



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 March 9, 2016 6:00pm

BwCCS2  
215 Heyward Street, Room 223  
Brooklyn, NY 11206

<b>6:00 p.m.</b>	Board Governance <ul style="list-style-type: none"><li>Review and Approve Minutes 02.10.16</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</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, April 20, 2016 Site: CPCS-LS Time: 6:00pm

**Community Partnership Charter School Ed Corp  
Board of Trustees  
Meeting Minutes  
February 10, 2016  
6:00 p.m.**

**Location:** CPCS, 114 Kosciuszko Street, Room 308

**Members Present:** Katie Cunningham, Rebecca Baneman, Peter Bordonaro (via videoconference), Rose Anne Gonzalez, Oma Holloway, Amy Kolz, Kiisha Morrow, Jubilee Mosley, Esosa Ogbahon, Sonia Ortiz-Gulardo

**Guests:** Sandra Destine, Mike Ferrara, Nancy Lewson Kurz, Geri Licurse, Sheba Michel, Ashley Peters, Denniston Reid, Brian Stemmer, Joan Walrond, Oresa Napper-Williams.

Katie Cunningham called the meeting to order at 6:09 p.m.

**Governance**

- Amy Kolz moved to approve the minutes from January 13, 2016. Sonia Gulardo seconded the motion and the Board approved unanimously.
- The next Board meeting will be on March 9 at BwCCS2 at 6:00 p.m.
- Peter Bordonaro moved that Joan Walrond join the Board. Katie Cunningham seconded the motion and the Board approved unanimously.

**PTCC/PTO Report**

- Sandra Destine presented the report.

**Finance Committee**

- Amy presented the report. (See attached.)

**School Committee**

- Sonia Ortiz-Gulardo presented the report.

**Legal Committee**

- Rebecca Baneman presented the report.
- Katie Cunningham moved to adopt the child care leave policy as amended in the employee handbook. Sonia Gulardo seconded the motion and the Board approved unanimously.
- The Board will review the vacation day policy at the next meeting.

**Foundation Report**

- Denniston Reid presented the report. (See attached.)
- Denniston led a discussion about Q1 performance results in ELA and Math.

**CPCS LS**

- Jubilee Mosley presented the report. (See attached.)
- Discussion focused on how the LS is addressing the Q1 results.

### **CPCS MS**

- Rose Anne Gonzalez presented the report. (See attached.)
- Discussion focused on how the MS is addressing the Q1 results.

### **BwCCS2 Report**

- Esosa Ogbahon presented the school report.
- Discussion focused on how BwCCS2 is addressing the Q1 results.

Katie moved to enter executive session to discuss facility and personnel matters. Amy Kolz seconded the motion and the Board voted unanimously to enter Executive Session at 6:45 p.m. Katie moved to close the executive session and adjourn the meeting. Kiisha Morrow seconded the motion and the Board unanimously approved. The meeting was adjourned at 7:15 p.m.

The Executive Session was called to order at 7:20 p.m.

- The Board discussed facilities.
- The Board discussed a personnel matter.

The Executive Session was adjourned at 7:45 p.m.

# Community Partnership Charter School Education Corp

## Balance Sheet

01/31/16

### ASSETS

#### CURRENT ASSETS

##### CASH

CASH & CASH EQUIVALENTS	2,979,968
PETTY CASH	400
<b>TOTAL CASH &amp; CASH EQUIVALENTS</b>	<b><u>2,980,368</u></b>

#### PREPAID EXPENSES

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

PUBLIC GRANTS RECEIVABLE	88,742
<b>TOTAL CURRENT ASSETS</b>	<b><u>3,069,110</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	309,148
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>127,335</u></b>

<b>TOTAL ASSETS</b>	<b><u>6,556,477</u></b>
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#### LIABILITIES AND NET ASSETS

##### LIABILITIES

##### CURRENT LIABILITIES

ACCOUNTS PAYABLE & ACCRUED EXPENSES	460,385
DUE TO BWCF	-
PAYROLL LIABILITIES	19,682
<b>TOTAL CURRENT LIABILITIES</b>	<b><u>480,067</u></b>

<b>TOTAL LIABILITIES</b>	<b><u>480,067</u></b>
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<b>NET ASSETS</b>	<b><u>6,076,410</u></b>
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<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>6,556,477</u></b>
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COMMUNITY PARTNERSHIP EDUCATION CORPORATION  
 COMBINED BUDGET  
 2015-2016

	/---BUDGET---/ CPEC BUDGET 2015-2016	/-----ACTUAL-----		
		YTD 7/1/15 -1/31/16	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	20,067	10,589	30,656
<b>Total Other Revenues</b>	16,500	20,067	10,589	30,656
<b>Grand Total Revenue &amp; Other Income</b>	10,448,014	7,246,258	3,984,239	11,230,497

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

	/---BUDGET---/ CPEC BUDGET 2015-2016	/-----ACTUAL-----  YTD 7/1/15 -1/31/16	Projected to Year End	Total Projected at 06/30/16
<b>Total Salaries &amp; Wages</b>	6,957,021	3,100,091	3,376,749	6,476,840
<b>Total Personnel Related - Grants</b>	-	117,663	74,713	192,376
<b>Total Salaries &amp; Wages</b>	6,957,021	3,217,754	3,451,462	6,669,216
<b>Total Personnel Related</b>	1,791,433	786,721	1,004,712	1,494,696
<b>Total Personnel Related - Grants</b>	-	10,648	18,007	28,655
<b>Total Personnel Related</b>	1,791,433	797,369	1,022,719	1,523,351
<b>Grand Total Personnel</b>	8,748,454	4,015,123	4,474,181	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	9,937	20,063	30,000
<b>Total Occupancy</b>	127,000	96,093	24,125	120,218
<b>Educational Programs</b>				
Classroom Instructional Materials & Supplies	75,000	87,845	7,500	95,345
Substitutes	30,000	75,237	100,000	175,237
Art Supplies	11,500	2,089	9,411	11,500
Music Supplies	15,000	6,351	8,649	15,000
Math Curriculum/Supplies	25,000	22,696	2,304	25,000
ELA Curriculum/Supplies	60,000	60,548	-	60,548
Social Studies Curriculum/Supplies	15,000	1,121	13,879	15,000
Physical Education Supplies	4,500	366	4,134	4,500
Science Curriculum	15,000	16,902	8,098	25,000
After School Supplies	2,500	42	2,458	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	16,880	13,120	30,000
Professional Development	144,000	77,902	56,098	134,000
Staff Appreciation	30,000	2,275	27,725	30,000
Principal Discretionary Fund	3,000	-	3,000	3,000
Technology Materials	50,000	32,326	17,674	50,000
Student Database & Assessment Materials	60,000	28,889	31,111	60,000
Family Outreach/Student Recruitment	30,500	30,103	5,000	35,103
Student Incentives	4,500	3,092	1,408	4,500
Trips & Admissions	65,000	26,729	38,271	65,000
<b>Total Educational Programs</b>	706,500	493,373	383,860	877,233
<b>Total Educational Programs - Grant Related</b>	-	68,406	26,391	94,797
<b>Total Educational Programs</b>	706,500	561,779	410,251	972,030

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

	/---BUDGET---/ CPEC BUDGET 2015-2016	/-----ACTUAL-----  YTD 7/1/15 -1/31/16	Projected to Year End	Total Projected at 06/30/16
<b>Special Needs Program</b>				
Special Needs Supplies	5,000	10,380	5,000	15,380
<b>Total Special Needs Programs</b>	5,000	10,380	5,000	15,380
<b>Other G&amp;A Costs</b>				
Central Costs	937,156	512,598	512,597	1,025,195
Audit & Accounting Fees	50,000	69,857	5,000	74,857
Legal Fees	8,500	5,670	2,830	8,500
Renewal Consultants	35,000	17,500	17,500	35,000
Board Development	2,500	-	2,500	2,500
Health & Safety	1,000	-	1,000	1,000
Employment Search & Advertising	20,000	13,050	6,950	20,000
Telecom /Communications	12,500	5,766	6,734	12,500
Printing & Publications	10,000	-	10,000	10,000
Office Supplies	43,000	11,835	31,165	43,000
Postage & Shipping	7,500	3,353	4,147	7,500
Technology Support Consultants	30,000	-	5,143	5,143
Technology Support - Supplies	16,000	1,541	14,459	16,000
Payroll Service Fees	12,500	6,313	6,187	12,500
Travel	2,200	-	2,200	2,200
Dues & Subscriptions	40,000	704	39,296	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	552	3,448	4,000
Conferences	15,000	10,588	1,500	12,088
<b>Total Other G&amp;A Costs</b>	1,269,356	663,124	691,359	1,354,483
<b>Total Operating Expenditures</b>	10,856,310	5,346,499	5,604,916	10,654,678
<b>Net Operating Income (Deficit) Prior to Depr &amp; Capital Expenditures</b>	(408,296)	1,899,759	(1,620,677)	575,819
<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	5,354,317	5,627,098	10,684,678
<b>Net Operating Income (Deficit) after Capital Expenditures</b>	<b>(438,296)</b>	<b>1,891,941</b>	<b>(1,642,859)</b>	<b>545,819</b>

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

**Financial Highlights**

After a complete analysis of all expenses we are currently projecting a surplus of approximately \$545k. At the last meeting we were projecting a surplus of \$620k. Projected expenses were increased in certain education program budget lines as described 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:**

- Estimated increase in Substitutes of approximately \$40k.
- Estimated increase in Classroom Materials & Supplies of approximately \$20k.
- Estimated increase in Family & Student Outreach of approximately \$5k.
- Estimated increase in Special Education consultants approximately \$5k.
- Some Educational Program budget lines are currently under budget such as Curriculum Supplies, Enrichment, Professional Development, Technology & Assessment. We will continue to monitor these areas in the next few months.
- Increases/decreases in expense items related to the DYCD and Dissemination Grants are offset by increases/decreases in Grant Revenue.





School: Community Partnership Lower School

Principal: Jubilee Mosley  
Monthly Board Meeting

Date: February 10, 2016

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

**Instructional Foci: Guided Reading**

**Effective Tier 1 Instruction**

<b>Hiring</b>
<ul style="list-style-type: none"><li>➤ Hired Kristina Bondinello for 1<sup>st</sup> Grade class (VSU)</li><li>➤ Hired Sheldon Tracy for 3<sup>rd</sup> Grade SPED position (Brooklyn)</li><li>➤ Hired Tyrell Osborne as Long term substitute teacher (Pre-K, Intervention, Daily Coverage)</li><li>➤ 1 vacancy remaining (4<sup>th</sup> Grade General Education)</li></ul>

<b>Scholar Achievement</b>
<ul style="list-style-type: none"><li>➤ See attached</li></ul>

<b>Professional Development</b>
<ul style="list-style-type: none"><li>➤ February 1<sup>st</sup> PD around Guided Reading and Launching A Writing Unit</li><li>➤ Ongoing Coaching, Lesson Plan review, Lesson Observation and feedback to teachers</li><li>➤ Launching a Writing PD continues on February 11, 2016</li><li>➤ Uncommon Schools Guided Reading Partnership: PD and Inter-visitation on March 10<sup>th</sup></li></ul>

<b>School Culture Updates</b>
<ul style="list-style-type: none"><li>➤ Reach Friday held on February 5<sup>th</sup> for approximately 120 scholars.</li></ul>

<b>Parent Engagement Update</b>
<ul style="list-style-type: none"><li>➤ Scholar of the Month Circle Friday, February 26, 2016 at 8:15am</li></ul>

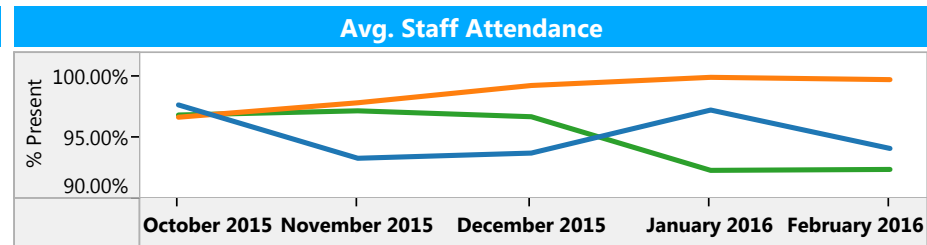
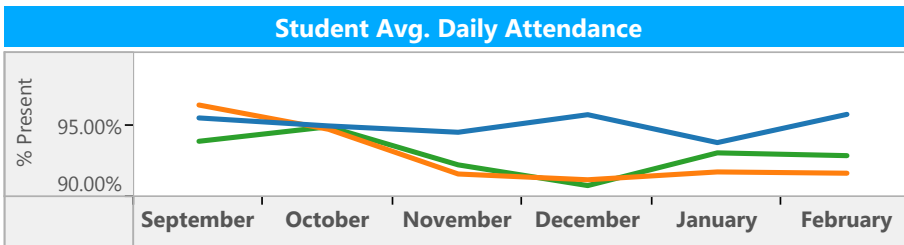
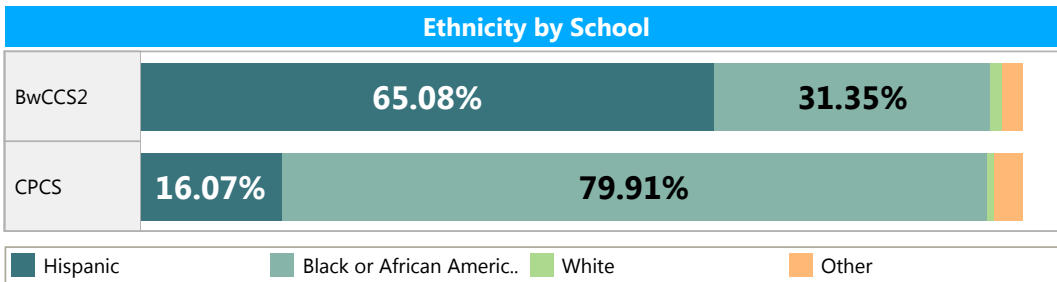
# Beginning with Children Dashboard \_ March, 2016

All data presented herein are current as of March 1st, 2016

Total Enrollment	
BwCCS2	252 / 250
CPCS	431 / 450
<b>Grand Total</b>	<b>683 / *</b>

Total Enrollment by School and Grade		
	BwCCS2	CPCS
0K	50	35
01		48
02		48
03		47
04		51
05		49
06		60
07		46
08		47

Demographics						
	# Ells	% Ells	# FRLP	% FRLP	# IEP	% IEP
BwCCS2	54.0	21.43%	232.0	92%	35.0	14%
CPCS	9.0	2.00%	388.0	86%	64.0	14%
<b>Grand Total</b>	<b>63.0</b>	<b>8.99%</b>	<b>620.0</b>	<b>88%</b>	<b>99.0</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