



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 November 9, 2016 6:00pm

CPCS-MS
114 Kosciuszko Street, Room 320
Brooklyn, NY 11216

6:00 p.m.	Board Governance <ul style="list-style-type: none">• Review and Approve Minutes 10.19.16
6:15 p.m.	PTCC/PTO Report
6:25 p.m.	Committee Updates <ul style="list-style-type: none">• Finance Committee• Renewal
6:45 p.m.	BwC Report & School Reports <ul style="list-style-type: none">• CPCS LS• CPCS MS• BwCCS 2
Next Meeting	Date: Wednesday, December 14, 2016 Site: BwCCS2 Middle School (11 Bartlett Street) Time: 6:00pm

Community Partnership Charter School Ed Corp
Board of Trustees
Meeting Minutes
October 19, 2016
6:00 p.m.

Location: CPCS-LS, 241 Emerson Place

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

Members Absent: Rebecca Baneman

Guests: Yvette Ferrara, Lydia Holley, Rael Jones, Nancy Lewson Kurz, Geri Licurse, Jermaine Moorehead, Denniston Reid, Cristal Rodriguez, Joseph Sanders, Juanita Saldivar, Brian Stemmer, Nayah Yisrael

Amy Kolz called the meeting to order at 6:00 p.m.

Governance

- Amy Kolz moved to approve the minutes from September 14, 2016. Greg Whitten seconded the motion and the Board approved unanimously.
- The next Board meeting will take place on November 9 at CPCS MS.

PTCC Report

- Jermaine Moorehead presented the report.
- The PTCC is working on its website and Facebook page.
- All positions on the PTCC are filled.

Finance Committee

- Greg Whitten presented the report.

Academic Committee

- Amy presented the report.

Renewal/Foundation Committee

- Amy presented the report.
- The Board interview will take place on November 1.

CPCS LS

- Jubilee Mosley presented the report.

CPCS MS

- Nicole Blair-Blazey presented the report.

BwCCS2

- Esosa Ogbahon presented the report.

The General Session was adjourned at 6:34 p.m. for an Executive Session to discuss personnel matters.

The Executive Session began at 6:42 p.m.

- The Board discussed compensation.

The Executive Session was adjourned at 6:45 p.m. Amy motioned to reopen the General Session. Sonia Ortiz-Gulardo seconded the motion and the Board approved unanimously.

- Amy made a motion to approve bonuses and salary increases for the BwCCS2 leadership team. Sonia seconded the motion and the Board approved unanimously.

The meeting was adjourned at 6:49 p.m.

Community Partnership Charter School PTCC Report – November, 2016

2016-2017 PTCC Mission: To create more visibility of PTCC and strengthen the partnership with both the Lower and Middle Schools

PTCC Involvement

- October 28th – PTCC Fall Signature Event – “Community Harvest Potluck”

Upcoming PTCC Event(s) and Involvement

- Middle School Bake Sale Fundraiser – ***Wednesday, November 16, 2016***

Community Partnership Charter School Ed Corp
Board of Trustees Meeting
November 9, 2016

Financial Highlights

The projected deficit is \$740k. The deficit has been increased since the last meeting to account for additional costs for custodial services at B2.

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 current FTE enrollment is 702. This is a potential decrease in per pupil revenue of approximately \$615k. 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:

- We did an extensive search for custodial services for 11 Bartlett Street. Bids from various maintenance vendors were in excess of \$25k per month. We found a Brooklyn-based company that came highly recommended at a cost of \$7,800 per month which includes two full-time employees, weekend building checks, and cleaning supplies. \$55k was allocated to custodial costs in the budget, this line has been increased \$79k, cleaning supplies has been reduced by \$5k. Worker's comp insurance was properly reallocated from Insurance under the Occupancy category to employee benefits. Most other 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 Charter School Education Corp

Balance Sheet

09/30/16

ASSETS

CURRENT ASSETS

CASH

CASH & CASH EQUIVALENTS	3,197,855
PETTY CASH	400
TOTAL CASH & CASH EQUIVALENTS	<u>3,198,255</u>

PREPAID EXPENSES

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

DUE FROM BWCF	5,515
INTEREST RECEIVABLE	-
PUBLIC GRANTS RECEIVABLE	250,932
TOTAL CURRENT ASSETS	<u>3,454,702</u>

INVESTMENTS

CERTIFICATES OF DEPOSIT	<u>3,367,427</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	(68,210)
ACCUM DEPR-FURN & FIXT	(42,293)
ACCUM DEPR-HDWR & SFTWR	(269,767)
ACCUM AMORT-LEASEHOLD IMPROVEMENTS	(17,274)
TOTAL FIXED ASSETS	<u>155,070</u>

TOTAL ASSETS	<u>6,977,199</u>
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LIABILITIES AND NET ASSETS

LIABILITIES

CURRENT LIABILITIES

ACCOUNTS PAYABLE & ACCRUED EXPENSES	281,995
DUE TO BWCF	-
PAYROLL LIABILITIES	61,761
TOTAL CURRENT LIABILITIES	<u>343,756</u>

TOTAL LIABILITIES	<u>343,756</u>
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NET ASSETS	<u>6,633,443</u>
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TOTAL LIABILITIES AND NET ASSETS	<u>6,977,199</u>
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COMMUNITY PARTNERSHIP EDUCATION CORPORATION
 COMBINED BUDGET
 2016-2017

	/---BUDGET---/ CPEC BUDGET 2016-2017	/-----ACTUAL-----		
		YTD 7/1/16 -9/30/16	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	3,483,266	7,175,449	10,658,715
Erate	-	-	-	-
Federal IASA (e.g. Title 1)	270,000	-	270,000	270,000
Special Ed Funding	1,000,000	316,905	683,095	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	3,800,171	8,418,544	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	3,800,171	8,695,044	12,495,215

COMMUNITY PARTNERSHIP EDUCATION CORPORATION
 COMBINED BUDGET
 2016-2017

	/---BUDGET---/ CPEC BUDGET 2016-2017	/-----ACTUAL-----		
		YTD 7/1/16 -9/30/16	Projected to Year End	Total Projected at 06/30/17
Total Salaries & Wages	7,868,269	1,119,330	6,748,939	7,868,269
Total Personnel Related - Grants	190,000	40,670	149,330	190,000
Total Salaries & Wages	8,058,269	1,160,000	6,898,269	8,058,269
Total Personnel Related	1,986,738	340,385	1,646,353	1,986,738
Total Personnel Related - Grants	30,000	7,335	22,665	30,000
Total Personnel Related	2,016,738	347,720	1,669,018	2,016,738
Grand Total Personnel	10,075,007	1,507,720	8,567,287	10,075,007
Occupancy				
Rent	260,000	-	260,000	260,000
Building Permits	-	-	-	-
Insurance - Prop & Liab	105,000	93,745	11,255	105,000
Security Services	40,000	4,788	35,212	40,000
Custodial Services	55,000	9,354	69,646	79,000
Cleaning Supplies	12,000	-	7,500	7,500
Systems Maintenance	13,980	1,068	12,912	13,980
Maintenance & Repairs	15,000	8,136	6,864	15,000
Equipment & Furniture Rental	45,000	4,647	40,353	45,000
Total Occupancy	545,980	121,738	443,742	565,480
Educational Programs				
Classroom Instructional Materials & Supplies	108,750	78,199	30,551	108,750
Substitutes & School Nurse	17,200	1,176	71,024	72,200
Art Supplies	15,500	4,377	11,123	15,500
Music Supplies	11,600	5,653	5,947	11,600
Math Curriculum/Supplies	28,550	12,051	16,499	28,550
ELA Curriculum/Supplies	80,660	26,400	47,386	73,786
Social Studies Curriculum/Supplies	14,000	20,874	-	20,874
Physical Education Supplies	7,500	1,257	6,243	7,500
Science Curriculum	21,500	4,562	16,938	21,500
After School Supplies	2,050	21	2,029	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	6,245	23,755	30,000
Professional Development	143,750	93,346	50,404	143,750
Staff Appreciation	37,000	1,672	35,328	37,000
Principal Discretionary Fund	2,000	-	2,000	2,000
Technology Materials	50,000	15,201	34,799	50,000
Student Database & Assessment Materials	55,000	16,089	38,911	55,000
Family Outreach/Student Recruitment	30,500	10,693	19,807	30,500
Student Incentives	17,000	377	16,623	17,000
Trips & Admissions	80,000	15,491	64,509	80,000
Total Educational Programs	785,560	314,830	525,730	840,560
Total Educational Programs - Grant Related	50,000	24,348	25,652	50,000
Total Educational Programs	835,560	339,178	551,382	890,560

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

	/---BUDGET---/ CPEC BUDGET 2016-2017	/-----ACTUAL----- YTD 7/1/16 -9/30/16	Projected to Year End	Total Projected at 06/30/17
Special Needs Program				
Special Needs Supplies	11,000	289	10,711	11,000
Total Special Needs Programs	11,000	289	10,711	11,000
Other G&A Costs				
Central Costs	1,234,059	-	1,234,059	1,234,059
Audit & Accounting Fees	40,000	10,000	30,000	40,000
Legal Fees	8,500	1,159	7,341	8,500
Renewal Consultants	17,500	17,500	-	17,500
Board Development	2,500	57	2,443	2,500
Health & Safety	1,000	-	1,000	1,000
Employment Search & Advertising	28,000	7,985	20,015	28,000
Telecom /Communications	27,500	7,729	19,771	27,500
Printing & Publications	10,000	130	9,870	10,000
Office Supplies	33,000	10,027	22,973	33,000
Postage & Shipping	7,500	2,015	5,485	7,500
Technology Support Consultants	10,000	-	10,000	10,000
Technology Support - Supplies	10,500	1,569	8,931	10,500
Payroll Service Fees	18,000	2,427	15,573	18,000
Travel	2,200	-	2,200	2,200
Dues & Subscriptions	10,000	757	9,243	10,000
Miscellaneous & Bank Fees	2,000	132	1,868	2,000
Student Meals	40,000	-	40,000	40,000
Graduation/Moving Up Supplies	6,000	-	6,000	6,000
Conferences	15,000	612	14,388	15,000
Total Other G&A Costs	1,523,259	62,099	1,461,160	1,523,259
Total Operating Expenditures	12,990,806	2,031,023	11,034,282	13,065,306
Net Operating Income (Deficit) Prior to Depr & Capital Expenditures	(495,591)	1,769,148	(2,264,738)	(570,091)
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	2,101,163	11,134,282	13,235,446
Net Operating Income (Deficit) after Capital Expenditures	(595,591)	1,699,008	(2,439,238)	(740,231)



School: Community Partnership Lower School

Principal: Jubilee Mosley
Monthly Board Meeting

Date: November 9, 2016

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

Instructional Foci: Effective Instruction for Reading Strategies

Scholar Engagement

Strengthening Classroom Management

Scholar Achievement
<ul style="list-style-type: none">➤ STEP Round coming to a close➤ Test Sophistication Pull-Out Groups effective 11/7➤ 3rd & 4th Grade schedule adjustment➤ Data Day on November 8, 2016 In depth look at STEP, MIF, Journeys & RALLY data

Professional Development
<ul style="list-style-type: none">➤ Tier 1 Classroom Management PD➤ Guided Reading PD➤ Planning: Intro to use of Bloom's Taxonomy and DOK Questions

School Culture Updates
<ul style="list-style-type: none">➤ Field Trip: Kid President on November 2nd➤ REACH Friday November 18th➤ Game Trucks at MS

Parent Engagement Update
<ul style="list-style-type: none">➤ Family Read on November 4th➤ Parent Teacher Conferences on November 16th➤ Tuesday Letters and Newsletters via Email



Principal: Nicole Barzey
Monthly Board Meeting
Date: November 9, 2016
School: Community Partnership Middle School

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

**Instructional Foci:
Increasing Instructional Rigor
Scholar Engagement
Strengthening Classroom Management**

Scholar Achievement
<ul style="list-style-type: none">➤ Celebrated scholars who scored proficiently on both the Math and ELA RALLY exams - Friday's Game Truck grades 2-8➤ Increasing the number of students participating in the At Risk program➤ Data Day on November 8, 2016 In depth look at STEP, MIF, Journeys, Collections, State test data & RALLY data

Professional Development
<ul style="list-style-type: none">➤ Rigor: Introduction to identifying and developing rigor➤ Engagement: Placing the emphasis on small group instruction➤ School Culture: Reframing the practices from Doug Lemov's 100 % Text and video study

School Culture Updates
<ul style="list-style-type: none">➤ REACH Campaigns and elections➤ Lincoln Center Jazz performance and duet with music teacher Mr. Spann➤ Class Dojo Middle School Store and earned Pizza incentives

Parent Engagement Update
<ul style="list-style-type: none">➤ PTCC Bake Sale➤ Parent Teacher Conferences on November 16th➤ Middle Memo Newsletters via Email

Monthly School Leader Report to the Board of Trustees

School: Beginning with Children Charter School 2

Principal: Esosa Ogbahon

Date: November 9th, 2016

Successes

- October 24th – November 4th, 2016 – STEP Assessment Window
- October 27th, 2016 - Testing Workshop
- November 3rd, 2016 - ENL Workshop
- November 8th, 2016 – Professional Development Day
 - 4th Grade Best Practice Share
 - English as New Language(ENL)/New York State English as a Second Language Achievement Test(NYSESLAT) Best Practice Share
 - Vertical Alignment
 - Common Planning

Important Dates

- November 10th, 2016 – Student of the Month Celebration
- November 10th, 2016 – Parent Teacher Conferences
- November 17th – 18th, 2016 – SUNY Renewal Visit

Beginning with Children Dashboard _ November 2016

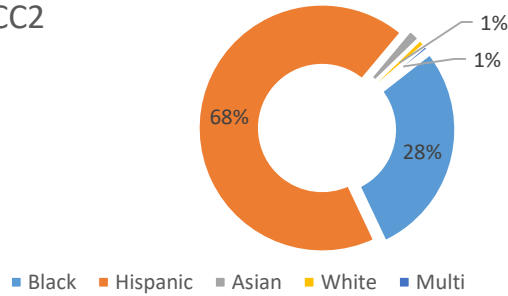
Current as of 11-3-2016

Total Enrollment by School and Grade				Total Enrollment		Student Av. Daily Attendance			
	BwC	CPCS-LS	CPCS-MS	BwC	301/300		Sept.	Oct.	Nov.
PK	~	17	~	CPCS-LS	232/268	BwCC2	95.38%	95.21%	95.52%
K	44	36	~	CPCS-MS	186/200	CPCS-LS	90.62%	93.18%	93%
1	56	37	~	Grand Total	719/768	CPCS-MS	98.48%	94%	93.40%
2	53	49	~	November Reflects 10-13 thru 11-3					
3	53	45	~						
4	54	48	~						
5	41	~	38						
6	~	~	52						
7	~	~	55						
8	~	~	41						
Total	301	232	186						

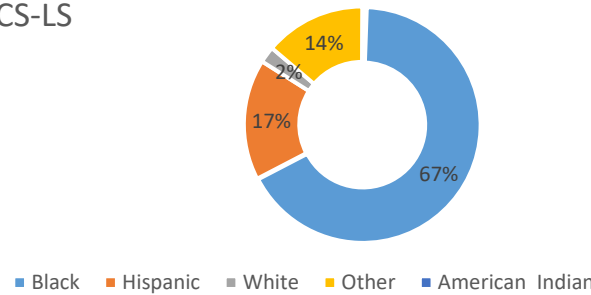
Demographics						
	#ELLS	%ELLS	#FRLP	%FRLP	#IEP	%IEP
BwCCS2	63	20.93%	268	89.90%	50	16.39%
CPCS-LS	6	2.59%	182	78.00%	29	12.34%
CPCS-MS	5	2.15%	159	85.00%	34	18.28%
Grand Total	74	10.29%	609	84.70%	113	15.72%

Ethnicity by School

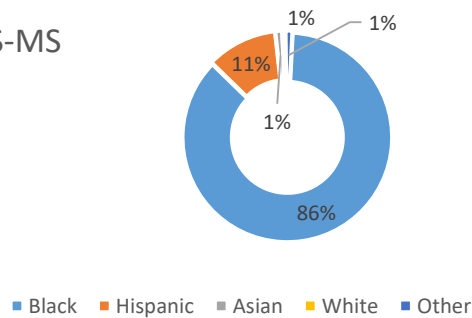
BwCC2



CPCS-LS



CPCS-MS



Total Enrollment by School and Month

	April	May	June	September	October	November
BwCCS2	253	253	253	299	305	301
CPCS-LS	240	240	240	223	235	232
CPCS-MS	213	213	213	198	186	186
Grand Total	706	706	706	720	726	719