



Community Partnership Charter School

241 Emerson Pl
Brooklyn, NY 11205

Beginning with Children Charter School 2

215 Heyward St
Brooklyn NY 11206

Board of Trustees Agenda January 13, 2016 6:00pm

CPCS
241 Emerson Place, Room 303
Brooklyn, NY 11205

6:00 p.m.	Board Governance <ul style="list-style-type: none"> • Review and Approve Minutes 12.15.15 <ul style="list-style-type: none"> a. Accept resignation-Rubens Amedee
6:15 p.m.	PTCC/PTO Report
6:30 p.m.	Committee Updates <ul style="list-style-type: none"> • Finance Committee • Schools Committee
6:45 p.m.	School Reports <ul style="list-style-type: none"> • CPCS LS • CPCS MS • BwCCS 2
7:00 p.m.	BwC Report
7:15 p.m.	Executive Session (as needed)
Next Meeting	Proposed: Date: Wednesday, February 10, 2016 Site: CPCS MS Time: 6:00pm

Community Partnership Charter School Ed Corp
Board of Trustees
Meeting Minutes
December 15, 2015
6:00 p.m.

Location: BwCCS2, 215 Heyward Street, Room 223

Members Present: Katie Cunningham, Rebecca Baneman, Peter Bordonaro, Rose Anne Gonzalez, Amy Kolz, Kiisha Morrow, Jubilee Mosley, Esosa Ogbahon, Sonia Ortiz-Gulardo

Members Absent: Rubens Amedee, Oma Holloway

Guests: Natalie Bledman, Nancy Lewson Kurz, Geri Licurse, Sheba Michel, Denniston Reid, Crystal Rodriguez, Preston Hale, Brian Stemmer, Dominique Artamin

Katie Cunningham called the meeting to order at 6:02 p.m.

Governance

- Katie Cunningham moved to approve the minutes from October 14, 2015 and November 10, 2015. Amy Kolz seconded the motion and the Board approved unanimously.
- The next Board meeting will be on January 13, 2016, at 6:00 p.m. at the CPCS Lower School.
- Sonia Ortiz-Gulardo moved to approve the Memorandum of Understanding for the 2015-16 school year. Amy seconded the motion and the Board approved unanimously.
- Amy moved to re-adopt the bylaws post-merger to be retroactively in effect since the time of the Ed Corp merger. Kiisha Morrow seconded the motion and the Board approved unanimously.
- Katie moved to approve BwCCS2's consolidated application transition to school-wide status. Sonia seconded and the Board approved unanimously.
- Nancy Lewson Kurz discussed Clare Cusack's written letter of resignation. The BwCF and the Board are grateful for Clare's many years of service. Katie moved to accept Clare's resignation. Peter Bordonaro seconded the motion and the Board approved unanimously.
- Katie moved to change the number of Board members to nine. Amy seconded the motion and the Board approved unanimously.
- The Board voted unanimously to implement the employee referral bonuses and guidelines (excluding principals, board members and non-CPCSEC employees).

Finance Committee

- Amy presented the report. (See attached.)

School Committee

- Sonia Ortiz-Gulardo presented the report.

CPCS LS

- Jubilee Mosley presented the report.

CPCS MS

- Rose Anne Gonzalez presented the report.
- Facilities/space continue to be a challenge.

BwCCS2 Report

- Esosa Ogbahon presented the school report. (See attached.)

PTCC/PTO Report

- Sheba Michel presented the report and invited everyone to attend Winter Sing on Thursday, December 17, 2015 from 5:00-6:30pm.

Katie moved to enter executive session to discuss litigation and personnel matters. The meeting was adjourned at 7:38 p.m.

The Executive Session was called to order at 7:39 p.m.

- The Board discussed a potential litigation matter.
- The Board discussed tuition reimbursements.
- The Board discussed providing feedback to an employee.
- The Board discussed evaluating BwCF.

The Executive Session was adjourned at 7:57 p.m.

**Community Partnership Charter School Ed Corp
Board of Trustees Meeting
January 13, 2015**

Financial Highlights

Revenues:

- The NYS per student allocation budget line for was projected at 675 full time equivalents for at the allocated funding of \$13,877. The current projected FTE enrollment is 698 students. Please note that this is a potential increase of approximately \$320,000 in per pupil revenue if enrollment does not decrease during the year. The attached financial statements reflect the budgeted enrollment of 675. We will keep a close watch on the per pupil revenue in the next few months to more accurately reflect actual enrollment.
- Title grant revenue reflected in the attached financials has not yet been confirmed, it is possible that these allocations may change.

Expenses:

- Overall expenditures are running on target with slight shifts between categories.

Community Partnership Charter School Education Corp

Balance Sheet

11/30/15

ASSETS

CURRENT ASSETS

CASH

CASH & CASH EQUIVALENTS	2,526,754
PETTY CASH	400
TOTAL CASH & CASH EQUIVALENTS	<u>2,527,154</u>

PREPAID EXPENSES

PREPAID EXPENSES	<u>15,020.00</u>
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ACCOUNTS & OTHER RECEIVABLE

PUBLIC GRANTS RECEIVABLE	394,121
TOTAL CURRENT ASSETS	<u>2,936,295</u>

INVESTMENTS

CERTIFICATES OF DEPOSIT	<u>3,360,032</u>
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FIXED ASSETS

SCHOOL EQUIPMENT	67,731
FURN & FIXT	68,212
HARDWARE & SOFTWARE	306,748
LEASEHOLD IMPROVEMENTS	19,193
ACCUM DEPR-EQUIP	(67,731)
ACCUM DEPR-FURN & FIXT	(34,374)
ACCUM DEPR-HDWR & SFTWR	(221,409)
ACCUM AMORT-LEASEHOLD IMPROVEMENTS	(13,435)
TOTAL FIXED ASSETS	<u>124,935</u>

TOTAL ASSETS	<u>6,421,262</u>
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LIABILITIES AND NET ASSETS

LIABILITIES

CURRENT LIABILITIES

ACCOUNTS PAYABLE & ACCRUED EXPENSES	180,185
DUE TO BWCF	-
PAYROLL LIABILITIES	19,432
TOTAL CURRENT LIABILITIES	<u>199,617</u>

TOTAL LIABILITIES	<u>199,617</u>
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NET ASSETS	<u>6,221,645</u>
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TOTAL LIABILITIES AND NET ASSETS	<u>6,421,262</u>
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COMMUNITY PARTNERSHIP EDUCATION CORPORATION
 COMBINED BUDGET
 2015-2016

	/---BUDGET---/ CPEC BUDGET 2015-2016	/-----ACTUAL----- YTD 7/1/15 -11/30/15	Projected to Year End	Total Projected at 06/30/16
Revenues - Private:				
Funds to be Raised	-	-	-	-
Other Private	-	-	-	-
Student Meal Reimbursement	-	-	-	-
Total Private Revenues	-	-	-	-
Revenues - Public:				
NYS Per Student Allocation	9,366,975	4,933,443	4,433,532	9,366,975
Erate	-	-	-	-
Federal IASA (e.g. Title 1)	235,000	-	235,000	235,000
Special Ed Funding	809,539	410,852	398,687	809,539
Federal Title II-VI Funding (including ARRA RTTT)	20,000	-	20,000	20,000
DYCD Grant	-	77,069	216,931	294,000
Dissemination Grant	-	-	21,828	21,828
Total Public Revenues	10,431,514	5,421,364	5,325,978	10,747,342
Revenues - Other:				
Interest Income	16,500	6,915	9,585	16,500
Total Other Revenues	16,500	6,915	9,585	16,500
Grand Total Revenue & Other Income	10,448,014	5,428,279	5,335,563	10,763,842

COMMUNITY PARTNERSHIP EDUCATION CORPORATION
 COMBINED BUDGET
 2015-2016

	/---BUDGET---/ CPEC BUDGET 2015-2016	/-----ACTUAL----- YTD 7/1/15 -11/30/15	Projected to Year End	Total Projected at 06/30/16
Total Salaries & Wages	6,957,021	2,015,785	4,941,236	6,957,021
Total Personnel Related - Grants	-	91,485	100,891	192,376
Total Salaries & Wages	6,957,021	2,107,270	5,042,127	7,149,397
Total Personnel Related	1,791,433	510,944	1,280,489	1,791,433
Total Personnel Related - Grants	-	-	28,655	28,655
Total Personnel Related	1,791,433	510,944	1,309,144	1,820,088
Grand Total Personnel	8,748,454	2,618,214	6,351,271	8,969,485
Occupancy				
Building Permits	7,500	-	7,500	7,500
Insurance - Prop & Liab	70,000	80,338	-	80,338
Cleaning Supplies	2,000	-	2,000	2,000
Maintenance & Repairs	17,500	5,100	2,062	7,162
Equipment & Furniture Rental	30,000	6,787	23,213	30,000
Total Occupancy	127,000	92,225	34,775	127,000
Educational Programs				
Classroom Instructional Materials & Supplies	75,000	62,795	12,205	75,000
Substitutes	30,000	29,865	135	30,000
Art Supplies	11,500	2,921	8,579	11,500
Music Supplies	15,000	2,352	12,648	15,000
Math Curriculum/Supplies	25,000	13,317	11,683	25,000
ELA Curriculum/Supplies	60,000	42,633	17,367	60,000
Social Studies Curriculum/Supplies	15,000	1,121	13,879	15,000
Physical Education Supplies	4,500	226	4,274	4,500
Science Curriculum	15,000	16,510	8,490	25,000
After School Supplies	2,500	147	2,353	2,500
After School Program - MS	30,000	3,300	26,700	30,000
Summer School Program	6,000	-	6,000	6,000
Enrichment - LS	30,000	5,650	24,350	30,000
Professional Development	144,000	51,315	82,685	134,000
Staff Appreciation	30,000	2,047	27,953	30,000
Principal Discretionary Fund	3,000	-	3,000	3,000
Technology Materials	50,000	20,011	29,989	50,000
Student Database & Assessment Materials	60,000	17,805	42,195	60,000
Family Outreach/Student Recruitment	30,500	9,309	21,191	30,500
Student Incentives	4,500	2,969	1,531	4,500
Trips & Admissions	65,000	22,607	42,393	65,000
Total Educational Programs	706,500	306,900	399,600	706,500
Total Educational Programs - Grant Related	-	46,918	47,879	94,797
Total Educational Programs	706,500	353,818	447,479	801,297

**COMMUNITY PARTNERSHIP EDUCATION CORPORATION
COMBINED BUDGET
2015-2016**

	/---BUDGET---/ CPEC BUDGET 2015-2016	/-----ACTUAL-----		
		YTD 7/1/15 -11/30/15	Projected to Year End	Total Projected at 06/30/16
Special Needs Program				
Special Needs Supplies	5,000	1,186	3,814	5,000
Total Special Needs Programs	5,000	1,186	3,814	5,000
Other G&A Costs				
Central Costs	937,156	234,289	702,867	937,156
Audit & Accounting Fees	50,000	66,820	-	66,820
Legal Fees	8,500	4,918	3,582	8,500
Renewal Consultants	35,000	8,750	26,250	35,000
Board Development	2,500	-	2,500	2,500
Health & Safety	1,000	-	1,000	1,000
Employment Search & Advertising	20,000	3,640	16,360	20,000
Telecom /Communications	12,500	4,164	8,336	12,500
Printing & Publications	10,000	-	10,000	10,000
Office Supplies	43,000	9,213	33,787	43,000
Postage & Shipping	7,500	2,326	5,174	7,500
Technology Support Consultants	30,000	-	13,180	13,180
Technology Support - Supplies	16,000	1,434	14,566	16,000
Payroll Service Fees	12,500	3,690	8,810	12,500
Travel	2,200	-	2,200	2,200
Dues & Subscriptions	40,000	560	39,440	40,000
Miscellaneous & Bank Fees	1,500	91	1,409	1,500
Student Meals	21,000	1,226	19,774	21,000
Graduation/Moving Up Supplies	4,000	-	4,000	4,000
Conferences	15,000	3,008	11,992	15,000
Total Other G&A Costs	1,269,356	344,129	925,227	1,269,356
Total Operating Expenditures	10,856,310	3,409,572	7,762,566	11,172,138
Net Operating Income (Deficit) Prior to Depr & Capital Expenditures	(408,296)	2,018,707	(2,427,003)	(408,296)
Capital Expenditures:				
Facility Upgrades	-	-	-	-
Furniture & Equipment	20,000	2,465	17,535	20,000
Computer Technology & Equipment	10,000	5,353	4,647	10,000
Total Capital Expenditures	30,000	7,818	22,182	30,000
Total Operating & Capital Expenditures	10,886,310	3,417,390	7,784,748	11,202,138
Net Operating Income (Deficit) after Capital Expenditures	(438,296)	2,010,889	(2,449,185)	(438,296)



School: Community Partnership Lower School	
Principal: Jubilee Mosley	Date: January 13, 2016
Monthly Board Meeting	

CPCS LS' 2015-2016 Team Theme "Achieving Our Mission In Practice"

Instructional Foci: Guided Reading

Effective Tier 1 Instruction

Hiring
<ul style="list-style-type: none">➤ Interviewed a candidate for VSU; Invited to Round 2; Decision by week of 1/18/16➤ Interviewing for a long term substitute to support Pre-K and daily coverage needs.➤ Long term sub placed in VSU and is responsible for supporting classroom teacher, scholars, and pulling small groups.➤ Three vacancies remaining (1st grade General Education, 3rd grade SPED, 4th Grade General Education)

Scholar Achievement
<ul style="list-style-type: none">➤ Revamping our Friday Schedule to accommodate test sophistication and raise the level of stamina and improve test taking skills➤ ELA Rally administered this week➤ 1st Saturday Academy session held on January 9th.

Professional Development
<ul style="list-style-type: none">➤ Data Day held on January 4, 2016; Focus of presentation and grade team meeting time around "digging deep" during data analysis and action planning with the use of the Data Action Planning Template (DAPT)➤ STEP Data Analysis follow-up with Kanika Mobley for reliability and comprehension session and follow up on implementation of next steps➤ Ongoing Coaching, Lesson Plan review, Lesson Observation and feedback to teachers➤ Launching a Writing Rubric PD on Friday, January 15th➤ Uncommon Schools Guided Reading Partnership: Inter-visitation, Debrief on January 20th and 21st; February 1st GR PD

School Culture Updates
<ul style="list-style-type: none">➤ Leadership team planning events for our 4th grade scholars➤ Hardwork Hero nominations submitted each week for scholars who exhibit Heart and Excellence

Parent Engagement Update
<ul style="list-style-type: none">➤ Scholar of the Month Circle Friday, January 22, 2016



Monthly School Leader Report to the Board of Trustees

Principal: Rose Anne Gonzalez

Date: 1/13/2016

School: CPCS Middle School

Open Meeting

Successes

[Please insert 3-5 bullets on things that are going well]

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| <ul style="list-style-type: none">➤ We had 81 students attend Saturday Academy, on the first session, this Saturday.➤ The holiday show was a success. |
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School Culture Update

[Please insert 2-3 school/classroom initiatives that enrich student life at school]

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|---|
| <ul style="list-style-type: none">➤ Our new schedule allows students to have more time in the Arts and they eat lunch earlier.➤ ELA department will roll out the Final Five book challenge.➤ Teachers are using Dojo Points to promote positive behavior. |
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Standards Curriculum and Assessment- Grade Level Teams

[Please prepare one grade team to preview their work over the next month]

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| <ul style="list-style-type: none">➤ Grades 6-8 are now using the Collections Text to teach ELA.➤ We have begun our second round of Fountas and Pinnell testing and expect to be completed by February 1st. |
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Parent Engagement Update

[Please insert 2-3 bullet points to highlight successes and setbacks or initiatives]
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| <ul style="list-style-type: none">➤ January 21st is a mandatory meeting for all 8th grade parents.➤ Middle Monthly Memo continues to get emailed to all parents.➤ Mid year State of the School Address meeting for all parents February TBD. |
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Data Analysis

[Please insert data analysis for one classroom/subgroup and discuss how coaching will impact teachers' decision-making and responsive instruction]
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<ul style="list-style-type: none">➤

Executive Session (as needed)

Challenges

[Please insert 2-3 bullets on setbacks]

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| <ul style="list-style-type: none">➤ No new challenges at this time. |
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Monthly School Leader Report to the Board of Trustees

School: Beginning with Children Charter School 2

Principal: Esosa Ogbahon

Date: January 13th, 2016

Successes

- Winter Concert – December 23rd, 2015
- Professional Development Day – January 4th, 2016
 - Vertical Alignment Planning for NYS Testing
 - Intervention Block Planning
 - Reading Block Planning
- Student/Staff Recruitment and Retention Planning – Ongoing

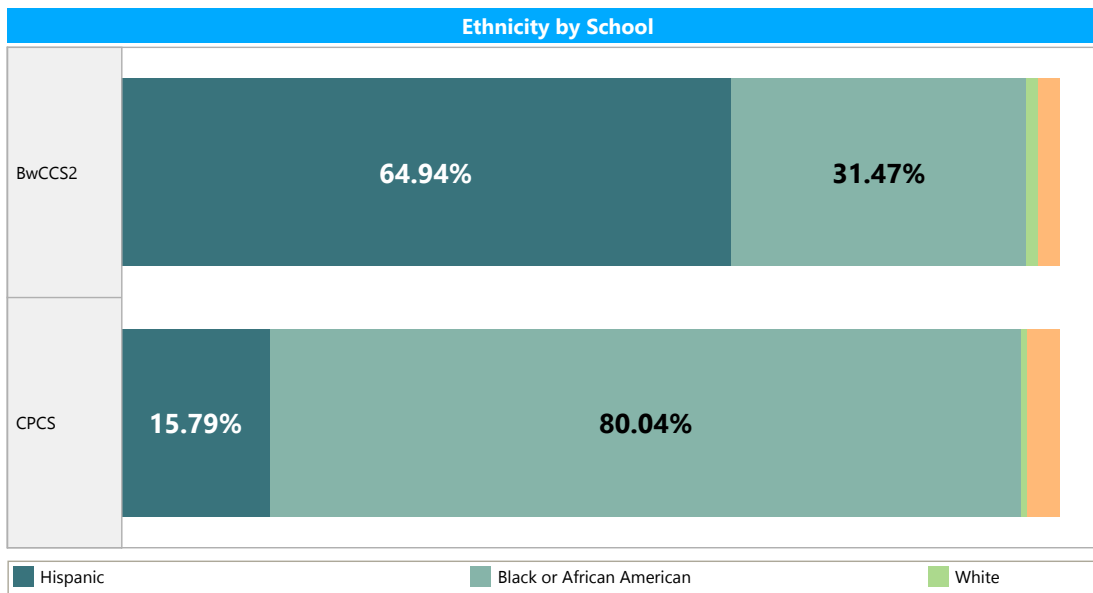
Important Dates

- Kindergarten Ice Skating Trip – January 25th, 2016
- Jazz at Lincoln Center Jazz for Young People (JfYP) Concert – January 25th, 2016
- Professional Development Day – February 1st, 2016

Total Enrollment	
BwCCS2	251 / 250
CPCS	439 / 450
Grand Total	690 / *

Total Enrollment by School and Grade		
	BwCCS2	CPCS
0K	50	38
01	52	48
02	56	49
03	52	47
04	41	51
05		50
06		61
07		48
08		47

Demographics						
	# Ells	% Ells	# FRLP	% FRLP	# IEP	% IEP
BwCCS2	53.0	21.12%	230.0	92%	35.0	14%
CPCS	9.0	1.97%	388.0	85%	62.0	14%
Grand Total	62.0	8.76%	618.0	87%	97.0	14%



Total Enrollment by School and Month				
	September	October	November	December
BwCCS2	260 / 250 (104.00%)	254 / 250 (101.60%)	253 / 250 (101.20%)	251 / 250 (100.40%)
CPCS	463 / 450 (102.89%)	470 / 450 (104.44%)	452 / 450 (100.44%)	445 / 450 (98.89%)

Student Avg. Daily Attendance				
	September, 2015	October, 2015	November, 2015	December, 2015
BwCCS2	95.49%	94.94%	94.50%	97.35%
CPCS LS	96.42%	94.70%	91.60%	91.01%
CPCS MS	93.87%	94.88%	92.24%	90.80%