

THE CHARTER HIGH SCHOOL FOR LAW AND SOCIAL JUSTICE



EXCELLENCE • CHARACTER • COURAGE • COMMITMENT

Agenda–Board of Trustees Meeting September 15, 2022, 6:00 pm.

In-Person and via ZOOM

1. Welcome and Call to Order (3 minutes)
2. Consent Agenda (Items on the Consent Agenda are automatically approved unless a Board member removes an item from the consent agenda. In that event, the item will be subject to Board approval by majority vote.)
 - a. Approval of July Minutes (3 minutes)
 - b. Approval of new hires
 - c. Approval of School Safety Plan
3. Financials- Mr. Burke (10 minutes)
4. Executive Director (15 minutes)
 - a. New School Year
 - b. Visit by Regent Ferrer with David Frank
5. Chairman Report (20 minutes)
 - a. Draft Lease 200 West Tremont
6. Committee Reports- (20 minutes)
 - a. Finance Committee
 - b. Academic Committee
 - c. Fundraising Committee
 - d. Governance- Board Retreat
7. New Business: (20 Minutes)
Expansion questions: how best to construct a committee; incubator space; elementary school preliminary thoughts; hiring consultants

Board Retreat October 22: Possible topics (in addition to expansion)
8. Statements from Members of the Public (Any member of the public who signed up to speak may speak in conformity with the School's Open Meetings Law Policy.)
9. Next Meeting: October 20, 2022, 6:00 pm

THE CHARTER HIGH SCHOOL FOR LAW AND SOCIAL JUSTICE



EXCELLENCE • CHARACTER • COURAGE • COMMITMENT

Minutes–Board of Trustees Meeting

By Zoom Conferencing: John Callahan, Denis O'Rourke, Sarah Fuentes, Charmone Adams, Dan Sang, Jumaane Saunders, Rick Marsico, Linnet Tse, Christian Bannerman

Absent: Janine Azriliant, Socrates Solano

Executive Director Richard Burke, Robin Sharpe, Dir. Of SPED

Welcome, and Call to Order- Mr. John Callahan welcomed and called the Meeting to Order at 6:05 PM, thanked everyone for attending, and thanked everyone who attended the 5 PM discussion with Penny Marzulli, retired Deputy CEO of Brooklyn Prospect CS. He stated that it was very informative and helpful as we expand into middle school.

Mr. Callahan asked if anyone had any questions about Consent.

The consent agenda had no comments, and it was accepted.

He also stated that Mr. Burke has said that all the new hires information would be in the consent agenda for the September meeting.

Mr. Callahan informed the Board that the Renewal application was submitted on August 16th.

Mr. Callahan asked Mr. Burke to review the Financials.

Financials-

Mr. Burke began reviewing the financials and shared his screen. Mr. Burke said our finances showed we had 125 days of cash (\$4329357). Mr. Burke stated that this is the first month of the new year and we are on target with the approved Budget. Mr. Burke also mentioned that the per pupil reconciliation for last year showed we owed about \$28,000 back to DOE and that would be taken out over the year.

Executive Director Report- Mr. Burke reminded everyone that David Frank was bringing Regent Ferrer to the School on September 20 at 10 AM. Mr. Burke reviewed the success of our TFA summer school and that 245 students had taken the August regents which is a good sign of student commitment. All regents results and last STAR testing will be reviewed with the Academic Committee at the September meeting. Mr. Burke spoke about preparations for the Summer PD Institute and the start of school.



Chairman Report -Mr. Callahan spoke about the building options for the middle school and approval of summer work on the high school building.

Mr. Callahan called for Committee Reports.

Finance-Mr. Callahan mentioned that the Finance Committee had met on Tuesday with the new Auditors and reviewed the July Financials and Mr. Burke had spoken to the financials earlier.

Governance- Mr. Callahan said that the Governance would meet in September but that maybe after listening to Ms. Marzulli that the Expansion Committee would be incorporated into that meeting.

Academic Committee- Ms. Fuentes said that the Academic Committee would meet on September 13 to review the data it had so far.

Fundraising Committee- Mr. Burke said that in the fall, he would put together a proposal for Deborah Archer, President of the National ACLU, available in April 2023.

Mr. O'Rourke moved to adjourn, seconded by Ms. Fuentes, and approved at 6:40 PM.

Next Meeting: September 15. 2022, 6:00 PM.



John Callahan

9/6/22

THE CHARTER HIGH SCHOOL FOR LAW AND SOCIAL JUSTICE



EXCELLENCE • CHARACTER • COURAGE • COMMITMENT

Notice of Meeting of Board of Trustees for The Charter High School for Law and Social Justice

Thursday, September 15, 2022, at 6:00 PM

1960 University Avenue, Bronx, NY, 10453

or By Zoom

<https://us06web.zoom.us/j/87006017104>

Meeting ID: 870 0601 7104

One tap mobile

+16465588656,,87006017104# US (New York)
+13017158592,,87006017104# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 720 707 2699 US (Denver)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

Find your local number:

<https://us06web.zoom.us/j/kcB9j6RBfv>

All are invited

For more information, please contact admin@CHSLSJ.org
or Board Chair Jack Callahan, JCallahan@CHSLSJ.org.

Other Locations

Jack Callahan- 11 Soundview Drive, Larchmont, NY 10538
Christian Bannerman - 940 Pearl Drive, San Marcos, CA, 92078
Charmane Adams -66 Hunter Avenue, New Rochelle, NY, 10801
Sarah Fuentes - 59 Sumner Avenue. Yonkers, NY, 10704
Denis O'Rourke - 200 California Road #15, Bronxville, NY, 10708
Jumaane Saunders - DE. 6 Calle de Villas, Cabarete, DR
Linnet Tse - 30 Dante St, Larchmont, NY, 10538
Janine Azriliant - 17 Bridle Path, Remsenburg, NY, 11960
Richard Marsico - 534 Prospect Ave.Mamaroneck, NY, 10543
Dan Sang - 15 West 11th Street, New York, NY, 10011



Financial Report
For the Period Ending Aug 31, 2022
Fiscal Year 2022-23
with June 30, 2022 and 2021 Statements

Table of Contents

- 1 Financial Report for Period Ending Aug 31, 2022 (Narrative)
- 2 Statements of Financial Position (Balance Sheet) at Aug 31, 2022 and June 30, 2022 and 2021
- 3 Summary Statements of Revenue, Support and Expenses at Aug 31, 2022 ad June 30, 2022 and 2021
- 4 Detailed Statements of Revenue, Support and Expenses at Aug 31, 2022 and June 30, 2022 and 2021
- 5 Cash Flow Projection

Charter High School For Law And Social Justice Data

Notes to Financial Report For the Period Ending Aug 31, 2022

Unencumbered Cash

Total Cash and Equivalents	\$ 5,165,563	[a]
Encumbrances to Cash		
Restrictions:		
Escrow	100,714	
Unearned Revenue (Advances Received but not Earned)	1,867,201	
	1,967,915	[b]
Vendor Obligations		
Accounts Payable	102,157	[c]
Total Cash Encumbrances	2,070,072	[d] {[b] + [c]}
Unencumbered Cash Balance	\$ 3,095,491	[a] - [d]

Days of Cash on Hand

Total Fiscal Year 2022-23 Budgeted Expenses (excluding Depreciation and Deferred Rent)	\$ 12,236,356
Average Daily Expenses (Total Projected Expenses ÷ 365)	\$ 33,524
Total Cash Available for Operating Use (Total Cash - Escrow)	\$ 5,064,850
Number of Days of Unrestricted Cash Available (Total Cash Available ÷ Average Daily Expenses)	151.1

Liquidity Measures

	<u>At 8/31/22</u>	<u>Benchmark</u>
• Current (Working) Capital Ratio - measures the School's ability to pay off its current liabilities (usually within one year) with its current assets such as cash and receivables. The higher the ratio, the better the School's liquidity position.	3.0	1.2
• Unrestricted Days Cash	151.1	60.0
• Debt to Asset Ratio - measures the School's assets that are financed by liabilities, or debts, rather than its equity. Greater than 1 indicates that the School's liabilities are higher than its assets	0.4	1.0
• Acid Test/Quick Ratio - indicates whether the School has sufficient short-term assets to cover its short-term liabilities.	2.8	1.0

Charter High School for Law and Social Justice

Statements of Financial Position

At Current Year-to-Date Aug 31, 2022, and June 30, 2022 and 2021

	Aug 31	June 30	
	[unaudited]	[unaudited]	[audited]
	<u>2022</u>	<u>2022</u>	<u>2021</u>
ASSETS			
Current Assets:			
Cash and cash equivalents - Unrestricted	\$ 5,064,850	\$ 3,299,067	\$ 3,760,175
Escrow - Restricted	100,714	100,699	100,673
Grants Receivable	410,960	515,699	179,229
Due from FOCHSLSJ	39,037	-	-
Per Pupil Receivable	14,400	14,400	72,141
Prepaid Expenses and Other Receivables	234,017	183,050	55,578
Total current assets	5,863,977	4,112,915	4,167,796
Fixed assets, Net	579,909	521,139	593,555
	\$ 6,443,886	\$ 4,634,054	\$ 4,761,351
LIABILITIES and NET ASSETS			
Current liabilities:			
Accrued Expenses and Other Accounts Payable	\$ 102,157	\$ 494,858	\$ 496,585
Deferred or Unearned Revenue	1,867,201	23,883	-
Total current liabilities	1,969,359	518,740	496,585
Long-Term Liabilities:			
Deferred Rent	818,733	791,377	615,778
SBA-PPP Loan	-	-	-
Total Long-Term Liabilities	818,733	791,377	615,778
Net assets			
Net Assets without Donor Restrictions	3,323,937	3,648,987	2,125,228
Change in net assets during current period	331,857	(325,051)	1,523,759
Total net assets	3,655,794	3,323,937	3,648,987
TOTAL LIABILITIES and NET ASSETS	\$ 6,443,886	\$ 4,634,054	\$ 4,761,351

Summary Statements of Revenue, Support and Expenses

Current Fiscal Year-to-Date Compared to Projection

with Year End June 30, 2021 and 2020 Details

	Current Fiscal Year 2022-23 [unaudited]			June 30	
	YTD	Full Year	YTD as a %	[unaudited]	[audited]
	Actuals	Budget	of Budget (YTD=17%)	2022	2021
Total Revenue and Support	\$ 1,939,673	\$ 12,315,455	16%	\$ 11,879,151	\$ 11,699,790
Total Expenses	1,607,816	12,620,495	13%	12,204,202	10,176,031
<i>Excess/(Deficit) of Revenue and Support over Expenses <u>before</u> GAAP Adjustments</i>	<i>\$ 331,857</i>	<i>\$ (305,040)</i>	<i>-109%</i>	<i>\$ (325,051)</i>	<i>\$ 1,523,759</i>
GAAP Adjustments, net	(31,414)	384,139	-8%	248,015	331,295
<i>Excess/(Deficit) of Revenue and Support over Expenses <u>after</u> GAAP Adjustments</i>	<i>\$ 300,444</i>	<i>\$ 79,099</i>	<i>380%</i>	<i>\$ (77,035)</i>	<i>\$ 1,855,054</i>
Enrollment	450.00	445.00	101%	445.12	449.08
REVENUE and SUPPORT					
Per Pupil Tuition	\$ 1,524,849	\$ 9,045,029	17%	\$ 8,707,015	\$ 8,249,958
Lease Assistance	342,353	2,054,115	17%	2,042,655	1,915,869
Title and Other Government Grants	-	1,097,570	0%	1,129,162	608,211
Donations and Contributions	57	118,741	0%	294	1,130
Other	72,415	-		26	924,622
TOTAL REVENUE and SUPPORT	1,939,673	12,315,455	16%	11,879,151	11,699,790
EXPENSES					
Personnel Costs:					
Staff Salaries and Wages	719,287	6,737,861	11%	6,431,534	5,199,836
Payroll Taxes	98,062	608,371	16%	556,294	522,936
Fringe Benefits	175,466	1,294,794	14%	1,078,270	917,857
Total Personnel Costs	992,816	8,641,026	11%	8,066,098	6,640,629
Other Than Personnel Costs:					
Professional Services	63,494	230,500	28%	373,771	169,219
Academic Consultants and Services	18,600	121,000	15%	117,365	106,548
Curriculum and Classroom	22,928	408,029	6%	324,348	119,455
Recruitment and Development	19,818	158,986	12%	202,487	243,665
General Administrative Expenses	22,000	334,600	7%	317,558	152,215
General Insurance	22,387	95,000	24%	83,314	69,847
Technology	39,715	193,000	21%	282,678	280,659
Occupancy	369,709	2,218,254	17%	2,218,254	2,218,253
Other	48	100	48%	12,599	(2,597)
Total Other Than Personnel Costs	578,699	3,759,469	15%	3,932,374	3,357,265
Depreciation	36,301	220,000	17%	205,731	178,137
TOTAL EXPENSES	1,607,816	12,620,495	13%	12,204,202	10,176,031
Excess/(Deficit) of Revenue and Support over Expenses <u>before</u> GAAP Adjustments	331,857	(305,040)	-109%	(325,051)	1,523,759
GAAP Adjustments, net	(31,414)	384,139	-8%		
Excess/(Deficit) of Revenue and Support over Expenses <u>after</u> GAAP Adjustments	\$ 300,444	\$ 79,099	380%	\$ (325,051)	\$ 1,523,759

Charter High School for Law and Social Justice

Detailed Statements of Revenue, Support and Expenses

Current Fiscal Year-to-Date Compared to Projection
with Year End June 30, 2022 and 2021 Details

	Current Fiscal Year 2022-23 (unaudited)			June 30	
	YTD Actuals	Full Year Budget	YTD as a % of Budget (YTD=17%)	[unaudited] 2022	[audited] 2021
Total Revenue and Support	\$ 1,939,673	\$ 12,315,455	16%	\$11,879,151	\$11,699,790
Total Expenses	1,607,816	12,620,495	13%	12,204,202	10,176,031
<i>Excess/(Deficit) of Revenue and Support over Expenses before GAAP Adjustments</i>	\$ 331,857	\$ (305,040)	-109%	(325,051)	1,523,759
<i>GAAP Adjustments, net</i>	(31,414)	384,139		248,015	331,295
<i>Excess/(Deficit) of Revenue and Support over Expenses after GAAP Adjustments</i>	\$ 300,444	\$ 79,099	380%	\$ (77,035)	\$ 1,855,054
Enrollment	450.00	445.00	101%	445.12	449.08
REVENUE and SUPPORT					
Per Pupil Tuition and Lease Assistance:					
4101 - GenEd Tuition from NYCDOE	\$ 1,321,950	\$ 7,846,685	17%	\$ 7,497,652	\$ 7,234,331
4102 - SpEd Tuition from NYCDOE	202,899	1,198,344	17%	1,209,363	1,015,628
4130 - Lease Assistance from NYCDOE	342,353	2,054,115	17%	2,042,655	1,915,869
4104 - Per Pupil Supplement	-	-		-	-
4101(a) and (b) - Tuition from other School Districts	-	-		-	-
Total Per Pupil Tuition and Lease Assistance	1,867,201	11,099,144	17%	10,749,670	10,165,827
Title and other Government Grants:					
4201 - Title IA	-	242,000	0%	242,464	227,779
4202 - Title IIA	-	33,000	0%	33,116	31,382
4203 - Title IVA	-	16,000	0%	16,817	17,656
4105 - Stimulus	-	-		-	-
4210 - CSP	-	-		49,050	-
4215 - Cares Act Grant	-	647,570	0%	676,823	213,223
4230 - IDEA Special Needs	-	75,000	0%	74,643	54,919
4120 - NYSTL	-	39,000	0%	-	-
4220 - eRate	-	45,000	0%	36,249	63,252
Total Title and other Government Grants	-	1,097,570	0%	1,129,162	608,211
Donations and Contributions:					
4305 - Unrestricted Donations and Contributions	57	118,741	0%	294	1,130
4401 - Fundraising Events	-	-		-	-
Total Donations and Contributions	57	118,741	0%	294	1,130
Other:					
4501 - Interest and Dividends	15	-		26	68
4602 - In-Kind Contributions	72,400	-		-	-
4603 - Donated Services	-	-		-	-
4610 - SBA PPP Funds	-	-		-	924,554
Total Other	72,415	-		26	924,622
TOTAL REVENUE and SUPPORT	\$ 1,939,673	12,315,455	16%	\$ 11,879,151	\$ 11,699,790
EXPENSES					
Personnel Expenses					
Administrative Staff:					
5105 - Executive Director	39,961	239,763	17%	232,780	226,246
5110 - Director of Operations	1,382	27,850	5%	43,620	42,557

Charter High School for Law and Social Justice

Detailed Statements of Revenue, Support and Expenses

Current Fiscal Year-to-Date Compared to Projection
with Year End June 30, 2022 and 2021 Details

	Current Fiscal Year 2022-23 (unaudited)			June 30	
	YTD	Full Year	YTD as a %	[unaudited]	[audited]
	Actuals	Budget	of Budget (YTD=17%)	2022	2021
Total Revenue and Support	\$ 1,939,673	\$ 12,315,455	16%	\$11,879,151	\$11,699,790
Total Expenses	1,607,816	12,620,495	13%	12,204,202	10,176,031
Excess/(Deficit) of Revenue and Support over Expenses before GAAP Adjustments	\$ 331,857	\$ (305,040)	-109%	(325,051)	1,523,759
GAAP Adjustments, net	(31,414)	384,139		248,015	331,295
Excess/(Deficit) of Revenue and Support over Expenses after GAAP Adjustments	\$ 300,444	\$ 79,099	380%	\$ (77,035)	\$ 1,855,054
Enrollment	450.00	445.00	101%	445.12	449.08
5120 - Operations Staff	15,406	76,461	20%	122,482	151,501
5125 - Parent Coordinator	9,033	55,834	16%	53,622	51,551
5130 - Director of Finance	17,167	103,000	17%	100,000	77,731
5132 - Director of HR	17,167	103,000	17%	89,785	-
5135 - Director of IT	18,197	109,180	17%	97,167	-
5150 - School Aide/Security	0	-		(105)	(884)
5160 - Chief of Staff	-	-		-	-
Total Administrative Staff	118,311	715,088	17%	739,352	548,702
Instructional Oversight Staff:					
5201 - Principal	31,758	190,550	17%	185,385	175,004
5210 - Assistant Principal	99,766	598,596	17%	661,362	351,450
5212 - Director of SPED	18,833	113,000	17%	118,194	-
5220 - Guidance Counselor	48,364	361,971	13%	315,581	270,602
5225 - Social Worker	-	-		-	-
5230 - Director of College	18,833	113,000	17%	96,863	-
5245 - Associate Dean	63,990	386,602	17%	366,554	334,092
5250 - SPED Coordinator	-	-		(2,096)	87,062
Total Academic Oversight Staff	281,545	1,763,719	16%	1,741,843	1,218,210
Instructional Staff:					
5310 - Teachers - ELA	27,306	652,640	4%	586,909	645,918
5315 - Teachers - Math	25,288	657,765	4%	539,219	605,337
5320 - Teachers - Social Studies	23,170	553,599	4%	489,038	393,899
5325 - Teachers - Science	29,331	605,201	5%	544,785	351,760
5330 - Foreign Languages	7,221	173,295	4%	162,923	200,686
5335 - Teachers - Physical Education / Health	12,023	288,539	4%	263,847	262,321
5345 - Teachers - The Arts	18,010	203,549	9%	196,790	178,023
5350 - Teachers - SPED	14,428	346,284	4%	340,069	306,487
5355 - Teachers - Law	3,884	93,214	4%	90,499	85,305
5365 - Teachers - SAT/Freshman Seminar	3,061	73,474	4%	71,334	80,286
5370 - Teachers - Substitute	5,953	61,994	10%	49,694	4,473
5375 - Teachers - Intervention	-	-		(2,500)	111,721
Total Instructional Staff	169,676	3,709,554	5%	3,332,608	3,226,216
Incentives and Special Programs:					
5410 - Stipends	3,000	25,000	12%	13,595	67,409
5411 - Department Chairs/Leads	-	25,000	0%	35,516	-
5412 - News Literacy Course	-	-		20,020	-
5413 - Athletic Director/Coaches	-	50,000	0%	97,992	-
5414 - After School Clubs	382	35,000	1%	76,910	-

Charter High School for Law and Social Justice

Detailed Statements of Revenue, Support and Expenses

Current Fiscal Year-to-Date Compared to Projection
with Year End June 30, 2022 and 2021 Details

	Current Fiscal Year 2022-23 (unaudited)			June 30	
	YTD Actuals	Full Year Budget	YTD as a % of Budget (YTD=17%)	[unaudited] 2022	[audited] 2021
Total Revenue and Support	\$ 1,939,673	\$ 12,315,455	16%	\$11,879,151	\$11,699,790
Total Expenses	1,607,816	12,620,495	13%	12,204,202	10,176,031
<i>Excess/(Deficit) of Revenue and Support over Expenses before GAAP Adjustments</i>	<i>\$ 331,857</i>	<i>\$ (305,040)</i>	<i>-109%</i>	<i>(325,051)</i>	<i>1,523,759</i>
GAAP Adjustments, net	(31,414)	384,139		248,015	331,295
<i>Excess/(Deficit) of Revenue and Support over Expenses after GAAP Adjustments</i>	<i>\$ 300,444</i>	<i>\$ 79,099</i>	<i>380%</i>	<i>\$ (77,035)</i>	<i>\$ 1,855,054</i>
Enrollment	450.00	445.00	101%	445.12	449.08
5415 - Extra Classes/Lunch Duties	-	30,000	0%	84,979	-
5416 - Other Incentives	-	25,000	0%	36,542	-
5420 - Summer Bridge Program	16,203	30,000	54%	17,905	3,000
5425 - Summer School	130,169	140,000	93%	190,176	106,522
5430 - Saturday Academy Regents Prep	(0)	26,000	0%	9,097	8,778
5440 - Bonus	-	163,500	0%	35,000	21,000
Total Incentives and Special Programs	149,755	549,500	27%	617,732	206,709
Total Salaries and Wages	719,287	6,737,861	11%	6,431,534	5,199,836
Payroll Taxes and Fringe Benefits					
Payroll Taxes:					
5510 - Employer FICA (SS and Medicare)	85,683	486,431	18%	453,935	391,224
5505 - Unemployment Insurance	2,614	73,440	4%	47,579	50,150
5530 - Disability Insurance	(1,868)	2,500	-75%	6,597	16,597
5610 - Workers Compensation Insurance	11,438	45,000	25%	46,386	63,833
5515 - MCTMT Tax	-	1,000	0%	-	1,084
5501 - FUTA	196			1,796	48
Total Payroll Taxes	98,062	608,371	16%	556,294	522,936
Fringe Benefits:					
5601 - Health Insurance (Medical, Dental and Vision)	144,885	1,083,560	13%	932,286	838,580
5702 - Employer Retirement Plan Match	19,558	171,234	11%	114,819	54,162
5615 - STD, LTD and Life Insurance	10,723	40,000	27%	29,921	24,470
5630 - HRA	300			1,245	645
Total Fringe Benefits	175,466	1,294,794	14%	1,078,270	917,857
Total Payroll Taxes and Fringe Benefits	273,528	1,903,165	14%	1,634,564	1,440,792
Total Compensation (Salaries, Wages, Taxes and Benefits)	992,816	8,641,026	11%	8,066,098	6,640,629
Other Than Personnel Expenses					
Professional Services:					
6301 - Accounting and Bookkeeping	18,475	120,000	15%	134,445	117,123
6301 - Audit		20,000	0%		
6321 - Legal	2,490	20,000	12%	6,189	13,760
5701 - Benefits Administrators and Consultants	-	12,500	0%	8,493	5,748
6305 - Payroll	2,604	15,000	17%	12,616	12,498
6330 - Fundraising and Grant Writing	-	9,000	0%	-	-
6390 - Startup Consulting	-			-	-
6380 - Other Professional Services	39,925	34,000	117%	212,028	20,090
Total Professional Services	63,494	230,500	28%	373,771	169,219

Charter High School for Law and Social Justice

Detailed Statements of Revenue, Support and Expenses

Current Fiscal Year-to-Date Compared to Projection
with Year End June 30, 2022 and 2021 Details

	Current Fiscal Year 2022-23 (unaudited)			June 30	
	YTD	Full Year	YTD as a %	[unaudited]	[audited]
	Actuals	Budget	of Budget (YTD=17%)	2022	2021
Total Revenue and Support	\$ 1,939,673	\$ 12,315,455	16%	\$11,879,151	\$11,699,790
Total Expenses	1,607,816	12,620,495	13%	12,204,202	10,176,031
<i>Excess/(Deficit) of Revenue and Support over Expenses before GAAP Adjustments</i>	<i>\$ 331,857</i>	<i>\$ (305,040)</i>	<i>-109%</i>	<i>(325,051)</i>	<i>1,523,759</i>
GAAP Adjustments, net	(31,414)	384,139		248,015	331,295
<i>Excess/(Deficit) of Revenue and Support over Expenses after GAAP Adjustments</i>	<i>\$ 300,444</i>	<i>\$ 79,099</i>	<i>380%</i>	<i>\$ (77,035)</i>	<i>\$ 1,855,054</i>
Enrollment	450.00	445.00	101%	445.12	449.08
Academic Consultants and Services:					
6310 - Educational Partner Organizations	18,600	103,000	18%	105,800	99,350
6370 - Culture Consultants	-	-		-	-
6395 - Science Consulting Services	-	10,000	0%	-	-
6350 - Substitute Services	-	8,000	0%	11,565	7,198
Total Academic Consultants and Services	18,600	121,000	15%	117,365	106,548
Curriculum and Classroom:					
7101 - Classroom Supplies	5,052	45,000	11%	59,243	16,910
7105 - Classroom Furniture and Equipment (Non-Asset)	-	1,000	0%	-	137
7115 - ELA Supplies & Materials	-	5,000	0%	4,849	2,933
7117 - Subscriptions/Dues	3,349	25,000	13%	9,402	20,774
7120 - Math Supplies & Materials	-	5,000	0%	923	-
7125 - Social Studies Supplies & Materials	-	2,000	0%	-	-
7130 - Science Supplies & Materials	-	2,000	0%	1,346	150
7135 - Foreign Language Supplies & Materials	107	2,500	4%	1,533	1,650
7136 - Art Supplies & Materials	-	35,000	0%	46,578	-
7140 - College Advisement Supplies & Materials	-	18,529	0%	140	1,592
7145 - Phys Ed Supplies & Materials	-	12,000	0%	11,666	-
7150 - Special Education Supplies & Materials	-	1,000	0%	-	-
7155 - Saturday Academy Regents Prep Supplies	-	5,000	0%	-	-
7160 - Assessment Supplies and Materials	-	4,000	0%	-	-
7165 - Field Trips	720	18,500	4%	17,857	-
7166 - Student Transportation	-	10,000	0%	3,500	-
7170 - Extracurricular Activities	-	50,000	0%	23,594	2,961
7175 - Enrichment Programs	-	-		-	-
7176 - Intensive Programming	-	25,000	0%	-	-
7177 - Summer Bridge	-	20,000	0%	11,405	10,340
7180 - Student Rewards	-	10,000	0%	7,875	4,016
7181 - Senior Activities Supplies & Materials	1,500	50,000	3%	123,506	53,134
7185 - Scholarship/Uniforms	12,200	20,000	61%	932	3,234
7190 - Parent Programs	-	2,500	0%	-	1,625
7195 - NYSTL Expense	-	39,000	0%	-	-
Total Curriculum and Classroom	22,928	408,029	6%	324,348	119,455
Recruitment and Development:					
6520 - Staff Recruitment	1,040	38,370	3%	38,485	14,301
6502 - Student Recruitment	-	30,000	0%	39,106	5,200
6401 - Instructional Staff Professional Development	17,333	65,616	26%	106,893	221,994
6410 - Non-Instructional Staff Professional Development	322	10,000	3%	5,816	856

Charter High School for Law and Social Justice

Detailed Statements of Revenue, Support and Expenses

Current Fiscal Year-to-Date Compared to Projection
with Year End June 30, 2022 and 2021 Details

	Current Fiscal Year 2022-23 (unaudited)			June 30	
	YTD	Full Year	YTD as a %	[unaudited]	[audited]
	Actuals	Budget	of Budget (YTD=17%)	2022	2021
Total Revenue and Support	\$ 1,939,673	\$ 12,315,455	16%	\$11,879,151	\$11,699,790
Total Expenses	1,607,816	12,620,495	13%	12,204,202	10,176,031
<i>Excess/(Deficit) of Revenue and Support over Expenses before GAAP Adjustments</i>	<i>\$ 331,857</i>	<i>\$ (305,040)</i>	<i>-109%</i>	<i>(325,051)</i>	<i>1,523,759</i>
GAAP Adjustments, net	(31,414)	384,139		248,015	331,295
<i>Excess/(Deficit) of Revenue and Support over Expenses after GAAP Adjustments</i>	<i>\$ 300,444</i>	<i>\$ 79,099</i>	<i>380%</i>	<i>\$ (77,035)</i>	<i>\$ 1,855,054</i>
Enrollment	450.00	445.00	101%	445.12	449.08
6420 - Board Development	1,124	15,000	7%	12,188	1,314
Total Recruitment and Development	19,818	158,986	12%	202,487	243,665
General Administrative Expenses:					
6101 - Office Supplies	9,637	70,000	14%	81,777	27,104
8201 - Telephone and Fax	2,413	35,000	7%	18,101	12,263
6102 - Copy Paper	-	-		-	-
6105 - Furniture and Equipment (Non-Capitalized)	2,399	10,000	24%	7,585	6,699
6110 - Postage	655	15,600	4%	13,062	10,104
6115 - Copy Machine Lease	1,259	20,000	6%	21,149	16,434
6125 - Staff Transportation	1,585	15,000	11%	24,141	(265)
6130 - Team Building / Staff Appreciation	734	60,000	1%	53,850	41,920
6140 - Due and Subscriptions	2,732	65,000	4%	52,305	32,759
6150 - Student Meals	-	1,000	0%	491	-
6160 - Offsite Storage Facility Rental	385	3,000	13%	3,176	2,889
6601 - Fundraising	-	-		-	-
6170 - COVID-9 Supplies and Materials	200	40,000	0%	41,921	2,308
Total General Administrative Expenses	22,000	334,600	7%	317,558	152,215
General Insurance:					
6201 - General Insurance	22,387	95,000	24%	83,314	69,847
Total General Insurance	22,387	95,000	24%	83,314	69,847
Technology:					
8205 - Internet Connectivity Expense	14,210	60,000	24%	89,522	66,533
8210 - Network Maintenance/Tech Support Services	13,710	14,000	98%	97,828	108,903
8215 - Database Services	7,881	48,000	16%	69,967	50,539
8220 - Website Consultants/Expenses	-	2,000	0%	510	510
8225 - Technology Equipment & Supplies	-	20,500	0%	2,895	43,860
8230 - Software Subscription	3,435	6,500	53%	17,877	5,970
8250 - Other Maintenance/Repairs	-	5,000	0%	-	-
8260 - Accounting Software Subscription	479	7,000	7%	4,079	4,345
8200 - Technology/Communication Expens - Other	-	30,000	0%	-	-
Total Technology	39,715	193,000	21%	282,678	280,659
Occupancy:					
8101 - DOE Lease Payments	342,353	2,054,115	17%	2,042,655	1,915,869
8102 - Deferred Rent	27,356	164,139	17%	175,599	302,385
8103 - Rent In-Kind	-	-		-	-
8120 - Janitorial	-	-		-	-
8140 - Repairs & Maintenance	-	-		-	-
Total Occupancy	369,709	2,218,254	17%	2,218,254	2,218,253

Charter High School for Law and Social Justice

Detailed Statements of Revenue, Support and Expenses

Current Fiscal Year-to-Date Compared to Projection
with Year End June 30, 2022 and 2021 Details

	Current Fiscal Year 2022-23 (unaudited)			June 30	
	YTD Actuals	Full Year Budget	YTD as a % of Budget (YTD=17%)	[unaudited] 2022	[audited] 2021
Total Revenue and Support	\$ 1,939,673	\$ 12,315,455	16%	\$11,879,151	\$11,699,790
Total Expenses	1,607,816	12,620,495	13%	12,204,202	10,176,031
Excess/(Deficit) of Revenue and Support over Expenses before GAAP Adjustments	\$ 331,857	\$ (305,040)	-109%	(325,051)	1,523,759
GAAP Adjustments, net	(31,414)	384,139		248,015	331,295
Excess/(Deficit) of Revenue and Support over Expenses after GAAP Adjustments	\$ 300,444	\$ 79,099	380%	\$ (77,035)	\$ 1,855,054
Enrollment	450.00	445.00	101%	445.12	449.08
Other:					
8801 - Bank Fees and Charges	48	100	48%	167	(1,635)
8810 - Taxes and Fees	-	-		-	(961)
9100 - Bad Debt	-	-		12,433	-
9000 - Loss on Disposal of Assets	-	-		-	-
Total Other	48	100	48%	12,599	(2,597)
Depreciation	36,301	220,000	17%	205,731	178,137
TOTAL EXPENSES	1,607,816	12,620,495	13%	12,204,202	10,176,031
Excess/(Deficit) of Revenue and Support over Expenses - BUDGET Basis	\$ 331,857	\$ (305,040)	-109%	\$ (325,051)	\$ 1,523,759
GAAP Adjustments					
Add:					
Depreciation	36,301	220,000	17%	205,731	178,137
Deferred Rent	27,356	164,139	17%	175,599	302,385
Less:					
Capital Expenditures	95,071			133,314	149,227
Total GAAP Adjustments	(31,414)	384,139	-8%	248,015	331,295
Excess/(Deficit) of Revenue and Support over Expenses - OPERATING Basis	\$ 300,444	\$ 79,099	380%	\$ (77,035)	\$ 1,855,054

Charter High School for Law and Social Justice

Statement of Cashflow from Sep 1, 2022 - November 30, 2022

	<u>Sep-22</u>	<u>Oct-22</u>	<u>Nov-22</u>	<u>Total</u>
Cash Balance (Unrestricted) @ 8/31/2022	5,064,850	4,045,162	5,303,635	5,064,850
NYC public school district		1,867,201		1,867,201
Federal Title Grants		410,960		410,960
TOTAL CASH AVAILABLE	5,064,850	6,323,323	5,303,635	7,343,011
COMPENSATION EXPENSE				
Personel Cost (Gross Salaries)	561,489	561,489	561,489	1,684,466
Payroll Taxes and Fringe	158,597	158,597	158,597	475,791
TOTAL COMPENSATION EXPENSE	720,086	720,086	720,086	2,160,257
Other Than Personnel Costs - Ongoing				
Professional Services	29,292	29,292	29,292	87,875
Curriculum and Classroom	34,002	34,002	34,002	102,007
Recruitment and Development	13,249	13,249	13,249	39,747
General Administrative Expenses	24,967	24,967	24,967	74,900
General Insurance	7,917	7,917	7,917	23,750
Technology	19,000	19,000	19,000	57,000
Occupancy	171,176	171,176	171,176	513,529
Current Accounts Payable	102,157			102,157
Total Other Than Personnel Costs - Ongoing	299,603	299,603	299,603	898,808
TOTAL CASH OUTFLOWS	1,019,688	1,019,688	1,019,688	3,059,064
TOTAL OPERATING CASH BALANCE - PROJECTED	4,045,162	5,303,635	4,283,947	4,283,947
Days of cash on hand	120.66	158.20	127.79	

August Data for September 2022 BOT

2022-23 FINANCIAL PERFORMANCE

As of Month Ending:	08/31/2022		
Cash (w/o escrow):	\$5,064,850.00		Benchmarks/Notes on funds
Days of Cash on Hand:	151.1	Target days of cash:	60
	Actual	Annual Budget	Variance or Projected Variance
Income	\$1,939,673.00	\$12,315,455.00	\$10,375,782.00
Expenses	\$1,607,816.00	\$12,620,495.00	\$11,012,679.00
Profit/(Loss)	\$331,857.00	-\$305,040.00	-\$636,897.00
Total Net Assets	\$6,443,886.00		
Total Net Liabilities	\$2,788,092.00		
Debt Ratio (Liabilities/Assets)	0.43		Target: Debt Ratio>1

Dashboard for the September BOT 2022 (-August Data)

2022-23 STUDENT ENROLLMENT													
GRADE	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	7/1/2022(Projections)	August	
9	130												
10	121												
11	102												
12	106												
TOTAL	459												
TARGET	450	450	450	450	450	450	450	450	450	450	450	450	
VARIANCE	-9	450	450	450	450	450	450	450	450	450	450	450	

2022-23 STUDENT ATTENDANCE (% of PS)													
GRADE	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE			TOTAL
Total	86%												

23: % OF STUDENTS WHO ARE CHRONICALLY ABSENT (> THAN 10% OF T

	YTD
High School	
SWD	
ELL	
FRL	
Homeless	
General Education	

RE-ENROLLMENT (20-21 > 22-23)	
Student Group	% Re-Enrolled
All Students	96%
SWD	99%
ELL	99%
FRL	96%

22-23 STUDENT SUSPENSIONS		
	YTD	
	In	Out
Number of High School Suspensions		
Total # Days of Suspension HS		
% of HS Population with at least 1 Susp		
% of Total Population with at least 1 Susp		

2022-23 STUDENT DEMOGRAPHICS (% of Population)			
	CHSLSJ		CSD 10
% Subgroup	As of 2022 BEDS	2021 BED	HS
Male			
Female			
SWD			
ELL			
FRL			
Homeless			
Asian			
Black/African American			
Hispanic/Latino			
MultiRacial/Other			
White			
% CSD 10			
% outside CSD 10			

22-23 STAFF		
STAFF VACANCIES as of August		
STAFF COMPOSITION		
	August	
CATEGORY	#	%
FTE Teachers (Certified)	29	43%
FTE Teachers (Uncertified)	12	18%
Assistant Teachers	0	0%
Administrators	12	18%
Guidance	4	6%
Other Staff	10	15%
Total Staff	67	100%
Student Teachers	2	

2022-23 NUMBER OF STUDENT WITHDRAWALS													
GRADE	AUG-SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL		TOTAL REPLACED
9	16	0	0	0	0	0	0				0		
10	5	0	0	0	0	0	0				0		
11	4	0	0	0	0	0	0				0		
12	2	0	0	0	0	0	0				0		
Total	27	0	0	0	0	0	0	0	0	0	0		

2022-23# OF STUDENT WITHDRAWALS BY REASON	
Reason	YTD
Moved outside NYC	8
Dissatisfied	1
Special Education Needs	
Left for more selective school	3
Other/Unknown	22
Expelled	
Total	34

Dashboard for the September BOT- August Data

22-23 HIGH SCHOOL REGENT COURSE PERFORMANCE								
REGENT SUBJECT	Q1		Q 2		Q 3		Q4	
	Students in the cl	%Pass	Students in the cl	%Pass	Students in the cl	%Pass	Students in the cl	%Pass
ALGEBRA I								
ALGEBRA II								
CHEMISTRY								
EARTH SCIENCE								
ENGLISH III								
GEOMETRY								
GLOBAL II								
US HISTORY								
LIVING ENVIRONMENT								
PHYSICS								

22-23 HIGH SCHOOL STAR ASSESSMENT PERFORMANCE								
	Grade 9		Grade 10		Grade 11		Grade 12	
	ELA	Math	ELA	Math	ELA	Math	ELA	Math
Baseline % at Grade Level								
Percent at Cusp								
Midline (February) % at Grade Level								
Percent at Cusp								
Final (June) % at Grade Level								
Percent at Cusp								

STUDENTS IN A COHORT, IN THE AGGREGATE AND DISAGGREGATED BY SUBGROUP THAT HAVE		
As of August	# in Cohort	% Passing 3 of 5
All Students		
SWD		
ELL		
FRL		
Black/African American		
Hispanic/Latino		

HIGH SCHOOL: COLLEGE		
CLASS OF 2022-81 ACCEPTED AT A COLLEGE	Class of 2023	Class of 2022
% of Seniors Who Submitted a College application		99%
% of Seniors Accepted into College		90%
% of Seniors Matriculating into College		95%
% of Students who Return for their 2nd year in College		
% of Students who Return for their 3rd year in College		
% of students who graduate from college in 4 years		
% of students who graduate from college in 5 years		
% of students who graduate from college in 7 years		
% of students who drop out of college		

Percent of Graduation Cohort Passing Regents Exam as of June 2022					
	Math	Science	English	History	Other
Class of 2022	99%	100%	93%	100%	
Class of 2023	91%	89%	2%	89%	
Class of 2024	80%	81%	0	8%	

Credit Accumulation of Graduation Cohort		
	As of August, 2022	
Class of 2023: % with at least 33 credits		
Class of 2024: % with at least 22 credits		
Class of 2025: % with at least 11 credits		
Class of 2026: % with at least 11 credits		

% of Graduation Cohort Enrolled in One or More AP Courses		
	1 AP	2 AP or more
Class of 2023		
Class of 2024		
Class of 2025		

HIGH SCHOOL GRADUATION: Graduation Rates of Cohorts (%)		
	Class of 2023	Class of 2022
4-Year Graduation Rate, All Students		
4-Year Graduation Rate, ELLs		
4-Year Graduation Rate, FRL		
4-Year Graduation Rate, SWD		
5-Year Graduation Rate, All Students	N/A	N/A
5-Year Graduation Rate, ELLs	N/A	N/A
5-Year Graduation Rate, FRL	N/A	N/A
5-Year Graduation Rate, SWD	N/A	N/A

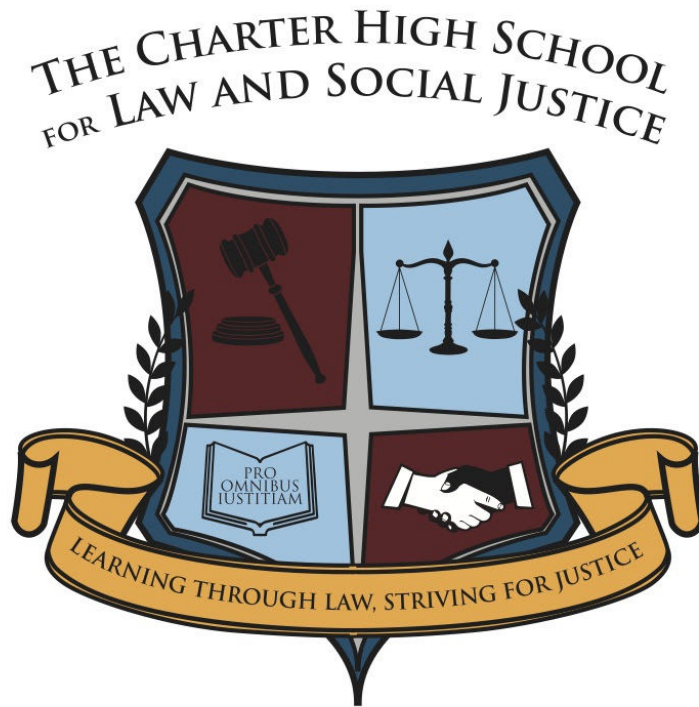
Percent of Graduation Cohort Enrolled in One or More College Courses			
	1 Course	2 Courses	3 or More Courses
Class of 2023			
Class of 2024			
Class of 2025			

HIGH SCHOOL GRADUATION: Graduation Rates of Cohorts By Type of Diploma (%)		
	Class 2023	Class 2022
Local Diploma	0.00%	0.00%
Regents Diploma		83.00%
Regents Diploma with Adv Designation		17.00%

% of Class that participated in a Law course	
Class of 2023	
Class of 2024	
Class of 2025	
Class of 2026	

PREDICTED HIGH SCHOOL GRADUATION: as of September 2022	
	Class of 2023
# of student in class	
Percentage graduating for June 2023	
Percentage graduating for August 2023	

CHSLSJ Building-Level School Safety Plan



Charter High School for Law and Social Justice
1960 University Avenue, Bronx, NY 10453
Tel. 347-696-0042

Table of Contents

Purpose	3
General School Information	3
School Safety Team Contact Information	3
Emergency Notification	3
Classroom Fire Drill Folder	3
Trained AED/ CPR Personnel	4
Evacuation Sites	4
Important Contact Information	4
Overview And Schedule of Drills	4
Appendix A: Drill Schedule	6
<u>Appendix B: 2022-23 FIRE DRILL & EMERGENCY EVACUATION PROCEDURES</u>	7
Appendix C: Soft Lockdown Procedures	9
Appendix D: Hard Lockdown Procedure	11
Appendix E: Shelter-In Procedure	12
Appendix F: Code Blue/Medical Emergency Procedures	13
Appendix G: Bus Drill	14
Appendix H: Other Situational Responses	16
Appendix I: Floor plan of 1960 University Avenue	17
Appendix J: Area Map	18
Appendix K: Communications	19

1. **Purpose**

- a. The Charter High School for Law and Social Justice School Safety (SAVE) Plan has been developed under Commissioner's Regulation 155.17. The Plan was developed following safety plan guidelines distributed by the New York State Education Department.

2. **General School Information**

- a. Building hours: 7:45 AM – 6:00 PM
b. Main phone hours: 347-696-0042
c. Enrollment: 450

3. **School Safety Team Contact Information**

Role	Name	Work Phone/Cell Phone
Executive Director/ Superintendent	Richard Burke	347-696-0042 ext. 108
Principal	Liz Runco	347-696-0042 ext. 121
Director of Operations	German Reyes	347-696-0042 ext. 102
AP of Culture	Jose Ferrer	347-696-0042 ext. 104

- a. Floor Captains

Floor	Captain
1st Floor	Rosalina Francisco
2nd Floor	Tiheen Hill
3rd Floor	Kyle Duckett
4th Floor	Jovan Figueroa
5th Floor	Lenin Nunez

4. **Emergency Notification**

- a. If an emergency occurs at your school, please contact a member of the CHSLSJ Leadership team outlined below after contacting emergency personnel.
- b. If you do not get a response within 2 minutes of contacting the first individual, please contact the following individual on the list. Each individual should be called and texted.
- Director of Operations, German Reyes: 347-207-4426
 - Executive Director, Richard Burke: 646-530-2375
- c. For any situation concerning the facility (e.g., gas, fire, electric, etc.), Notify the Director of Operations.

5. **Classroom Fire Drill Folder**

- a. In an evacuation, a teacher from each classroom will grab the fire drill folder upon exiting the classroom. Contents of the folder should include:
- Class roster and attendance sheet
 - Telephone numbers of parents' homes, businesses, cell phones, and email addresses (updated quarterly or on an as-needed basis);

- A list of medical conditions and allergies;
- General response Assembly cards;
- Evacuation routes;
- One sheet with instructions for what to do during an evacuation drill.

6. Trained AED/ CPR Personnel

- a. Each school must have six staff members trained in AED/ CPR.

Name	Room #	Work Cell	Expiration Date
Jose Ferrer	203	917-981-5874	12/1/2023
German Reyes	200	347-207-4426	5/1/2023
Sofia Gaston	2nd Floor Lobby	631-361-0629	8/1/2023
Jovan Figueroa	303	646-925-3529	8/1/2023
Kyle Duckett	203	646-961-2705	8/1/2023
Lenin Nunez	203	347-400-8210	12/1/2023

7. Evacuation Sites

Off-site Sheltering Sites	Address	Phone Number
Primary: Boys and Girls Club	1835 University Ave, The Bronx, NY 10453	(718) 975-0788
Secondary: MS 390	1930 Andrews Ave S, The Bronx, NY 10453	(718) 583-5501

8. Important Contact Information

- a. **New York Police Department**,
46th Precinct
2120 Ryer Ave, The Bronx, NY 10457
(718) 220-5211
- b. **Poison Control Center**: 800.222.1222
- c. **Local Media**:
- Radio, 1010 WINS: 212.315.7023
 - Radio, WBLS: 212.545.1075, 212.447.5211
 - Radio, WCBS: 212.975.2127
 - Television, WABC 7: 212.456.7000
 - Television, WNYW 5: 212.247.0723

9. Overview And Schedule of Drills

- a. **Types of Drills**:
- **Evacuation/Fire Drills**: Section 807 of the Education Law mandates that every school within the state must conduct a minimum of 12 drills each school year, eight of which shall be held prior to December 1. An evacuation is a procedure used when there is an immediate and imminent threat inside the building. It is designed to evacuate students and staff from the building to safety. Our guidance is to conduct a minimum of 2 hard/soft lockdown drills each school year. The first drill must be conducted by October 31, and the second drill must be conducted between February 1 and March 14.
 - **Soft Lockdown**: This procedure is used when a threatening situation is inside the building but no identified

imminent danger to the sweep teams. School staff and students are secured in the rooms where they are currently located, and no one is permitted to move about the building except sweep teams and emergency responders.

- **Hard Lockdown:** This procedure is used when there is an immediate and imminent threat to students and staff due to an intruder or crisis within the building. School staff and students are secured in the rooms where they are currently located, and no one is allowed to leave until the situation has been resolved.
 - **Shelter In:** This is a procedure used for an immediate and imminent threat outside the building. It is designed to move students and staff away from the outside threat by moving them to the interior of the building. School staff and students are secured in the building, and no one is allowed to leave until the situation has been resolved. “Shelter-In” may be used when there is a hurricane, tornado, or fire outside the building.
 - **Code Blue/Medical Emergency:** This is a procedure used when there is a medical emergency. School staff and students are secured in the rooms where they are currently located, and no one except medical responders is allowed to leave until the situation has been resolved.
 - **Bus Drills:** Section 3623 of the State Education Law and Section 156.3 (h) of the Regulations of the Commissioner of Education require that school districts conduct a minimum of three School Bus Safety Drills on each school bus during the school year, the first to be conducted during the first seven days of school; the second, between November 1 and December 31; and the third, between March 1 and April 30. This applies to ALL schools regardless of whether the school uses busing or not. Recognizing that schools that do not regularly use busing may find this onerous, the law does allow bus drills to be conducted “in the classroom.” However, it is strongly recommended that schools that do busing work with their bus company conduct the required drills on the bus. All public, non-public, and charter schools must complete the *Certification of Performance* and retain the form at their school in section four of their fire binder.
- b. Every child in the school must participate in drills, whether or not they regularly receive school bus transportation. Each class should be allotted thirty minutes to practice on the bus. The instruction provided during each drill can prepare all school children to act quickly and safely in an emergency.
- c. Contractors are required to work with every school/site to which they transport children and shall comply with the schedule provided by the principals. Each vehicle should accommodate a class of 35 children every half hour between 9:30 AM - 11:30 AM on safety drill dates.

10. Appendix A: Drill Schedule

#	DAY	TIME	TYPE
1	Wednesday, September 21, 2022 (Rapid Release)	3: 40 PM	Announced
2	Thursday, September 29, 2022	11:20 AM	Unannounced
3	Friday, October 14 2022 (Rapid Release)	11:00 AM	Unannounced
4	Thursday, October 20, 2022	11: 30 AM	Unannounced
5	Monday, October 31st, 2022	12:00 PM	Announced
6	Wednesday, November 2, 2022	2:30 PM	Unannounced
7	Thursday, November 10, 2022	10: 00 AM	Unannounced
8	Friday, November 18, 2022 (Rapid Release)	3: 40 PM	Announced
9	Tuesday, February 7, 2023	2: 15 PM	Unannounced
10	Friday, April 28, 2023 (Rapid Release)	3: 40 PM	Announced
11	Wednesday, May 24th, 2023	9:30 AM	Unannounced
12	Tuesday, June 6th, 2023	11:30:AM	Unannounced

11. Appendix B: 2022-2023 FIRE DRILL & EMERGENCY EVACUATION PROCEDURES

- a. The main objectives of this Fire Drill and Emergency Evacuation procedure are as below:
- To provide an orderly emergency response plan for all occupants.
 - To ensure all exit routes, emergency staircases are not obstructed and can be used orderly during emergencies.
 - To ensure fast, organized, and smooth evacuation of buildings during emergencies.
 - To train fire drill and emergency evacuation support staff to conduct their duties successfully.
 - To test the working conditions and effectiveness of all fire and emergency equipment for all buildings.
- b. **ROLES AND RESPONSIBILITIES of Support Staff**
- Ensure all occupants have evacuated the respective floors, including bathrooms and offices
 - Ensure evacuees use the correct evacuation route to leave the floor/ building.
 - Fire Drill Post for Support Staff Members:

Staff Member	Post	Notes
German Reyes	Safety Warden	
Jose Ferrer	Observer/A & B Stairwell	Timer
Steven St. Val	Fire Drill Conductor	Operate the Fire Alarm Panel
Rosalina Francisco	1 st Floor Captain	Sweeps all spaces on the 1 st Floor
Tiheen Hill	2 nd Floor Captain	Sweeps all spaces on the 2 nd Floor
Kyle Duckett	3 rd Floor Captain	Sweeps all spaces on the 3 rd Floor
Liz Runco	4 th Floor Captain	Sweeps all spaces on the 4 th Floor
Yarimil Alba	5 th Floor Captain	Sweeps all space on the 5 th Floor
Tashika Rawlins	Stairwell B 2nd Floor	Monitor stairwell traffic
Sofia Gaston	Stairwell A 2nd Floor	Monitor stairwell traffic
Floriande Buckman	Stairwell B 4th Floor	Monitor stairwell traffic
Brian Landin	Stairwell A 4th Floor	Monitor stairwell traffic
Richard Burke	Alleyway Stairwell B	Directs students through alley
Jovan Figueroa	Street	Directs students north on University Avenue just south of corner bus stop
Lenin Nunez	Street	Directs students south on University Avenue south of the rectory

- c. **ACTIONS TO BE TAKEN BY OCCUPANTS WHEN BUILDING EVACUATION WARNING IS HEARD**
- All classes evacuate the building IMMEDIATELY and SILENTLY.

Exit	Rooms				
B Stairwell – Basement Exit (After exiting through the basement, all classes use the B Stairwell directly into the basement immediately into the sideway tunnel towards University Avenue).	206	306	400B	400F	503
	207	307	400C	403	504
	208	308	400D	404	505
			400E		
A Stairwell – Courtyard Exit (After exiting through the Courtyard, all classes using the A Stairwell should make an immediate left towards University Avenue).	200	205	305	402	Nurse Main Office
	201	301	400	500	
	202	302	401	501	
	203	303	401A	502	
	204	304	401B	Gym	

- d. **After Evacuation:**
- Each teacher should complete a headcount and take attendance of their scholars. Then,
 - Raise the Green card if all scholars from your class are present,
 - Raise the Yellow card if you have additional children,
 - Raise the Red card if children are missing from your class.

- **In the cases where classes have raised a Red or Yellow card, a Leadership member will respond to locate the scholar(s) missing from their respective class. Ms. Buckman will be returning scholars that were pulled before the evacuation.
- Occupants may re-enter the building in an orderly fashion **AFTER** the building is declared safe by Mr. Mockabee.

12. Appendix C: Soft Lockdown Procedures

- a. **Command Post** - Security Desk
- b. **Soft Lockdown** – is a procedure used when there is a threatening situation inside the building but no identified imminent danger to the individuals in the building. Floor Captains and the School’s Security Guard will mobilize to sweep designated floors and return to the command post for further directions from the Director of Operations. Other school staff and scholars should be secured in the rooms where they are currently located, and no one is permitted to move about the building except Floor Captains and Emergency Responders.

Floor Captains	Post
Richard Burke	Observer
Jose Ferrer	Observer
German Reyes	Announcer
Rosalina Francisco	1 st Floor Captain
Tiheen Hill	2 nd Floor Captain
Kyle Duckett	3 rd Floor Captain
Jovan Figueroa	4 th Floor Captain
Lenin Nunez	5 th Floor Captain
Floriande Buckman	A Stairwell
Liz Runco	B Stairwell

- c. **An Announcement will be made, “Please excuse the announcement...at this time, we are now in a Soft Lockdown. Take proper Action.” (Repeated 2x)
- d. **Suggestions on How Classroom Teachers Should Prepare all Scholars Before the Drill:**
 - The purpose for the Lockdown
 - To keep everyone within the School Community safe.
 - To practice staying safe in the building in case of an emergency.
 - To see how well we can stay calm and silent in the event of an emergency.
 - What will happen
 - An announcement of the PA System,
 - Scholars are silent,
 - Stop whatever we are doing,
 - If you are in the hallway, enter the nearest classroom or office that has an adult,
 - If you are in the bathroom, get into a stall and lock the door,
 - Watch and listen for teacher’s directions,
 - Move quickly and silently; stay hidden,
 - Stay silent until the drill is over.
 - Rules
 - Absolute silence,
 - Hands are kept to ourselves,
 - Legs are walking safely; no running,
 - We do everything a teacher tells us to do IMMEDIATELY!
- e. **Teacher’s Role**
 - All teachers should stop instruction to get the full attention of their class.
 - Teachers should scan the hallway for any nearby scholars, pull them into the room and lock the door.
 - Once you have locked the door, do not open the door for anyone (including Floor Captains). Doors should not open until you hear the following announcement: “At the time, the lockdown has been lifted.” (Repeated 2x)
 - Teachers should not leave their classrooms unattended to look for any missing scholars. If any scholar(s) are

missing, teachers should text German Reyes, Director of Operations, at 347207-4426.

- Keep classroom doors locked and relocate all scholars into the classroom area out of view from the classroom door and windows.
- Continue to supervise scholars and keep calm until the situation is resolved.

f. **Floor Captain's Role**

- Floor Captains should survey the floors for scholars in the hallway. If you notice any scholars in the hallway, keep them with you until the drill is lifted.
- The Floor Captains radioed the Director of Operations after their sweep to note whether or not a floor is "All Clear."
- Proceed to the Command Post for further directions from the Director of Operations.

- g. **Once the announcement has been made, teachers should instruct scholars to return to their seats, unlock doors, and re-start instruction.

13. Appendix D: Hard Lockdown Procedure

- a. **Hard Lockdown** - is a procedure used when there is an immediate and imminent threat to scholars and staff due to an intruder or crisis within the building. ALL School staff and scholars are secured in the rooms where they are currently located, and NO ONE is allowed to leave until the situation has been resolved. The Director of Operations will call Emergency Responders IMMEDIATELY. The Front Door is to be left unlocked for Emergency Responders.
- b. **Suggestions on How Classroom Teachers Should Prepare All Scholars Before the Drill**
 - The purpose for the Lockdown
 - To keep everyone within the School Community safe.
 - To practice staying safe in the building in case of an emergency.
 - To see how well we can stay calm and silent in the event of an emergency.
 - What will happen
 - An announcement of the PA System,
 - Scholars are silent,
 - Stop whatever we are doing,
 - If you are in the hallway, enter the nearest classroom or office that has an adult,
 - If you are in the bathroom, get into a stall and lock the door,
 - Watch and listen for teacher's directions,
 - Move quickly and silently; stay hidden,
 - Stay silent until the drill is over.
 - Rules
 - Absolute silence,
 - Hands are kept to ourselves,
 - Legs are walking safely; no running,
 - We do everything a teacher tells us to do IMMEDIATELY!
- c. **Teacher's Role**
 - All teachers should stop instruction to get the full attention of their class.
 - Teachers should scan the hallway for any nearby scholars, pull them into the room and lock the door.
 - Once you have locked the door, do not open the door for anyone (including Floor Captains). Doors should not open until you hear the following announcement: "At the time, the lockdown has been lifted." (Repeated 2x)
 - Teachers should not leave their classrooms unattended to look for any missing scholars. If any scholar(s) are missing, teachers should text Mr. Reyes, Co-Director of Operations, at 347207-4426.
 - Keep classroom doors locked and relocate all scholars into the classroom area out of view from the classroom door and windows.
 - Continue to supervise scholars and keep calm until the situation is resolved.
 - ****Important Note:** Doors should remain locked in an actual lockdown until first responders (police officers, fire department) arrive. During the drill, members of the School Leadership Team will act as the first responders and come around to open doors.
- d. **Addendum**
 - ****For classes at Recess, during a lockdown drill, you must go directly to the MPR. During a Hard Lockdown, all scholars must sit against the wall left of the MPR. Scholars should not be in sight of any windows or doorways. Please make sure all scholars remain silent.**

14. **Appendix E: Shelter-In Procedure**

This is a procedure used for an immediate and imminent threat outside the building. It is designed to move students and staff away from the outside threat by moving them to the interior of the building. School staff and students are secured in the building, and no one is allowed to leave until the situation has been resolved. “Shelter-In” may be used when there is a hurricane, tornado, or fire outside the building.

- a. The Safety Warden announces on the PA system “Attention: This is a Shelter-In. Secure all exit doors.”
- b. Students must:
 - 1. Remain inside of building
 - 2. Conduct business as usual.
 - 3. Respond to specific staff directions
- c. Teachers must:
 - 1. Increase situational awareness.
 - 2. Conduct business as usual.
- d. BRT members, floor wardens, and Shelter-In staff will secure all exits
- e. The Shelter-In directive will remain in effect until hearing the “All Clear” message: “The Shelter-In has been lifted”, followed by specific directions.

15. Appendix F: Code Blue/Medical Emergency Procedures

- a. An Operations Associate announces “Code Blue” by stating over the school paging system, “Code Blue, room #, (Repeated 3x)”.
- The Director of Operations calls 911. Teachers do the following in response:
 - Move students away from the doors of the classroom and cover the classroom door window.
 - Lock the classroom door when possible.
 - Students are to be in complete silence.
- The Floor Captains will sweep their wings, check attendance, conduct bathroom sweeps, and place students into the nearest available classrooms.
 - Teachers report “All Clear” or any missing students and extra students to the Floor Captain checking the classroom. Teachers should not leave their class unattended to look for any missing students.
 - The Floor captains call the Director of Operations on her work cell phone after their sweep to note whether a floor is “All Clear” or not.
- After the sweep, Teachers:
 - Keep classroom doors closed and relocate all students into the classroom area out of view from the classroom door.
 - Continue to supervise students and keep them calm until the situation is resolved.
 - Remain calm and reassure students that they are safe.
- Teachers announce “All Clear” to the Operations staff only after accounting for each of their students.
- Floor captains will notify teachers when the situation has been resolved.

16. Appendix G: Bus Drill

- a. Explain the concept of emergency: “a dangerous situation requiring immediate actions.”
- b. Review situations that would create an emergency: fire; the threat of explosion; accident; bus in an unsafe position; etc
- c. The teacher shows the children how to evacuate the bus safely
 - The Teacher demonstrates opening the rear emergency door (by lifting the handle and pushing out), the operation of the emergency windows, and the location and operation of the overhead escape hatch(es). The Teacher instructs the children to remember the location of the signs denoting “Emergency Escape Window” and “Emergency Door.”
 - The operation of fire extinguishers and first aid equipment are simulated as part of the drill instruction.
- d. The Instructor emphasizes specific hazards children encounter during snowy, icy, and other inclement weather conditions, slippery road conditions, and poor visibility.
- e. The Instructor emphasizes the following safety rules for boarding the bus
 - Wait for the bus on the sidewalk. Do not step into the streets
 - Board the bus directly without pushing or shoving.
 - Use the handrail, if provided.
- f. Students demonstrate orderly conduct on the bus
 - Remain orderly throughout the ride.
 - Talk quietly to your friends on the bus; do not shout or scream.
 - Keep hands, arms, legs, and heads inside the bus.
 - Do not throw objects on the bus or from the windows.
 - Behave considerately toward the other riders.
 - There is no fighting or wrestling on the bus.
 - Keep books, book bags, musical instruments, and other objects out of the aisle.
 - Do not play with door handles or windows.
- g. When exiting the bus, the following instructions are to be given to all passengers.
 - Walk directly to the sidewalk when you get off the bus.
 - If you must cross the street when you get off the bus, cross only at the corner after making eye contact with the Driver. Cross at least twelve feet in front of the bus. Be careful of oncoming traffic. Go directly to the opposite sidewalk.
- h. Explain the concept of emergency: “a dangerous situation requiring immediate actions.”
- i. Review situations that would create an emergency: fire; the threat of explosion; accident; bus in a dangerous position; etc.
- j. The teacher show the children how to evacuate the bus safely.
 - The Teacher demonstrates opening the rear emergency door (by lifting the handle and pushing out), the operation of the emergency windows, and the location and operation of the overhead escape hatch(es). The Teacher instructs the children to remember the location of the signs denoting “Emergency Escape Window” and “Emergency Door.”
 - The operation of fire extinguishers and first aid equipment are simulated as part of the drill instruction.
- k. The Instructor emphasizes specific hazards children encounter during snowy, icy, and other inclement weather conditions, slippery road conditions, and poor visibility.
- l. The Instructor emphasizes the following safety rules for boarding the bus
 - Wait for the bus on the sidewalk. Do not step into the street
 - Board the bus directly without pushing or shoving.
 - Use the handrail, if provided.
- m. Students demonstrate orderly conduct on the bus
 - Remain orderly throughout the ride.
 - Talk quietly to your friends on the bus; do not shout or scream.

- Keep hands, arms, legs, and heads inside the bus.
 - Do not throw objects on the bus or from the windows.
 - Behave considerately toward the other riders.
 - There is no fighting or wrestling on the bus.
 - Keep books, book bags, musical instruments, and other objects out of the aisle.
 - Do not play with door handles or windows.
- n. When exiting the bus, the following instructions are to be given to all passengers.
- Walk directly to the sidewalk when you get off the bus.
 - If you must cross the street when you get off the bus, cross only at the corner after making eye contact with the Driver. Cross at least twelve feet in front of the bus. Be careful of oncoming traffic. Go directly to the opposite sidewalk.

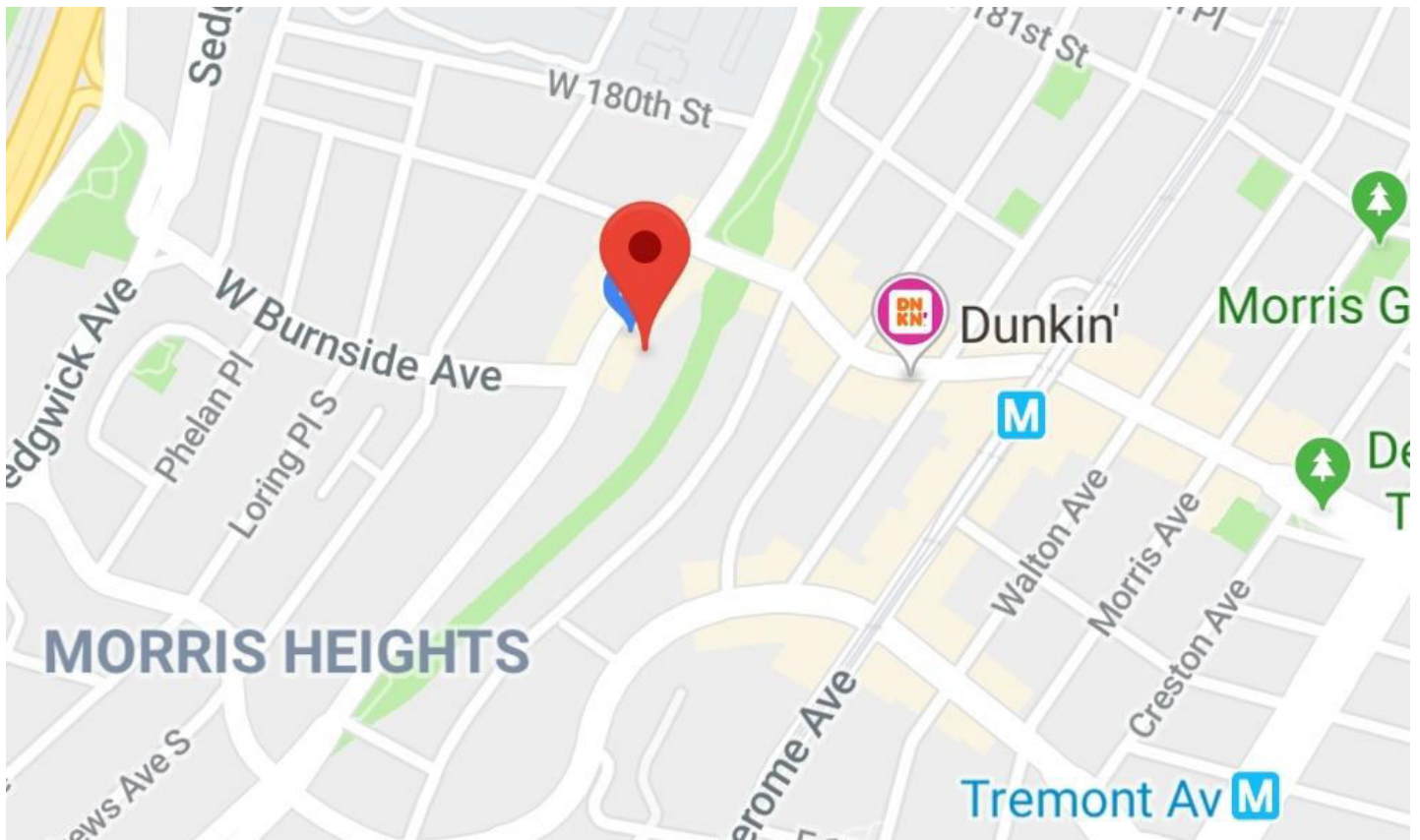
17. Appendix H: Other Situational Responses

Emergency Situation	Response
Explosive/ Bomb Threat	Implement evacuation drill protocol and announce “THE USE OF ELECTRONIC DEVICES AND TWO-WAY RADIOS IS PROHIBITED.”
Threat of Violence	<p>The School Director and Director of Operations will be notified immediately of all implied or direct threats.</p> <p>The level of threat will be determined based on gathered information.</p> <p>The Director of Operations will contact local law enforcement officials if necessary.</p> <p>The situation will be monitored closely until the threat passes or local law enforcement officials take control.</p>
Hostage	<p>The first person aware of the situation will immediately notify the Director of Operations or the School Director, and they will inform the police.</p> <p>The Director of Operations will notify the administrators of the other schools on campus and the School Director. No response will be given to the media until deemed necessary.</p> <p>The school will go on hard lockdown as necessary.</p> <p>The School Director and Director of Operations will turn over authority to the police as requested upon their arrival.</p>
Kidnapping/ Missing Child	<p>CHSLSJ requires that a staff member always check the emergency contact list / authorized pick-up to ensure that students never leave the building with a non-authorized person.</p> <p>Notify school director of suspected kidnapping;</p> <p>Contact parent/guardian to ensure that student is not, knowingly, with relatives or friends;</p> <p>Confirm attendance information for the student reported kidnapped;</p> <p>The Director of Operations must call the NYPD/SSD Operations Center with any information (718) 730-8800.</p>
Civil Disturbance	Implement soft lockdown drill protocol
Hazardous Material; Gas Leak; Biological Threat; Radiological Threat; Epidemic	Implement evacuation drill protocol and announce “THE USE OF ELECTRONIC DEVICES AND TWO-WAY RADIOS IS PROHIBITED.”

18. **Appendix I: [Floor plan of 1960 University Avenue](#)**

- a. Linked above.

19. Appendix J: Area Map



20. Appendix K: Communications

- a. The School ERP must include policies and procedures governing school incident communications with law enforcement and emergency responders, as well as with students, parents, staff, the school community and the media. Templates for statements/press releases to the media, a detailed communications plan, including standard procedures and protocols, should be developed and made available in advance of an incident.
- b. **Types of Communications**
 - **Communication between School and Emergency Responders** - The school will contact and maintain communications with emergency responders during an incident. The School Incident Commander will transfer command to the appropriate emergency responder who arrives on the scene to assume management of the incident, including coordination of internal and external communications. The Incident Commander will use the communication platform [and/or other means] described in the School ERP to notify the principal/designee of the school's status and needs. The school and emergency responders will coordinate the release of information to ensure that information is consistent, accurate and timely.
- c. **Internal Communications**
 - The school's spokesperson who will be responsible to:
 - Help create the policies and plans for communicating emergency information internally and to the public.
 - Follow the communications policies and procedures established by the school.
 - Help establish alternative means to provide information in the event of a failure of power, phone or other lines of communication.
 - Develop materials for use in media briefings.
 - Act as the contact for emergency responders and assist in coordination of media communications.
- d. **Communication between School Officials and Staff Members**
 - School personnel will be notified when an incident occurs and kept informed as additional information becomes available. They will also be informed as plans for management of the incident evolve (keep staff informed to the greatest degree possible). The following methods of communication may be utilized to disseminate information internally when appropriate:
 - Telephone Tree: A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at school.
 - Text-Messaging System/Email System: A text-messaging or e-mail system is available to provide those who are registered to receive messages with updates during an incident.
 - Mobile Device Applications.
 - Morning Faculty Meeting: As appropriate, updated information about an incident will be presented at the morning faculty meeting. Any new procedures for the day will also be reviewed at this time.
 - End-of-Day Faculty Meeting: As appropriate, updated information and a review of the day's events will be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.
- e. **Communication between School Officials and Students** - Communication of emergency information between school officials will primarily take place through the school's public address system or face-to-face between faculty and students. Other methods of communication with students may include the following:
 - Text-Messaging System/E-mail System: A text-messaging or e-mail system is available to provide those who are registered to receive messages with updates during an incident.
 - Mobile Device Applications.
- f. **External Communications**
 - School officials must communicate with the larger school community on how incidents will be addressed on a regular basis. However, once an incident does occur, parents, media and the community at large will require clear and concise messages from the school about the incident. This will include what is being done and the safety of the children and staff.
- g. **Communication with Parents**

- Before an incident occurs, the school will:
 - Inform parents on how to access alerts and incident information.
 - Inform parents that the school has developed an ERP, its purpose and its objectives. **Detailed response tactics should not be shared if they will impede the safe response to an incident.**
 - Information will be included in school PTA meetings and back to school events
 - Be prepared with translation services for non-English-speaking families and students with limited English proficiency.
- In the event of an incident, the school will:
 - Disseminate information utilizes phone, e-mail and/or text messages to inform parents about what is known to have happened.
 - Implement a plan to manage phone calls and parents who arrive at the school.
 - Describe how the school is handling the situation.
 - Provide a phone number, web site address or recorded hotline where parents can receive updated incident information.
 - Inform parents and students when and where school will resume.
- In the event of an emergency situation, school closing, or delay, the automated notification system will be initiated by the School Incident Commander or the emergency responder Incident Commander (in the event command has been transferred), who will coordinate with the public information officer and/or participate in a joint information effort. The school also posts emergency-related information on its website: www.chslsj.org.
The following radio and television stations are also notified:

h. **Local Media:**

- Radio, 1010 WINS: 212.315.7023
- Radio, WBLS: 212.545.1075, 212.447.5211
- Radio, WCBS: 212.975.2127
- Television, WABC 7: 212.456.7000
- Television, WNYW 5: 212.247.0723