



## Board of Trustees Agenda May 13, 2015 6:00pm

BwCCS 2  
215 Heyward Street, Room 224  
Brooklyn, NY 11206

<b>6:00 p.m.</b>	<p>Board Governance – Martin Ragde</p> <ul style="list-style-type: none"> <li>• Review and Approve Minutes 04.08.15</li> </ul>
<b>6:05 p.m.</b>	<p>Committee Reports</p> <ul style="list-style-type: none"> <li>• Finance               <ul style="list-style-type: none"> <li>a) 2015-16 Budget</li> <li>b) Renewal Proposals</li> </ul> </li> <li>• Legal               <ul style="list-style-type: none"> <li>a) Discipline Policy</li> </ul> </li> <li>• Academic Committee               <ul style="list-style-type: none"> <li>a) Report Cards</li> <li>b) Student Assessment</li> </ul> </li> <li>• School Committee               <ul style="list-style-type: none"> <li>a) Foreign Language Instruction</li> </ul> </li> </ul>
<b>6:20 p.m.</b>	<p>School Reports</p> <ul style="list-style-type: none"> <li>• CPCS LS</li> <li>• CPCS MS</li> <li>• BwCCS 2</li> </ul>
<b>6:45 p.m.</b>	BwC Report
<b>7:00 p.m.</b>	PTA Report
<b>7:15-8:00 p.m.</b>	Executive Session
<b>Next Meeting</b>	<p><b>Wednesday, June 10, 2015</b> 217 Havemeyer Street, 2<sup>nd</sup> Floor Brooklyn, NY 11211</p>

**Community Partnership Charter School Ed Corp**  
**Board of Trustees**  
**Meeting Minutes**  
**April 8, 2015**  
**6:00 p.m.**

**Location:** BwCF, 217 Havemeyer Street, 2<sup>nd</sup> Floor

**Members Present:** Martin Ragde, Rebecca Baneman, Peter Bordonaro, Clare Cusack, Oma Holloway (via videoconference), Amy Kolz, Kiisha Morrow, Esosa Ogbahon, Sonia Ortiz-Gulardo, David Stutt

**Members Absent:** Rubens Amedee, Katie Cunningham, Keisha Rattray, Adjowah Scott

**Guests:** Michele Ashley, Nancy Lewson Kurz, Denniston Reid, Brian Stemmer

Martin Ragde called the meeting to order at 6:14 p.m.

### **Governance**

- The Board voted and approved the minutes from March 11, 2015.
- The next meeting will occur at 6:00 p.m. on May 13 at BwCCS2.
- Going forward, each of the Board's Committees will record minutes of Committee meetings, which will include the topic of the meeting and any recommendations to the Board.

### **Finance**

- David Stutt presented the report. (See attached.)
- The FTE enrollment at both CPCS and BwCCS2 remains roughly the same at 395 and 194, respectively.
- CPCS MS and Legacy are working together to identify ways to lower the costs of field trips.
- There will be approximately \$12,000 added to the budget that relates to the earlier start date of Ms. Jubilee Mosley at CPCS LS. The budget may also be increased to reflect Ms. Rose Anne Gonzalez's start date at CPCS MS.
- Geri Licurse is reviewing how much time the BwCF staff spent on Ed Corp matters. Depending on the results, there may be a reduction in expenses.
- The Finance Committee will have a call the week of April 20<sup>th</sup> to discuss next year's budget. For the 2015-16 school year, there will be a \$100/student increase from the State.

### **BwCCS2 Report**

- Esosa Ogbahon presented the school report, which focused on the students' positive outlook approaching their first time taking the Common Core exams.

### **Foundation Report**

- Nancy Lewson Kurz discussed the charter renewal process. Nancy suggested the Board consider using an external consultant to help shepherd the process. BwCF is looking at consultants and will make a recommendation to the Board. Additionally, each of the Board's committees will work on the relevant section of

- the charter renewal application.
- Nancy described the process and timing of the Board's evaluation of the Foundation's services, as well as end of year evaluations for BwCF staff who work directly with the Ed Corp. The Executive Committee will review the applicable staff evaluations and will also seek input from the school leaders.
  - Denniston Reid discussed the academic performance indicators for each of the testing grades at CPCS and BwCCS2. These indicators assess how well our students are progressing in the curriculum we are teaching.
  - We have received a total of 1,526 applications for the 2015-16 school year.

The general session was adjourned at 7:19 p.m.

#### **Executive Session**

- The executive session was called to order at 7:20 p.m. to discuss personnel. The session was adjourned at 7:52 p.m.

#### **General Session**

- The Board Meeting resumed at 7:53 p.m.
- The Board ratified the executive decision to hire Ms. Mosley and Ms. Gonzalez as school leaders for CPCS LS and CPCS MS, respectively, for the 2015-16 school year.
- There was discussion about the leadership transition and roll-out to the CPCS community.

The meeting was adjourned at 8:01 p.m.

# Community Partnership Charter School Education Corp

## Balance Sheet

04/30/15

### ASSETS

#### CURRENT ASSETS

##### CASH

CASH & CASH EQUIVALENTS	1,039,634
PETTY CASH	400
<b>TOTAL CASH &amp; CASH EQUIVALENTS</b>	<b><u>1,040,034</u></b>

#### PREPAID EXPENSES

PREPAID EXPENSES	<u>-</u>
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#### ACCOUNTS & OTHER RECEIVABLE

PUBLIC GRANTS RECEIVABLE	-
<b>TOTAL CURRENT ASSETS</b>	<b><u>1,040,034</u></b>

#### INVESTMENTS

CERTIFICATES OF DEPOSIT	<u>3,341,339</u>
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#### FIXED ASSETS

SCHOOL EQUIPMENT	67,731
FURN & FIXT	92,393
HARDWARE & SOFTWARE	425,355
LEASEHOLD IMPROVEMENTS	19,193
ACCUM DEPR-EQUIP	(67,443)
ACCUM DEPR-FURN & FIXT	(53,771)
ACCUM DEPR-HDWR & SFTWR	(297,883)
ACCUM AMORT-LEASEHOLD IMPROVEMENTS	(9,597)
<b>TOTAL FIXED ASSETS</b>	<b><u>175,978</u></b>

<b>TOTAL ASSETS</b>	<b><u>4,557,351</u></b>
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#### LIABILITIES AND NET ASSETS

##### LIABILITIES

##### CURRENT LIABILITIES

ACCOUNTS PAYABLE & ACCRUED EXPENSES	29,391
DUE TO BWCF	10,737
PAYROLL LIABILITIES	10,742
<b>TOTAL CURRENT LIABILITIES</b>	<b><u>50,870</u></b>

<b>TOTAL LIABILITIES</b>	<b><u>50,870</u></b>
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##### NET ASSETS

<b>4,506,481</b>
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<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>4,557,351</u></b>
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**Community Partnership Charter School Ed Corp**  
**Board of Trustees Meeting**  
**May 13, 2015**

**Financial Highlights**

The current projected deficit is \$691k. At the April Board meeting the deficit was projected at \$908k. The reduction is due to the decrease in salaries as described below.

**Revenues:**

- The NYS per student allocation budget line was projected at 620 full time equivalents at the allocated funding of \$13,777. The current projected FTE is 589. This is a reduction of approximately \$247,986 in per pupil revenue for the fiscal year. A reduction of \$427,000 in per pupil revenue has been projected in these financial statements.
- Decrease in Special Education revenue of \$25k due to decrease in IDEA funding.
- Increases in DYCD and Dissemination Grant Revenue is offset by increases in related expenses.
- Title grant revenue has been reduced by approximately \$3,500 to reflect the most current information we have. It is possible additional reductions may occur.
- Hyde & Watson technology grant of \$5,000 is reflected in the attached financials.

**Expenses:**

- Expenses have been adjusted to reflect projected year end totals and the Board approved budget cuts of \$114k as outlined in last month's meeting. The Family Outreach/Student Recruitment line has been increased by \$20k to reflect the contract with Vanguard. Additionally, Employment Search and Advertisement line has been increased by \$20k for the TFA placement fees. Printing and dues have been reduced by approximately \$6k in total.
- Salaries & Wages have been decreased by approximately \$238k due to staffing changes because of leaves of absence. Substitute costs have not increased accordingly.
- There are several education program expense lines that are largely unspent such as staff development, ELA supplies curriculum, after school program, trips & admissions that will continue to be monitored and reduced if necessary by the June board meeting.
- Increases in expense items related to the DYCD and Dissemination Grants are offset by increases in Grant Revenue.

**Beginning with Children Charter School 2  
Points of Emphasis for 990 Tax Return  
FYE 6-30-14**

While review of the entire Form 990 is encouraged, at a minimum please focus on the following key sections.

- **Board Governance Policies and Compliance**
  - Please review Part VI (pages 7, 29 & 30) and Schedule O for discussion of board governance and compliance policies and disclosures.
  
- **Officer and Key Employee Compensation** is a major focus of the 990, shown in various sections and based on different definitions and time periods. These sections should be reviewed:
  - Part VII (page 8) lists compensation of any employee over \$100,000 based on calendar year 2013 per employee W-2's
  - Part IX (page 11) Statement of Functional Expenses line 5 lists officer compensation based on CPCS's fiscal year ending 6-30-14.
  - Balance Sheet Part X- line 22 (page 12) discloses payables to officers at fiscal year-end – in this case amount shown is 0.
  
- **Current Year Significant Contributors**
  - Schedule B (page 18) lists contributors who gave \$5,000 or more during the fiscal year ended 6-30-14. Note that this list is confidential and names are not disclosed on Guidestar or filed with NYS Attorney General.

**Community Partnership Charter School  
Points of Emphasis for 990 Tax Return  
FYE 6-30-14**

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**Community Partnership Education Corporation**  
**Budget Assumptions**  
**6/30/16**

**School Budgets**

**REVENUES**

- Projected enrollment of 675 students: 425 CPCS, 250 BwCCS 2
- Estimated per pupil funding of \$13,877 a .725% increase
- Special education funding based on current population
- Title revenue based on current population

**EXPENSES**

- Salary based on current approved salary scale, BwCCS 2's salaries increased for new classrooms
- 25% benefits
- Aligned supply & curriculum costs to reflect school needs
- Aligned consulting costs to reflect school needs
- Aligned professional development costs to staff needs
- BwCF Service fee allocated at \$937,156-Includes a portion of 1 Academic Associate, 1 Data Associate, 1 Public Grants Associate, 4 Operations/Finance/Tech Associates & 1 Community Engagement Associate
- Professional Development – see attached



COMMUNITY PARTNERSHIP EDUCATION CORPORATION  
 BUDGET  
 2015-2016

Enrollment	Y-T-D		Y-T-D	
	/----BUDGET----/ 425 CPCS BUDGET 2015-2016	/---Proj Actual---/ 389 CPCS Projected Actual 2014-2015	/----BUDGET----/ 250 BwCCS 2 BUDGET 2015-2016	/---Proj Actual---/ 200 BwCCS2 Projected Actual 2014-2015
<b>Revenues - Private:</b>				
Funds to be Raised	-	-	-	-
Other Private	-	7,460	-	-
Student Meal Reimbursement	-	100	-	1,107
<b>Total Private Revenues</b>	-	7,560	-	1,107
<b>Revenues - Public:</b>				
NYS Per Student Allocation	5,897,725	5,359,253	3,469,250	2,755,400
Public Grants	-	442,182	-	-
Federal IASA (e.g. Title 1)	175,000	174,970	60,000	96,055
Special Ed Funding	600,000	574,822	209,539	206,529
Federal Title II-VI Funding (including ARRA RTTT)	10,000	11,392	10,000	10,304
<b>Total Public Revenues</b>	6,682,725	6,562,619	3,748,789	3,068,288
<b>Revenues - Other:</b>				
Interest Income	15,000	15,000	1,500	1,500
<b>Total Other Revenues</b>	15,000	15,000	1,500	1,500
<b>Grand Total Revenue &amp; Other Income</b>	6,697,725	6,585,179	3,750,289	3,070,895

COMMUNITY PARTNERSHIP EDUCATION CORPORATION  
 BUDGET  
 2015-2016

Enrollment	Y-T-D		Y-T-D	
	/----BUDGET----/ 425 CPCS BUDGET 2015-2016	/---Proj Actual---/ 389 CPCS Projected Actual 2014-2015	/----BUDGET----/ 250 BwCCS 2 BUDGET 2015-2016	/---Proj Actual---/ 200 BwCCS2 Projected Actual 2014-2015
<b>Salaries &amp; Wages</b>	4,420,185	4,007,411	2,402,173	1,874,565
Salaries & Wages - Grants	-	187,326	-	-
<b>Total Salaries &amp; Wages</b>	4,420,185	4,194,737	2,402,173	1,874,565
<b>Total Personnel Related</b>	1,138,198	1,043,206	618,560	470,198
Personnel Related - Grants	-	22,029	-	-
<b>Grand Total Personnel</b>	5,558,383	5,259,972	3,020,733	2,344,763
<b>Occupancy</b>				
Building Permits	5,000	3,000	2,500	1,500
Insurance - Prop & Liab	45,000	57,378	25,000	25,446
Cleaning Supplies	1,000	1,000	1,000	1,000
Maintenance & Repairs	10,000	10,000	7,500	7,500
Equipment & Furniture Rental	20,000	20,000	10,000	10,000
<b>Total Occupancy</b>	81,000	91,378	46,000	45,446
<b>Educational Programs</b>				
Classroom Consumable Supplies	40,000	43,765	35,000	46,526
Substitutes	15,000	20,000	15,000	15,000
Art Supplies	7,500	7,500	4,000	3,500
Music Supplies	10,000	8,000	5,000	5,946
Math Curriculum/Supplies	10,000	3,235	15,000	6,543
ELA Curriculum/Supplies	30,000	20,000	30,000	14,401
Social Studies Supplies/Curriculum	10,000	3,000	5,000	5,000
Physical Education Supplies	2,500	2,865	2,000	2,000
Science Supplies/Curriculum	10,000	10,000	5,000	5,000
After School Supplies	1,000	1,000	1,500	1,500
After School Program - MS	30,000	60,000	-	-
Enrichment - LS	30,000	-	-	-
Summer School Program	-	-	6,000	-
Library Books	-	10,000	-	32,377
Professional Development	113,000	-	31,000	-
Leadership Development	-	4,900	-	2,700
Staff Development	-	106,500	-	36,500
Staff Appreciation	20,000	14,000	10,000	4,000
Principal Discretionary Fund	2,000	2,000	1,000	1,000
Technology Materials	30,000	38,346	20,000	12,654
Student Database & Assessment Materials	40,000	32,185	20,000	20,064
Family Outreach/Student Recruitment	10,500	20,500	20,000	20,000
Student Incentives	3,000	3,000	1,500	1,500
Trips & Admissions	45,000	82,000	20,000	14,814
<b>Educational Programs</b>	459,500	492,796	247,000	251,025
DYCD Grant Expenses	-	74,085	-	-
Dissemination Grant Expenses	-	158,742	-	-
<b>Total Educational Programs</b>	459,500	725,623	247,000	251,025

COMMUNITY PARTNERSHIP EDUCATION CORPORATION  
 BUDGET  
 2015-2016

Enrollment	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	/----BUDGET----/ 425 CPCS BUDGET 2015-2016	/---Proj Actual---/ 389 CPCS Projected Actual 2014-2015	/----BUDGET----/ 250 BwCCS 2 BUDGET 2015-2016	/---Proj Actual---/ 200 BwCCS2 Projected Actual 2014-2015
<b>Special Needs Program</b>				
Special Needs Consultants	-	3,680	-	1,000
Special Needs Supplies	4,000	1,975	1,000	5,000
<b>Total Special Needs Programs</b>	<b>4,000</b>	<b>5,655</b>	<b>1,000</b>	<b>6,000</b>
<b>Other G&amp;A Costs</b>				
BwCF Service Fee	590,061	876,808	347,095	417,565
Audit & Accounting Fees	25,000	25,000	25,000	25,000
Legal Fees	5,000	5,000	3,500	3,500
Renewal Consultant	25,000	-	10,000	-
Board Development	2,500	2,500	-	2,500
Health & Safety	500	500	500	500
Employment Search & Advertising	10,000	32,362	10,000	10,000
Telecom /Communications	7,500	7,500	5,000	7,000
Printing & Publications	7,500	4,000	2,500	2,500
Office Supplies	25,000	25,000	18,000	18,000
Postage & Shipping	4,500	4,500	3,000	3,000
Technology Support Consultants	20,000	5,512	10,000	5,000
Technology Support - Supplies	8,000	8,000	8,000	8,000
Payroll Service Fees	8,000	10,580	4,500	4,500
Travel	1,200	1,200	1,000	1,000
Dues & Subscriptions	30,000	11,400	10,000	10,000
Miscellaneous & Bank Fees	500	1,328	1,000	1,169
Student Meals	16,000	16,000	5,000	5,000
Graduation/Moving Up Supplies	3,000	3,000	1,000	1,000
Conferences	10,000	7,500	5,000	4,831
<b>Total Other G&amp;A Costs</b>	<b>799,261</b>	<b>1,047,690</b>	<b>470,095</b>	<b>530,065</b>
Contingency	-	-	-	-
<b>Total Operating Expenditures</b>	<b>6,902,144</b>	<b>7,130,318</b>	<b>3,784,828</b>	<b>3,177,299</b>
<b>Net Operating Income (Deficit) Prior to Depr &amp; Capital Expenditures</b>	<b>(204,419)</b>	<b>(545,139)</b>	<b>(34,539)</b>	<b>(106,404)</b>
<b>Capital Expenditures:</b>				
Facility Upgrades	-	-	-	-
Furniture & Equipment	10,000	10,000	10,000	10,000
Computer Technology & Equipment	-	7,894	10,000	11,179
<b>Total Capital Expenditures</b>	<b>10,000</b>	<b>17,894</b>	<b>20,000</b>	<b>21,179</b>
Total Operating & Capital Expenditures	6,912,144	7,148,212	3,804,828	3,198,478
<b>Net Operating Income (Deficit) after Capital Expenditures</b>	<b>(214,419)</b>	<b>(563,033)</b>	<b>(54,539)</b>	<b>(127,583)</b>

## Monthly School Leader Report to the Board of Trustees

School: Community Partnership Middle School

Principal: Keisha Rattray

Date: May 13, 2015

### Open Meeting

#### Successes

- 4 CPCMS earn spots as finalists in the Jeter's Leaders program
- 8<sup>th</sup> graders successfully complete Providence House event
- 22 scholars qualify for the Earth Science regents
- Quarter 3, 23 scholars earned Honor Roll status, 6, Dean's List

#### School Culture Updates

- HEAF facilitates info session with 13 5<sup>th</sup> grade students
- BedStuy to Broadway trip scheduled
- 83 scholars earned attendance on the end of year trip to Toronto

#### Parent Engagement Update

- End of year trip orientation, 4/22
- Introductory meeting with Ms. Gonzalez, 5/6
- Final promotion in doubt meetings
- 8<sup>th</sup> grade parent meeting, 5/18
- 8<sup>th</sup> grade awards luncheon and dance, 6/13
- Advancement ceremony, 6/15 @ 3pm
- Organizing to support citywide efforts to reinstate summer camp/after school funding

Total Enrollment							Total Enrollment by School and Grade						
BwCCS2	206 / 200						2015	BwCCS2			CPCS		
CPCS	381 / 450							0K	49		45		
<b>Grand Total</b>	<b>587 / *</b>							01	55		43		
								02	57		46		
								03	45		44		
								04			42		
								05			44		
								06			35		
								07			50		
								08			32		

Total ELL, FRLP, and IEP						
	# ELLs	% ELLs	# FRLP	% FRLP	# IEP	% IEP
BwCCS2	43.0	20.87%	191.0	93%	24.0	12%
CPCS	4.0	1.05%	303.0	80%	57.0	15%
<b>Grand Total</b>	<b>47.0</b>	<b>8.01%</b>	<b>494.0</b>	<b>84%</b>	<b>81.0</b>	<b>14%</b>

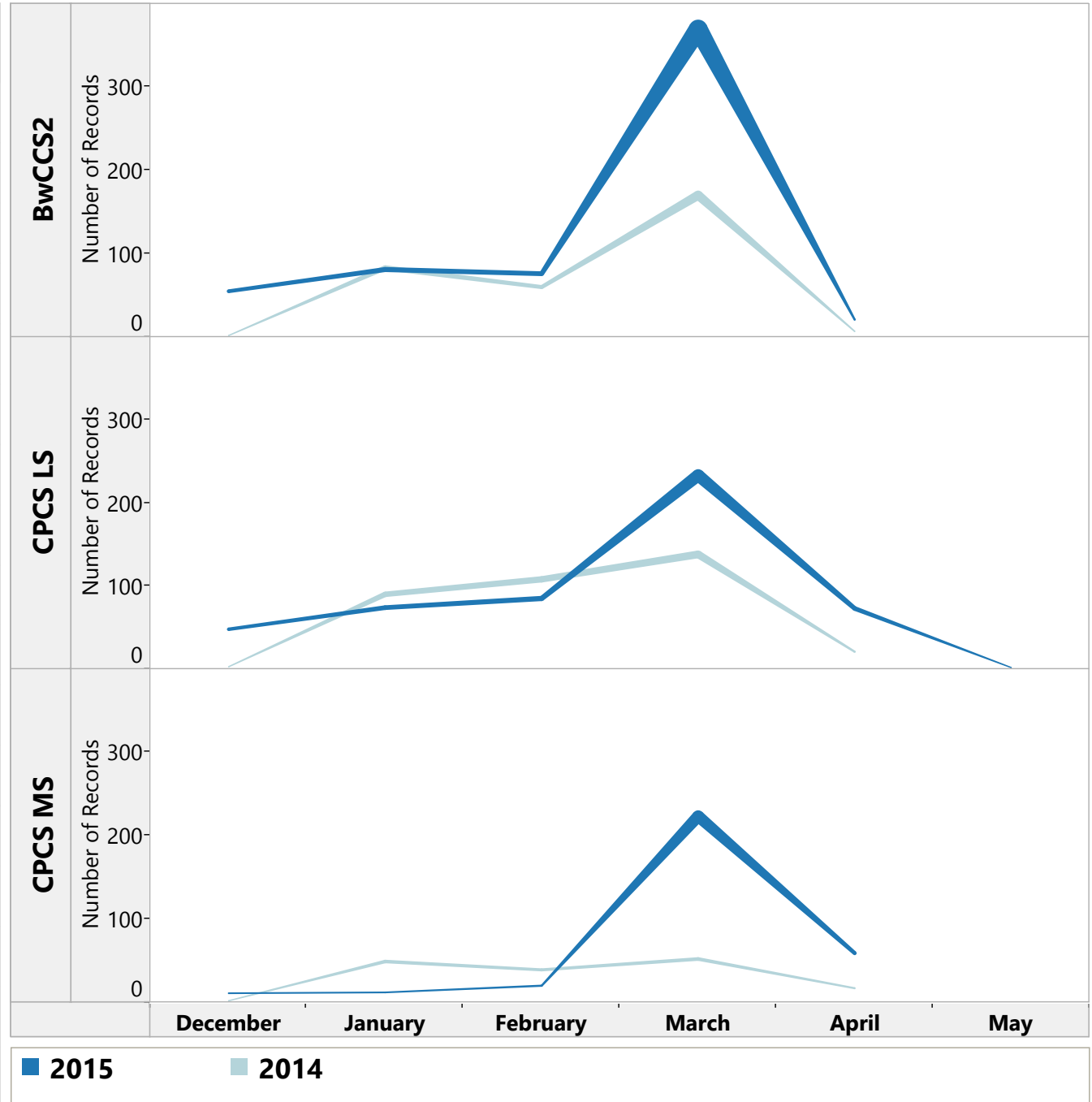
Total Enrollment by School and Month								
	September	October	November	December	January	February	March	April
BwCCS2	193 / 200 (96.50%)	193 / 200 (96.50%)	193 / 200 (96.50%)	196 / 200 (98.00%)	199 / 200 (99.50%)	204 / 200 (102.00%)	205 / 200 (102.50%)	206 / 200 (103.00%)
CPCS	414 / 450 (92.00%)	402 / 450 (89.33%)	393 / 450 (87.33%)	395 / 450 (87.78%)	390 / 450 (86.67%)	386 / 450 (85.78%)	383 / 450 (85.11%)	381 / 450 (84.67%)

Student Avg. Daily Attendance									
	September, 2014	October, 2014	November, 2014	December, 2014	January, 2015	February, 2015	March, 2015	April, 2015	
BwCCS2	95.07%	95.87%	94.62%	95.75%	94.58%	94.10%	95.40%	94.74%	
CPCS LS	96.64%	96.48%	95.28%	93.35%	93.28%	93.98%	94.30%	95.54%	
CPCS MS	97.71%	96.82%	95.70%	95.98%	92.87%	91.05%	95.43%	96.75%	

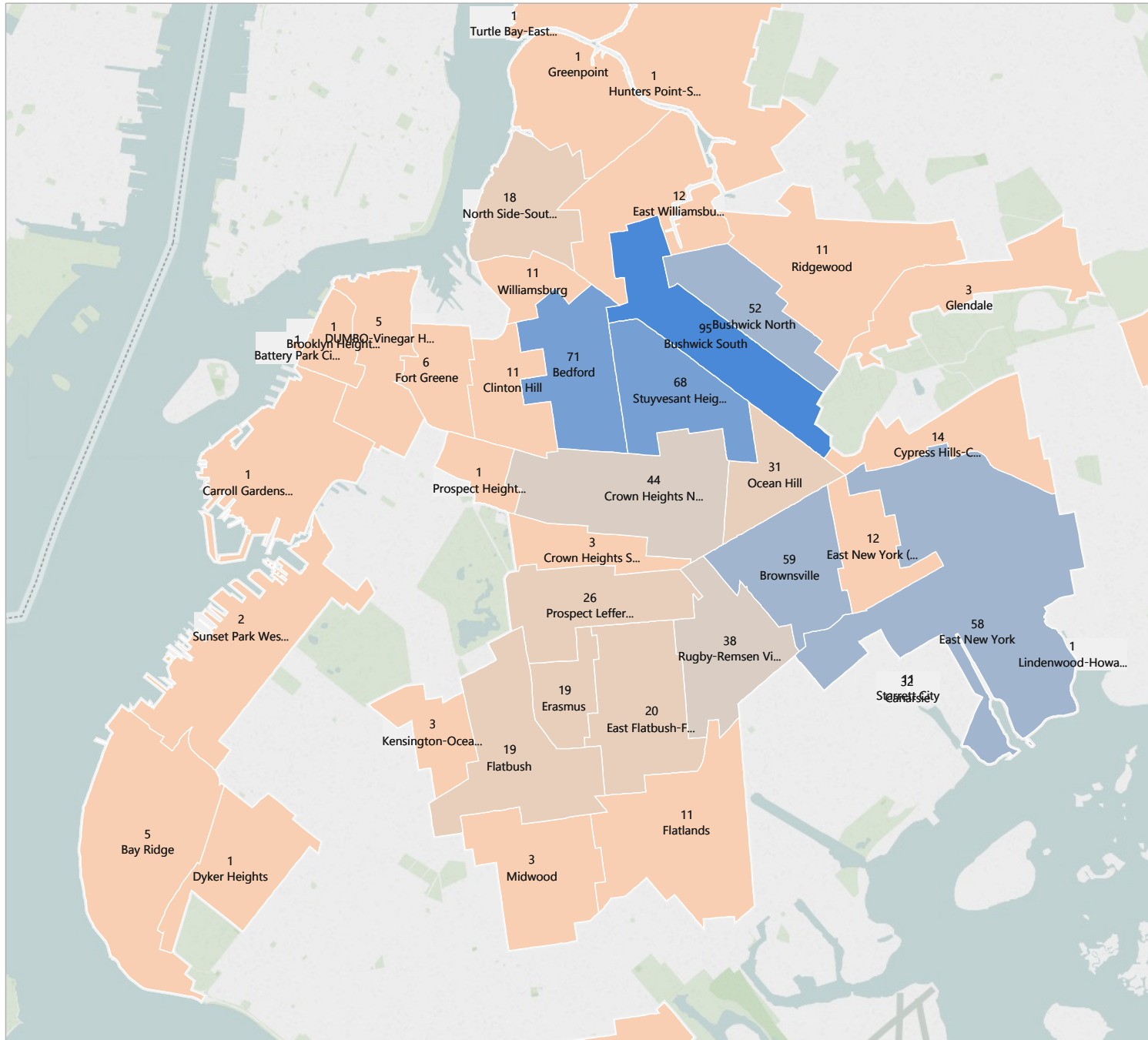
Teacher Avg. Daily Attendance									
	September, 2014	October, 2014	November, 2014	December, 2014	January, 2015	February, 2015	March, 2015	April, 2015	
BwCCS2	99.07%	98.83%	99.23%	98.14%	98.76%	99.12%	98.41%	98.95%	
CPCS LS	99.55%	99.28%	99.20%	98.85%	99.12%	98.17%	98.60%	99.55%	
CPCS MS	98.89%	98.02%	98.11%	98.34%	98.78%	98.38%	98.74%	99.62%	

**Applications by Site and Grade --- YOY**

		2014-15	2015-16	Percent Increase/Decrease
<b>BwCCS2</b>	0	251	388	55%
	1	44	100	127%
	2	28	41	46%
	3	0	40	
	4	0	33	
	<b>Total</b>	<b>323</b>	<b>602</b>	
<b>CPCS LS</b>	0	216	334	55%
	1	42	41	-2%
	2	34	45	32%
	3	31	51	65%
	4	40	48	20%
	<b>Total</b>	<b>363</b>	<b>519</b>	
<b>CPCS MS</b>	5	61	129	111%
	6	98	142	45%
	7	0	49	
	8	0	20	
	<b>Total</b>	<b>159</b>	<b>340</b>	

**Month by Month breakdown of applicants - YOY**


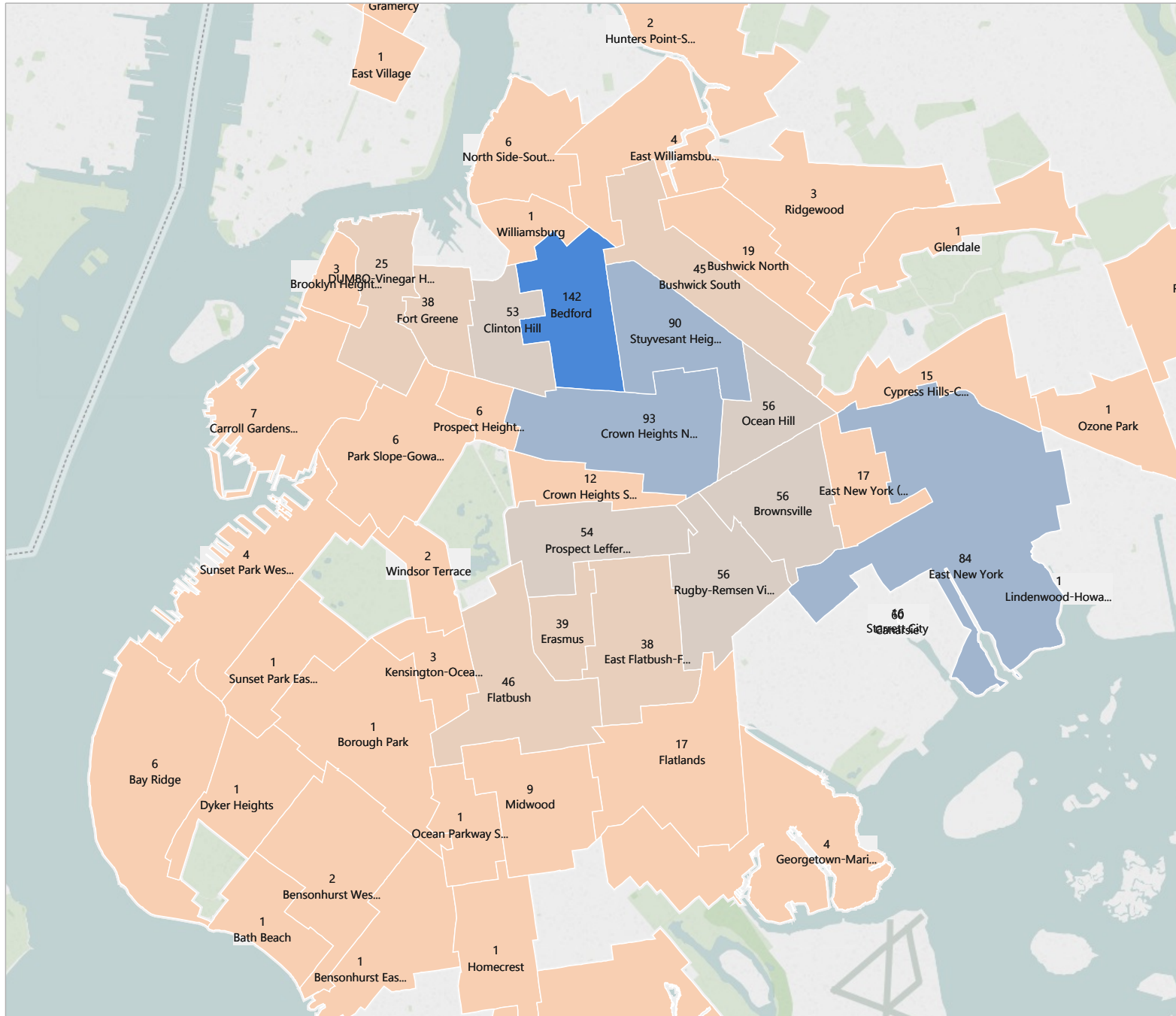
## B2 Applications by Neighborhood



### B2 Details

Bushwick South	95
Bedford	71
Stuyvesant Heights	68
Brownsville	59
East New York	58
Bushwick North	52
Crown Heights North	44
Rugby-Remsen Village	38
Canarsie	32
Ocean Hill	31
Prospect Lefferts Gardens-Wingate	26
East Flatbush-Farragut	20
Erasmus	19
Flatbush	19
North Side-South Side	18
Cypress Hills-City Line	14
East New York (Pennsylvania Ave)	12
East Williamsburg	12
Clinton Hill	11
Flatlands	11
Ridgewood	11
Starrett City	11
Williamsburg	11
Fort Greene	6
Bay Ridge	5
DUMBO-Vinegar Hill-Downtown Brooklyn-Boerum Hill	5

## CPCS Applications by Neighborhood



### CPCS Details

Bedford	142
Crown Heights North	93
Stuyvesant Heights	90
East New York	84
Canarsie	60
Brownsville	56
Ocean Hill	56
Rugby-Rensen Village	56
Prospect Lefferts Garde..	54
Clinton Hill	53
Flatbush	46
Bushwick South	45
Erasmus	39
East Flatbush-Farragut	38
Fort Greene	38
DUMBO-Vinegar Hill-Do..	25
Bushwick North	19
East New York (Pennsylv..	17
Flatlands	17
Starrett City	16
Cypress Hills-City Line	15
Crown Heights South	12
Midwood	9
Carroll Gardens-Columb..	7
St. Albans	7
Bay Ridge	6
North Side-South Side	6
Park Slope-Gowanus	6
Prospect Heights	6
South Jamaica	6
Laurelton	5
Seagate-Coney Island	5
University Heights-Morr..	5