade
- Cannon-over the 2,000,000 page limit which will become a financial burden on the school. This will be discussed with committee and teachers.

**Facilities Report-** E. LaGuerre

- Mr. LaGuerre reported earlier on possible upcoming improvements to CSEE.

**Principals Report-** Cindy Lopez *(See Attached)*

- 620 parents attended Parent Teacher Conferences on December 21<sup>st</sup>.
- Application and information for the 2017 lottery process has been updated and posted to CSEE website.
- Two student teachers from Chile are at CSEE completing their required teaching course work.
- 8<sup>th</sup> grade student received \$5,000 academic scholarship to St. Catherine's High School. The student had an almost perfect score on her TACHS Exam.
- March 1<sup>st</sup> the selected 4<sup>th</sup> grade students will be taking the NAEP Exam.
- Teachers will be discussing Martin Luther King Jr. tomorrow and next week to give all students an understanding on why we are off and what we are celebrating.

**Director of Operations Report-** Stephan Henriquez *(See Attached)*

- Alarm and Fire Safety inspections have been completed and ready to submit to state. Mr. LaGuerre asked if Mr. Henriquez can explore having Voice Command Fire Control Panels throughout the school instead of just the alarm noise.
- Installment of lights in the backyard.
- There is a need to review where cameras are installed on school grounds.
- CSEE has a ½ Gigabyte of internet capacity.
- Meeting with IT on resolving what caused crash of email server and other issues with filtering.
- CSEE is in need of increasing trash pickups, and possible increase of size of dumpster.
- Mr. LaGuerre spoke on his concerns in regards to snow removal-Mr. Henriquez advised that these issues will be resolved.

**PTO Report- Ms. Colon**

- PTO meeting was held this afternoon
- Parents had uniform concerns
- Sending parents the information in regards to Shop Rite and Box Tops/E-Box Tops where it collects from the scanned Shop Rite card and the check is automatically sent to the school. Ms. Colon will work with Mrs. Lopez to get the school authorized for this program, and send information to parents via Text Alert.

**Motion to Adjourn- 8:37 pm**

**Board of Trustees Meeting**  
**February 16, 2017**  
**6:30 PM**

**Attendance:** E. LaGuerre, S. Cruz, Nadine Burns-Lyons, Carlos Medina, Jim Killoran, Dr. James Stenerson, Ms. Colon  
**Absent:** None

**Present Non-Board Member:** C. Lopez, J. Jacaruso, J. Spina, C. Goldberg, S. Henriquez, D. Rendina

**Call to Order:** 6:35 PM

**Welcome and Introductory Remarks - E. LaGuerre**

- E. LaGuerre welcomes and thanks everyone for attending the meeting.

**Community Open Forum-**Mr. LaGuerre provided opportunity for the public to address the board. No comments from parents were made.

**ACTION ITEMS**

**Resolution 40 2016-2017 Adoption of January 12, 2017 Board of Trustee Meeting Minutes**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee Meeting Minutes for the January 12, 2017 Board of Trustees Meeting.

**Motioned by:** J. Killoran

**Seconded by:** S. Cruz

**Discussions:** None

**Votes for and against:** Unanimous

**Resolution 41 2016-2017 Authorization to contract with LARCAM for the acquisition of camera servers and cameras to replace the existing video system of CSEE**

**RESOLVED:** The Board of Trustees authorizes the Charter School of Educational Excellence to enter into a contract with Larcam, CSEE's current provider of services required for the maintenance and upkeep of the school camera system, to replace the existing camera system servers and 77 cameras, by providing: 3 SA32 channel DVRs; 90 Sony Vandalproof Ultra-wide 2.8 mm HD, infra-red cameras; 2 PTZ cameras; and the services required to remove the existing camera system, install the new camera system, use existing wiring for 77 cameras, run wiring for 15 new camera locations, optimize and label cameras, and integrate the new system with CSEE servers for the price of Forty-four Thousand, Nine Hundred dollars (\$44,900).

**Motioned by:** J. Killoran

**Seconded by:** S. Cruz

**Discussions:** Trustee members stated that this upgrade will be helpful to the school and the safety of the students.

**Votes for and against:** Unanimous

**Resolution 42 2016-2017 Authorization for 4 participants from the Charter School of Educational Excellence to attend the National Charter Schools Conference scheduled June 11<sup>th</sup>-14<sup>th</sup> in Washington, DC. The cost of the conference, travel expenses, hotel accommodations and meals will be expensed by CSEE.**

**RESOLVED:** The Board of Trustees authorizes four (4) participants from the Charter School of Educational Excellence to attend the National Charter Schools Conference scheduled June 11<sup>th</sup>-14<sup>th</sup> in Washington, DC. The cost of the conference, travel expenses, hotel accommodations and meals will be expensed by CSEE.

**Motioned by:** J. Killoran

**Seconded by:** C. Medina

**Discussions:** Mrs. Lopez explained how this conference brings all Charter Schools together to meet and attend workshops to discuss curriculums, school boards, fundraising, and community affairs.

**Votes for and against:** Unanimous

**Executive Session-** 6:53pm-7:38pm

**Resolution 43 2016-2017 Authorization of negotiation for the acquisition of property located nearby to determine if an agreement can be reached in respect to cost as quickly as possible.**

**RESOLVED:** The Board of Trustees authorizes the negotiation for the acquisition of property located nearby to determine if an agreement can be reached in respect to cost as quickly as possible.

**Motioned by:** J. Killoran

**Seconded by:** C. Medina

**Discussions:** None

**Votes for and against:** Unanimous

#### **Informational Items**

**Finance Report-** J. Killoran

**BoostEd Finance Report-** Paul Augello (*See Attached*)

- 7 months into school year, revenue based on February 1<sup>st</sup> enrollment number of 695. The budgeted enrollment for the year is 685.
- Trending ahead on revenue, and below on expenses.
- Upgrade credit rating from “BB” to “BB+” based on S & P Global Ratings

**Fundraising Report-** S. Cruz

- May 5<sup>th</sup> Designer Handbag Bingo at CSEE
- Bits, Bytes & Bricks- looking for new sponsors; attended walk through of location.

**Technology Report-** J. Stenerson

- Converting teachers email from Outlook to Gmail accounts- this will be a cloud based email and should eliminate technical issues that has caused email down time.
- Technology Committee met- no IT issues were reported
- EdIT was notified to begin testing Live Streaming of CSEE Sport events.
- Upgrade of CSEE camera surveillance system-better definition and adding 13 additional cameras.

**Facilities Report-** E. LaGuerre

- Mr. Schiattarella discussed exploring the idea of adding a 96 sqft. 2<sup>nd</sup> floor addition to CSEE elementary school building, which would add 4 classrooms and an elementary gymnasium/multipurpose room.

**Principals Report-** Cindy Lopez (*See Attached*)

- 2017 lottery application process has begun. Informational Sessions have been held at CSEE.
- Black History Month: celebrated in grades K-8 & during Specials with cross curricular activities
- ELA & Math Family scheduled for March.

- Science Fair- students presented in their classroom and top two class projects were displayed for the science judges.
- CSEE on Fox 5 News-Kindergarten Word Start Program
- CEI Project BOOST- CSEE was selected to participate in the Project BOOST program; arts initiative, Early Stage's LIVE Theater Program that allows students to attend Broadway, Off-Broadway, dance and music performances at a low cost.
- SASF- starting the process of applying for an extension to current program; and extend the current grant for an additional year (2017-2018 school year)
- Attendance Incentive Program- best class for the month receives a class prize.

**Director of Operations Report-** Stephan Henriquez *(See Attached)*

- A Corrective Action Plan was prepared in regards to the NYSED audit findings of the School Food Program
- The IT contract agreeable to edIT has been finalized.
- The information required was submitted to obtain the reimbursement for DASNY grant.

**PTO Report-** Ms. Colon

- PTO meeting was held today
- Movie night-cancelled due to lack of attendance
- Erate through Shop Rite program has started-school earns cash each time participating parents swipes their Shop Rite card.
- Merchant cards- cost of card is \$15.00 has participating restaurants that gives discount when you use the card and school makes profit from it.
- Spinners Program-free program PTO will make 100% profit from it.

**Motion to Adjourn- 8:45 pm**

**Board of Trustees Meeting**  
**March 9, 2017**  
**6:30 PM**

**Attendance:** E. LaGuerre, S. Cruz, Nadine Burns-Lyons, Carlos Medina, Dr. James Stenerson, Ms. Colon

**Absent:** Jim Killoran

**Present Non-Board Member:** C. Lopez, J. Jacaruso, J. Spina, C. Goldberg, S. Henriquez, D. Rendina

**Call to Order:** 6:45 PM

**Welcome and Introductory Remarks - E. LaGuerre**

- E. LaGuerre welcomes and thanks everyone for attending the meeting.
- Update on High School- a bid was placed on a site located adjacent to the Charter School of Educational Excellence; currently communicating with the Archdiocese in regards to obtaining this property. Mr. LaGuerre thanks Ms. Cruz and Mrs. Goldberg for all the work they have done regarding the high school.
- Recommendation made from Mr. LaGuerre in regards to forming a High School Committee- consisting of the following Mr. LaGuerre, Ms. Cruz, Mr. Medina, Mrs. Goldberg, Mrs. Lopez, Mr. Henriquez, Mr. Palmer, & Mr. DeSimone. Mr. Henriquez is to begin exploring candidates for a legal counsel on the high school project. Mr. Medina is the point person to keep everyone on the committee up to date regarding consultants.

**Community Open Forum-**Mr. LaGuerre provided opportunity for the public to address the board. No comments from parents were made.

- Ms. Cruz let the parents know that the video will be launched on April 18<sup>th</sup> and it is opened to all parents to come and watch.
- Mr. LaGuerre thanks CSEE Safety Officer for assisting with the accident that took place in front of the school. He suggested a meeting be requested with the traffic commissioner of Yonkers, Mrs. Goldberg, the Principal, and PTO President to discuss adding a blinking yellow light in front of the school or anything else that will help.

**ACTION ITEMS**

**Resolution 44 2016-2017 Adoption of February 16, 2017 Board of Trustee Meeting Minutes**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee Meeting Minutes for the February 16, 2017 Board of Trustees Meeting.

**Motioned by:** C. Medina

**Seconded by:** J. Stenerson

**Discussions:** None

**Votes for and against:** Unanimous

**Resolution 45 2016-2017 Authorization to contract with Atlantic Sport Floors to install a wood gym floor.**

**RESOLVED:** The Board of Trustees authorizes the negotiation and execution of a contract with Atlantic Sport Floors to install a wood gymnasium floor over the existing gym floor at a cost of \$30,450, and to enter into a three-year maintenance contract for the installed floor at an approximate cost of \$1,800 per year.

**Motioned by:** C. Medina

**Seconded by:** S. Cruz

**Discussions:** There is a warranty on floor; ensure it won't warp, buckle or become uneven. This type of wood floor will be easier to maintain and polyurethane every year.

**Votes for and against:** Unanimous

**Resolution 46 2016-2017 Authorization to contract with D.P. Wolff to install a stand-alone HVAC unit in the main server room.**

**RESOLVED:** The Board of Trustees authorizes the negotiation and execution of a contract with D.P. Wolff, CSEE's HVAC service company, to install a stand-alone HVAC unit in the main CSEE server room at a cost not to exceed \$10,000.

**Motioned by:** N. Burns-Lyons

**Seconded by:** S. Cruz

**Discussions:** A motion was made and passed to table this resolution until the next meeting for the purpose of acquiring 2 additional bids for an item of this expense.

**Votes for and against:** Unanimous

**Resolution 47 2016-2017 Declaration of official intent and authorization to reimburse the Charter School of Educational Excellence ("CSEE") with the proceeds of a tax-exempt bond financing in combination with a New Markets Tax Credit financing, or other methods of financing for certain capital expenditures undertaken or to be undertaken by CSEE; identifying said capital expenditures and providing for other matters in connection therewith**

WHEREAS, CSEE is a duly existing charter school under the laws of New York State; and

WHEREAS, the CSEE Board of Trustees (the "Governing Body") has determined that it is in the best interest of CSEE to make certain capital expenditures relating to the acquisition, construction and improvement of a site for school use, the location of which, CSEE Board of Trustees desires to keep confidential until an offer to purchase is accepted (the "Project"), and which is a site other than the Downing Street site in the City of Yonkers; and

WHEREAS, the Borrower is considering financing all or a portion of the Project through the issuance of tax-exempt bonds (the "Bonds") to be issued by a qualified governmental entity chosen by the Borrower, or issue such Bonds in combination with a New Markets Tax Credit financing ("NMTC") and together with the Bonds, or other methods of finance (the "Financing"); and

WHEREAS, because the proceeds of the Financing will not be available prior to the commencement of the Project, CSEE must finance certain of the costs of the Project, from funds on hand or borrowed money, on an interim basis prior to the receipt of the proceeds of the Financing

NOW, THEREFORE BE IT RESOLVED by the Governing Body of CSEE that:

1. Expenditure of Funds. Expenditures are hereby authorized to be made from available funds on hand in order to pay the cost of the Project until the Financing is executed and proceeds become available.
2. Declaration of Official Intent. The Governing Body on behalf of the Charter School hereby declares its official intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds. The maximum amount of the Financing is not presently expected to exceed \$35,000,000.
3. Dates of Expenditures. All of the expenditures covered by this Resolution were or will be made on and after the date which is 60 days prior to the effective date of this Resolution (or otherwise were or will be preliminary expenditures of the type described in Treas. Reg. Section 1.150-2(f)(2)).

4. Issuance of Bonds and/or NMTC Financing. The Charter School presently intends and reasonably expects to participate in the Financing with a qualified governmental issuer within 18 months of the date of the expenditure of moneys on the Project or the date upon which the Project is placed in service, whichever is later (but in no event more than three years after the date of the original expenditure of such moneys), and to allocate from said borrowing an amount necessary to reimburse the Charter School for its expenditures in connection with the Project. In furtherance of the executing the Financing, the Governing Body wishes to retain Robert W. Baird & Co. to serve as underwriter, if such financing is undertaken.

5. Confirmation of Prior Acts. All prior acts and doings of the officials, agents and employees of the Charter School which are in conformity with the purpose and intent of this Resolution, and in furtherance of the Project, shall be and the same hereby are in all respects ratified, approved and confirmed.

6. Effective Date of Resolution. Resolution 45 2016-2017 shall take effect immediately upon its passage.

**Motioned by:** S. Cruz

**Seconded by:** C. Medina

**Discussions:** Baird & Co. also financed the Charter School of Educational Excellence's Elementary School and Middle School.

**Votes for and against:** Unanimous

### **Informational Items**

**Executive Session-** Tabled

**Finance Report-** Tabled

**Fundraising Report-** S. Cruz

- May 5<sup>th</sup> Designer Handbag Bingo- Goal is to have 250 people attend this event.
- 12 handbags have been donated.
- Sign up prior to event at discounted rate of \$300 for 10 person table.
- Mrs. Goldberg will resend flyer to Board of Trustee Members. CSEE will send text/email reminders to parents about the event.
- Each grade level will be making a themed basket for the raffle. Mrs. Lopez will remind parents about bringing in the items for the raffle.
- Bits, Bytes, & Bricks- June 14<sup>th</sup> at Ridge Hill- looking for sponsors.
- Video- debut April 18<sup>th</sup> 2:00pm for teachers & 6:00pm for parents and community members.
- Currently developing a partnership to help bring in money for Technology and the high school with Joe Keller from Simone.

**Technology Report-** J. Stenerson

- Staff transitioned emails from Outlook to Gmail
- 77 out of 90 camera installed

**Facilities Report-** E. LaGuerre

- No major facility issues to report on.

**Principals Report-** Cindy Lopez (*See Attached*)

- Mrs. Lopez thanks Mrs. Cruz for all the hard work she does in regards to fundraising for the school. Ms. Cruz also thanked Mrs. Jacaruso for all her contributions.
- ELA & Math Family Night: being held for parents in grades 3-8
- NAEP exam completed-received certificate for participation
- Reviewing proctoring procedures for New York State Exams with staff
- Talent Show Auditions taking place this month

**Director of Operations Report-** Stephan Henriquez *(See Attached)*

- Lights installed for use of rear CSEE recess area at night for sports and after school activities.
- New flushometers and faucets being installed in Middle School bathrooms to address water/leak problems caused by manually operated flushometers and faucets.
- Mr. Henriquez requested authorization to contract for installation of ties or retaining wall to address the safety hazard of large stone in rear of recess area.

**BoostEd Finance Report-** Paul Augello *(See Attached)*

- Revenue based on March 1<sup>st</sup> enrollment number of 695.
- Principal will work with Paul to double check the \$6,000 over budget with Cannon Company.

**PTO Report-** Ms. Colon

- PTO meeting was held today
- Mother's & Father's Day Craft Sale taking place
- Teacher Appreciation Luncheon
- Existing signature on PTO account needs to be switched
- Rummage Sale on lightly worn uniforms to take place in spring.

**Motion to Adjourn- 8:43 pm**

**Board of Trustees Meeting**  
**April 20, 2017**  
**6:30 PM**

**Attendance:** E. LaGuerre, S. Cruz, Carlos Medina, Dr. James Stenerson, Ms. Colon

**Absent:** Jim Killoran, Nadine Burns-Lyons

**Present Non-Board Member:** C. Lopez, J. Jacaruso, J. Spina, C. Goldberg, S. Henriquez, D. Rendina, M. DeSimone, P. Augello

**Call to Order:** 6:40 PM

**Welcome and Introductory Remarks - E. LaGuerre**

- E. LaGuerre welcomes and thanks everyone for attending the meeting.
- Mr. LaGuerre advises that New York State ELA Testing went well and students were eager to take the exam.

**Community Open Forum-**Mr. LaGuerre provided opportunity for the public to address the board. No comments from parents were made. Mr. LaGuerre congratulates the Owls Soccer team on their win for today's game.

**Presentation- New York Grey Cadet Program-**

- 20 year self-funded program; merging with schools to help students with social, emotional development and academic reinforcement not just a discipline program. The goal of this program is to bridge with the ROTC high school component. Students become CPR first aid certified, participate in drum line, as well as different arm drills.
- Mr. LaGuerre requests Mr. Lopez to take the lead on bringing the Cadet Program to CSEE, and further explore and gather information on this program for a formal meeting.

**Executive Session-** Tabled

**ACTION ITEMS**

**Resolution 48 2016-2017 Adoption of March 9, 2017 Board of Trustee Meeting Minutes**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee Meeting Minutes for the March 9, 2017 Board of Trustees Meeting.

**Motioned by:** J. Stenerson

**Seconded by:** C. Medina

**Discussions:** None

**Votes for and against:** Unanimous

**Resolution 49 2016-2017 Authorization to take actions required to request approval of the New York State Board of Regents to the enrollment of 729 students by the Charter School of Educational Excellence in the 2017-2018 school year.**

**RESOLVED:** The Board of Trustees moves to authorize the taking of all actions required to request the approval of the New York State Board of Regents to an amendment of the Charter of the Charter School of Educational Excellence to permit an increase in enrollment to 729 students in the 2017-2018 school year.

**Motioned by:** S. Cruz

**Seconded by:** C. Medina

**Discussions:** Lottery took place on April 5th. School received 417 applications by the due date. Applications received after the due date are being added to the wait list. The school will have 75 openings/seats for kindergarten; no openings for other grades as of now. Numerous parents inquiring about open seats in grades 1- 8 as they have been waiting for a seat. Many parents still submitting applications.

**Votes for and against:** Unanimous in support of motion

**Resolution 50 2016-2017 Authorization to negotiate increases in academic and senior staff salaries for the 2017-2018 school year.**

**RESOLVED:** The Board of Trustees moves to authorize the negotiation of increases in academic staff salaries to be paid during the 2017-2018 school year, consistent with salary increase information presented to the Board of Trustees at Executive Session.

**Motioned by:** C. Medina

**Seconded by:** S. Cruz

**Discussions:** Mr. LaGuerre explains that CSEE encounters difficulty in retaining staff, in order to retain teachers CSEE will make the salaries more competitive. This motion that is passed today will replace the motion that was adopted last year which called for an increase of 3% in salary & 4% in bonuses to the staff. This resolution will supersede the motion that was adopted last year; this will provide more money to the staff in hopes to retain 100% of the staff. Ms. Cruz adds that this was thoroughly looked at comparatively with other school districts and analyzed in terms of amount of time, experience, and evaluations. Mr. LaGuerre commends the team that worked together to come up with a fair and objective plan to increase salary.

**Votes for and against:** Unanimous

**Resolution 51 2016-2017 Authorization to submit applications for the renewal of insurance policies of the Charter School of Educational Excellence with current insurance brokers.**

**RESOLVED:** The Board of Trustees moves to authorize the submission of applications for insurance with current insurance brokers of the Charter School of Educational Excellence for the renewal of insurance coverage limits for the 2017-2018 school year including: General Liability, Management Liability, Fiduciary Liability, Excess Liability, Property Insurance, Crime Insurance, Student Accident, Cyber Liability and Workers' Compensation, and execution of brokerage agreements providing for the payment of premiums comparable to what is paid presently.

**Motioned by:** C. Medina

**Seconded by:** J. Colon

**Discussions:** None

**Votes for and against:** Unanimous

**Resolution 52 2016-2017 Authorization to contract with Erin S. Solomon for services to create an Application for Charter Renewal for NYSED submission.**

**RESOLVED:** The Board of Trustees authorizes the negotiation and execution of a contract with Erin S. Solomon for services required to create an Application for Charter Renewal starting immediately, and ending upon October 2, 2017 for a fee of \$25,025.

**Motioned by:** C. Medina

**Seconded by:** S. Cruz

**Discussions:** None

**Votes for and against:** Unanimous

**Resolution 53 2016-2017 Authorization to contract with AC Strategies to identify appropriate grant solicitation strategies and prepare grant solicitations.**

**RESOLVED:** The Board of Trustees authorizes the negotiation and execution of a contract with AC Strategies to develop a grant solicitation strategy for a cost of \$6,000 and to prepare grant applications upon approval by the Charter School of Educational Excellence at a rate of \$75 per hour. The contract shall be for a term of six months.

**Motioned by:** S. Cruz

**Seconded by:** C. Medina

**Discussions:** Ms. Cruz explains that she contacted this grant writer (Amanda Curly) to help write proposals for CSEE in order to gain opportunities to get funding for additional programs.

**Votes for and against:** Unanimous

**Resolution 46 2016-2017 Authorization to contract with D.P. Wolff to install a stand-alone HVAC unit in the main server room.**

**RESOLVED:** The Board of Trustees authorizes the Director of Operations to contract with D.P. Wolff, CSEE's HVAC service company, to install a stand-alone HVAC unit in the main CSEE server room at a cost of \$10,340.00 – the lowest cost proposal for this work. This price does not include: filing or permit fees, electrical wiring, structural cutting/concrete, patching or painting.

**Motioned by:** C. Medina

**Seconded by:** J. Stenerson

**Discussions:** A motion was made and passed to table this resolution until the next meeting in order to get the total cost of the project including the electrical work needed.

**Votes for and against:** Unanimous

### **Informational Items**

**Finance Report-** Tabled

**Fundraising Report-** S. Cruz

- May 5<sup>th</sup> Designer Handbag Bingo- at CSEE Gymnasium- 70 Tickets sold. 8 baskets to be raffled at the event. Looking to get more attendees (parents & teachers). Banners have been hung around the Yonkers community.
- Bits, Bytes, & Bricks- June 14<sup>th</sup> at Ridge Hill- meeting was held with the administration at Ridge Hill; the invitations for the event are going out the 1<sup>st</sup> week in May. Restaurants in Ridge Hill will be doing tastings as part of the event. Stores located in Ridge Hill will provide discounts to those attending. CSEE has a new sponsor this year- The Betsy & Wally Stern Foundation
- Cultivation Event- at 42 Restaurant- this will be a small event for people who are interested in adopting the school.
- Video- 2,500 hits on Facebook, moving forward to push video out into the social media world.

**Technology Report-** J. Stenerson

- edIT will move ahead to get more laptops to support the increase number of enrollment
- Replacement of equipment-50 laptops, several projectors & SmartBoards to be used with money built into the Technology budget as well as Bits, Bytes & Bricks.
- edIT- recommended a router upgrade & enhancements with telecommunications within the building.
- Mr. Stenerson encouraged all Board of Trustees to get a CSEE Gmail account
- Ms. Cruz suggested all Board of Trustees to download the CSEE App to keep up to date with current news and events taking place at the school. It was also recommended that Board members share the CSEE Video on their own personal Facebook page.

**Facilities Report-** E. LaGuerre

- Put in bid for a site for the high school. Meetings have been taken place with financial people looking at how to finance both the renovation of the existing church to be converted into a multiple purpose room and classrooms as well as the creation of a brand new building. It was suggested from a construction company to explore the use of modulars to create the high school.

- Ms. Cruz thanks Mr. Augello, Mr. Henriquez, Mr. LaGuerre, Mrs. Lopez for all the time spent in meetings and on phone conferences regarding the high school.

**Principals Report-** Cindy Lopez *(See Attached)*

- Charter Renewal Webinar- all notes were sent to trustees.
- Total Scholastic dollars as of today- \$5,446.78
- SASF: After school grant coming to an end June 2017
- Held auditions on March 10 for grades 3-8 for our CSEE Talent Show; 15 performances selected. Mrs. Goldberg will send Talent Show Date to trustees so they can attend.
- Academic Staff Salary Adjustment scale
- Update/Change to School Calendar- April 28<sup>th</sup>- No school for students; professional development for teachers

**Director of Operations Report-** Stephan Henriquez *(See Attached)*

- Intercom system shorts and loose wiring repaired and determined in working order by BBC Security, edIT has been asked to change VOIP settings per their recommendation to restore intercoms to working status in approximately 10 classrooms.
- Customers Bank is interested in providing project financing-meeting held between Mr. Killoran, Mrs. Lopez and Bob Fine to discuss interim project financing. Mr. Fine offered to introduce CSEE to investment centers which use money from foreign investors seeking visas which have done school projects.
- Title I enrollment rate 85.5%
- 100% money collected for transportation

**BoostEd Finance Report-** Paul Augello *(See Attached)*

- Base Per Pupil revenue is slightly ahead of budget. The actual revenue recorded is based upon the April 1<sup>st</sup> enrollment of 693.47. The budgeted enrollment for the year is 693.
- The Governor's budget called for a \$500 per pupil increase for all charter schools. CSEE received per pupil increase last year from NYC but did not receive from Yonkers. CSEE received a \$250 per pupil decrease from Yonkers.
- Ms. Cruz will follow up and asked Mrs. Goldberg to request a meeting with Assembly member Shelley Mayer in regards to the issue of why the City of Yonkers is not pursuing that money to CSEE and why CSEE is excluded because the school is situated in the City of Yonkers.

**PTO Report-** Ms. Colon

- Mother's Day/Father's Day-Craft Sale
- April 29<sup>th</sup>- Neighborhood Clean Up Day
- Need to put a deposit down for merchant cards
- Total amount in PTO account-\$9,928.91
- PTO to pay for Staff Appreciation Luncheon
- Rummage Sale-Date TBD

**Other Items**

- Mrs. Goldberg reported 417 applications submitted for the school lottery, still receiving applications daily.
- Board of Trustees Retreat scheduled-June 17<sup>th</sup>@ CSEE.

**Motion to Adjourn-** 8:23pm

**Board of Trustees Meeting**  
**May 11, 2017**  
**6:30 PM**

**Attendance:** E. LaGuerre, S. Cruz, Nadine Burns-Lyons, Carlos Medina, Dr. James Stenerson, Jim Killoran, Ms. Colon

**Absent:**

**Present Non-Board Member:** C. Lopez, J. Jacaruso, J. Spina, C. Goldberg, S. Henriquez, D. Rendina, M. DeSimone, P. Augello

**Call to Order:** 6:45 PM

**Welcome and Introductory Remarks - E. LaGuerre**

- E. LaGuerre welcomes and thanks everyone for attending the meeting.

**Community Open Forum-**Mr. LaGuerre provided opportunity for the public to address the board. No comments from parents or teachers were made.

**ACTION ITEMS**

**Resolution 54 2016-2017 Adoption of April 20, 2017 Board of Trustee Meeting Minutes**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee Meeting Minutes for the April 20, 2017 Board of Trustees Meeting.

**Motioned by:** C. Medina

**Seconded by:** J. Killoran

**Discussions:** None

**Votes for and against:** unanimously passed

**Resolution 55 2016-2017 Authorization to Purchase Real Property**

**RESOLVED:** The Board of Trustees authorizes the execution of a contract for the purchase of real property for the Charter School of Educational Excellence for the price of \$3.2 million dollars.

**Motioned by:** J. Killoran

**Seconded by:** C. Medina

**Discussions:** Trustee member states how exciting this is, parents are excited as well as the neighborhood. This site is adjacent to CSEE's property which will allow for a smooth transition. It was stated that CSEE has the funds to purchase the site as is, in cash and still maintain a sufficient amount of money in the bank to not put a strain on next year's budget. Mr. LaGuerre explains that 2 parcels of land will be purchased for the purpose of expanding the educational opportunities for students.

**Votes for and against:** unanimously passed by all members on the board through roll call

**Resolution 56 2016-2017 Authorization to Contract for Services required to Purchase Real Property**

**RESOLVED:** The Board of Trustees authorizes contracts for services required for the Charter School of Educational Excellence's due diligence and the purchase of real property authorized by Resolution 55. The services for which contracts are authorized include: services of Cesar Fernandez as retained counsel; title insurance from Chicago Title, or a title company authorized to issue title insurance in New York state; environmental due diligence by PVE Engineering, architectural and engineering services from Partners for Architecture; land surveying services from Gabriel Senor, PC;

geotechnical engineering services from Geo Tech Consultants, LLC; consultant services from Schoolhouse Project required to coordinate acquisition, environmental, architectural and engineering due diligence; and the purchase of liability and real property insurance from insurance brokers authorized to issue policies in New York state.

**Motioned by:** J. Killoran

**Seconded by:** S. Cruz

**Discussions:** None

**Votes for and against:** Unanimously passed

**Resolution 46 2016-2017 Authorization to contract with D.P. Wolff to install a stand-alone HVAC unit in the main server room.**

**RESOLVED:** The Board of Trustees authorizes the Director of Operations to contract with D.P. Wolff, CSEE's HVAC service company, to install a stand-alone HVAC unit in the main CSEE server room at a cost of \$10,775.00 – the lowest cost proposal for this work. This price does not include: filing or permit fees, electrical wiring other than control wiring for the equipment, structural cutting, patching or painting.

**Motioned by:** J. Killoran

**Seconded by:** J. Stenerson

**Discussions:** The HVAC contractor will handle the control wiring; this will bring another 85 amps into the server room, with electrical work estimating \$2,800. Mr. LaGuerre requested to find out if the electrician can create a breaker box in the server room. Mr. LaGuerre stated this work should be done as soon as possible.

**Votes for and against:** Unanimously passed

**Executive Session-7:20pm-7:55pm**

#### **Informational Items**

**Finance Report-** J. Killoran

- The school is in a strong financial situation.

**Fundraising Report-** S. Cruz

- Handbag Bingo- many parents attended, as well as teachers who brought their families, and people from the community who attended because they saw the banner. This event raised \$2,392.00.
- June 14<sup>th</sup>- Bits Bytes & Bricks fundraiser- it was requested that all board members attend, in the process of gathering auction items; there will be food, drinks, music, and discounts at stores.

**Technology Report-** J. Stenerson

- Awaiting analysis report from IT Vendor

**Facilities Report-** E. LaGuerre

- There will be minimal work to do over the summer at the current location over the summer.
- The focus on facilities will be on the expansion process.

**Principals Report-** Cindy Lopez *(See Attached)*

- Compiling documentation for charter renewal
- Team meetings occurring every other week; up to date on all grades
- PTO sponsored Teacher Appreciation Luncheon
- In the process of registering Kindergarten students for next year
- 7<sup>th</sup> graders participated in a STEM trip to Hudson River Museum through a ConEdison Grant

**Director of Operations Report-** Stephan Henriquez *(See Attached)*

- Secured \$10,000 payment received for 2016 CDBG grant application

- Prepared and submitted insurance applications for general liability, property crime, student accident, and cyber liability insurance
- Prepared materials in support of CSEE Material Amendment application to increase enrollment to 729 students

**PTO Report- Ms. Colon**

- Elections taking place at June meeting
- Goal for next year:
  - Looking to create a better relationship with parents; put out welcome table on first day of school to introduce the PTO to parents.
  - PTO Calendar- with scheduled events in advance
- Rummage Sale- June 23<sup>rd</sup>- gently used school uniforms

**BoostEd Finance Report- Paul Augello (*submitted report*)**

**Motion to Adjourn- 8:30pm**

**Board of Trustees Meeting  
June 17, 2017  
1:00 PM**

**Attendance:** E. LaGuerre, S. Cruz, Nadine Burns-Lyons, Carlos Medina, Jim Killoran, Ms. Colon

**Absent:** Dr. James Stenerson

**Present Non-Board Member:** C. Lopez, J. Jacaruso, J. Spina

**Call to Order:** 12:50 PM

**Welcome and Introductory Remarks - E. LaGuerre**

- E. LaGuerre welcomes and thanks everyone for attending the meeting.

**Community Open Forum-**Mr. LaGuerre provided opportunity for the public to address the board. No comments from parents or teachers were made.

**ACTION ITEMS**

**Resolution 57 2016-2017: Adoption of May 11, 2017 Board of Trustee Meeting Minutes**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustee Meeting Minutes for the May 11, 2017 Board of Trustees Meeting.

**Motioned by:** J. Killoran

**Seconded by:** C. Medina

**Discussions:** None

**Votes for and against:** unanimously passed

\*\*\*\* This Resolution has been TABLED\*\*\*\*

**Resolution 58 2016-2017: Authorization to renew contracts with the Charter School of Educational Excellence for the 2017-2018 fiscal year**

**RESOLVED:** The Board of Trustees moves to authorize the negotiation and execution of contract renewals for the 2017-2018 fiscal year by the Director of Operations with vendors that provided the Charter School of Educational Excellence with goods and services in the 2016-2017 fiscal year. All contract renewals for the 2017-2018 fiscal year are to be entered into at the same price, or a price that does not exceed 103% of the contract price paid in the 2016-2017 fiscal year. The vendors with which renewal contracts may be executed are:

Arrow Security  
Classico Building Maintenance, Inc.  
D.P. Wolff, Inc.  
Dr. Meghan Marrero  
edIT,  
Gary Bergman Consulting, Inc.  
Jove Pest Control  
Regina Caterers, Inc.  
Richard Trauner  
Saint Joseph's Medical Center  
Tur-Bus Transportation Corp.

**Motioned by:** C. Medina

**Seconded by:** J. Killoran

**Discussions:** This Resolution will be tabled until next Board of Trustees meeting. There are contractors that are not included in this list, as well as the amount of the contract price paid needs to be listed for each vendor. Each vendor needs to have an independent resolution with the value of each contract.

**Votes for and against:** Unanimously passed to table the Resolution

**Resolution 59 2016-2017: Adoption of the Charter School of Educational Excellence 2017-2018 fiscal year budget.**

**RESOLVED:** The Board of Trustees moves to approve the Charter School of Educational Excellence budget for the 2017-2018 fiscal year as presented to the Board of Trustees.

**Motioned by:** J. Killoran

**Seconded by:** C. Medina

**Discussions:** None

**Votes for and against:** unanimously passed

**Resolution 60 2016-2017: Authorization to contract for property and liability insurance for the 2017-2018 fiscal year.**

**RESOLVED:** The Board of Trustees moves to authorize payment of the amount of \$97,473.21 to Arthur J. Gallagher & Co. Insurance Brokers of California, Inc. ("Gallagher") for insurance policies in effect from July 1, 2017 through June 30, 2018 insuring the Charter School of Educational Excellence. consistent with the attached Summary of Insurance. Gallagher is the broker of record for insurance issued by: The Hartford Insurance Company; BRIT; United Educators Insurance; Professional Governmental Underwriters, Inc., United States Fire Insurance; Euclid Specialty, Hudson Insurance and Barbican/Lloyd's of London. Payment of the insurance premium is due in full by August 1, 2016.

**Motioned by:** J. Killoran

**Seconded by:** C. Medina

**Discussions:** None

**Votes for and against:** unanimously passed

**Resolution 61 2016-2017: Authorization to pay for Workers' Compensation Insurance for the 2017-2018 fiscal year**

**RESOLVED:** The Board of Trustees moves to authorize payment of the amount of \$51,489 in 12 monthly installments to "The Hartford" to obtain Workers' Compensation Insurance for the 2017-2018 fiscal year obtained by First Fidelity Brokerage, Inc. as the broker of record for the Charter School of Educational Excellence.

**Motioned by:** J. Killoran

**Seconded by:** J. Colon

**Discussions:** None

**Votes for and against:** unanimously passed

**Resolution 62 2016-2017: Authorization to submit the charter renewal certification**

**RESOLVED:** The Board of Trustees moves to submit the application to the Department of Education for charter renewal certification.

**Motioned by:** C. Medina

**Seconded by:** N. Burns-Lyons

**Discussions:** None

**Votes for and against:** unanimously passed

**Resolution 63 2016-2017: Authorization to submit an application for expansion of the Charter School of Educational Excellence allowing for students in grades 9-12**

**RESOLVED:** The Board of Trustees moves to submit an application to the Department of Education for the expansion of the school to allow CSEE to have students in grades 9-12.

**Motioned by:** C. Medina

**Seconded by:** S. Cruz

**Discussions:** None

**Votes for and against:** unanimously passed

**Resolution 64 2016-2017: Authorization to create a Foundation which will serve as a nonprofit effort to raise money and identify resources**

**RESOLVED:** The Board of Trustees authorizes to create a Foundation which will serve as a nonprofit effort to raise money and identify resources.

**Motioned by:** C. Medina

**Seconded by:** N. Burns-Lyons

**Discussions:** Two members of the Charter School of Educational Excellence Board of Trustees must be part of the Foundation one member being the Chair of the Foundation. By-Laws for the Foundation will be established.

**Votes for and against:** unanimously passed

**Resolution 65 2016-2017: Adoption of the Board of Trustees Calendar for 2017-2018 school year**

**RESOLVED:** The Board of Trustees moves to adopt the Board of Trustees Calendar for the 2017-2018 school year.

**Motioned by:** J. Killoran

**Seconded by:** S. Cruz

**Discussions:** None

**Votes for and against:** unanimously passed

**Resolution 66 2016-2017: Adoption of the Charter School of Educational Excellence School Calendar for 2017-2018 school year**

**RESOLVED:** The Board of Trustees moves to adopt the Charter School of Educational Excellence School Calendar for the 2017-2018 school year.

**Motioned by:** J. Killoran

**Seconded by:** C. Medina

**Discussions:** Presents by School Principal Mrs. Lopez

**Votes for and against:** unanimously passed

**Resolution 67 2016-2017: Authorization to approve Jasmine Colon to serve as a signature on the PTO Chase Bank Account**

**RESOLVED:** The Board of Trustees authorizes Jasmine Colon to serve as a signature on the PTO Chase Bank Account.

**Motioned by:** J. Killoran

**Seconded by:** C. Medina

**Discussions:** None

**Votes for and against:** unanimously passed

**Informational Items**

**Executive Session-** No items need to be discussed in executive session

**Finance Report- J. Killoran**

- Mr. LaGuerre discusses budget for 2017-2018 school year to be revised based on enrollment numbers.
- Overall salary increase of \$600,000.00 for the 2017-2018 school year.

**Fundraising Report- S. Cruz**

- Bits, Bytes & Bricks- estimated funds raised were \$50,000
- \$5,000 raised at the event through the silent auction, pledges, and tricky tray.
- \$2,500 raised from CSEE Parents
- Venue was great, Ridge Hill very impressed on how many people attended the event.
- Designer Handbag BINGO- Fall of 2017
- Discussed Athletic Banquet- how wonderful the event was.

**Technology Report- TABLED****Facilities Report- E. LaGuerre**

- Visited the new site several times, have had meetings with the architects and engineers
- Individuals are residing at the location at this time-until June 30<sup>th</sup>.
- Capital Improvements- Gymnasium Hardwood Floor

**Principals Report- Cindy Lopez (See Attached)**

- Regent Judith Johnson visit- met with Board Members, Parents, and Directors of the school, tour of the school, met and spoke with students.
- Many events in May/June- 2 Field Days, Career Day, Talent Show, March of Dimes
- Regent Exams- 94% passing rate for Algebra, 100% passing for Living Environment
- Great progressed made this year with online instruction

**Director of Operations Report- submitted by Stephan Henriquez (See Attached)****BoostEd Finance Report- Paul Augello (submitted report)****PTO Report- Ms. Colon**

- Elections took place on June 8<sup>th</sup> new members were elected for the upcoming school year.
- June 23<sup>rd</sup>- Rummage Sale of gently used School Uniforms.

**Other Information-**

- Ms. Cruz, Ms. Spina & Mrs. Lopez attended the National Charter School Conference in Washington, DC. Ms. Cruz's goal is to try and bring in the Commissioner of the Department of Education to CSEE.

**Motion to Adjourn- 2:47pm**



# Entry 11 Enrollment and Retention of Special Populations

Last updated: 07/21/2017

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2016-2017 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2017-2018.

## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Recruitment Targets 2016-17)	Describe Plans Toward Meeting Recruitment Targets 2017-18)
Economically Disadvantaged	85.5% of students attending CSEE are eligible for free/reduced lunch. In order to better serve and retain our student population the school has consistently made available to all students breakfast, lunch, & a snack throughout the day. CSEE also provides an extended day program where students stay to receive instruction/support from 8:00am-4:00pm. The school building opens at 7:00 am for those students who need to be dropped off earlier due to parent’s work hours/obligations. Additionally, students have the option of attending the afterschool program until 6:00pm.	The director of government, parents and external relations leads CSEE’s enrollment initiatives. The formal recruitment ran from January – April, and during this time the director went to community organizations, groups, and businesses to ensure that the Yonkers community was aware that CSEE is a high-quality, public school option for all students; ELLs, SWD, and economically disadvantaged.
English Language Learners	School leaders and Directors actively look to recruit, identify, and provide support to ELL students. The school provides students with an ESL teacher and assistant, online support for reading and math, rosetta stone for language acquisition, and other programs for English Language Learners such as “Imagine Learning” & “Raz Kids” to help differentiate/individualize instruction for each student. CSEE consistently analyzes data to drive instruction and increase student understanding of academic content and skills. CSEE provides parent workshops to help ELL parents and students better understand academic content and overall curriculum. All paperwork that is sent home	The director of government, parents and external relations leads CSEE’s enrollment initiatives. The formal recruitment ran from January – April, and during this time the director went to community organizations, groups, and businesses who predominantly speak other languages in order to make them aware that CSEE is in the community and that CSEE is a high-quality, public school option for all students including ELLs. The director is bi-lingual and delivers presentations in both English and Spanish to target the recruitment of English Language Learners. Half-page advertisement in

	to parents is in both English & Spanish. Translators are available during all parent meetings as well as workshops.	Westchester Hispano newspaper ran in January and February.
Students with Disabilities	As a public school, all students are eligible to enroll at CSEE and take part of the lottery process. Once a student is accepted into the school via the lottery system if the student is not making adequate progress, the special education team makes every effort to provide the student with any resources that are needed in order for the student to make progress. The Special Education team meets with teachers regularly to discuss and analyze data, plan lessons and outline intervention strategies needed for diverse learners. The team monitors students closely (via data and classroom observations) in order to identify students who need to go through an evaluation process. Administration makes every effort to meet and discuss with parents need for student/child to be evaluated in order for the child to receive additional services via an IEP.	CSEE works closely with local Learning Center to determine ways that students with disabilities can be identified as early as possible. Applications are delivered to learning centers, the local library, and local organizations that connect with potential SWD families. The school and parent director makes every effort to let the community and prospective parents know about the school and services that are provided to all students including SWD.

### Retention Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Retention Targets 2016-17)	Describe Plans Toward Meeting Retention Targets 2017-18)
Economically Disadvantaged	A very high percentage of students attending CSEE are eligible for free/reduced lunch (usually between 85-86% of the student body). In order to better serve and retain our student population the school has consistently made available to all students breakfast, lunch, & a snack throughout the day. CSEE also provides an extended day program where students stay to receive instruction/support from 8:00am-4:00pm. The school building opens at 7:00 am for those students who need to be dropped off earlier due to parent's work hours/obligations. Additionally, students have the option of attending the afterschool program until 6:00pm.	The director of government, parents and external relations leads CSEE's enrollment initiatives. The formal recruitment ran from January - April, and during this time the director went to community organizations, groups, and businesses to ensure that the Yonkers community was aware that CSEE is a high-quality, public school option for all students; ELLs, SWD, and economically disadvantaged.
	School leaders and Directors actively monitor and look to identify ELL students. The school provides students with an ESL teacher and assistant, online support for reading and math, rosetta stone for language acquisition, and other programs for English Language	The director of government, parents and external relations leads CSEE's enrollment initiatives. The formal recruitment ran from January - April, and during this time the

English Language Learners	<p>Learners such as “Imagine Learning” &amp; “Raz Kids” to help differentiate/individualize instruction for each students. CSEE consistently analyzes data to drive instruction and increase student understanding of academic content and skills. CSEE provides parent workshops to help ELL parents and students better understand academic content and overall curriculum. All paperwork that is sent home to parents is in both English &amp; Spanish. Translators are available during all parent meetings as well as workshops.</p>	<p>director went to community organizations, groups, and businesses who predominantly speak other languages in order to make the them aware that CSEE is in the community and that CSEE is a high-quality, public school option for all students including ELLs. The director is bi-lingual and delivers presentations in both English and Spanish to target the recruitment of English Language Learners. Half-page advertisement in Westchester Hispano newspaper ran in January and February.</p>
Students with Disabilities	<p>As a public school, all students are eligible to enroll at CSEE and take part of the lottery process. Once a student is accepted into the school via the lottery system if the student is not making adequate progress, the special education team makes every effort to provide the student with any resources that are needed in order for the student to make progress. The Special Education team meets with teachers regularly to discuss and analyze data, plan lessons and outline intervention strategies needed for diverse learners. The team monitors students closely (via data and classroom observations) in order to identify students who need to go through an evaluation process. Administration makes every effort to meet and discuss with parents need for student/child to be evaluated in order for the child to receive additional services via an IEP.</p>	<p>CSEE works closely with local Learning Center to determine ways that students with disabilities can be identified as early as possible. Applications are delivered to learning centers, the local library, and local organizations that connect with potential SWD families. The school and parent director makes every effort to let the community and prospective parents know about the school and services that are provided to all students including SWD.</p>



# Entry 12 Classroom Teacher and Administrator Attrition

Last updated: 07/21/2017

Report changes in teacher and administrator staffing.

## Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the two tables named 2016-2017 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing in 2016-2017. Please provide the full time equivalent (FTE) of staff on June 30, 2016; the FTE for any departed staff from July 1, 2016 through June 30, 2017; the FTE for added staff from July 1, 2016 through June 30, 2017; and the FTE of staff added in newly created positions from July 1, 2016 through June 30, 2017 using the two tables provided.

### Classroom Teacher Attrition Table

	FTE Classroom Teachers on June 30, 2016	FTE Classroom Teachers Departed 7/1/16 - 6/30/17	FTE Classroom Teachers Filling Vacant Positions 7/1/16 - 6/30/17	FTE Classroom Teachers Added in New Positions 7/1/16 - 6/30/17	FTE of Classroom Teachers on June 30, 2017
	42	8	8	0	40

### Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2016	FTE Administrators Departed 7/1/16 - 6/30/17	FTE Administrators Filling Vacant Positions 7/1/16 - 6/30/17	FTE Administrators Added in New Positions 7/1/16 - 6/30/17	FTE Administrative Positions on June 30, 2017
	4	0	0	0	4

Thank you



# Entry 13 Uncertified Teachers

Last updated: 07/21/2017

**FTE Count of All Teachers 40  
(Certified and Uncertified) as of  
June 30, 2017**

**FTE Count of All Certified 35  
Teachers as of June 30, 2017**

## Instructions for Reporting Percent of Uncertified Teachers

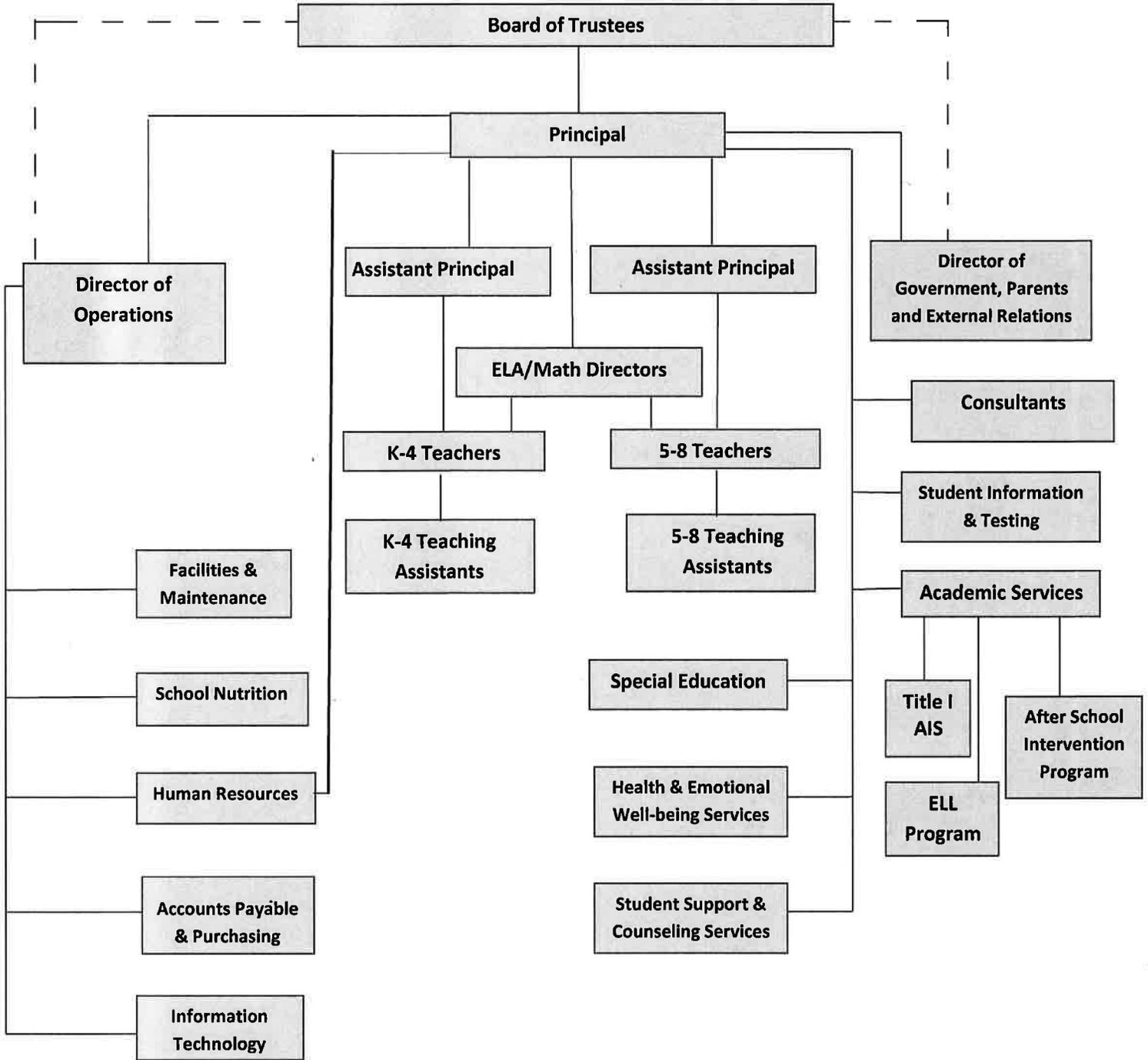
The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

**FTE count of uncertified teachers on June 30, 2017, and each uncertified teacher should be counted only once.**

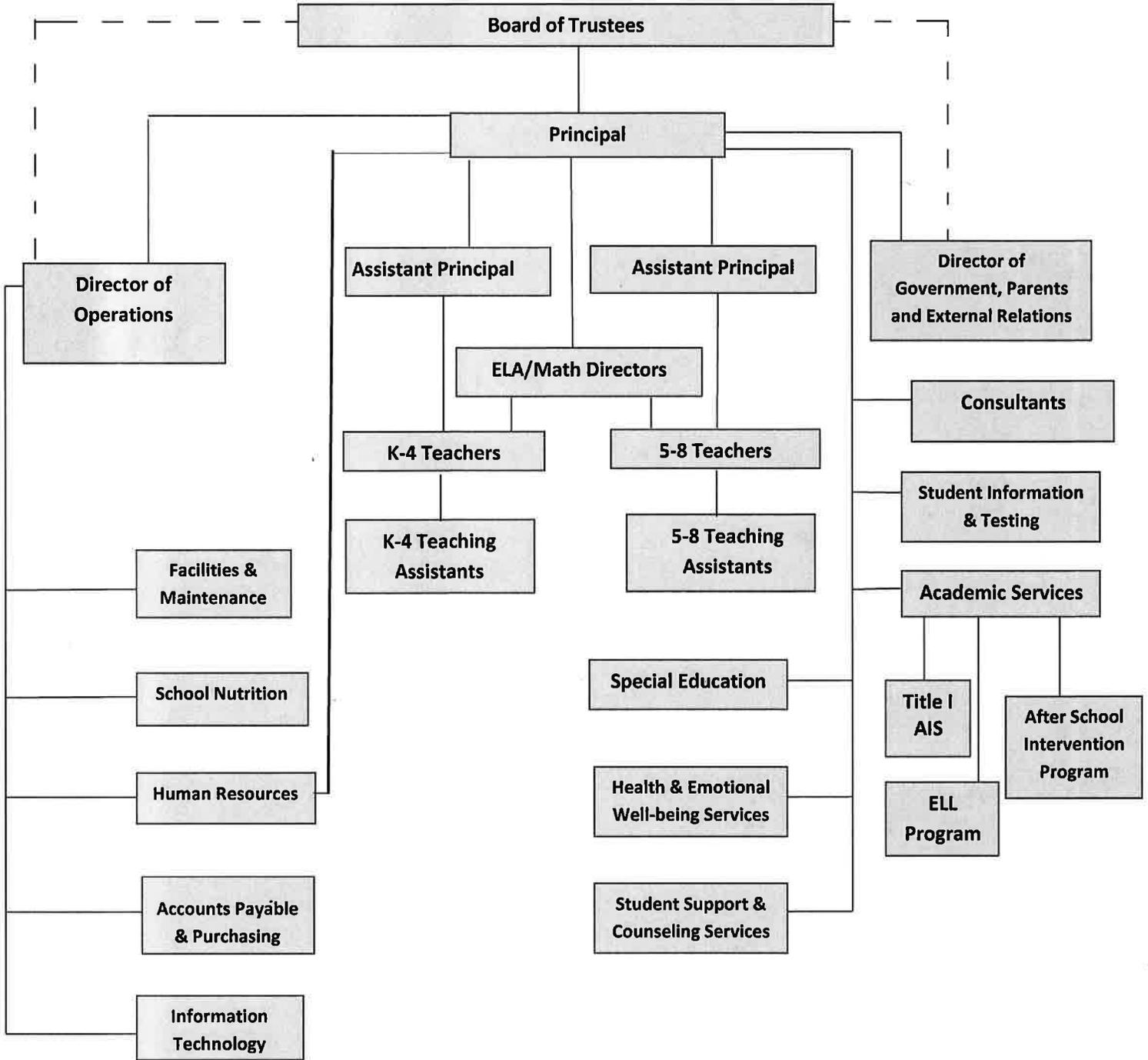
1. Total FTE count of uncertified teachers (6-30-17)	5
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-17)	1
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-17)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-17)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-17)	2
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-17)	2

**Thank you.**

**Charter School of Educational Excellence**  
**Organization Chart**



**Charter School of Educational Excellence**  
**Organization Chart**



## 2017-18 School Year Calendar

Start date: Thursday, September 7, 2017

### Holidays:

- September 21-22: Rosh Hashanah
- October 9: Columbus Day
- November 10: Veteran's Day
- November 23-24: Thanksgiving Recess
- December 25-January 1: Holiday Recess
- January 15- Martin Luther King Jr. Day
- February 19-23: President's Holidays/Winter Recess
- March 30: Good Friday
- April 2-6: Spring Recess
- May 28: Memorial Day

End date: Monday, June 25, 2018

Total number of instructional days: 182 days