



# **COMMUNITY COLLEGE PREPARATORY ACADEMY**

## ***2020-2021 Annual Report***

***Monica T. Ray, Board Chair***

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## **I. School Description**

### **A. Mission Statement**

The mission of the Community College Preparatory Academy is to provide an innovative and rigorous education environment for under-credited adults who have aged out of the traditional K-12 public education system, and is supportive of their unique learning needs and successful in preparing them for 21<sup>st</sup> century employment, higher education and life-long learning.

### **B. School Program**

#### **Curriculum Design and Instructional Approach**

For the past seven years, the school has focused on developing and enhancing programming to meet its initially-established outcomes, namely: Successful high school completion via the General Education Diploma (GED), a successful bridge to college as evidenced by “freshman level” placement on the ACUPLACER Examination, and successful completion of nationally-recognized certifications in a range of living-wage-producing career areas such as administrative support, IT, infrastructure and HealthTech.

From its inception, the school has implemented a “blended learning” model that is designed to support positive student movement toward increasingly more independent online learning. The school has used online adaptive curricular software to support improved knowledge and skills in reading, language arts and mathematics, as well as introduction to online learning and a range of virtual national certification classes – all of which have embedded curricular frameworks.

Due to the COVID-19 pandemic, CCPrep shifted to fully virtual programming in the early months of the 2020-21 academic year. This required a much greater focus on ensuring digital literacy within our students – which ultimately will translate to added occupational and life skills for them. Instructors utilized online platforms such as Zoom, Google Classroom and Microsoft Teams in order to provide lessons and remain engaged with their students. CCPrep students had the option to participate synchronously with classes – by attending the virtual classes live as they occurred – or asynchronously by reviewing recorded classes and showing some level of engagement each day with their instructors or Student Success Specialists.

CCPrep’s Student Success Specialists have the unique role of providing academic counseling and goal-setting, as well as connections to social resources and assistance within the community for our students. The school also applies the use of Employment Specialists, who work with students once they complete their chosen program pathway, and help them establish goals and skills to place them in jobs.

## Adult Student Involvement

This past year, despite our fully-virtual environment, CCPrep continued to support student engagement through community activities. Virtual celebrations were held, such as our annual student social, which brought students and staff together without violating COVID-19 gathering restrictions. In later months, CCPrep organized food and clothing drives for those in need, while following the requirements of the CDC and our own Continuity Plan to maintain the safest environment possible while still providing for those in need.

As all of our students are adults 18 years of age or older, parent involvement does not apply to CCPrep in the traditional sense. However, we did note throughout the year that many of our students who are parents themselves were balancing their education alongside their children's education – both groups learning virtually at home side-by-side.

## II. School Performance

### A. Performance and Progress

Community College Preparatory Academy's mission grew out of the organization's commitment to:

- Improving the life outcomes for DC residents in Wards "east of the river"
- Addressing the need for a bridge program that supported successful post-secondary performance for the same demographic
- Offering programs (both academic and social support) that offered skills and knowledge required by the city's knowledge-based economy

While only six years into its development, the school has consistently grown in its capacity to address these issues and meet the goals as outlined in the approved application, namely:

1. **Reading/Mathematics** – The CCPrep educational program seeks to rapidly increase reading capacity as well as critical thinking, research skills and analysis. Students, via assessment, will demonstrate a minimum sixth grade five-month level in reading and math in order to be considered successful within one year. Out of the 367 students who completed TABE pre-testing, 141 students assessed at or above 6.5 in Reading on their pre-test; and out of the 179 students who completed their TABE post-testing, 76 students assessed at or above 6.5 in Reading. For Mathematics, of the 367 students who completed TABE pre-testing, 67 students assessed at or above 6.5 in Mathematics; and out of the 179 students who completed their TABE post-testing, 31 students assessed at or above 6.5 in Mathematics.
2. **Digital Literacy** - Students will also be assessed in terms of digital literacy and will be required to attain at least basic certifications in digital literacy and/or online learning. Considering the impact of the COVID-19 pandemic, CCPrep began the year with completely virtual programming, thus all 609 students enrolled received digital literacy support. However, of that full 609 enrollment population, all students enrolled in the GED program pathway, and all students enrolled in the Microsoft Office Suites program pathway had to give particular focus to digital literacy. Thus, out of 609 students, 290

students received more focused support and education in digital literacy, as required by their program pathway. All 609 CCPrep students received devices in order to participate in virtual classes, with some of those students also receiving connections to the internet via MiFi devices.

3. **Life Skills** - In order to support and enhance problem-solving skills and purposefully connect students to the publicly-funded supports and services of the city, students will be given access to life skills workshops throughout their transition and education participation. It was determined that, in response to student wellness and mental health needs, that one site (2405 Martin Luther King) would be converted to a Wellness Center. A range of life skill classes continue to be developed and marketed to students.
4. **Online Education** - Students are expected to spend at least 10 hours per week in supervised online classes, and an additional 20 hours in monitored online work. As stated previously, due to restrictions and the impact of the COVID-19 pandemic, all 609 CCPrep students participated in online/virtual instruction.
5. **Occupational Training** - Once a student has met the requirements for the occupational training area of interest, he/she will be placed in pre-occupational classes for at least eight hours per week. Pre-occupational classes will be offered in three of the four high-growth/high-demand entry-level employment areas (i.e., health, information technology, administrative/technical, and infrastructure). 452 students participated in occupational training.

While a shift in leadership and the COVID-19 pandemic had a direct impact on the progress toward the goals, these events also surfaced the need to expand instructional staff capacity; to review and redesign both programming and assessments to more effectively monitor and address student progress. The year was also spent analyzing data and adjusting program design and initiating a rigorous staff development program while simultaneously developing (and adjusting as necessary) the Continuity Plan that serves as blueprint for marked improvement.

### ***Progress Toward the Mission***

The following critical actions, which have already begun to be implemented, describe how CCPrep has begun the process toward more efficiently and measurably addressing our goals and meeting our mission:

1. Developing and implementing a plan to support rigorous data collection, establishment of performance baseline, program adjustment based on regular review, analysis and implementation.
2. Continuing staff development that supports implementation of the Continuity Plan and the PMF, which was adopted in 2019 to ensure improved student performance and successful completion.
3. Full development of the Wellness Center to support life skills development and mental health.

4. Expanding occupational training opportunities that align with the city's economic development targets and bringing all training in-house with alignment to basic education targets in reading and mathematics as well as digital literacy.
5. Expanding supportive services in the areas of learning pathway progress monitoring and employability readiness.
6. Developing targeted partnerships that support and/or expand the school's capacity to meet the post-secondary and national certification goals.

## **B. Unique accomplishments**

As previously mentioned, the COVID-19 pandemic forced all of our schools to make major program and fiscal changes. Through the development of a Continuity of Instruction Plan, which served as the framework for our programming and operations, CCPrep was able to provide the safest possible learning environment for our students. We began the school year with fully virtual programming, and only shifted to limited in-person seating in spring 2021 for students who struggled with virtual learning. While CCPrep was – and still is – committed to providing a safe learning environment, we also want to ensure our students are getting the best education possible. In the last year, CCPrep experienced no outbreaks of COVID-19 and lost little, if any, virtual education time to the pandemic.

## **C. List of donors**

<b>Name</b>	<b>Amount Donated</b>
<b>Tanya Acker</b>	50.00
<b>Clyde Edwards</b>	80.00
<b>Melissa Godbolt</b>	5.00
<b>Anton Johnson</b>	10.00
<b>Clarence Johnson</b>	5.00
<b>Keyonna Jones</b>	25.00
<b>Ty'on Jones</b>	50.00
<b>Ronald Lassiter</b>	90.00
<b>Jamia McRae</b>	50.00
<b>Andrea Miller</b>	50.00
<b>MD Rahman</b>	10.00
<b>Monica Ray</b>	1,000.00
<b>Connie Spinner</b>	800.00
<b>Keith Spinner</b>	100.00
<b>Kathleen Whalen</b>	10.00
<b>Facebook Match</b>	5.50
<b>Mayor Bowser Reopening Grant</b>	187,525.00
<b>DC Government – SOAR</b>	69,879.29

## School Year 2020-2021 Data Report

General Information	
LEA Name	Community College Preparatory Academy
Campus Name	Community College Preparatory Academy
Ages Served	18+
Enrollment by Grade Level	Adult Ed (AE)

Student Data Points	
Total Number of Instructional Days	202
Suspension Rate	0%
Expulsion Rate	0%
Instructional Time Lost to Discipline	0%
In-Seat Attendance	53.65%
Average Daily Attendance	<b>No Action Necessary - PCSB</b>
Mid-Year Withdrawals	24
Mid-Year Entries	2
Promotion Rate	N/A
College Acceptance Rates	N/A
College Admission Test Scores	N/A
Graduation Rates	N/A

Teacher/Admin Data Points	
Teacher Attrition Rate	78% Retention Rate
Number of Teachers	9
Teacher Salary	Average: \$63,257 Range: \$56,100-\$76,500
Executive Compensation	\$153,000 \$132,600 \$112,363 \$107,100

## Appendix I – Staff Roster; 2020-2021 School Year

Staff Member Name	Position Title
Hannan Abubaker	STEM Learning Facilitator
Lynnette Appling	Human Resource Manager
Liam Ball	Academics & Training Support Coordinator
Terrence Bhegani	Student Success Specialist
Tawana Bostic	Student Success Specialist
David Burks	STEM Learning Facilitator
Terry Brown	CompTIA Facilitator
Tim Brown	Learning Facilitator
Wayne Carter	Student Success Specialist
Ronald Drummond	Microsoft Instructor
Julian Garcia	Business Manager
Lonnie Goode	Recruitment and Retention Specialist
Hawanya Harper	Administrative Assistant
Alicia Harris	Microsoft Instructor
Wallace Henry III	Director of Academics and Training
Anthony Jackson	Lab Coach
Monica Jones	Board Liaison
Shaundell Jones	Humanities Learning Facilitator
Brittney King	Learning Facilitator
Melvey Lee	Learning Facilitator
Shinar Little	Recruitment Coordinator
Jason Lody	Chief Executive Officer
Conchita Mays-Crawford	Student Success Specialist
Daron Newburn	Student Success Specialist
Jules Ngangmeni	Interventionist
Norman Nixon	Student Success Specialist
Christian Noble	Employment Specialist
Denise Parker	Enrollment Manager
Emanuel Parker	Administrative Assistant
Rachael PremDas	Data Manager
Ann Pollock	Learning Facilitator
Santana Questa	Communications and Marketing Manager
Michael Ragin	Microsoft Instructor
Andrea Robinson	Assistant to Director of Operations
Victor Simms	Student Success Specialist
Connie Spinner	Chief Advocacy Officer
Karen Todd	Attendance Monitor
Kevin Turner	Attendance Coordinator



Lisa Watkins	Assessment Coordinator
Shannon Webster	Data Manager
Lakeyla Whitaker	Student Success Specialist
Anthony Wilson	Student Success Specialist
Bria Wimbish	TABE Coordinator

The CCPrep staff members have obtained various degrees, diplomas, certifications and qualifications; allowing them to bring a variety of educational backgrounds and experiences for our students to learn from and potentially model after as they complete our programs.

<b>Degree/Qualification Type</b>	<b>Staff Percentage</b>
Doctorate degree	7%
Master's degree	26%
Bachelor's degree	30%
High school diploma	23%
Specialized certifications	14%

## Appendix II – Board Roster; 2020-2021 School Year

Role	First Name	Last Name	DC Resident
Board Chair	Monica	Ray	Yes
Vice Chair	Ashley	Mitchell	No
Treasurer	Clyde	Edwards	Yes
Secretary	T'yon	Jones	Yes
Member	Keyonna	Jones	Yes
Member	Jovanda	Warren	Yes
Member	Calvin	Nophlin	Yes
Member	Shannon	Randall	No
Member	Christopher	Earley	Yes
Member	Lavon	Washington	Yes

### Appendix III – Year-End Financial Statement; 2020-2021

Income Statement  
Community College Preparatory Academy  
July 2020 through June 2021

Income Statement		6/30/2021
Revenue		
State and Local Revenue		8,084,340
Other Revenue		241,697
Total Revenue		8,326,037
Expenses		
Salaries		2,679,944
Payroll Taxes		250,474
Employee Benefits		501,831
Other Personnel Expenses		186,672
Contracted Staff		134,433
Direct Student Expenses		281,344
Occupancy Service		276,865
Rent		961,100
Office Furnishings & Equip		47,231
Office Expenses		59,085
Professional Fees		290,368
General Expense		108,410
Web Design		200,954
Site Planning		313,993
Total Expenses		6,292,703
Operating Income		2,033,334
Extraordinary Expenses		
Depreciation and Amortization		136,082
Total Extraordinary Expenses		136,082
Net Income		1,897,253

Balance Sheet  
Community College Preparatory Academy  
As of June 30, 2021

Balance Sheet		6/30/2021
<b>Assets</b>		
Assets		
Current Assets		
Cash		6,681,292
Accounts Receivable		68,347
Other Current Assets		121,705
Intercompany Transfers		0
Total Current Assets		6,871,344
Noncurrent Assets		
Facilities, Net		36,594
Operating Fixed Assets, Net		314,637
Total Noncurrent Assets		351,230
Total Assets		7,222,574

Liabilities and Equity		Year End
Liabilities and Equity		
Current Liabilities		
Accounts Payable		102,594
Other Current Liabilities		13,960
Accrued Salaries and Benefits		10,419
Total Current Liabilities		126,973
Equity		
Unrestricted Net Assets		5,184,647
Net Income		1,897,253
Temporarily Restricted Net Assets		13,702
Total Equity		7,095,601
Total Liabilities and Equity		7,222,574

## Appendix IV – Approved Budget; 2021-2022

Community College Prep	
Account	
Revenue	
State and Local Revenue	
4000 · Per-pupil alloc	
4100 · Per-pupil facility alloc	
State and Local Revenue Total	
Federal Revenue	
5030 · Competitive federal grants	
Federal Revenue Total	
Revenue Total	
Expenses	
Salaries	
7000 · Leadership salaries	691,409
7010 · Teacher salaries	1,167,070
7100 · Student support salaries	1,266,406
7120 · Clerical salaries	123,899
7130 · Business, operations salaries	405,800
7131 · IT staff salaries	48,000
7140 · Maintenance/custodial salaries	-
7290 · Program bonuses	51,350
7310 · Development salaries	55,000
7390 · Exec, dev bonuses	70,000
Salaries Total	3,878,935
Benefits and Taxes	
7400 · Retirement plan contrib	30,000
7410 · Health insurance	438,480
7440 · Travel stipends	1,200
7460 · Workers' comp insurance	26,000
7500 · Social security & medicare	296,738
7510 · State unemployment tax	16,078
7520 · Universal paid leave tax	24,049
7600 · Staff development (non-travel)	158,000
7605 · Tuition reimbursement	15,000
7610 · Staff development travel	7,500
Benefits and Taxes Total	1,013,045
Contracted Staff	
7710 · Temporary contract help	51,000
7711 · Curricular leased staff	60,000
Contracted Staff Total	111,000
Staff-Related Costs	
7820 · Staff meals, events, & awards	34,800
7830 · Staff travel (non-development)	26,500
7840 · Board Costs	75,000
Staff-Related Costs Total	136,300
Rent	-

8000 · Rent	984,144
Rent Total	984,144
Occupancy Service	-
8100 · Utilities & garbage removal	67,000
8110 · Contracted building services	305,000
8120 · Maintenance and repairs	50,000
8130 · Janitorial supplies	25,000
Occupancy Service Total	447,000
Direct Student Expense	-
9000 · Student supplies, snacks	8,500
9010 · Student assessment materials	100,000
9020 · Student textbooks	55,000
9040 · Library & media materials	13,500
9050 · Contracted instruction fees	75,000
9070 · Student field trips	5,000
9074 · Student buses	80,000
9080 · Student recruiting	20,000
9085 · Student events	17,500
9090 · Other student expenses	80,000
Direct Student Expense Total	454,500
Office & Business Expense	
9100 · Office supplies	25,000
9110 · Copier rental & services	35,000
9120 · Telephone & telecommunications	55,000
9130 · Postage, shipping, delivery	4,000
9200 · Business insurance	10,000
9210 · Authorizer fees	77,427
9230 · Accounting, auditing, payroll	85,000
9240 · Legal fees	30,000
9250 · Instr design & eval fees	18,000
9260 · Computer support fees	136,000
9270 · Fundraising fees	50,000
9280 · Other professional fees	14,000
9290 · Other expenses	10,000
9301 · Financing fees	2,000
Office & Business Expense Total	551,427
Contingency	-
9900 · Unforeseen expenses	825,011
Contingency Total	825,011
Expenses Total	8,401,362
<b>NET ORDINARY INCOME</b>	
Extraordinary Expenses	
Depreciation and Amortization	
11000 · Operating asset depreciation	
Depreciation and Amortization Total	
Extraordinary Expenses Total	
<b>TOTAL EXPENSES</b>	
<b>NET INCOME</b>	

Cash Flow Adjustments

Add Depreciation

1700 · Accum depr FF&E  
1720 · Accum depr computers  
1760 · Accum depr other oper assets

Add Depreciation Total

Operating Fixed Assets

1600 · FF&E (32,500)  
1620 · Computers (80,000)  
1660 · Other operating assets -

Operating Fixed Assets Total (112,500)

Facilities Project Adjustments

2700 · Senior debt cost

Facilities Project Adjustments Total

Cash Flow Adjustments Total

**CHANGE IN CASH**

Starting Cash Balance

Change In Cash

**ENDING CASH BALANCE**