



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 September 14, 2016 6:00pm

BwCCS2
11 Bartlett Street,
Brooklyn, NY 11206

6:00 p.m.	Board Governance <ul style="list-style-type: none">Review and Approve Minutes 08.10.16
6:15 p.m.	PTCC/PTO Report
6:25 p.m.	Committee Updates <ul style="list-style-type: none">Finance CommitteeRenewal Committee/Foundation
6:45 p.m.	BwC Report & School Reports <ul style="list-style-type: none">CPCS LSCPCS MSBwCCS 2
7:15 p.m.	Executive Session (as needed)
Next Meeting	Date: Wednesday, October 19, 2016 Site: CPCS LS Time: 6:00pm

Community Partnership Charter School Ed Corp
Board of Trustees
Meeting Minutes
August 10, 2016
6:00 p.m.

Location: BwCCS2, 11 Bartlett Street

Members Present: Travis Baird, Amy Kolz, Rebecca Baneman, Sonia Ortiz-Gulardo, Joan Walrond, Esosa Ogbahon, Nicole Blair-Barzey

Members Absent: Katie Cunningham, Kiisha Morrow, Jubilee Mosley, Greg Whitten

Guests: Maria Lekic, Natalie Bledman, Nancy Lewson Kurz, Rael Jones, Joseph Sanders, Michael Ferrara, Denniston Reid

Amy Kolz called the meeting to order at 6:15 p.m.

Governance

- Amy moved to approve the minutes from July 26, 2016. Rebecca Baneman seconded the motion and the Board approved unanimously.
- Amy moved to approve the proposed 2016-17 meeting schedule.

Academic

- Amy presented the report.
- School visits are being scheduled.
- Amy, Becca and Sonia spoke with Denniston and the school leaders regarding the test data.
- The board would like to resume monthly calls on Friday prior to the board meeting. Becca will send calendar invites.

Legal Committee Report

- Becca presented the report.
- Amy moved to approve the amended grievance policy. Rebecca Baneman seconded the motion and the Board approved unanimously.

BwCCS2

- Esosa Ogbahon presented the report.

CPCS LS

- Maria Lekic presented the report.

CPCS MS

- Nicole Blair-Barzey presented the report.

Foundation Report

- The Board discussed the 2016 test data.

The meeting was adjourned at 7:30 p.m.

Community Partnership Charter School Education Corp

Balance Sheet

07/31/16

ASSETS

CURRENT ASSETS

CASH

CASH & CASH EQUIVALENTS	3,221,278
PETTY CASH	400
TOTAL CASH & CASH EQUIVALENTS	<u>3,221,678</u>

PREPAID EXPENSES

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

PUBLIC GRANTS RECEIVABLE	5,087
TOTAL CURRENT ASSETS	<u>3,226,765</u>

INVESTMENTS

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

SCHOOL EQUIPMENT	72,526
FURN & FIXT	109,712
HARDWARE & SOFTWARE	351,183
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>215,665</u>

TOTAL ASSETS	<u>6,802,462</u>
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LIABILITIES AND NET ASSETS

LIABILITIES

CURRENT LIABILITIES

ACCOUNTS PAYABLE & ACCRUED EXPENSES	73,234
DUE TO BWCF	-
PAYROLL LIABILITIES	36,107
TOTAL CURRENT LIABILITIES	<u>109,341</u>

TOTAL LIABILITIES	<u>109,341</u>
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NET ASSETS

6,693,121

TOTAL LIABILITIES AND NET ASSETS	<u>6,802,462</u>
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Community Partnership Charter School Ed Corp
Board of Trustees Meeting
September 14, 2016

Financial Highlights

The projected deficit is \$668k. The deficit has been increased since the last meeting to account for the \$70k in capital expenditures for air conditioners and smart boards purchased during the summer.

Revenues:

- The NYS per student allocation budget line for was projected at 745 full time equivalents for at the allocated funding of \$14,307. The attached financial statements reflect the budgeted enrollment of 745. We will keep a close watch on the per pupil revenue in the next few months to more accurately reflect actual enrollment.

Expenses:

- Most expenses are running on target. New white boards at CPCS MS were installed at approximately \$12k. These were intended to be purchased in June 2016 and go against last year's surplus but timing issues caused them to be included in the current budget. Classroom supplies may run over budget; we will keep an eye on this category in the coming months.
- As discussed at the July meeting, there are additional capital items of approximately \$70k for Bartlett Street air conditioners and smart boards that will be allocated to the 2016-2017 budget.

COMMUNITY PARTNERSHIP EDUCATION CORPORATION
 COMBINED BUDGET
 2016-2017

	/---BUDGET---/ CPEC BUDGET 2016-2017	/-----ACTUAL----- YTD 7/1/16 -7/31/16	Projected to Year End	Total Projected at 06/30/17
Revenues - Private:				
Funds to be Raised	-	-	-	-
Other Private	260,000	-	260,000	260,000
Student Meal Reimbursement	-	-	-	-
Total Private Revenues	260,000	-	260,000	260,000
Revenues - Public:				
NYS Per Student Allocation	10,658,715	1,741,686	8,917,029	10,658,715
Erate	-	-	-	-
Federal IASA (e.g. Title 1)	270,000	-	270,000	270,000
Special Ed Funding	1,000,000	158,453	841,547	1,000,000
Federal Title II-VI Funding (including ARRA RTTT)	20,000	-	20,000	20,000
Public Grants	270,000	-	270,000	270,000
Total Public Revenues	12,218,715	1,900,139	10,318,576	12,218,715
Revenues - Other:				
Interest Income	16,500	-	16,500	16,500
Total Other Revenues	16,500	-	16,500	16,500
Grand Total Revenue & Other Income	12,495,215	1,900,139	10,595,076	12,495,215

COMMUNITY PARTNERSHIP EDUCATION CORPORATION
 COMBINED BUDGET
 2016-2017

	/---BUDGET---/ CPEC BUDGET 2016-2017	/-----ACTUAL-----		
		YTD 7/1/16 -7/31/16	Projected to Year End	Total Projected at 06/30/17
Total Salaries & Wages	7,868,269	120,384	7,747,885	7,868,269
Total Personnel Related - Grants	190,000	16,667	173,333	190,000
Total Salaries & Wages	8,058,269	137,051	7,921,218	8,058,269
Total Personnel Related	1,986,738	68,973	1,917,765	1,986,738
Total Personnel Related - Grants	30,000	1,975	28,025	30,000
Total Personnel Related	2,016,738	70,948	1,945,790	2,016,738
Grand Total Personnel	10,075,007	207,999	9,867,008	10,075,007
Occupancy				
Rent	260,000	-	260,000	260,000
Building Permits	-	-	-	-
Insurance - Prop & Liab	105,000	107,685	-	107,685
Security Services	40,000	-	40,000	40,000
Custodial Services	55,000	-	55,000	55,000
Cleaning Supplies	12,000	-	12,000	12,000
Systems Maintenance	13,980	-	13,980	13,980
Maintenance & Repairs	15,000	785	14,215	15,000
Equipment & Furniture Rental	45,000	1,965	43,035	45,000
Total Occupancy	545,980	110,435	438,230	548,665
Educational Programs				
Classroom Instructional Materials & Supplies	108,750	22,029	86,721	108,750
Substitutes	17,200	473	16,727	17,200
Art Supplies	15,500	-	15,500	15,500
Music Supplies	11,600	-	11,600	11,600
Math Curriculum/Supplies	28,550	-	28,550	28,550
ELA Curriculum/Supplies	80,660	-	80,660	80,660
Social Studies Curriculum/Supplies	14,000	965	13,035	14,000
Physical Education Supplies	7,500	-	7,500	7,500
Science Curriculum	21,500	-	21,500	21,500
After School Supplies	2,050	-	2,050	2,050
After School Program - MS	30,000	-	30,000	30,000
Summer School Program	3,000	1,145	1,855	3,000
Enrichment - LS	30,000	-	30,000	30,000
Professional Development	143,750	40,281	103,469	143,750
Staff Appreciation	37,000	-	37,000	37,000
Principal Discretionary Fund	2,000	-	2,000	2,000
Technology Materials	50,000	10,740	39,260	50,000
Student Database & Assessment Materials	55,000	15,376	39,624	55,000
Family Outreach/Student Recruitment	30,500	1,435	29,065	30,500
Student Incentives	17,000	-	17,000	17,000
Trips & Admissions	80,000	7,094	72,906	80,000
Total Educational Programs	785,560	99,538	686,022	785,560
Total Educational Programs - Grant Related	50,000	15,244	34,756	50,000
Total Educational Programs	835,560	114,782	720,778	835,560

**COMMUNITY PARTNERSHIP EDUCATION CORPORATION
COMBINED BUDGET
2016-2017**

	/---BUDGET---/ CPEC BUDGET 2016-2017	/-----ACTUAL-----		
		YTD 7/1/16 -7/31/16	Projected to Year End	Total Projected at 06/30/17
Special Needs Program				
Special Needs Supplies	11,000	-	11,000	11,000
Total Special Needs Programs	11,000	-	11,000	11,000
Other G&A Costs				
Central Costs	1,234,059	-	1,234,059	1,234,059
Audit & Accounting Fees	40,000	-	40,000	40,000
Legal Fees	8,500	-	8,500	8,500
Renewal Consultants	17,500	8,750	8,750	17,500
Board Development	2,500	-	2,500	2,500
Health & Safety	1,000	-	1,000	1,000
Employment Search & Advertising	28,000	180	27,820	28,000
Telecom /Communications	27,500	1,969	25,531	27,500
Printing & Publications	10,000	130	9,870	10,000
Office Supplies	33,000	221	32,779	33,000
Postage & Shipping	7,500	85	7,415	7,500
Technology Support Consultants	10,000	-	10,000	10,000
Technology Support - Supplies	10,500	-	10,500	10,500
Payroll Service Fees	18,000	743	17,257	18,000
Travel	2,200	-	2,200	2,200
Dues & Subscriptions	10,000	27	9,973	10,000
Miscellaneous & Bank Fees	2,000	-	2,000	2,000
Student Meals	40,000	-	40,000	40,000
Graduation/Moving Up Supplies	6,000	-	6,000	6,000
Conferences	15,000	16	14,984	15,000
Total Other G&A Costs	1,523,259	12,121	1,511,138	1,523,259
Total Operating Expenditures	12,990,806	445,337	12,548,154	12,993,491
Net Operating Income (Deficit) Prior to Depr & Capital Expenditures	(495,591)	1,454,802	(1,950,393)	(498,276)
Capital Expenditures:				
Facility Upgrades	70,000	-	70,000	70,000
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	100,000	170,140
Total Operating & Capital Expenditures	13,090,806	515,477	12,648,154	13,163,631
Net Operating Income (Deficit) after Capital Expenditures	(595,591)	1,384,662	(2,053,078)	(668,416)



School: Community Partnership Lower School	
Principal: Jubilee Mosley	Date: September 14, 2016
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
➤ Almost fully staffed; Two vacancies

Professional Development
➤ Building a Community of Readers and Writers (Irene Fountas) ➤ MIF with Hoover Herrera ➤ GR with Uncommon LPC ➤ STEP with Kanika Mobley

School Culture Updates
➤ Community Circle every Friday ➤ Launch of Classroom DOJO schoolwide ➤ Hardwork Hero, Highest Attendance, Most DOJO points acknowledged weekly ➤ Scholar of the Month assemblies continue monthly

Parent Engagement Update
➤ Leadership and Family Meet and Greet held on August 8 th for all new families ➤ Family Orientation, Meet the Teachers Ice Cream Social held on August 30 th ➤ Scholar Acculturation Morning held on August 31 st ➤ PTCC Principal's meeting held on September 13 th ➤ Upcoming Principal's Chat and Chew

Upcoming Events: Scholastic Book Fair from September 19th-23rd

Capital Budget Press Announcement on September 27th

Community Harvest on October 28th

Monthly School Leader Report to the Board of Trustees

School: Community Partnership Middle School

Principal: Nicole Barzey

Date: September 14, 2016

Open Meeting

Successes

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

- Fully staffed for all instructional and operational positions.
- Created a Friday enrichment block as well as a Monday – Thursday morning elective program for scholars.
- Developed an opportunity for SETSS and At Risk supports to occur as mandated.
- School and class wide teambuilding activities during acculturation.

School Culture Update

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

- Implementation of Class Dojo
- Successfully completed a two-day acculturation process for grades 6-8 and three days of acculturation for 5th grade.
- Ongoing Professional Development from Responsive Classroom for teachers
- Professional development and facilitation of Restorative Circles to address student conflict
- Teacher and Student created REACH Cheer and Remix

Standards Curriculum and Assessment- Grade Level Teams

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

- This year's instructional foci are:
 - STAR Model – State the Expectation - Teach and Assess – Application – Reflection
 - Increase reading and writing proficiency across all content areas
 - Improve engagement through the implementation of instructional learning strategies and rigorous questioning.

Parent Engagement Update

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

- Facilitated a Meet and Greet Pasta Social for parents on August 31st
- Introduction of Learning Leaders – Parents as instructional leaders
- Back to School Night is scheduled for September 19th from 5:00 to 7:30 pm

Data Analysis

[Please insert data analysis for one classroom/subgroup and discuss how coaching will impact teachers' decision-making and responsive instruction]

- **Who's Our Ten Initiative-** Each subject has been tasked to closely monitor as well as strategically plan for the growth of 10 scholars towards mastery. Teachers will analyze various data points and devise a plan of action to maintain/increase the performance levels of at least 10 students towards proficiency and mastery in ELA and math.

Executive Session (as needed)**Challenges**

[Please insert 2-3 bullets on setbacks]

**Teacher Development**

[Please insert 1-2 highlights or challenges to implementation of Teacher Development Plan]



Return this report to nbledman@bwcf.org, one week prior to your scheduled Board Meetings. Please attach a copy of your most recent school newsletter to parents.

Monthly School Leader Report to the Board of Trustees

School: Beginning with Children Charter School 2

Principal: Esosa Ogbahon

Date: September 14th, 2016

Successes

- Two-week Professional Development Summer Institute
- Meet the Teacher Night on September 1st, 2016
- Onboarding new staff members
- Smooth opening to the school year at Heyward St. and Bartlett St.

Important Dates

- September 13th - September 30th, 2016 - STEP Assessment Window
- September 16th, 2016 at 8:45 – Whole School Assembly, Heyward St.
- September 16th, 2016 – 5th Grade Trip to the Brooklyn Museum
- September 19th, 2016 – 4th Grade Trip to National September 11th Memorial
- September 30th, 2016 at 10:30 – Bartlett Street Ribbon Cutting
- November 17th – 18th, 2016 – SUNY Renewal Visit