



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 February 10, 2016 6:00pm

CPCS  
114 Kosciuszko Street, Room 308  
Brooklyn, NY 11216

<b>6:00 p.m.</b>	Board Governance <ul style="list-style-type: none"><li>Review and Approve Minutes 01.13.16</li></ul>
<b>6:15 p.m.</b>	PTCC/PTO Report
<b>6:30 p.m.</b>	Committee Updates <ul style="list-style-type: none"><li>Finance Committee</li><li>Schools Committee</li><li>Academic Committee<ul style="list-style-type: none"><li>1. FMLA Policy</li></ul></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>7:15 p.m.</b>	Executive Session
<b>Next Meeting</b>	<b>Proposed:</b> Date: Wednesday, March 9, 2016 Site: BwCCS2 Time: 6:00pm

**Community Partnership Charter School Ed Corp**  
**Board of Trustees**  
**Meeting Minutes**  
**January 13, 2016**  
**6:00 p.m.**

**Location:** CPCS-LS, 241 Emerson Place, Room 305

**Members Present:** Katie Cunningham, Peter Bordonaro, Oma Holloway, Sonia Ortiz-Gulardo, Rose Anne Gonzalez, Jubilee Mosley and Esosa Ogbahon.

**Video Conference:** Amy Kolz, Kiisha Morrow,

**Members Absent:** Rebecca Baneman Rubens Amedee,

**Guests:** Natalie Bledman, Nancy Lewson Kurz, Geri Licurse, Sheba Michel, Denniston Reid, Crystal Rodriguez, Brian Stemmer, Sandra Destine, Mike Ferrara, Renee Williams and Maria Letic.

Katie Cunningham called the meeting to order at 6:04 p.m.

**Governance**

- Katie Cunningham moved to approve the minutes from December 15, 2015. Amy Kolz seconded the motion and the Board approved unanimously.
- Katie Cunningham informed the board of Rubens Amedee's resignation. Peter moved to accept Rubens' resignation. Sonia Gulardo seconded the motion and the Board approved unanimously.
- The next Board meeting will be on February 10, 2016, at 6:00 p.m. at the CPCS Middle School.

**Finance Committee**

- Amy presented the report. (See attached.)
- Enrollment declining
- Purchasing Coordinator a temp to permanent hire

**School Committee**

- Sonia Ortiz-Gulardo presented the report.
- Working with the Academic Committee to address staff retention and considering several options (Paid FMLA, Professional Development support, paying tuition)
- B2 visit has not been scheduled

**CPCS LS**

- Jubilee Mosley presented the report.

**CPCS MS**

- Rose Anne Gonzalez presented the report.

- Schedule change to allow for more time in Arts
- Lunch scheduled 1hr earlier

### **BwCCS2 Report**

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

### **PTCC/PTO Report**

- Sandra Destine presented the report and alerted everyone to the following events:
  1. February 2-Advocacy Day
  2. Summer Camp parent meeting scheduled for the end of February.

Katie moved to enter executive session to discuss personnel matters. The meeting was adjourned at 7:07 p.m.

The Executive Session was called to order at 7:10 p.m.

- The Board discussed an employee evaluation and compensation.

The Executive Session was adjourned at 7:27 p.m.

**Community Partnership Charter School Education Corp**  
**Balance Sheet**  
**12/31/15**

**ASSETS**

**CURRENT ASSETS**

**CASH**

CASH & CASH EQUIVALENTS	3,827,488
PETTY CASH	400
<b>TOTAL CASH &amp; CASH EQUIVALENTS</b>	<b><u>3,827,888</u></b>

**PREPAID EXPENSES**

PREPAID EXPENSES	<u>15,020.00</u>
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**ACCOUNTS & OTHER RECEIVABLE**

PUBLIC GRANTS RECEIVABLE	88,742
<b>TOTAL CURRENT ASSETS</b>	<b><u>3,931,650</u></b>

**INVESTMENTS**

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

SCHOOL EQUIPMENT	67,731
FURN & FIXT	68,212
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)
<b>TOTAL FIXED ASSETS</b>	<b><u>124,935</u></b>

<b>TOTAL ASSETS</b>	<b><u><u>7,416,617</u></u></b>
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**LIABILITIES AND NET ASSETS**

**LIABILITIES**

**CURRENT LIABILITIES**

ACCOUNTS PAYABLE & ACCRUED EXPENSES	163,670
DUE TO BWCF	-
PAYROLL LIABILITIES	19,526
<b>TOTAL CURRENT LIABILITIES</b>	<b><u>183,196</u></b>

<b>TOTAL LIABILITIES</b>	<b><u>183,196</u></b>
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<b>NET ASSETS</b>	<b><u>7,233,421</u></b>
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<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u><u>7,416,617</u></u></b>
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COMMUNITY PARTNERSHIP EDUCATION CORPORATION  
 COMBINED BUDGET  
 2015-2016

	/---BUDGET---/ CPEC BUDGET 2015-2016	/-----ACTUAL-----		
		YTD 7/1/15 -12/31/15	Projected to Year End	Total Projected at 06/30/16
<b>Revenues - Private:</b>				
Funds to be Raised	-	-	-	-
Other Private	-	1,376	-	1,376
Student Meal Reimbursement	-	-	-	-
<b>Total Private Revenues</b>	-	1,376	-	1,376
<b>Revenues - Public:</b>				
NYS Per Student Allocation	9,366,975	6,552,340	3,092,175	9,644,515
Erate	-	-	-	-
Federal IASA (e.g. Title 1)	235,000	31,579	238,745	270,324
Special Ed Funding	809,539	589,407	357,109	946,516
Federal Title II-VI Funding (including ARRA RTTT)	20,000	2,124	19,158	21,282
DYCD Grant	-	45,000	249,000	294,000
Dissemination Grant	-	4,365	17,463	21,828
<b>Total Public Revenues</b>	10,431,514	7,224,815	3,973,650	11,198,465
<b>Revenues - Other:</b>				
Interest Income	16,500	17,656	13,000	30,656
<b>Total Other Revenues</b>	16,500	17,656	13,000	30,656
<b>Grand Total Revenue &amp; Other Income</b>	10,448,014	7,243,847	3,986,650	11,230,497

**COMMUNITY PARTNERSHIP EDUCATION CORPORATION  
COMBINED BUDGET  
2015-2016**

	/---BUDGET---/ CPEC BUDGET 2015-2016	/-----ACTUAL-----  YTD 7/1/15 -12/31/15	Projected to Year End	Total Projected at 06/30/16
<b>Total Salaries &amp; Wages</b>	6,957,021	2,551,626	3,925,214	6,476,840
<b>Total Personnel Related - Grants</b>	-	110,997	81,379	192,376
<b>Total Salaries &amp; Wages</b>	6,957,021	2,662,623	4,006,593	6,669,216
<b>Total Personnel Related</b>	1,791,433	638,022	1,153,411	1,494,696
<b>Total Personnel Related - Grants</b>	-	-	28,655	28,655
<b>Total Personnel Related</b>	1,791,433	638,022	1,182,066	1,523,351
<b>Grand Total Personnel</b>	8,748,454	3,300,645	5,188,659	8,192,567
<b>Occupancy</b>				
Building Permits	7,500	-	-	-
Insurance - Prop & Liab	70,000	80,338	-	80,338
Cleaning Supplies	2,000	-	2,000	2,000
Maintenance & Repairs	17,500	5,818	2,062	7,880
Equipment & Furniture Rental	30,000	9,265	20,735	30,000
<b>Total Occupancy</b>	127,000	95,421	24,797	120,218
<b>Educational Programs</b>				
Classroom Instructional Materials & Supplies	75,000	73,758	1,242	75,000
Substitutes	30,000	33,819	100,000	133,819
Art Supplies	11,500	6,563	4,937	11,500
Music Supplies	15,000	3,166	11,834	15,000
Math Curriculum/Supplies	25,000	13,317	11,683	25,000
ELA Curriculum/Supplies	60,000	53,109	6,891	60,000
Social Studies Curriculum/Supplies	15,000	1,121	13,879	15,000
Physical Education Supplies	4,500	340	4,160	4,500
Science Curriculum	15,000	16,510	8,490	25,000
After School Supplies	2,500	147	2,353	2,500
After School Program - MS	30,000	1,980	28,020	30,000
Summer School Program	6,000	-	6,000	6,000
Enrichment - LS	30,000	8,555	21,445	30,000
Professional Development	144,000	68,559	65,441	134,000
Staff Appreciation	30,000	2,259	27,741	30,000
Principal Discretionary Fund	3,000	-	3,000	3,000
Technology Materials	50,000	26,773	23,227	50,000
Student Database & Assessment Materials	60,000	23,261	36,739	60,000
Family Outreach/Student Recruitment	30,500	10,246	20,254	30,500
Student Incentives	4,500	2,969	1,531	4,500
Trips & Admissions	65,000	21,870	43,130	65,000
<b>Total Educational Programs</b>	706,500	368,322	441,997	810,319
<b>Total Educational Programs - Grant Related</b>	-	64,621	30,176	94,797
<b>Total Educational Programs</b>	706,500	432,943	472,173	905,116

**COMMUNITY PARTNERSHIP EDUCATION CORPORATION  
COMBINED BUDGET  
2015-2016**

	/---BUDGET---/ CPEC BUDGET 2015-2016	/-----ACTUAL-----  YTD 7/1/15 -12/31/15	Projected to Year End	Total Projected at 06/30/16
<b>Special Needs Program</b>				
Special Needs Supplies	5,000	1,253	3,747	5,000
<b>Total Special Needs Programs</b>	5,000	1,253	3,747	5,000
<b>Other G&amp;A Costs</b>				
Central Costs	937,156	234,289	790,906	1,025,195
Audit & Accounting Fees	50,000	68,357	5,000	73,357
Legal Fees	8,500	5,670	2,830	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	12,970	7,030	20,000
Telecom /Communications	12,500	4,597	7,903	12,500
Printing & Publications	10,000	-	10,000	10,000
Office Supplies	43,000	9,469	33,531	43,000
Postage & Shipping	7,500	2,863	4,637	7,500
Technology Support Consultants	30,000	-	6,643	6,643
Technology Support - Supplies	16,000	1,434	14,566	16,000
Payroll Service Fees	12,500	4,438	8,062	12,500
Travel	2,200	-	2,200	2,200
Dues & Subscriptions	40,000	659	39,341	40,000
Miscellaneous & Bank Fees	1,500	857	643	1,500
Student Meals	21,000	2,940	18,060	21,000
Graduation/Moving Up Supplies	4,000	-	4,000	4,000
Conferences	15,000	10,588	4,412	15,000
<b>Total Other G&amp;A Costs</b>	1,269,356	367,881	989,514	1,357,395
<b>Total Operating Expenditures</b>	10,856,310	4,198,143	6,678,890	10,580,296
<b>Net Operating Income (Deficit) Prior to Depr &amp; Capital Expenditures</b>	(408,296)	3,045,704	(2,692,240)	650,201
<b>Capital Expenditures:</b>				
Facility Upgrades	-	-	-	-
Furniture & Equipment	20,000	2,465	17,535	20,000
Computer Technology & Equipment	10,000	5,353	4,647	10,000
<b>Total Capital Expenditures</b>	30,000	7,818	22,182	30,000
Total Operating & Capital Expenditures	10,886,310	4,205,961	6,701,072	10,610,296
<b>Net Operating Income (Deficit) after Capital Expenditures</b>	<b>(438,296)</b>	<b>3,037,886</b>	<b>(2,714,422)</b>	<b>620,201</b>

**Community Partnership Charter School Ed Corp**  
**Board of Trustees Meeting**  
**February 10, 2016**

**Financial Highlights**

After a complete analysis of all expenses we are currently projecting a surplus of approximately \$620k. At the last meeting we were projecting a deficit of \$438k. The reduction is due to the changes outlined below.

**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 projected FTE enrollment is 695 students. Please note that this is a potential increase of approximately \$277k in per pupil revenue if enrollment does not decrease during the year. The attached financial statements reflect the projected FTE enrollment of 695. We will keep a close watch on the per pupil revenue in the next few months to more accurately reflect actual enrollment.
- Increase in projected special education revenue of approximately \$137k from budget based on current IEP population.
- Projected title grant revenue increased by approximately \$35k, this has been updated to reflect the most current information we have. It is possible that these allocations may change.
- Projected interest income increased by approximately \$13k.

**Expenses:**

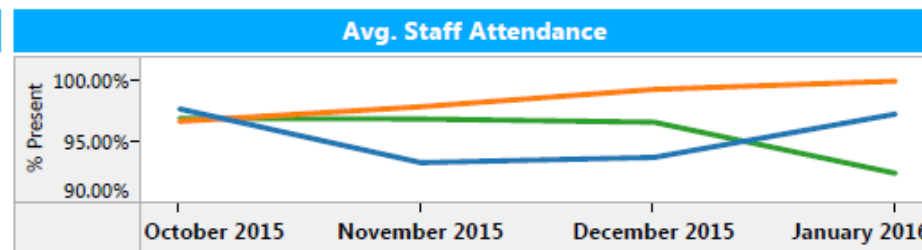
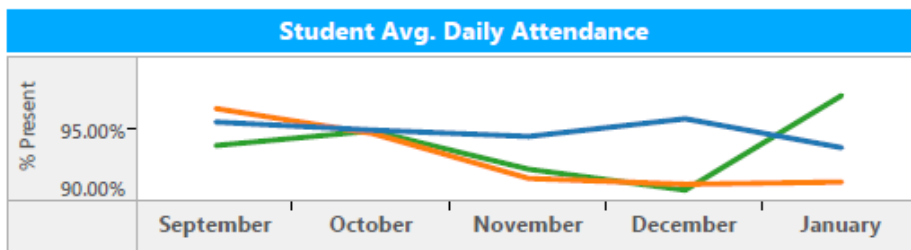
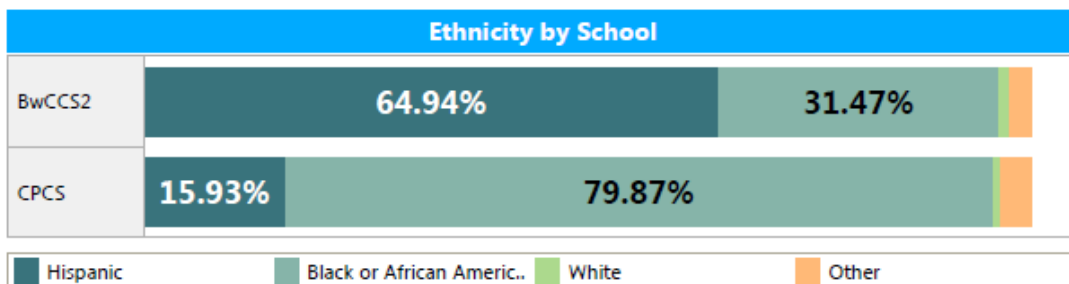
- Projected salaries and fringe benefits costs have decreased by approximately \$776k due to staffing changes. Projected substitutes expense has increased by approximately \$100k.
- Projected central services costs increased by approximately \$88k due to the increase in per pupil and grant revenue. Other non-personnel related expenditures are running on target with slight shifts between categories.
- Increases/decreases in expense items related to the DYCD and Dissemination Grants are offset by increases/decreases in Grant Revenue.



Total Enrollment	
BwCCS2	251 / 250
CPCS	435 / 450
<b>Grand Total</b>	<b>686 / *</b>

Total Enrollment by School and Grade		
	BwCCS2	CPCS
0K	50	38
01	52	48
02	56	49
03	52	46
04	41	51
05		49
06		60
07		47
08		47

Demographics						
	# Ells	% Ells	# FRLP	% FRLP	# IEP	% IEP
BwCCS2	53.0	21.12%	231.0	92%	35.0	14%
CPCS	9.0	1.99%	389.0	86%	62.0	14%
<b>Grand Total</b>	<b>62.0</b>	<b>8.81%</b>	<b>620.0</b>	<b>88%</b>	<b>97.0</b>	<b>14%</b>



site\_id ■ BwCCS2     ■ CPCSLs     ■ CPCSMS

Total Enrollment by School and Month					
	September	October	November	December	January
BwCCS2	260 / 250 (104.00%)	254 / 250 (101.60%)	253 / 250 (101.20%)	251 / 250 (100.40%)	251 / 250 (100.40%)
CPCS	463 / 450 (102.89%)	470 / 450 (104.44%)	452 / 450 (100.44%)	445 / 450 (98.89%)	439 / 450 (97.56%)

Application Totals	
BwCCS2	231
CPCSLs	226
CPCSMS	61