

241 Emerson Pl Brooklyn, NY 11205

Beginning with Children Charter School 2

215 Heyward St Brooklyn NY 11206

Board of Trustees Agenda December 15, 2015 6:00pm

BwCCS2 215 Heyward Street, Room 223 Brooklyn, NY 11206

6:30 p.m.	 Board Governance Review and Approve Minutes 10.14.15 and 11.10.15 Approval Needed a. Memorandum of Understanding b. Re-adopt bylaws-post merger 	
	 c. BwCCS2's consolidated application transition to school-wide status d. Claire Cusack's Resignation e. Employee referral bonus 	
6:50 p.m.	PTCC/PTO Report	
7:00 p.m.	Committee Updates	
7:10 p.m.	School Reports CPCS LS CPCS MS BwCCS 2	
7:25 p.m.	BwC Report	
7:45 p.m.	Executive Session	
Next Meeting Proposed: Date: Wednesday, January 13, 2015 Site: CPCS LS Time: 6:00pm		

Community Partnership Charter School Ed Corp Board of Trustees Meeting Minutes October 14, 2015 6:30 p.m.

Location: CPCS LS, 241 Emerson Place, Room 303

Members Present: Katie Cunningham, Rubens Amedee, Rebecca Baneman, Peter Bordonaro, Rose Anne Gonzalez, Oma Holloway, Amy Kolz, Kiisha Morrow, Jubilee

Mosley, Esosa Ogbahon, Sonia Ortiz-Gulardo

Members Absent: Clare Cusack

Guests: Natalie Bledman, Sandra Destine, Mike Ferrara, Nancy Lewson Kurz, Geri Licurse, Sheba Michel, Denniston Reid, Crystal Rodriguez, Brian Stemmer, William Hargett, Phyllis Hargett, Zahra Jackson, Niesha Morris, Hansel Toussaint, Mo Beasley, Tonia Shoffner, Sierra Bispham, Esila Obiang-Kiadu, Carl Granum

Katie Cunningham called the meeting to order at 6:31 p.m.

Governance

- The Board voted and approved the minutes from September 16, 2015.
- The next meeting will occur at 6:30 p.m. on November 10 at CPCS Middle School.
- The Board voted and unanimously approved the slate of officers put forth by the Nominating Committee: Katie Cunningham, Chairperson; Peter Bordonaro, Vice Chair; Amy Kolz, Treasurer; Kiisha Morrow, Secretary.
- The Board voted and approved the Financial Policies and Procedures.
- The Board voted and approved the Conflict of Interest Policy.

Finance Committee

• Amy Kolz presented the report (See attached.)

CPCS LS

• Jubilee Mosley presented the report (See attached.)

CPCS MS

• Rose Anne Gonzalez presented the report. (See attached.)

BwCCS2 Report

• Esosa Ogbahon presented the school report. (See attached.)

PTCC Report

- Sandra Destine presented the report for CPCS MS. The Winter Bazaar will take place on December 17. The PTCC is also launching a Ms. Chocolate Fundraiser to raise money for 2nd grade swimming.
- All are invited to the Potluck and uniform swap on 10/23

- Sheba Michel presented the report for CPCS LS. She reported parental concerns regarding the recent teacher departures.
- Katie Cunningham announced that the Board would provide a forum for parents to present their concerns.

Katie Cunningham moved to enter executive session to discuss (1) employment issues of certain employees and (2) potential litigation. Peter Bordonaro seconded the motion and the Board unanimously approved. The meeting was adjourned at 7:20 p.m for an executive session. The Board invited Denniston Reid, Geri Licurse and Nancy Lewson Kurz to attend the Executive Session.

The Executive Session was called to order at 7:29 p.m.

- Nancy Lewson Kurz reported that the issue related to potential ligation has been resolved.
- The Board discussed the recent teacher employment issues.

The Executive Session was adjourned at 7:47 p.m.

Katie Cunningham moved to resume the general session of the meeting. Peter Bordonaro seconded the motion and the Board approved unanimously. The General Session resumed at 7:48 p.m.

- The Board discussed holding an open session for parents to comment on their school experience. The tentative time is Monday, October 19, 2015 from 5:30 p.m. until 7:30 p.m. Notice will be distributed to the parent body from the Board.
- The Board voted and unanimously approved resetting the number of trustees to nine.
- The Board unanimously approved Martin Ragde's resignation from the Board.
- The Board reviewed the renewal of the Memorandum of Understanding. Minor modifications to the MOU were discussed.

The General Session was adjourned at 8:01 p.m.

Community Partnership Charter School Ed Corp Board of Trustees Meeting Minutes November 10, 2015 6:35 p.m.

Location: CPCS, 114 Kosciuszko Street, Room 308, Brooklyn, NY

Members Present: Katie Cunningham, Rose Anne Gonzalez, Oma Holloway, Amy

Kolz, Jubilee Mosley, Esosa Ogbahon, Sonia Ortiz-Gulardo

Members Absent: Rubens Amedee, Rebecca Baneman, Peter Bordonaro, Clare Cusack,

Kiisha Morrow

Guests: Natalie Bledman, Brian Stemmer, Geri Licurse, Shéba Michel, Denniston Reid,

Michelle Turnbull, Ashley Peters

Katie Cunningham called the meeting to order at 6:33 p.m.

Governance

• The next Board meeting will occur at 6:30 p.m. on Wednesday, December 9 at BwCCS2.

Finance Committee

• Amy Kolz presented the Finance report (attached).

Schools Committee

- Sonia Ortiz-Gulardo and Peter Bordonaro held a Teacher Forum for CPCS LS teachers on Thursday, November 5.
- The Board discussed the school handbook, including parents' access to the handbook and whether the document accurately reflects current school policies.
- The handbook is now posted on the schools' website, and it will be updated to reflect current school policies (e.g. LS students are not required to transition between classrooms following lines)

CPCS LS

• Jubilee Mosley presented the LS report. (See attached.)

CPCS MS

• Rose Anne Gonzalez presented the report. (See attached.)

BwCCS2 Report

• Esosa Ogbahon presented the school report. (See attached.)

Foundation Report

- Denniston Reid presented a draft of the Teacher and Leadership Development Continuum for initial Board review.
- The holiday party will be on December 11.

PTCC Report

- Shéba Michel presented the report.
- The Holiday Bazaar will be on December 17.
- The PTCC has begun the Miss Chocolate fundraiser for families. The fundraiser will end on December 24.

Katie Cunningham moved to enter executive session to discuss the detailed feedback from the CPCS LS Teacher Forum. Sonia Ortiz-Gulardo seconded the motion, and the Board members unanimously approved. The meeting was adjourned at 7:42 p.m.

The Executive Session was called to order at 7:50 p.m.

• The Board discussed the specific feedback given during the CPCS LS Teacher Forum.

From: Clare Cusack [mailto:clarecusack2@gmail.com]

Sent: Friday, November 13, 2015 3:53 PM

To: Nancy Kurz < nkurz@bwcf.org>

Subject: My board position

Nancy,

Below is my resignation email. Please let me know if you would like me to send it to anyone else. Have a wonderful Thanksgiving- and talk soon!

It is with great sadness that I send this email to resign from my board position at CPCS and Beginning With Children 2. It has been my pleasure to work with the Board, faculty and staff but I reluctantly must leave at this time due to increased work expectations. I have had an incredible experience on the Board and it has been wonderful to watch this network grow over the past five years. I look forward to hearing about all of the success ahead for the Beginning with Children network and its students. Best wishes to all!

Best regards, Clare Cusack

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Clare Cusack

646.831.5146 <u>clarecusack2@gmail.com</u> <u>www.linkedin.com/in/clarecusack</u>

Community Partnership Charter School Education Corp Balance Sheet 10/31/15

	ASSETS
CURRENT ASSETS CASH	
CASH & CASH EQUIVALENTS	3,256,258
PETTY CASH	400
TOTAL CASH & CASH EQUIVALENTS	3,256,658
PREPAID EXPENSES	
PREPAID EXPENSES	15,020.00
ACCOUNTS & OTHER RECEIVABLE	
PUBLIC GRANTS RECEIVABLE	404,122
TOTAL CURRENT ASSETS	3,675,800
INVESTMENTS	
CERTIFICATES OF DEPOSIT	3,360,032
FIXED ASSETS	
SCHOOL EQUIPMENT	67,731
FURN & FIXT	65,747
HARDWARE & SOFTWARE	306,748
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	122,470
TOTAL ASSETS	7,158,302
LIABILITIES AND NET ASSETS LIABILITIES	
CURRENT LIABILITIES	
ACCOUNTS PAYABLE & ACCRUED EXPENSES DUE TO BWCF	132,203
PAYROLL LIABILITIES	26,038
TOTAL CURRENT LIABILITIES	158,241
TOTAL LIABILITIES	158,241
NET ASSETS	7,000,061
TOTAL LIABILITIES AND NET ASSETS	7,158,302

Community Partnership Charter School Ed Corp Board of Trustees Meeting December 9, 2015

Financial Highlights

Revenues:

- The NYS per student allocation budget line for was projected at 675 full time equivalents for at the allocated funding of \$13,877. The current enrollment is 723 students. Please note that this is a potential increase of approximately \$666,000 in per pupil revenue if enrollment does not decrease during the year. The attached financial statements reflect the budgeted enrollment of 675. We will keep a close watch on the per pupil revenue in the next few months to more accurately reflect actual enrollment.
- Title grant revenue reflected in the attached financials has not yet been confirmed, it is possible that these allocations may change.

Expenses:

• Overall expenditures are running on target with slight shifts between categories.

	/BUDGET/ CPEC	/	ACTUAL	
	BUDGET 2015-2016	YTD 7/1/15 -10/31/15	Projected to Year End	Total Projected at 06/30/16
Revenues - Private:				
Funds to be Raised	-	-	-	-
Other Private	_	669	_	669
Student Meal Reimbursement	-	-	-	-
Total Private Revenues	-	669	-	669
Revenues - Public:				
NYS Per Student Allocation	9,366,975	4,933,443	4,433,532	9,366,975
Erate	-	-	-	-
Federal IASA (e.g. Title 1)	235,000	-	235,000	235,000
Special Ed Funding	809,539	410,852	398,687	809,539
Federal Title II-VI Funding (including ARRA RTTT)	20,000	-	20,000	20,000
DYCD Grant	-	77,069	216,931	294,000
Dissemination Grant			21,828	21,828
Total Public Revenues	10,431,514	5,421,364	5,325,978	10,747,342
Revenues - Other:				
Interest Income	16,500	6,494	10,006	16,500
Total Other Revenues	16,500	6,494	10,006	16,500
Grand Total Revenue & Other Income	10,448,014	5,428,527	5,335,984	10,764,511

	/BUDGET/ CPEC	<i> </i>	ACTUAL	
	BUDGET 2015-2016	YTD 7/1/15 -10/31/15	Projected to Year End	Total Projected at 06/30/16
Total Salaries & Wages	6,957,021	1,498,299	5,458,722	6,957,021
Total Personnel Related - Grants	- 0.057.004	73,204	119,172	192,376
Total Salaries & Wages	6,957,021	1,571,503	5,577,894	7,149,397
Total Personnel Related	1,791,433	395,459	1,395,974	1,791,433
Total Personnel Related - Grants	· · · · · · · · · · ·	· <u>-</u>	28,655	28,655
Total Personnel Related	1,791,433	395,459	1,424,629	1,820,088
Grand Total Personnel	8,748,454	1,966,962	7,002,523	8,969,485
Occupancy				
Building Permits	7,500	_	7,500	7,500
Insurance - Prop & Liab	70,000	80,338	-	80,338
Cleaning Supplies	2,000	-	2,000	2,000
Maintenance & Repairs	17,500	4,398	2,764	7,162
Equipment & Furniture Rental	30,000	4,204	25,796	30,000
Total Occupancy	127,000	88,940	38,060	127,000
Educational Programs				
Classroom Instructional Materials & Supplies	75,000	49,511	25,489	75,000
Substitutes	30,000	13,949	6,051	20,000
Art Supplies	11,500	908	10,592	11,500
Music Supplies	15,000	2,321	12,679	15,000
Math Curriculum/Supplies	25,000	13,179	11,821	25,000
ELA Curriculum/Supplies Social Studies Curriculum/Supplies	60,000 15,000	39,213 780	20,787 14,220	60,000 15,000
Physical Education Supplies	4,500	226	4,274	4,500
Science Curriculum	15,000	16,456	8,544	25,000
After School Supplies	2,500	-	2,500	2,500
After School Program - MS	30,000	3,300	26,700	30,000
Summer School Program	6,000	<u>-</u>	6,000	6,000
Enrichment - LS	30,000	4,898	25,102	30,000
Professional Development	144,000	44,350	99,650	144,000
Staff Appreciation	30,000	413	29,587	30,000
Principal Disgretionary Fund	3,000	-	3,000	3,000
Technology Materials	50,000	16,933	33,067	50,000
Student Database & Assessment Materials	60,000	16,597	43,403	60,000
Family Outreach/Student Recruitment	30,500	7,873	22,627	30,500
Student Incentives	4,500	2,455	2,045	4,500
Trips & Admissions	65,000	19,973	45,027	65,000
Total Educational Programs	706,500	253,335	453,165	706,500
Total Educational Programs - Grant Related	700 500	23,705	71,092	94,797
Total Educational Programs	706,500	277,040	524,257	801,297

	/BUDGET/ CPEC	/	ACTUAL	
	BUDGET 2015-2016	YTD 7/1/15 -10/31/15	Projected to Year End	Total Projected at 06/30/16
Special Needs Program				
Special Needs Supplies	5,000	811	4,189	5,000
Total Special Needs Programs	5,000	811	4,189	5,000
Other G&A Costs				
Central Costs	937,156	234,289	702,867	937,156
Audit & Accounting Fees	50,000	37,836	12,164	50,000
Legal Fees	8,500	4,364	4,136	8,500
Renewal Consultants	35,000	8,750	26,250	35,000
Board Development	2,500	-	2,500	2,500
Health & Safety	1,000	+	1,000	1,000
Employment Search & Advertising	20,000	3,560	16,440	20,000
Telecom /Communications	12,500	3,350	9,150	12,500
Printing & Publications	10,000	-	10,000	10,000
Office Supplies	43,000	7,007	35,993	43,000
Postage & Shipping	7,500	2,269	5,231	7,500
Technology Support Consultants Technology Support - Supplies	30,000	4 424	30,000	30,000
Payroll Service Fees	16,000 12,500	1,434 2,963	14,566 9,537	16,000 12,500
Travel	2,200	2,903	2,200	2,200
Dues & Subscriptions	40,000	185	39,815	40,000
Miscellaneous & Bank Fees	1,500	91	1,409	1,500
Student Meals	21,000	1,073	19,927	21,000
Graduation/Moving Up Supplies	4,000	-	4,000	4,000
Conferences	15,000	_	15,000	15,000
Total Other G&A Costs	1,269,356	307,171	962,185	1,269,356
Total Operating Expenditures	10,856,310	2,640,924	8,531,214	11,172,138
Net Operating Income (Deficit) Prior to Depr & Capital Expenditures	(408,296)	2,787,603	(3,195,230)	(407,627)
Capital Expenditures:				
Facility Upgrades	<u>-</u>	-	_	-
Furniture & Equipment	20,000	_	20,000	20,000
Computer Technology & Equipment	10,000	5,353	4,647	10,000
Total Capital Expenditures	30,000	5,353	24,647	30,000
Total Operating & Capital Expenditures	10,886,310	2,646,277	8,555,861	11,202,138
Net Operating Income (Deficit) after Capital Expenditures	(438,296)	2,782,250	(3,219,877)	(437,627)

Monthly School Leader Report to the Board of Trustees

Principal: Rose Anne Gonzalez

Date: 12/15/2015

School: CPCS Middle School

Open Meeting

Successes

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

- ➤ All high school applications were submitted and great care was given to hand select high performing schools.
- ➤ Action planning using Accelerated Math is running smoothly.
- > ESL students are being serviced by our new Instructional Specialist, Melissa Straus.

School Culture Update

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

- After school has maintained their quota of students through the first semester.
- ➤ Holiday Showcase is December 17, 2015 at 5

Parent Engagement Update

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

> 98% of our parents came to school to meet with their child's teacher for report cards.

Data Analysis

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

➤ ELA Department administered a Study Island assessment to determine how many of our students mastered the standards taught since September. (See attachment)

Executive Session (as needed)

Challenges

[Please insert 2-3 bullets on setbacks]

> Behavior is becoming increasingly more challenging as we hold students accountable.

Teacher Development

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

- ➤ Our literacy consultant is working with our staff every Tuesday.
- > One on One coaching sessions are in full swing.
- ➤ Math in Focus trainer came for a day to observe teachers and provide feedback.
- ➤ A Houghton Mifflin trainer spent the day with our ELA teachers to support the roll out of Collections after the New Year.

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

School: Beginning with Children Charter School 2

Principal: Esosa Ogbahon Date: December 15th, 2015

Successes

- Student of the Month Celebration and mini-concert December 3rd, 2015
- Parent Teacher Conferences November 19th, 2015
- Professional Development Day November 20th, 2015
- Thanksgiving Potluck November 24th, 2015
- Staff Mid-Year Reflection and Evaluation Ongoing
 - Observation
 - Lesson Feedback
 - o Planning for Growth
- Student/Staff Recruitment and Retention Planning Ongoing

Important Dates

- Winter Concert December 23rd, 2015
- Professional Development Day January 4th, 2015



School: Community Partnership Lower School			
Principal: Jubilee Mosley Date: December 15, 2015			
Monthly Board Meeting	·		

CPCS LS' 2015-2016 Team Theme "Achieving Our Mission In Practice"

Instructional Foci: Guided Reading

Effective Tier 1 Instruction

Hiring

- ➤ Ms. Lindsey Schaefer is certified teacher for Bank Street(1st grade) with Ms. Bennett
- > Jessica Cawthon has been hired as 2nd grade teacher in Syracuse University
- Michelle Goh transitioned to 4th grade as SPED teacher.
- Monique Sawyer joins Brooklyn College as 3rd General Education teacher (replacing Mr. Gayles)
- ➤ Gregg Ferrara will serve as an Independent SETSS/SPED provider for our 3rd grade scholars with IEPs in York College.
- ➤ Long term sub placed in VSU and is responsible for supporting classroom teacher, scholars, and pulling small groups.
- Two vacancies remaining (1st grade General Education and 3rd grade SPED)

Scholar Achievement

- See Dashboard from Preston Hale
- Reading Specialists pulling all previous hold overs and groups of scholars who are far below grade level
- Focused Independent Reading daily and Guided Reading/Phonics & Grammar instruction at least 2-3 times weekly for all scholars based on data and scholar needs
- Mary Nunez (SPED coordinator/SETSS teacher) and Independent SETSS provider Gregg Ferrara are pushing in /pulling out scholars with IEPs to work towards mastering IEP and grade level goals.
- > Saturday Academy begins on January 9th for 3rd and 4th grade scholars.

Professional Development

- Ongoing coaching and feedback by Deans of Academics and Culture; 5 observations/co-panning sessions weekly
- Deans conduct lesson plan review and feedback, data, conduct co-planning sessions, as well as observations and feedback sessions to impact Tier 1 instruction and increase scholar achievement
- > Jubilee coaches a cohort of teachers; 1 teacher from each grade to build content knowledge and pedagogical skill.
- STEP Data Analysis follow-up with Kanika Mobley to identify key trends in reading and follow up on implementation of next steps
- Launching A Unit PD with Antoinette Jenkins on November 20th to ensure TC rubric alignment and rigor in relation to CCLS
- Instructional Walkthrough for Math during the week of December 21st



Guided Reading PD will continue in Jan/February.

School Culture Updates

- CPCS LS Lunch and Bowling at Melody Lanes on November 20th
- CPCS LS Holiday Gifts and Breakfast on December 23rd
- > Tony Gayles farewell party on December 23rd

Parent Engagement Update

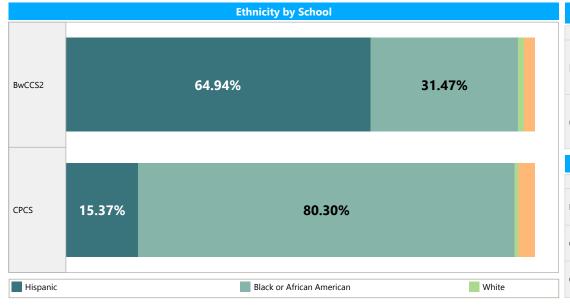
- REACH Log revised
- > Grading Policy shared in preparation for Q2 and beyond
- > 2nd, 3rd, and 4th grade ELA Workshop held on November 23rd
- > Principal's Chat and Chew on December 14th from 5:30-6:30pm
- ➤ Winter Sing and Winter Bazaar on December 17th from 5:30-6:30pm
- Upcoming Math Night Workshop Date TBD

Beginning with Children Dashboard _ December, 2015



Demographics							
	# Ells % Ells # FRLP % FRLP # IEP % IEP						
BwCCS2	53.0	21.12%	230.0	92%	34.0	14%	
CPCS	9.0	1.94%	391.0	84%	62.0	13%	
Grand Total	62.0	8.68%	621.0	87%	96.0	13%	

	Total Enrollment by School and Grade						
		BwCCS2	CPCS				
	ОК	50	38				
	01	52	50				
	02	56	48				
	03	52	47				
	04	41	54				
6	05		51				
6	06		61				
0	07		49				
6	08		47				



Total Enrollment by School and Month						
	September October November December					
BwCCS2	260 / 250	254 / 250	253 / 250	251 / 250		
	(104.00%)	(101.60%)	(101.20%)	(100.40%)		
CPCS	463 / 450	470 / 450	452 / 450	445 / 450		
	(102.89%)	(104.44%)	(100.44%)	(98.89%)		

Student Avg. Daily Attendance							
	September, 2015	October, 2015	November, 2015	December, 2015			
BwCCS2	95.40%	94.83%	94.38%	98.56%			
CPCS LS	96.33%	94.13%	91.23%	96.94%			
CPCS MS	93.87%	94.88%	92.24%	96.68%			