



**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 08, 2015  
6:00pm**

BwC  
217 Havemeyer Street, 2<sup>nd</sup> Floor  
Brooklyn, NY 11211

<b>6:00 p.m.</b>	Board Governance – Martin Ragde <ul style="list-style-type: none"><li>• Review and Approve Minutes 03.11.14</li></ul>
<b>6:05 p.m.</b>	Committee Reports <ul style="list-style-type: none"><li>• Finance</li></ul>
<b>6:20 p.m.</b>	BwC Report <ul style="list-style-type: none"><li>• Minutes for Committee Meetings</li><li>• Renewal Proposals and Preparation</li><li>• End of Year Evaluations</li><li>• Leadership Transition</li><li>• Evaluation of BwC Services</li></ul>
<b>7:15 p.m.</b>	Meeting Adjourned
<b>Next Meeting</b>	<b>May 13, 2015 BwCCS2-215 Heyward Street</b>

**CPCS & BwCCS2  
Board of Trustees  
Meeting Minutes  
March 11, 2015  
6:00 p.m.**

**Location:** CPCS Lower School, 241 Emerson Place

**Members Present:** Martin Ragde, Katie Cunningham, Rebecca Baneman, Peter Bordonaro, Clare Cusack, Oma Holloway, Amy Kolz, Sonia Ortiz-Gulardo, Keisha Rattray, Adjowah Scott, David Stutt

**Members Absent:** Rubens Amedee, Kiisha Morrow, Esosa Ogbahon

**Guests:** Michele Ashley, Natalie Bledman, Michael Ferrara, Petra Johnson, Nancy Lewson Kurz, Geri Licurse, Denniston Reid, Natalia Rodriguez, Brian Stemmer

The meeting was called to order by Katie Cunningham at 6:12 p.m.

**Governance**

- The Board voted and approved the minutes from February 11, 2015.
- The next meeting will occur at 6:00 p.m. on April 8 at the BwC Foundation offices at 217 Havemeyer Street, Brooklyn.

**Finance**

- David Stutt presented the report
- The current projected budget deficit is \$909,000, a reduction from the projected deficit of \$994,000 at the January Board meeting.
- The reduction reflects the \$114,000 in board-approved budget cuts and a \$20,000 increase for the student recruitment initiative. Other changes in expense items include: an increase in salaries and wages to reflect the Afterschool programs and Saturday Academy, a reduction of data and assessment costs, and a reduction in dues.
- The Board briefly discussed the impact of future enrollment on next year's budget and the potential need to reassess the schools' ongoing cost model.

**Legal Committee**

- Rebecca Baneman informed the Board that the Legal Committee is finalizing the disciplinary policy and will be circulating a copy in the coming weeks.

**CPCS Lower School Report**

- Adjowah Scott presented the Lower School report. (See attached.)
- Highlights include a successful Candy Gram Fundraiser that raised \$648.00 and funded a K-2 visit to Central Park, a successful Heritage Potluck, and an ongoing improvement to the operations systems.
- The Lower School is reviewing on-demand writing prompts for K-4 and is in the process of revising the Six-Week Action Plans in ELA and Math.
- There have been frequent open houses, with varied attendance.
- Teachers observed local public, charter, and independent schools at today's

professional development day, and deans have completed mid-year evaluations for all staff.

### **CPCS Middle School Report**

- Keisha Rattray presented the report. (See attached.)
- Successes include 7 scholars qualifying for Jeter Leaders program and 12 scholars qualifying for Jack Kent Cooke Foundation program.
- High school acceptance letters are in, with scholars accepted to independent day schools, NYC public and specialized high schools. Every scholar was matched, and 85% were accepted to their first or second choice.
- There was a successful Lower School 4<sup>th</sup> Grader visit to the MS on February 18, and a Black History Show on March 6.
- One hundred percent of the staff has committed to Saturday Academy, and an average of 23 scholars attend weekly.
- Parent-Teacher conferences are today and tomorrow, and promotion in doubt parent meetings were held on February 25 and 26.
- The MS will hold its annual ELA Oscars on March 27 as it prepares for the April 16 ELA Exam.

### **BwC2 Report**

- Michael Ferrara presented the report. (See Attached.)
- Successes include an increase in student enrollment, bringing the total enrollment to 203, with 5 new students from BwC 1 joining the school.
- Other successes include the Book Buddies program, which pairs different grades together to share a love of reading, and an 100<sup>th</sup> Day of School Celebration.
- Mid-year evaluations for teachers are in process.
- The 3<sup>rd</sup> grade will be taking an overnight trip to Frost Valley YMCA on March 17-18, an event that was partially funded by a 3<sup>rd</sup> Grade Read-a-Thon. The Read-a-Thon raised just under \$1,000.
- The school has been holding “Mock” ELA and Math exams to familiarize students with the format prior to the state tests. Students are also invited to attend Breakfast with Teachers, an event to help quell test anxieties.
- During today’s professional development day teachers analyzed mock assessment results and created a pacing calendar to target areas of need prior to the state exams.

### **Foundation Report**

- Nancy Lewson Kurz presented the report.
- The pre-K applications for both CPCS and BwC2 have been approved by the DOE. The schools will now be negotiating the specifics of the contract.
- The DOE will allocate one classroom in P.S. 270 for the pre-K.

### **PTCC Report**

- Oma Holloway presented the report.
- The PTCC has met four of its six goals for the school year.

- There was a successful February 28 meeting with 26 parents attending. Ms. Holloway gave a presentation on parent advocacy, and 2 PTCC parents attended training for the 50/50/50 campaign.
- The Silent Auction will be held on April 24 or 25, and the PTCC is looking for raffle items.

The meeting was adjourned at 7:24 p.m.

COMMUNITY PARTNERSHIP CHARTER SCHOOL ED CORP  
 BUDGET TO ACTUAL  
 SCHOOL YEAR 2014-2015

	/-----BUDGET-----/	/-----ACTUAL-----/		
	2014-2015	07/1/14-03/31/15	Projected to Year End	Total Projected at 06/30/15
<b>Revenues - Private:</b>				
Funds to be Raised	-	-	-	-
Other Private	-	2,460	5,000	7,460
Student Meal Reimbursement	-	1,079	-	1,079
<b>Total Private Revenues</b>	-	3,539	5,000	8,539
<b>Revenues - Public:</b>				
NYS Per Student Allocation - General Ed	8,541,740	6,830,996	1,283,657	8,114,653
NYS Per Student Allocation - Special Ed	730,000	629,072	171,999	801,071
Federal Title Funding	266,781	93,668	199,053	292,721
City Grants-DYCD	-	45,000	225,000	270,000
Dissemination Grant	-	-	172,182	172,182
<b>Total Public Revenues</b>	9,538,521	7,598,736	2,051,891	9,650,627
<b>Revenues - Other:</b>				
Interest Income	16,500	5,538	10,962	16,500
<b>Total Other Revenues</b>	16,500	5,538	10,962	16,500
<b>Grand Total Revenue &amp; Other Income</b>	9,555,021	7,607,813	2,067,853	9,675,666

COMMUNITY PARTNERSHIP CHARTER SCHOOL ED CORP  
 BUDGET TO ACTUAL  
 SCHOOL YEAR 2014-2015

	/-----BUDGET-----/	/-----ACTUAL-----/		
	2014-2015	07/1/14-03/31/15	Projected to Year End	Total Projected at 06/30/15
<b>Salaries &amp; Wages</b>	6,130,547	3,937,649	2,182,556	6,120,205
<b>Salaries &amp; Wages-Grants</b>	-	111,612	75,714	187,326
<b>Total Salaries &amp; Wages</b>	6,130,547	4,049,261	2,258,270	6,307,531
<b>Total Personnel Related</b>	1,578,617	999,526	513,878	1,513,404
<b>Total Personnel Related - Grants</b>	-	8,383	13,646	22,029
<b>Grand Total Personnel</b>	7,709,164	5,057,170	2,785,793	7,842,964
<b>Occupancy</b>				
Building Permits	7,500	-	4,500	4,500
Insurance - Prop & Liab	60,000	84,252	(1,428)	82,824
Cleaning Supplies	2,000	558	1,442	2,000
Utilities	10,000	-	-	-
Maintenance & Repairs	17,500	8,396	9,104	17,500
Equipment & Furniture Rental	30,000	18,225	11,775	30,000
<b>Total Occupancy</b>	127,000	111,431	25,393	136,824
<b>Educational Programs</b>				
Classroom Instructional Materials & Supplies	60,000	86,803	3,488	90,291
Substitutes	30,000	12,211	17,789	30,000
Art Supplies	11,000	6,247	4,753	11,000
Music Supplies	15,000	9,270	4,676	13,946
Math Supplies & Curriculum	37,000	3,147	6,631	9,778
ELA Supplies & Curriculum	37,000	14,982	19,419	34,401
Physical Education Supplies	4,500	4,293	572	4,865
Science Supplies & Curriculum	15,000	9,034	5,966	15,000
Social Studies Supplies & Curriculum	15,000	3,041	4,959	8,000
After School Supplies	2,500	-	2,500	2,500
After School Program	60,000	24,871	35,129	60,000
Summer School	12,000	-	-	-
Library Books	20,000	37,566	4,811	42,377
Leadership Development	34,600	-	7,600	7,600
Staff Development	148,000	71,557	71,443	143,000
Staff Appreciation	30,000	8,908	9,092	18,000
Principal Discretionary Fund	3,000	534	2,466	3,000
Technology Materials	75,000	44,527	6,473	51,000
Student Database & Assessment Materials	82,200	44,187	5,450	49,637
Family Outreach/Student Recruitment	20,500	15,669	24,831	40,500
Student Incentives	4,500	1,584	2,916	4,500
Trips & Admissions	110,000	36,895	59,919	96,814
<b>Total Educational Programs</b>	826,800	435,326	300,883	736,209
DYCD Grant Expenses	-	44,319	29,766	74,085
Dissemination Grant Expenses	-	130,000	28,742	158,742
	826,800	609,645	359,391	969,036

COMMUNITY PARTNERSHIP CHARTER SCHOOL ED CORP  
 BUDGET TO ACTUAL  
 SCHOOL YEAR 2014-2015

	/-----BUDGET-----/	/-----ACTUAL-----/		
	2014-2015	07/1/14-03/31/15	Projected to Year End	Total Projected at 06/30/15
<b>Special Needs Program</b>				
Special Needs Consultants	-	3,925	5	3,930
Special Needs Supplies	5,000	5,864	1,111	6,975
<b>Total Special Needs Programs</b>	5,000	9,789	1,116	10,905
<b>Other G&amp;A Costs</b>				
Central Costs	1,294,373	647,186	647,187	1,294,373
Audit & Accounting	50,000	45,013	4,987	50,000
Legal Fees	8,500	6,399	2,101	8,500
Board Development	5,000	-	5,000	5,000
Health & Safety	1,000	452	548	1,000
Employment Search & Advertising	20,000	37,919	4,443	42,362
Telephone /Communications	14,500	6,632	7,868	14,500
Printing & Publications	10,000	382	6,118	6,500
Office Supplies	43,000	25,490	17,510	43,000
Postage & Shipping	7,500	3,412	4,088	7,500
Technology Support Consultants	40,000	-	20,512	20,512
Technology Support - Supplies	16,000	9,898	6,102	16,000
Payroll Service Fees	12,500	10,958	2,622	13,580
Travel	2,200	262	1,938	2,200
Dues & Subscriptions	40,000	16,547	4,853	21,400
Miscellaneous & Bank Fees	1,500	1,997	-	1,997
Student Meals	21,000	10,420	10,580	21,000
Graduation Supplies	4,000	(985)	4,985	4,000
Meetings & Conferences	15,000	280	12,051	12,331
<b>Total Other G&amp;A Costs</b>	1,606,073	822,262	763,493	1,585,755
Contingency	-	-	-	-
<b>Total Operating Expenditures</b>	10,274,037	6,610,297	3,935,186	10,545,484
<b>Net Operating Income (Deficit) Prior to Depreciation and Capital Expenditures</b>	(719,016)	997,516	(1,867,333)	(869,818)
<b>Capital Expenditures:</b>				
Facility Upgrades	10,000	-	-	-
Classroom Furniture & Equipment	20,000	6,900	13,100	20,000
Computer Technology & Equipment	10,000	19,073	-	19,073
<b>Total Capital Expenditures</b>	40,000	25,973	13,100	39,073
Total Operating & Capital Expenditures	10,314,037	6,636,270	3,948,286	10,584,557
<b>Net Operating Income (Deficit) after Capital Expenditures</b>	<b>(759,016)</b>	<b>971,543</b>	<b>(1,880,433)</b>	<b>(908,891)</b>

**Community Partnership Charter School Ed Corp**  
**Board of Trustees Meeting**  
**April 8, 2015**

**Financial Highlights**

The projected deficit at the January Board meeting was \$994k. The Board approved \$114k of budget cuts and \$20k increase for a student recruitment initiative. The attached financial statements reflect a current budget deficit of \$909k; additional \$9k is described in expenses 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.
- 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 increased by \$50,000 to reflect the projected costs of \$35,000 of the hourly workers in the CPCS Lower School After School program and \$15,000 to reflect the projected cost of the hourly workers in the CPCS MS Saturday Academy program. Additionally, there are several staff on leave, going on leave and returning from leave, so there will be shifts in overall salaries; however savings in salaries will be offset with an increase in Substitute costs.
- Data and Assessment costs have been reduced by \$33,000.
- Dues have been reduced by \$19,000.
- Increases in expense items related to the DYCD and Dissemination Grants are offset by increases in Grant Revenue.



# Community Partnership Charter School Education Corp

## Balance Sheet

03/31/15

### ASSETS

#### CURRENT ASSETS

##### CASH

CASH & CASH EQUIVALENTS	1,229,552
PETTY CASH	400
<b>TOTAL CASH &amp; CASH EQUIVALENTS</b>	<b><u>1,229,952</u></b>

#### PREPAID EXPENSES

PREPAID EXPENSES	<u>0</u>
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#### ACCOUNTS & OTHER RECEIVABLE

PUBLIC GRANTS RECEIVABLE	-
<b>TOTAL CURRENT ASSETS</b>	<b><u>1,229,952</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><u>4,747,269</u></u></b>
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#### LIABILITIES AND NET ASSETS

##### LIABILITIES

##### CURRENT LIABILITIES

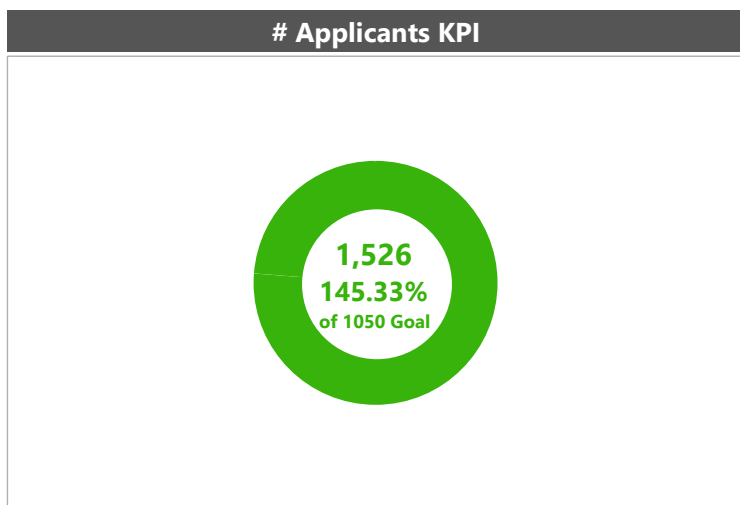
ACCOUNTS PAYABLE & ACCRUED EXPENSES	51,645
DUE TO BWCF	10,737
PAYROLL LIABILITIES	27,059
<b>TOTAL CURRENT LIABILITIES</b>	<b><u>89,441</u></b>

<b>TOTAL LIABILITIES</b>	<b><u>89,441</u></b>
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##### NET ASSETS

<b>4,657,828</b>
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<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u><u>4,747,269</u></u></b>
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Goal of 1050 is 200 more than total applications received in 13-14.

### Lottery Details

		2014	2015
BwCCS2	0	251	404
	1	44	98
	2	28	42
	3		42
	4		34
	-1		20
	Total	323	640
CPCS-LS	0	215	326
	1	42	38
	2	34	44
	3	30	51
	4	40	48
	-1		36
	Total	361	543
CPCS-MS	5	61	133
	6	98	138
	7		52
	8		20
	Total	159	343
<b>Grand Total</b>	<b>843</b>	<b>1,526</b>	

### Total Enrollment

BwCCS2	205 / 200
CPCS	383 / 450
<b>Grand Total</b>	<b>588 / *</b>

### Total Enrollment by School and Grade

		BwCCS2	CPCS
2015	OK	49	45
	01	55	43
	02	57	47
	03	44	44
	04		42
	05		44
	06		35
	07		51
	08		32

### Total ELL, FRLP, and IEP

	# ELLs	% ELLs	# FRLP	% FRLP	# IEP	% IEP
BwCCS2	43.0	20.98%	190.0	93%	24.0	12%
CPCS	4.0	1.04%	304.0	79%	56.0	15%
<b>Grand Total</b>	<b>47.0</b>	<b>7.99%</b>	<b>494.0</b>	<b>84%</b>	<b>80.0</b>	<b>14%</b>

### Total Enrollment by School and Month

	September	October	November	December	January	February	March
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%)
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%)

### Student Avg. Daily Attendance

	September, 2014	October, 2014	November, 2014	December, 2014	January, 2015	February, 2015	March, 2015
BwCCS2	95.07%	95.87%	94.62%	95.75%	94.56%	94.08%	95.38%
CPCS LS	96.64%	96.48%	95.28%	93.35%	93.34%	94.03%	94.33%
CPCS MS	97.71%	96.82%	95.70%	95.98%	92.87%	91.05%	95.43%

### Teacher Avg. Daily Attendance

	September, 2014	October, 2014	November, 2014	December, 2014	January, 2015	February, 2015	March, 2015
BwCCS2	99.07%	98.75%	99.23%	98.14%	98.76%	99.12%	
CPCS LS	99.55%	99.28%	99.20%	98.85%	99.07%	98.07%	98.68%
CPCS MS	98.89%	98.02%	98.00%	98.34%	98.56%	98.38%	98.92%