



**CEDAR TREE**  
— ACADEMY —  
LEARN TODAY. LEAD TOMORROW.



2017-2018

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Dr. Carla Bailey, Board Chair

# ANNUAL REPORT

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**Cedar Tree Academy** is committed to academic excellence for all students. We will build the foundation for all students in a safe learning environment designed to enhance social and emotional growth, cognitive and creative development while preparing students to become active independent learners. – No exception, No excuses!

Learn Today, Lead Tomorrow!

# 1. SCHOOL DESCRIPTION

## A. Mission/Vision Statement

Cedar Tree Academy (CTA) is committed to academic excellence for all students. We will build the foundation for all students in a safe learning environment designed to enhance social and emotional growth, cognitive and creative development while preparing students to become active independent learners. – No exception, No excuses!

Cedar Tree Academy believes all children have the right to be respected, accepted and embraced as having capable, young minds. We are committed to academic excellence for all students and achieve this by building a foundation for lifelong learning, in a safe, nurturing learning environment.

## B. School Program

### *Curriculum Design and Instructional Approach*

CTA is early childhood learning center for 3, 4 and 5-year-old children in grades pre-school, pre-kindergarten, and Kindergarten. Our curriculum is designed to enhance the social and emotional growth as well as cognitive and creative development while preparing students to become active independent learners. We set high expectations for our young students and inspire a genuine love of learning.

All children can achieve bright futures – at Cedar Tree Academy we nurture them so they may *learn today* and *lead tomorrow*.

### *Cedar Tree Academy Goals*

- We aim to build a solid foundation for future success for every student.
- We stimulate and nurture every child in our care to develop physical, cognitive, social and emotional skills.
- We provide experiences that offer each child the ability to tap in to his or her potential as an individual and as a contributing member of the community.
- We support parents as their children’s first teachers. CTA provides parent-child experiences and interactions, which enables the development of each child as a unique individual, ready to succeed in school and life.

### *In Classrooms, you will see children working on the following:*

- learning the letters of the alphabet
- learning to hear the individual sounds in words
- learning new words and how to use them
- learning early writing skills
- learning about written language by looking at books and by listening to stories
- becoming familiar with math and science

## ***Core Academic Programs***

### **Pre-K 3**

Mother Goose Time creatively weaves together art projects, music, storytelling, math games and science experiments around a monthly theme. Each month, our activities enable skilled teachers to balance teaching preschool skills and learning objectives. Mother Goose Time is a professionally designed preschool curriculum that nurtures the whole child and supports the child's social, emotional and intellectual growth. Our curriculum materials are complete with a detailed lesson plan guidebook as well as an array of supporting hands-on materials that supports the diverse learning styles of students.

### **Pre-K 4—Opening the World of Learning (OWL)**

Our pre-k 4 students will follow the comprehensive pre-K curriculum, ***Opening the World of Learning (OWL)***. OWL prepares children for Kindergarten with ongoing assessment of research-based success predictors and playful, purposeful, and personalized instruction. OWL is based upon the belief that immersion in a learning-rich, pre-K environment is critical but not sufficient. OWL prepares children for Kindergarten with ongoing assessment based on research.

### **Kindergarten—Reading Street**

Scott Foresman Reading Street is a comprehensive Reading and Language Arts series for the 21st Century. Reading Street delivers classic and soon-to-be classic literature, scientifically research-based instruction, and a wealth of groundbreaking online experiences for high student engagement. *Reading Street Common Core* helps to prioritize instruction to support higher levels of reading and writing.

- Increase text complexity in reading
- Provide accessible rigor
- Balance fiction and informational texts
- Build content-area knowledge
- Emphasize close reading
- Focus on informative/explanatory, argumentative/opinion, and narrative writing
- Implement performance assessments
- Integrate media and 21<sup>st</sup> century skills

### **Pearson enVision Math**

Pearson enVision Math engages our students as it strengthens their understanding of math. enVision MATH uses problem based interactive learning and visual learning to deepen conceptual understanding. It incorporates bar diagram visual tools to help students be better problem solvers, and it provides data-driven differentiated instruction to ensure success for every student. *enVisionMATH Common Core* was built from the ground up to meet the

Common Core State Standards. Mathematical Practices are deeply rooted in the curriculum. These practices promote student success in mathematics.

## Parent Involvement Efforts

Cedar Tree Academy has embarked upon a renewed vision to collaborate with parents in an effort to increase student achievement and create a positive school climate. The table below outlines our Parental Involvement Calendar:

Activity	Date of Activity	Party Responsible
<b>Open Houses</b>	January 7, 2017 January 18, 2017 February 4, 2017 February 15, 2017 February 25, 2017	Principals, Teachers and Staff
<b>New Parent Orientation</b>	August 17, 2017	Principals, Teachers and Staff
<b>Fall Harvest Festival</b>	October 20, 2017	Parent Center Director, Teachers and all staff
<b>Winter Extravaganza</b>	December 4-15, 2017	All Teachers and Staff
<b>Dr. Seuss Celebration</b>	March 1-2, 2017	All Teachers and Staff
<b>PTO Meetings</b>	First Tuesday of each month	Parents Teachers and Staff
<b>Planting of the School Garden</b>	April 28 – May 2, 2018	All Parents and Staff
<b>Multi- Cultural Week</b>	May 14-18, 2018	All Teachers, Staff, Parents and Students
<b>Kindergarten Graduation</b>	June 15, 2018	Kindergarten Teachers and Staff

## 2. SCHOOL PERFORMANCE

### A. Performance and Progress

1. Cedar Tree Academy is committed to academic excellence for all students. We will achieve individual measurable academic outcomes through a rigorous, engaging, and safe learning environment designed to build a strong foundation in all areas of development.

### Student Achievement

Cedar Tree Academy Public Charter School adopted the Performance Management Framework (PMF) as its goals and academic achievement expectations. The chartering authority, DC Public Charter School Board will report the academic achievement of Cedar Tree in its annual publication of the PMF results.

## **Extent to Which Our School is Meeting its Mission**

Our mission is to build the foundation for all students in a safe learning environment designed to enhance social and emotional growth, cognitive and creative development while preparing students to become active independent learners. – No exception, No excuses!

The staff of Cedar Tree Academy has made great strides in staying true to its mission. We have created a Tier I Early Childhood School for two years in a row in the District of Columbia. We consistently build the foundation for our students to become active learners evidenced by solid performance on the PMF framework and positive feedback from our teachers and parents as our students attend elementary school from first grade and beyond.

## **Lessons Learned and Actions Taken**

The staff at Cedar Tree Academy continues to learn valuable lessons about Early Childhood education. We have continued our three-person teaching model which includes a Teacher, an Instructional Assistant and Associate Teacher in each classroom. After reviewing our data and learning that our students continuously score at high levels in mathematics, we continued our STEM program to promote inquiry and exploration since they are foundations for math and science. The Associate teacher will continue to reinforce all learned skills as well as work in small groups aimed at oral language development. All teachers continue to participate in staff development seminars to help them learn more about child growth and development. The skills that they learn are then implemented in the classroom as much as possible.

## **Unique Accomplishments**

- The Cedar Tree Academy PTO was started by a group of parents
- Continued partnership with JumpStart through Howard University. To send college students out 3-4 hours daily to work in small groups with our 4 year old students.
- Continued our partnership with Martha Table to host the Joyful Food Market where food was provided to families in need of nutritional food items.
- Continued our partnership with the Southeast Tennis and Learning Center where students learned the game of tennis from professional tennis players.
- Continued our partnership with Primary Project and the Department of Behavioral Health.
- Hired a staff person to work exclusively in the parent center to educate our parents on topics such as positive parenting, budgeting, college savings etc.

## **List of Donors**

Cedar Tree Academy does NOT have any donors over \$500.

## Faculty and Staff Data Points

### SY 2017-18 Annual Report Campus Data Report

Source	Data Point
PCSB	LEA Name: Cedar Tree Academy PCS
PCSB	Campus Name: Cedar Tree Academy PCS
PCSB	Grades served: PK3--K
PCSB	Overall Audited Enrollment: 381

### Enrollment by grade level according to OSSE's Audited Enrollment Report

Grade	PK3	PK4	KG	1	2	3	4	5	6
Student Count	127	148	106	0	0	0	0	0	0
Grade	7	8	9	10	11	12	Alternative	Adult	SPED*
Student Count	0	0	0	0	0	0	0	0	0

\*Note: This field is only filled in for St. Coletta Special Education PCS as it is the only charter LEA that exclusively serves students with disabilities.

### Student Data Points

<b>School</b>	<b>Total number of instructional days: 180</b> Number of instructional days, not including holidays or professional development days, for the majority of the school. If your school has certain grades with different calendars, please note it.
PCSB	<b>Suspension Rate: 0.0%</b>
PCSB	<b>Expulsion Rate: 0.00%</b>
PCSB	<b>Instructional Time Lost to Out-of-School Suspension Rate: 0.00%</b>
PCSB	<b>In-Seat Attendance: 92.1%</b>
PCSB	<b>Average Daily Attendance:</b> The SRA requires annual reports to include a school's average daily membership. To meet this requirement, PCSB will provide following verified data points: (1) audited enrollment; (2) mid-year withdrawals; and (3) mid-year entries. <b>(No action necessary.)</b>
PCSB	<b>Midyear Withdrawals: 5.0% (19 students)*</b>
PCSB	<b>Midyear Entries: 0.0% (0 students)*</b>
PCSB	<b>Promotion Rate (LEA): 98.4%</b>

<b>PCSB (SY16-17)</b>	<b>College Acceptance Rates:</b> Not Applicable
<b>PCSB (SY16-17)</b>	<b>College Admission Test Scores:</b> Not Applicable
<b>PCSB (SY16-17)</b>	<b>Graduation Rates:</b> Not Applicable

**Faculty and Staff Data Points**

<b>School</b>	Teacher Attrition Rate: 10%	
<b>School</b>	<b>Number of Teachers: 21</b> "Teacher" is defined as any adult responsible for the instruction of students at least 50% of the time, including, but not limited to, lead teachers, teacher residents, special education teachers, and teacher fellows.	
<b>School</b>	<b>Teacher Salary</b> 1. Average: \$ 58,446.41 2. Range -- Minimum: 50,000	Maximum: \$ 66,892.81



## Appendix A: Staff Roster

Full Time Employee Roster		
Last Name	First Name	Role/Responsibility
Adamski	Christine	Teacher
Artis	Keara	Instructional Assistant
Bailey	Jennifer	Instructional Assistant
Banks	Yvonne	After School Worker
Barnes	Kendra	After School Worker
Barnhill	Darnell D	Security
Bingham	Gernae	Instructional Assistant
Briscoe	Tawana	After School Worker
Brooks	Constance	Associate Teacher
Brown	Darlene A	Teacher
Brown	Jasmine	Associate Teacher
Brown	Lola	Teacher
Bryant	Natasha	Teacher
Cherry	Tiffanie	Associate Teacher
Ciany	Amanda	Teacher
Coleman	Danieta	Administrative Assistant
Curtis	Delante	Instructional Assistant
Dorsey	Juanita	Administrative Assistant
Edison	Celenease G	Director of Curriculum
Edison	Trinity	Associate Teacher
Eubanks	Jasmine	PE Teacher
Faulkner	Wyjean	Associate Teacher
Finley	Danielle	Teacher
Garner	Tyrell	Instructional Assistant
Gatling	Danielle	CNA
Gray	Whitney	Instructional Assistant
Hannah	Dayna	Teacher
Harvey	Brittany	Teacher
Henderson	Latonya	Principal
Henderson	Tracy	Associate Teacher
Hill	Christen	Teacher Music
Holloway	Alfonzo	Maintenance
Jayanthi	Usha	Director of Finance
Johnson	Aminah	Teacher
Johnson	Todd	Before/After Coordinator
Jolley	Kolesia P	Instructional Assistant
Jones	Brittany	Instructional Assistant
Jordan	Jennifer	Teacher
Kelley	Shirl	Instructional Assistant
Kent	Jin K	Food Manager

Knox-Smith	Crystal	Teacher
Lancaster	Deborah D	Instructional Assistant
Lassiter	Robert	Maintenance
Lawson	Telia	Associate Teacher
Lee	Latawsha	Instructional Assistant
Lewis	Jasmine	Teacher
Lewis	Jessica	Director of Enrollment
LewisBreedlove	Robinette	Director of Business Operations
Lighty	Tachae	Instructional Assistant
Long	Sadiqa R	School Counselor
Lowe	Freddie	Teacher
Massey	Niesha	Teacher
McEachin	Germaine	After School Worker
McNeill	Jean	After School Worker
McQueen	Tiffany	Instructional Assistant
Merritt	Tanetta	Parent Outreach
Murphy	Marva	Instructional Assistant
Paige	Tiara	Teacher
Palmer	Bernadette	Teacher
Park	Elisha J	Food Service
Powell	Ida	After School Worker
Powell	Jermaine	Instructional Assistant
Payne	Glyneice	Instructional Assistant
Ray	Regina	Director of Special Education
Reid	Kimberly	Associate Teacher
Rosario	Alexis	Teacher
Ross	Monique	Instructional Assistant
Russell	Stacy	Associate Teacher
Simon	Cordellia	After School Worker
Smith	Jasmine	Instructional Assistant
Smith	Francine	Administrative Assistant
Thannie	Jazzmyn	Teacher
Thomas	Regina	Associate Teacher
Thomas	Stephanie	Associate Teacher
Thompson	Gelisa	Associate Teacher
Tolbert-Ford	Khrysten	Associate Teacher
Tolliver	Tameka	Associate Teacher
Watson	Jessie	Associate Teacher
Weatherspoon	Kameka	Teacher
Webb	Robert	Finance Director
Young	Rayana	Teacher

## **Staff Qualifications**

All teachers are highly qualified at Cedar Tree Academy. The minimum qualification for teachers is a Bachelors Degree. Fifty percent of the teachers hold Masters Degrees. All teachers were employed during the 17-18 school year.

## Appendix B: Board Roster 2017-2018

<b>Board Member</b>	<b>Position</b>	<b>Residency</b>
<b>Carla Bailey</b>	Board Chair	Non-District of Columbia Resident
<b>Monica Ray</b>	Board Co-Chair	District of Columbia Resident
<b>Vaun Cleveland</b>	Treasurer	District of Columbia Resident
<b>Antwon Bidy Sr.</b>	Parent	District of Columbia Resident
<b>Sandy Allen</b>	Member	District of Columbia Resident
<b>Tyron Jones</b>	Member	District of Columbia Resident
<b>Jakarya Branch-Mills</b>	Parent Member	District of Columbia Resident
<b>LaTonya Henderson</b>	Ex-Officio	Non-District of Columbia Resident

All Cedar Tree Board members were elected in August 2018. The term for Trustees shall be 5 years. Trustees shall serve no more than three (3) consecutive terms. Each term will expire August 2023.

**Appendix C: Unaudited Year End Financial Statement**

<b>Cedar Tree Academy Public Charter School</b>				
<b>2017-18 Unaudited Financials (PCSB)</b>				
		<b>2017-18</b>		
<b>Income Statement</b>		<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
<b>Revenue</b>				
	State and Local Revenue	7,409,600	7,233,040	176,560
	Federal Revenue	659,258	623,047	36,210
	Earned Fees	429,762	429,324	438
	<b>Total Revenue</b>	<b>8,498,619</b>	<b>8,285,411</b>	<b>213,208</b>
<b>Expenses</b>				
	Salaries	4,410,090	4,313,175	96,914
	Benefits and Taxes	881,521	841,689	39,832
	Contracted Staff	0	6,521	(6,521)
	Staff-Related Costs	51,843	62,658	(10,814)
	Occupancy Service	576,285	638,045	(61,760)
	Direct Student Expense	967,233	929,310	37,923
	Office & Business Expense	551,114	669,474	(118,360)
	Contingency	0	75,000	(75,000)
	<b>Total Expenses</b>	<b>7,438,085</b>	<b>7,535,872</b>	<b>(97,787)</b>
<b>Operating Income</b>		<b>1,060,534</b>	<b>749,539</b>	<b>310,995</b>
<b>Extraordinary Expenses</b>				
	Interest	186,316	203,157	(16,840)
	Depreciation and Amortization	262,217	263,607	(1,390)
	<b>Total Extraordinary Expenses</b>	<b>448,533</b>	<b>466,764</b>	<b>(18,231)</b>
<b>Net Income</b>		<b>612,000</b>	<b>282,775</b>	<b>329,226</b>

**Appendix E: Approved Budget**

<b>Cedar Tree Academy Public Charter School</b>			
<b>2018-19 Approved Budget</b>			
<b>Operating Budget</b>			<b><u>SY18-19</u></b>
<b>Revenue</b>			
	State and Local Revenue		7,447,252
	Federal Revenue		666,244
	Private Grants and Donations		-
	Earned Fees		446,991
	Donated Revenue		-
<b>Total Revenue</b>			<b>8,560,487</b>
<b>Operating Expense</b>			
	Salaries		4,194,358
	Benefits and Taxes		1,050,223
	Contracted Staff		6,717
	Staff-Related Costs		63,072
	Rent		-
	Occupancy Service		673,400
	Direct Student Expense		1,070,772
	Office & Business Expense		853,000
	Donated Expense		-
	Contingency		77,250
<b>Total Operating Expense</b>			<b>7,988,792</b>
<b>Net Operating Income</b>			<b>571,695</b>
<b>Interest, Depreciation</b>			
	Depreciation and Amortization		261,953
	Interest		175,027
<b>Total Expenses</b>			<b>8,425,772</b>
<b>Net Income</b>			<b>134,715</b>