



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 April 19, 2017 6:00pm

CPCS-LS
241 Emerson Place, Room 305
Brooklyn, NY 11205

6:00 p.m.	<p>Board Governance</p> <ul style="list-style-type: none"> • Review and Approve Minutes 03.08.17 • Accept Resignation, Katie Cunningham • Vote to change number of members
6:15 p.m.	PTCC/PTO Report
6:25 p.m.	<p>Committee Updates</p> <ul style="list-style-type: none"> • Finance Committee • Recruitment Committee
6:45 p.m.	<p>BwC Report & School Reports</p> <ul style="list-style-type: none"> • CPCS LS • CPCS MS • BwCCS 2
7:00 p.m.	BwCF Report
7:25 p.m.	Executive Session (if needed)
Next Meeting	<p>Date: Wednesday, May 10, 2017 or Wednesday, May 17, 2017 Site: CPCS MS Time: 6:00pm</p>

Community Partnership Charter School Ed Corp
Board of Trustees
Meeting Minutes
March 8, 2017
6:00 p.m.

Location: BwCCS2, 215 Heyward Street

Members Present: Amy Kolz, Joan Walrond, Travis Baird, Katie Cunningham, Kiisha Morrow, Esosa Ogbahon, Sonia Ortiz-Gulardo, Greg Whitten

Member Absent: Rebecca Baneman

Guests: Jose Castello, Mike Ferrara, Yvette Ferrara, Maria Lekic, Nancy Lewson Kurz, Geri Licurse, Nikki Lowell, Denniston Reid, Cristal Rodriguez, Juanita Saldivar, Joseph Sanders, Michelle Turnbull

Amy Kolz called the meeting to order at 6:09 p.m.

Governance

- Amy moved to approve the minutes from February 8, 2017 with amended language that the CSI recommendation for renewal was approvals for both schools and an expansion of B2 through Grade 8. Travis Baird seconded the motion and the Board approved unanimously.
- The next Board meeting will take place on April 19, 2017.

PTCC/PTO Report

- Juanita Saldivar presented the report.

Finance Committee

- Greg Whitten presented the report.
- Amy moved to reimburse the Foundation for renovation costs associated with Bartlett Street in the amount of \$75,000 over five years. Katie Cunningham seconded the motion and the Board approved unanimously.

Academic Committee

- Travis Baird presented the report.
- Travis moved to approve the Leadership Program, which provides guidelines for supporting staff's professional development. Kiisha Morrow seconded the motion and the Board approved unanimously.

CPCS LS Report

- Maria Lekic presented the report.

CPCS MS Report

- Michelle Turnbull presented the report.

BwCCS2 Report

- Esosa Ogbahon presented the report.

Katie Cunningham will be stepping down from the Board. Amy thanked Katie for her dedicated service.

Nominating Committee

- Joan Walrond presented the report.
- Joan discussed the need to identify potential Board candidates.

Student Recruitment

The Board discussed converting potential student recruits to actual enrollees.

The meeting was adjourned at 7:00 p.m.

Community Partnership Charter School Ed Corp
Board of Trustees Meeting
April 19, 2017

Financial Highlights

The projected deficit is \$714k. The deficit has been increased since the last meeting to account for additional costs for utilities and security at B2 – Bartlett Street and family outreach as outlined in the expense section below.

Revenues:

- We have been projecting the NYS per student allocation line at 694 full time equivalents at the approved allocated funding of \$14,457. At this time we believe that the actual FTE's may be lower than anticipated based on the most recent ATS data. The attached financial statements reflect the projected FTE enrollment of 694. We are in the process of recalculating the actual FTE's to date and will have more definitive information at the next meeting.

Expenses:

- We received notice that we will be charged for the cost of electric service at Bartlett Street. The projected cost for 2016-2017 is \$35k. This amount has been included in the Occupancy category on the attached financial statements. Additionally, security services at Bartlett Street are projected to be \$25k over budget.
- Increases/decreases in expense items related to the DYCD and Dissemination Grants are offset by increases/decreases in Grant Revenue.

Community Partnership Charter School Education Corp

Balance Sheet

02/28/17

ASSETS

CURRENT ASSETS

CASH

CASH & CASH EQUIVALENTS	3,689,278
PETTY CASH	400
TOTAL CASH & CASH EQUIVALENTS	3,689,678

PREPAID EXPENSES

PREPAID EXPENSES	-
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ACCOUNTS & OTHER RECEIVABLE

DUE FROM BWCF	5,515
INTEREST RECEIVABLE	-
PUBLIC GRANTS RECEIVABLE	-
TOTAL CURRENT ASSETS	3,695,193

INVESTMENTS

CERTIFICATES OF DEPOSIT	3,367,427
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FIXED ASSETS

SCHOOL EQUIPMENT	72,526
FURN & FIXT	109,712
HARDWARE & SOFTWARE	351,183
LEASEHOLD IMPROVEMENTS	36,451
ACCUM DEPR-EQUIP	(68,210)
ACCUM DEPR-FURN & FIXT	(42,293)
ACCUM DEPR-HDWR & SFTWR	(269,767)
ACCUM AMORT-LEASEHOLD IMPROVEMENTS	(17,274)
TOTAL FIXED ASSETS	172,328

TOTAL ASSETS	7,234,948
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LIABILITIES AND NET ASSETS

LIABILITIES

CURRENT LIABILITIES

ACCOUNTS PAYABLE & ACCRUED EXPENSES	157,768
DUE TO BWCF	-
PAYROLL LIABILITIES	58,855
TOTAL CURRENT LIABILITIES	216,623

TOTAL LIABILITIES	216,623
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NET ASSETS	7,018,325
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TOTAL LIABILITIES AND NET ASSETS	7,234,948
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COMMUNITY PARTNERSHIP EDUCATION CORPORATION
 COMBINED BUDGET
 2016-2017

	/---BUDGET---/ CPEC BUDGET 2016-2017	/-----ACTUAL-----		
		YTD 7/1/16 -2/28/17	Projected to Year End	Total Projected at 06/30/17
Revenues - Private:				
Funds to be Raised	-	-	-	-
Other Private	260,000	7,175	260,000	267,175
Student Meal Reimbursement	-	1,598	-	1,598
Total Private Revenues	260,000	8,773	260,000	268,773
Revenues - Public:				
NYS Per Student Allocation	10,658,715	8,226,865	1,806,293	10,033,158
Erate	-	-	-	-
Federal IASA (e.g. Title 1)	270,000	76,869	290,594	367,463
Special Ed Funding	1,000,000	882,791	188,169	1,070,960
Federal Title II-VI Funding (including ARRA RTTT)	20,000	4,247	17,215	21,462
Public Grants	270,000	156,913	113,087	270,000
Total Public Revenues	12,218,715	9,347,685	2,415,358	11,763,043
Revenues - Other:				
Interest Income	16,500	18,423	31,577	50,000
Total Other Revenues	16,500	18,423	31,577	50,000
Grand Total Revenue & Other Income	12,495,215	9,374,881	2,706,935	12,081,816

COMMUNITY PARTNERSHIP EDUCATION CORPORATION
 COMBINED BUDGET
 2016-2017

	/---BUDGET---/ CPEC BUDGET 2016-2017	/-----ACTUAL----- YTD 7/1/16 -2/28/17	Projected to Year End	Total Projected at 06/30/17
Total Salaries & Wages	7,868,269	4,231,759	3,318,406	7,550,165
Total Personnel Related - Grants	190,000	139,182	26,594	165,776
Total Salaries & Wages	8,058,269	4,370,941	3,345,000	7,715,941
Total Personnel Related	1,986,738	977,399	697,962	1,675,361
Total Personnel Related - Grants	30,000	18,370	11,630	30,000
Total Personnel Related	2,016,738	995,769	709,592	1,705,361
Grand Total Personnel	10,075,007	5,366,710	4,054,592	9,421,302
Occupancy				
Rent	260,000	-	260,000	260,000
Insurance - Prop & Liab	105,000	93,745	11,255	105,000
Security Services	40,000	34,114	30,886	65,000
Custodial Services	55,000	55,159	23,841	79,000
Cleaning Supplies	12,000	1,027	6,473	7,500
Utilities	-	1,200	68,800	70,000
Systems Maintenance	13,980	4,744	9,236	13,980
Maintenance & Repairs	15,000	10,608	4,392	15,000
Equipment & Furniture Rental	45,000	18,874	26,126	45,000
Total Occupancy	545,980	219,471	441,009	660,480
Educational Programs				
Classroom Instructional Materials & Supplies	108,750	137,543	10,745	148,288
Substitutes & School Nurse	17,200	95,026	27,174	122,200
Art Supplies	15,500	7,958	7,542	15,500
Music Supplies	11,600	13,581	-	13,581
Math Curriculum/Supplies	28,550	17,458	11,092	28,550
ELA Curriculum/Supplies	80,660	41,890	30,141	72,031
Social Studies Curriculum/Supplies	14,000	21,836	-	21,836
Physical Education Supplies	7,500	737	6,763	7,500
Science Curriculum	21,500	6,982	14,518	21,500
After School Supplies	2,050	145	1,905	2,050
After School Program - MS	30,000	1,200	28,800	30,000
Summer School Program	3,000	1,145	1,855	3,000
Enrichment - LS	30,000	15,318	14,682	30,000
Professional Development	143,750	133,807	9,943	143,750
Staff Appreciation	37,000	8,516	28,484	37,000
Principal Discretionary Fund	2,000	-	2,000	2,000
Technology Materials	50,000	21,848	1,640	23,488
Student Database & Assessment Materials	55,000	40,416	4,651	45,067
Family Outreach/Student Recruitment	30,500	60,433	-	60,433
Student Incentives	17,000	2,953	14,047	17,000
Trips & Admissions	80,000	49,880	30,120	80,000
Total Educational Programs	785,560	678,672	246,102	924,774
Total Educational Programs - Grant Related	50,000	74,230	-	74,230
Total Educational Programs	835,560	752,902	246,102	999,004

COMMUNITY PARTNERSHIP EDUCATION CORPORATION
 COMBINED BUDGET
 2016-2017

	/---BUDGET---/ CPEC BUDGET 2016-2017	/-----ACTUAL----- YTD 7/1/16 -2/28/17	Projected to Year End	Total Projected at 06/30/17
Special Needs Program				
Special Needs Supplies	11,000	6,739	4,261	11,000
Total Special Needs Programs	11,000	6,739	4,261	11,000
Other G&A Costs				
Central Costs	1,234,059	617,030	617,029	1,234,059
Audit & Accounting Fees	40,000	68,413	-	68,413
Legal Fees	8,500	6,633	1,867	8,500
Renewal Consultants	17,500	17,500	-	17,500
Board Development	2,500	170	2,330	2,500
Health & Safety	1,000	-	1,000	1,000
Employment Search & Advertising	28,000	12,474	15,526	28,000
Telecom /Communications	27,500	15,559	11,941	27,500
Printing & Publications	10,000	1,004	8,996	10,000
Office Supplies	33,000	20,167	12,833	33,000
Postage & Shipping	7,500	3,223	4,277	7,500
Technology Support Consultants	10,000	-	-	-
Technology Support - Supplies	10,500	5,439	5,061	10,500
Payroll Service Fees	18,000	7,477	10,523	18,000
Travel	2,200	553	1,647	2,200
Dues & Subscriptions	10,000	1,495	8,505	10,000
Miscellaneous & Bank Fees	2,000	397	1,603	2,000
Student Meals	40,000	4,505	5,495	10,000
Graduation/Moving Up Supplies	6,000	1,134	4,866	6,000
Conferences	15,000	12,637	2,363	15,000
Total Other G&A Costs	1,523,259	795,810	715,862	1,511,672
Total Operating Expenditures	12,990,806	7,141,632	5,461,826	12,603,458
Net Operating Income (Deficit) Prior to Depr & Capital Expenditures	(495,591)	2,233,249	(2,754,891)	(521,642)
Capital Expenditures:				
Facility Upgrades	70,000	-	93,000	93,000
Furniture & Equipment	15,000	41,500	15,000	56,500
Computer Technology & Equipment	15,000	28,640	15,000	43,640
Total Capital Expenditures	100,000	70,140	123,000	193,140
Total Operating & Capital Expenditures	13,090,806	7,211,772	5,584,826	12,796,598
Net Operating Income (Deficit) after Capital Expenditures	(595,591)	2,163,109	(2,877,891)	(714,782)



School: Community Partnership Lower School

Principal: Jubilee Mosley

Date: April 19, 2017

Monthly Board Meeting

CPCS LS' 2016-2017 Team Theme: REACH for the STARS

Instructional Foci: Effective Instruction for Reading Strategies

Scholar Engagement

Strengthening Classroom Management

Hiring and Team Updates

- Interview Process Continues
- One vacancy on 4th grade

Professional Development

- Inferring and Summarizing Non-Fiction text with Ignite, LLC

School Culture Updates

- Marist College (1st Grade class) awarded a trip to Ample Hills Creamery for HIGHEST attendance schoolwide
- NED Assembly for character building (Never Give Up, Do Your Best, Encourage Others)
- K-2 visits Queens College Theatre for various productions April 28-30th and May 2-4th
- Upcoming REACH Friday on May 12th
- Holiday Hills Senior Trip in CT on June 12th

Parent Engagement Update

- Upcoming Meet and Greets during week of May 8th/15th.

Monthly School Leader Report to the Board of Trustees

Principal: Nicole Barzey

Date: April 5, 2017

School: Community Partnership Middle School

Open Meeting

Successes

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

- Completed the 1st round of NYS Testing
 - In the debrief, teachers stated that students utilized strategies such as annotation, and underlining. Student feedback varied from the test being difficult, to they felt prepared for the test.
- Preparing for the NYS Math Exam - Teachers are creating their own test prep clinics.
- March 27th (Charter) and April 5th (Private) High School Open House Fairs for 7th and 8th grade families.
 - 21 families participated on the 27th.
 - Participating High Schools are:
 - **Williamsburg Charter HS** **Bishop Loughlin Memorial HS**
 - **Northside Charter HS** **Bishop Kearney HS**
 - **Unity Prep HS** **Nazareth HS**
 - **BELA** **Cristo Rey HS / St. Edmund's HS**
 - **MESA** **St. Saviour / St. Joseph HS**

School Culture Update

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

- Pie Day -Pie A Staff Member
- Spirit Fridays - Grade Specific Themes such as Twin, Wacky Tacky, Culture
- Yearbook Design and T-Shirt Contest
- Investment Trip - April 7th
- Week of May 8th - Teacher Appreciation Week

Parent/Community Engagement Update

[Please insert 2-3 bullet points to highlight successes and setbacks or initiatives]

- CPCS MS Open Houses (April 5th)
- PTCC offered to celebrate our teachers during Teacher Appreciation Week

Monthly School Leader Report to the Board of Trustees

School: Beginning with Children Charter School 2

Principal: Esosa Ogbahon

Date: April 19th, 2017

Successes

- March 9th – 10th, 2017 – 3rd Grade trip to Frost Valley YMCA
- March 14th, 2017 – 2nd Grade trip to the play Freedom Train
- March 14th – 15th, 2017 – 4th Grade trip to the Ashokan Center
- March 20th, 2017 at 1:00 P.M. – Latino Music and History Concert with Asher Delerme
- March 28th – 30th – NYS ELA Assessments
- April 5th – 7th, 2017 – 5th Grade trip to Washington, D.C.

Important Dates

- April 21st, 2017 – Earth Day Assembly and Celebration
- May 2nd – 4th, 2017 – NYS Math Assessment
- May 10th, 2017 – Jazz for Young People Concert
- May 11th -12th, 2017 – Roller Skating, Prospect Park Lakeside Rink
- May 18th, 2017 – Parent Teacher Conferences
- June 1st, 2017 – NY Mets Zoo Education Day

Beginning with Children Dashboard _ April_17_2017

Y16-Y17 Percent Change

Total Enrollment by School and Grade				Total Enrollment		Applications by Site and Grade ---YOY					
	BwC	CPCS-LS	CPCS-MS	BwC		Y15	Y16	Y17	PercentChange		
PK	~	13	~	BwC	290/300	CPCS-Tot.	522	859	869	1.16	
K	42	34	~	CPCS-LS	211/250	PK	0	0	209	-	
1	53	33	~	CPCS-MS	182/200	K	216	334	207	-38.02	
2	51	45	~	Grand Total	683/750	1	42	41	54	31.71	
3	51	43	~			2	34	45	55	22.22	
4	53	43	~			3	31	51	64	25.49	
5	40	~	38			4	40	48	48	0.00	
6	~	~	54			5	61	129	87	-32.56	
7	~	~	52	Tot. Applicants Y 16-17	1654	6	98	142	81	-42.96	
8	~	~	38	Y15-16	1461	7	0	49	39	-20.41	
Total	290	211	182	Y14-15	845	8	0	20	25	25.00	
March Reflects 3-01 thru 3-31						BwC2Tot.	323	602	785	30.40	
Demographics							K	251	388	295	-23.97
	#ELLS	%ELLS	#FRLP	%FRLP	#IEP	%IEP	1	44	100	89	-11.00
BwCCS2	58	23.45%	269	92.76%	49	16.90%	2	28	41	90	119.51
CPCS-LS	6	2.84%	182	84.65%	27	13.74%	3	0	40	93	132.50
CPCS-MS	4	2.20%	169	92.86%	35	18.68%	4	0	33	81	145.45
Grand Total	68	9.96%	620	90.78%	111	16.16%	5	0	0	75	-
							6	0	0	62	-
Student Average Daily Attendance								Teacher Avg. Daily Attendance			
	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Sept.	Oct.	Nov.	Dec.
BwCC2	95.38%	95.21%	94.32%	94.36%	91.33%	92.70%	94.60%	-	-	-	-
CPCS-LS	90.62%	93.18%	91.00%	87.97%	93.95%	93.30%	93.89%	-	-	-	-
CPCS-MS	98.48%	94%	92.50%	90.85%	93.96%	92.17%	93.80%	-	-	-	-
Teacher Avg. Daily Attendance			Total Enrollment by School and Month *								
Jan	Feb	Mar.		Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	4/12/2017
-	-	-	BwCCS2	299	305	301	297	297	295	290	290
-	-	-	CPCS-LS	223	235	232	229	228	223	215	211
-	-	-	CPCS-MS	198	186	186	185	185	184	182	182
-	-	-	Grand Total	720	726	719	711	710	702	687	683

* reconciled with ATS

HOME NEIGHBORHOODS OF CPCs & BWC2 2017-18 APPLICANT'S



**Beginning
with Children**
Education. Leadership. Community.

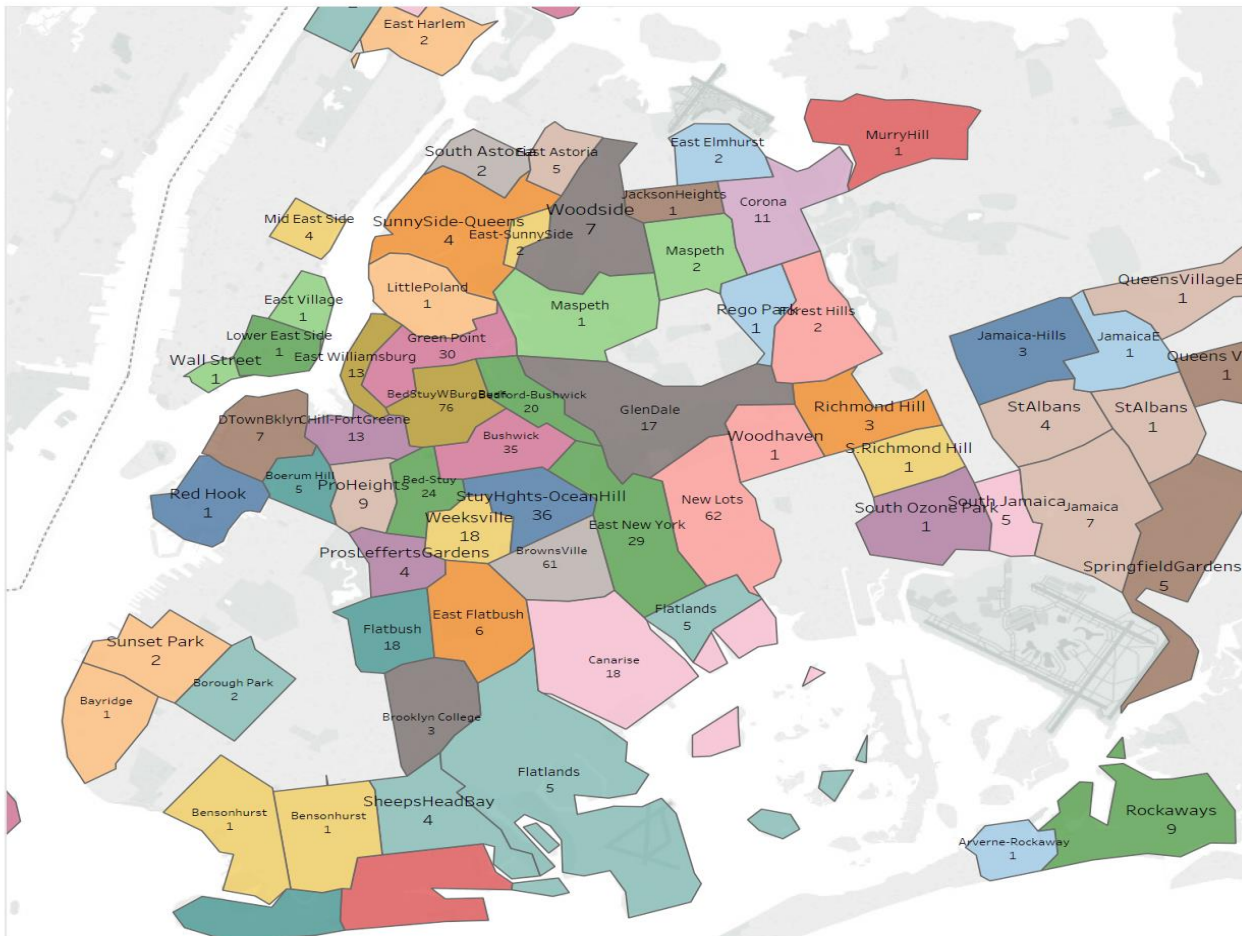


**Community
Partnership**

4/17/2017

NUMBER OF APPLICANTS (BKLYN,QN,LM)

BwC 2 Applicants

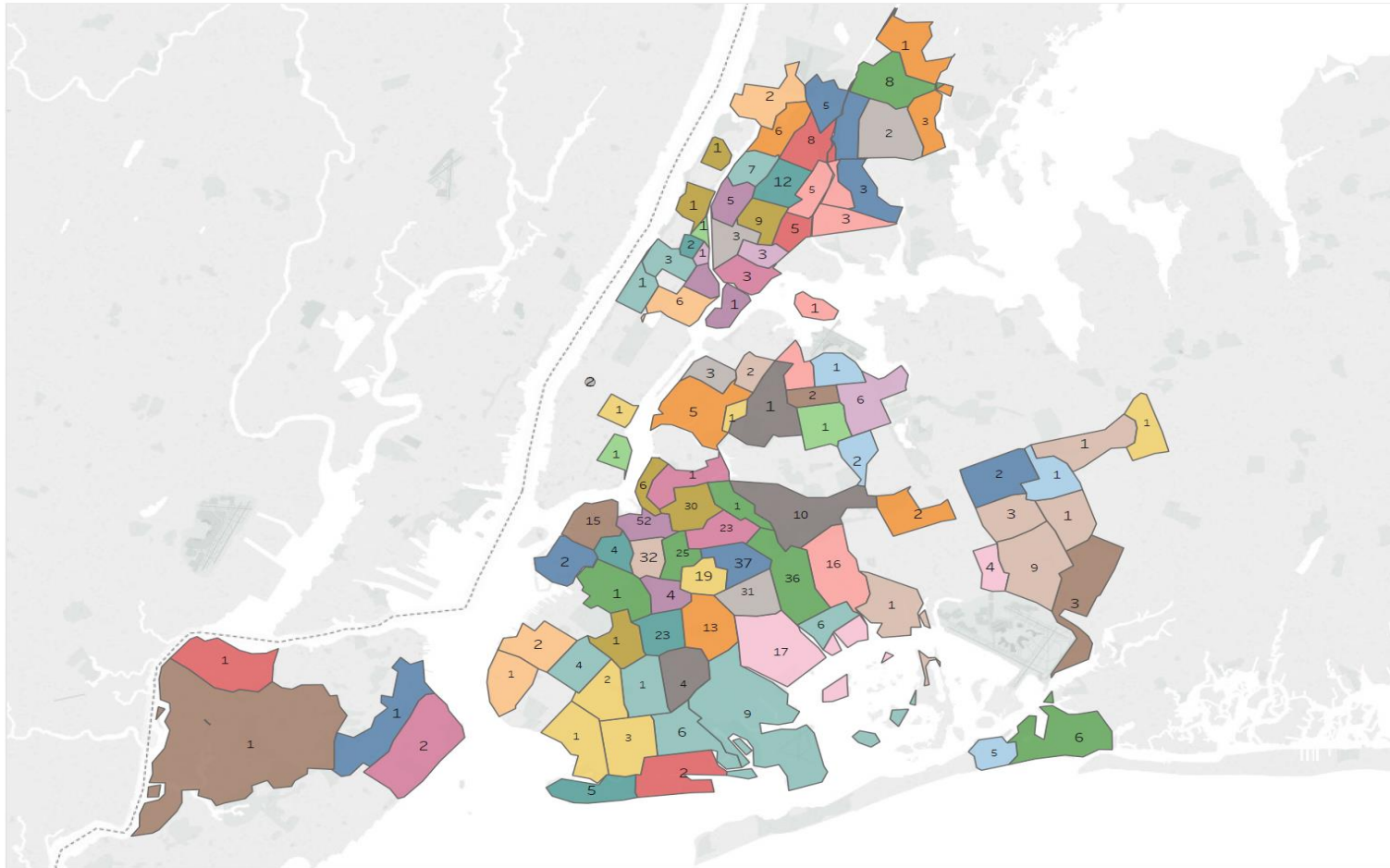


Neighborhoods

BedStuyWBurgBush	76
New Lots	62
Brownsville	61
StuyHghts-OceanHill	36
Bushwick	35
Green Point	30
East New York	29
Bed-Stuy	24
Bedford-Bushwick	20
Canarise	18
Flatbush	18
Weeksville	18
GlenDale	17
Melrose	17
Highbridge	15
CHill-FortGreene	13
East Williamsburg	13
West Bronx	13
Morris Heights	12
Allerton	11
Corona	11
Flatlands	10
Wakefield	10
Jerome Park	9
ProHeights	9
Rockaways	9
DTownBklyn	7
Jamaica	7
Port Morris	7
SouthBlvd-Bx	7
Woodside	7
East Flatbush	6
Fordham	6
Grand ConCourse	6
Boerum Hill	5
BronxPark	5
East Astoria	5
Soundview	5
South Jamaica	5
SpringfieldGardens	5
StAlbans	5
WestChesterAvv-Bx	5
Mid East Side	4
Mid Harlem	4
ProsLeffertsGardens	4
SheepsHeadBay	4
SunnySide-Queens	4

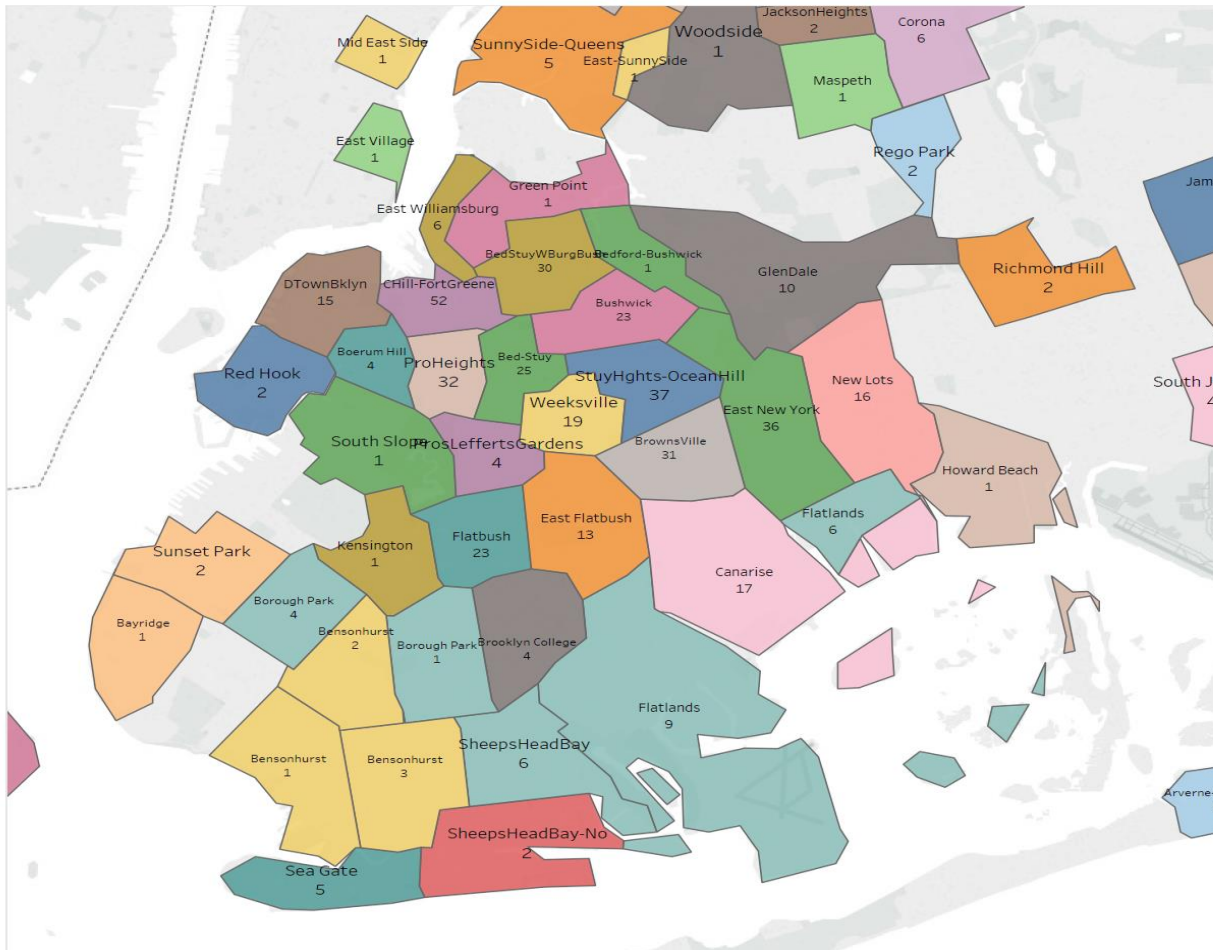
NUMBER OF APPLICANTS CITYWIDE

CPCS-LS Applicants - Overview



NUMBER OF APPLICANTS (BKLYN,QN,LM)

CPCS-LS Applicants



Neighborhoods

CHill-FortGreene	52
StuyHghts-OceanHill	37
East New York	36
ProHeights	32
BrownsVile	31
BedStuyWBurgBush	30
Bed-Stuy	25
Bushwick	23
Flatbush	23
Weeksville	19
Canarise	17
New Lots	16
DTownBklyn	15
Flatlands	15
East Flatbush	13
West Bronx	12
GlenDale	10
Jamaica	9
Melrose	9
Fordham	8
Wakefield	8
Morris Heights	7
Bensonhurst	6
Corona	6
East Harlem	6
East Williamsburg	6
Jerome Park	6
Rockaways	6
SheepsHeadBay	6
Allerton	5
Arverne-Rockaway	5
Borough Park	5
BronxPark	5
Highbridge	5
Sea Gate	5
SunnySide-Queens	5
WestChesterAvv-Bx	5
Boerum Hill	5

NUMBER OF APPLICANTS CITYWIDE

CPCS-MS Applicants - Overview

