



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 October 19, 2016 6:00pm

CPCS-LS  
241 Emerson Place  
Brooklyn, NY 11205

<b>6:00 p.m.</b>	Board Governance <ul style="list-style-type: none"><li>Review and Approve Minutes 09.14.16</li></ul>
<b>6:15 p.m.</b>	PTCC/PTO Report
<b>6:25 p.m.</b>	Committee Updates <ul style="list-style-type: none"><li>Finance Committee</li><li>Academic Committee</li><li>Renewal</li></ul>
<b>6:45 p.m.</b>	BwC Report & School Reports <ul style="list-style-type: none"><li>CPCS LS</li><li>CPCS MS</li><li>BwCCS 2</li></ul>
<b>7:00 p.m.</b>	Executive Session
<b>Next Meeting</b>	Date: Wednesday, November 9, 2016 Site: CPCS MS Time: 6:00pm

**Community Partnership Charter School Ed Corp  
Board of Trustees  
Meeting Minutes**

**September 14, 2016  
6:00 p.m.**

**Location:** BwCCS2, 215 Heyward Street

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

**Members Absent:** Joan Walrond

**Guests:** Dominique Artamin, Lydia Holley, Rael Jones, Sandra Lawrence, Nancy Lewson Kurz, Geri Licurse, Jermaine Moorehead, Denniston Reid, Joseph Sanders, Juanita Saldivar, Brian Stemmer

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

**Governance**

- Amy Kolz moved to approve the minutes from August 10, 2016. Travis Baird seconded the motion and the Board approved unanimously.
- The next Board meeting will take place on October 19 at CPCS LS.

**PTCC Report**

- Juanita Saldivar presented the report.
- This year the PTCC will focus on being more visible and strengthening the partnership between CPCS LS and CPCS MS.
- There are currently four open positions on the PTCC.

**Finance Committee**

- Greg Whitten presented the report.

**Renewal/Foundation Committee**

- Amy presented the report.
- The renewal application was submitted on August 15. The accountability report is due tomorrow. The Board interview will take place on November 1.
- Denniston Reid led a discussion about the Board interview process.

**BwCCS2**

- Esosa Ogbahon presented the report.

**CPCS LS**

- Jubilee Mosley presented the report.

**CPCS MS**

- Nicole Blair-Barzey presented the report.

The meeting was adjourned at 7:42 p.m.

**Community Partnership Charter School Ed Corp**  
**Board of Trustees Meeting**  
**October 19, 2016**

**Financial Highlights**

The projected deficit is \$726k. The deficit has been increased since the last meeting to account for \$55k in additional expenses at B2 for a school nurse.

**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 695 students. This is a potential decrease in per pupil revenue of approximately \$715k. 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:**

- During the budget process back in the spring discussions took place about the need for a school nurse for B2 at Bartlett Street. There was reason to believe that the school could receive nursing services free of charge if a certain percentage of students required specific medical care. Our student population at Bartlett Street does not meet these requirements and the school must pay for the services of a full-time nurse which is projected at \$55k. This cost has been added to the “Substitutes” line item in the “Projected to Year End” column on the attached financial statements. 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

08/31/16

### ASSETS

#### CURRENT ASSETS

##### CASH

CASH & CASH EQUIVALENTS	2,125,384
PETTY CASH	400
TOTAL CASH & CASH EQUIVALENTS	<b>2,125,784</b>

#### PREPAID EXPENSES

PREPAID EXPENSES	-
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#### ACCOUNTS & OTHER RECEIVABLE

DUE FROM BWCF	5,515
INTEREST RECEIVABLE	-
PUBLIC GRANTS RECEIVABLE	261,166
TOTAL CURRENT ASSETS	<b>2,392,465</b>

#### INVESTMENTS

CERTIFICATES OF DEPOSIT	3,367,427
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#### FIXED ASSETS

SCHOOL EQUIPMENT	72,526
FURN & FIXT	114,012
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	159,370

<b>TOTAL ASSETS</b>	<b>5,919,262</b>
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#### LIABILITIES AND NET ASSETS

##### LIABILITIES

##### CURRENT LIABILITIES

ACCOUNTS PAYABLE & ACCRUED EXPENSES	170,012
DUE TO BWCF	-
PAYROLL LIABILITIES	37,091
TOTAL CURRENT LIABILITIES	<b>207,103</b>

<b>TOTAL LIABILITIES</b>	<b>207,103</b>
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<b>NET ASSETS</b>	<b>5,712,159</b>
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<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>5,919,262</b>
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COMMUNITY PARTNERSHIP EDUCATION CORPORATION  
 COMBINED BUDGET  
 2016-2017

	/---BUDGET---/ CPEC BUDGET 2016-2017	/-----ACTUAL-----		
		YTD 7/1/16 -8/31/16	Projected to Year End	Total Projected at 06/30/17
<b>Revenues - Private:</b>				
Funds to be Raised	-	-	-	-
Other Private	260,000	-	260,000	260,000
Student Meal Reimbursement	-	-	-	-
<b>Total Private Revenues</b>	<b>260,000</b>	<b>-</b>	<b>260,000</b>	<b>260,000</b>
<b>Revenues - Public:</b>				
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
<b>Total Public Revenues</b>	<b>12,218,715</b>	<b>1,900,139</b>	<b>10,318,576</b>	<b>12,218,715</b>
<b>Revenues - Other:</b>				
Interest Income	16,500	-	16,500	16,500
<b>Total Other Revenues</b>	<b>16,500</b>	<b>-</b>	<b>16,500</b>	<b>16,500</b>
<b>Grand Total Revenue &amp; Other Income</b>	<b>12,495,215</b>	<b>1,900,139</b>	<b>10,595,076</b>	<b>12,495,215</b>

COMMUNITY PARTNERSHIP EDUCATION CORPORATION  
 COMBINED BUDGET  
 2016-2017

	/---BUDGET---/ CPEC BUDGET 2016-2017	/-----ACTUAL-----		
		YTD 7/1/16 -8/31/16	Projected to Year End	Total Projected at 06/30/17
<b>Total Salaries &amp; Wages</b>	7,868,269	491,561	7,376,708	7,868,269
<b>Total Personnel Related - Grants</b>	190,000	27,998	162,002	190,000
<b>Total Salaries &amp; Wages</b>	8,058,269	519,559	7,538,710	8,058,269
<b>Total Personnel Related</b>	1,986,738	174,390	1,812,348	1,986,738
<b>Total Personnel Related - Grants</b>	30,000	3,485	26,515	30,000
<b>Total Personnel Related</b>	2,016,738	177,875	1,838,863	2,016,738
<b>Grand Total Personnel</b>	10,075,007	697,434	9,377,573	10,075,007
<b>Occupancy</b>				
Rent	260,000	-	260,000	260,000
Building Permits	-	-	-	-
Insurance - Prop & Liab	105,000	110,673	-	110,673
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	7,100	7,900	15,000
Equipment & Furniture Rental	45,000	3,203	41,797	45,000
<b>Total Occupancy</b>	545,980	120,976	430,677	551,653
<b>Educational Programs</b>				
Classroom Instructional Materials & Supplies	108,750	48,592	60,158	108,750
Substitutes & School Nurse	17,200	946	71,254	72,200
Art Supplies	15,500	5,275	10,225	15,500
Music Supplies	11,600	3,010	8,590	11,600
Math Curriculum/Supplies	28,550	981	27,569	28,550
ELA Curriculum/Supplies	80,660	7,618	66,168	73,786
Social Studies Curriculum/Supplies	14,000	20,874	-	20,874
Physical Education Supplies	7,500	665	6,835	7,500
Science Curriculum	21,500	31	21,469	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	-	30,000	30,000
Professional Development	143,750	58,898	84,852	143,750
Staff Appreciation	37,000	1,432	35,568	37,000
Principal Discretionary Fund	2,000	-	2,000	2,000
Technology Materials	50,000	12,937	37,063	50,000
Student Database & Assessment Materials	55,000	19,250	35,750	55,000
Family Outreach/Student Recruitment	30,500	9,093	21,407	30,500
Student Incentives	17,000	106	16,894	17,000
Trips & Admissions	80,000	9,687	70,313	80,000
<b>Total Educational Programs</b>	785,560	200,561	639,999	840,560
<b>Total Educational Programs - Grant Related</b>	50,000	15,265	34,735	50,000
<b>Total Educational Programs</b>	835,560	215,826	674,734	890,560

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

	/---BUDGET---/ CPEC BUDGET 2016-2017	/-----ACTUAL-----		
		YTD 7/1/16 -8/31/16	Projected to Year End	Total Projected at 06/30/17
<b>Special Needs Program</b>				
Special Needs Supplies	11,000	-	11,000	11,000
<b>Total Special Needs Programs</b>	11,000	-	11,000	11,000
<b>Other G&amp;A Costs</b>				
Central Costs	1,234,059	-	1,234,059	1,234,059
Audit & Accounting Fees	40,000	500	39,500	40,000
Legal Fees	8,500	397	8,103	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	7,432	20,568	28,000
Telecom /Communications	27,500	4,751	22,749	27,500
Printing & Publications	10,000	130	9,870	10,000
Office Supplies	33,000	6,649	26,351	33,000
Postage & Shipping	7,500	1,720	5,780	7,500
Technology Support Consultants	10,000	-	10,000	10,000
Technology Support - Supplies	10,500	1,531	8,969	10,500
Payroll Service Fees	18,000	1,580	16,420	18,000
Travel	2,200	-	2,200	2,200
Dues & Subscriptions	10,000	427	9,573	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
<b>Total Other G&amp;A Costs</b>	1,523,259	34,611	1,488,648	1,523,259
<b>Total Operating Expenditures</b>	12,990,806	1,068,848	11,982,631	13,051,479
<b>Net Operating Income (Deficit) Prior to Depr &amp; Capital Expenditures</b>	(495,591)	831,291	(1,326,882)	(556,264)
<b>Capital Expenditures:</b>				
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
<b>Total Capital Expenditures</b>	100,000	70,140	100,000	170,140
Total Operating & Capital Expenditures	13,090,806	1,138,988	12,082,631	13,221,619
<b>Net Operating Income (Deficit) after Capital Expenditures</b>	<b>(595,591)</b>	<b>761,151</b>	<b>(1,487,555)</b>	<b>(726,404)</b>



School: Community Partnership Lower School

Principal: Jubilee Mosley  
Monthly Board Meeting

Date: October 19, 2016

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

**Instructional Foci: Effective Instruction for Reading Strategies**

**Scholar Engagement**

**Strengthening Classroom Management**

**Hiring**

- Two interviews scheduled this week for vacancies

**Professional Development**

- Teacher-led session on Love and Logic
- MIF Session on C-P-A, Lesson Structure and Session
- Effective Modeling of Reading Strategies Walkthrough & Trend Analysis

**School Culture Updates**

- REACH Friday #1 on October 14, 2016/REACH Friday #2 will be held on Nov. 18th
- Senior Academy is underway

**Parent Engagement Update**

- Principal's Chat and Chew held on Thursday, October 13<sup>th</sup>.
- SPED Coordinator Newsletter launch
- Family Workshop: TestBusters/ELA/Math Sessions held on October 18<sup>th</sup>
- Progress Reports will be sent home to families week on October 20<sup>th</sup>
- PTCC Community Harvest will be held on October 28<sup>th</sup> from 4-6pm
- PTC will be held on November 16<sup>th</sup> from 1-7pm



## Monthly School Leader Report to the Board of Trustees

Principal: Nicole Barzey
Date: October 19, 2016
School: Community Partnership Middle School

### Open Meeting

#### Successes

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

- Facilitated Back to School Night on 9/19/16 which included approximately 50 families. Families were given an opportunity to learn more about our school wide instructional foci, and grade specific academic as well as behavioral expectations. Families were also given the opportunity to speak with afterschool affiliates and sampled treats from Brooklyn Blends.
- Successfully completed our first round of Friday professional development which supports teachers in the following ways:
  - Culture, Instructional Coaching, Child Study Team, Education-Leadership-Community Committees
- On 10/11/16, we conducted our first Data Day which also included a renewal Jeopardy game created to support the language around our school being an Academic Success (Question 1)

#### School Culture Update

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

- Friday REACH Circles have been exciting as well as interactive. Students are celebrated for their display of the REACH values and are learning more about the various cultures which makes up the CPCS MS community. This month's focus was on Hispanic Heritage.
- Friday Morning Advisory Sessions - Restorative Circles are providing class communities to strengthen their relationship through strategic, teacher supported dialogue.
- Fall Ball Food Drive - 11/15/16 - Entrance fee is 3 cans of nonperishable foods. The food will be donated as Thanksgiving Food Baskets.
- Participation in the Breast Cancer Walk - October 16th. We have raised \$250 towards finding a cure for Breast Cancer.
  - Fundraising Link: <http://main.acsevents.org/goto/cpcs>

#### Standards Curriculum and Assessment- Grade Level Teams

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

- Assessments:
  - We are currently in the initial data collection window. The data collection includes baseline assessments, chapter 1 assessments for Math in Focus, collecting F&P Data for reading, and are preparing to proctor the RALLY assessments beginning 10/19/16.
- Curriculum:
  - Based on the writing samples provided on the narrative writing unit in Collections, the school will adopt the writing acronym CUPS - Capitalization, Usage, Punctuation, and Spelling in all content areas.

**Parent/Community Engagement Update**

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

- Conducted our 1st FireSide chat and family workshop on October 19th. The family workshop was hosted by Learning Leaders and provided families with strategies for making the transition to Middle School.
- **We are looking for Learning Leader volunteers:** Parents and Community members are being encouraged to volunteer their time as a Learning Leader. Learning Leaders is an organization committed to engaging families and community members in education. Learning Leader volunteers who undergo a thorough national screening and a series of training sessions geared towards supporting small group instruction. In addition to the training, the organization will also provide 3 workshops tailored to providing families with strategies to support their middle schooler at home.

**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- Math in Focus Chapter 1 for grade 5**
  - Chapter 1 in Math in Focus addressed standards 5.NBT.1 Recognize that in a multi-digit number, a digit in one place represents 10 times as much as it represents in the place to its right and 1/10 of what it represents in the place to its left. and 5.5.OA.3 Generate two numerical patterns using two given rules. Identify apparent relationships between corresponding terms.
  - Scores are broken into categories of levels 1-4.
    - Level 4 (90% and up) 4/19 21% Level 3 (80% -89%) 5/19 26% Level 2 (61%-79%) 4/19 21% Level 1 (60% and below)
  - Teachers are being coached to use this data in order to create cohorts (such as the Who's our 10) and track growth through the reteach and retesting window. In preparation for the reteach, teachers attended the Math in Focus training which occurred on 10/11/16, and are being challenged to provide more hands on strategies by incorporating open ended math problems. The approach will enhance student's ability to problem solve and increase math discourse since students will have an infinite way to solve a problem.

**Executive Session (as needed)****Challenges**

[Please insert 2-3 bullets on setbacks]

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**Teacher Development**

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

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## Monthly School Leader Report to the Board of Trustees

School: Beginning with Children Charter School 2

Principal: Esosa Ogbahon

Date: October 14<sup>th</sup>, 2016

### Successes

- September 16<sup>th</sup>, 2016 at 8:45 – Whole School Assembly, Heyward St.
- September 16<sup>th</sup>, 2016 – 5<sup>th</sup> Grade Trip to the Brooklyn Museum
- September 19<sup>th</sup>, 2016 – 4<sup>th</sup> Grade Trip to National September 11<sup>th</sup> Memorial
- September 30<sup>th</sup>, 2016 at 10:30 – Bartlett Street Ribbon Cutting
- October 7<sup>th</sup>, 2016 – Kindergarten trip to Green Meadows Farm
- October 7<sup>th</sup>, 2016 – Student of the Month Celebration
- October 18<sup>th</sup>, 2016 – K-2<sup>nd</sup> Grade Apple and Pumpkin Picking Trip
- October 19<sup>th</sup>, 2016 – 4<sup>th</sup> Grade Trip to American Museum of Natural History
- October 26<sup>th</sup>, 2016 – 5<sup>th</sup> Grade Trip to American Museum of Natural History

### Important Dates

- October 24<sup>th</sup> – November 4<sup>th</sup>, 2016 – STEP Assessment Window
- October 27<sup>th</sup>, 2016 - Testing Workshop
- November 3<sup>rd</sup>, 2016 - ENL Workshop
- November 17<sup>th</sup> – 18<sup>th</sup>, 2016 – SUNY Renewal Visit

# Beginning with Children Dashboard \_ October 2016

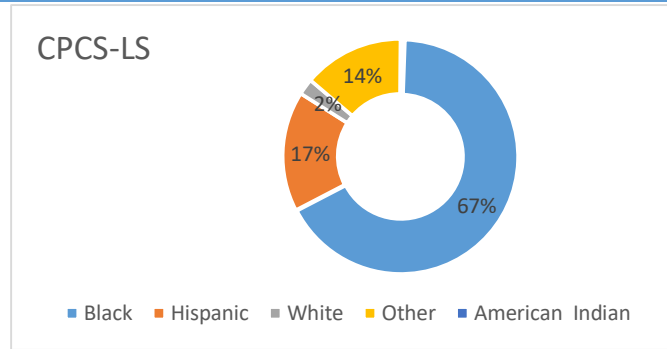
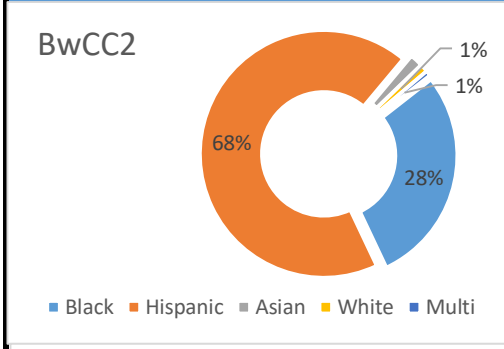
All data is current as of October 18th, 2016

Total Enrollment by School and Grade			
	BwC	CPCS-LS	CPCS-MS
PK	~	17	~
K	44	36	~
1	56	38	~
2	53	50	~
3	55	45	~
4	56	49	~
5	41	~	38
6	~	~	52
7	~	~	55
8	~	~	41
<b>Total</b>	<b>305</b>	<b>235</b>	<b>186</b>

Total Enrollment	
BwC	305/300
CPCS-LS	235/268
CPCS-MS	186/200
<b>Grand Total</b>	<b>726/768</b>

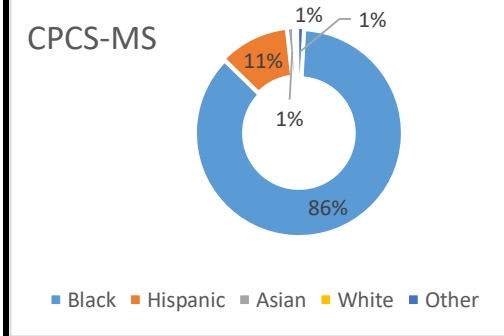
Demographics						
	#ELLS	%ELLS	#FRLP	%FRLP	#IEP	%IEP
BwCCS2	63	20.66%	241	79.02%	50	16.39%
CPCS-LS	6	2.55%	171	87.23%	30	12.77%
CPCS-MS	4	2.15%	141	89.25%	30	16.13%
<b>Grand Total</b>	<b>73</b>	<b>10.06%</b>	<b>553</b>	<b>76.17%</b>	<b>110</b>	<b>15.15%</b>

## Ethnicity by School



## Student Average Daily Attendance

	September	October
BwCC2	95.38%	98.75%
CPCS-LS	90.62%	97.37%
CPCS-MS	98.48%	100%



## Total Enrollment by School and Month

	April	May	June	September	October
BwCCS2	253	253	253	299	305
CPCS-LS	240	240	240	223	235
CPCS-MS	213	213	213	198	186
<b>Grand Total</b>	<b>706</b>	<b>706</b>	<b>706</b>	<b>720</b>	<b>726</b>