



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 11, 2015 6:00pm

CPCS LS
241 Emerson Pl., Room 304
Brooklyn, NY 11205

6:00 p.m.	Board Governance – Martin Ragde <ul style="list-style-type: none"> • Review and Approve Minutes 02.11.14
6:05 p.m.	Committee Reports <ul style="list-style-type: none"> • Finance • Legal (update on discipline policy)
6:15 p.m.	School Reports <ul style="list-style-type: none"> • CPCS LS • CPCS MS • BwCCS 2
6:25 p.m.	BwC Report <ul style="list-style-type: none"> • Pre-K application update
6:55 p.m.	PTCC Report
7:00-8:00 p.m.	Executive Session
Next Meeting	Scheduled: April 8, 2015 (School Closed-Spring Break) Rescheduled date:

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

Location: BwCCS2, 215 Heyward Street

Members Present: Martin Ragde, Katie Cunningham, Peter Bordonaro, Clare Cusack, Oma Holloway, Amy Kolz, Kiisha Morrow, Esosa Ogbahon, Sonia Ortiz-Gulardo, David Stutt

Members Absent: Rubens Amedee, Rebecca Baneman, Keisha Rattray, Adjowah Scott

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

The meeting was called to order by Martin Ragde at 6:08 p.m.

Governance

- The Board voted and approved the minutes from January 7, 2015.
- The next meeting will occur at 6:00 p.m. on March 11 at CPCS Lower School.

Schools Committee

- Peter Bordonaro presented the report.
- The search for the CPCS Lower School leader is going well. The six final candidates are scheduled for on-site interviews, beginning Monday February 6 and running through Thursday, February 26.
- Candidates will be meeting with teachers, staff, and parent representatives on the Search Advisory Committee.
- The goal is to have the final three candidates presented to the Board in March.

Finance

- Geri Licurse presented the report, which included combined financials for the three schools.
- The Board discussed the proposed budget cuts of \$114,000 as outlined in Denniston Reid's January 6 and February 11 memos. The proposed budget cuts are in reaction to a \$235,000 increase in the projected deficit due to under-enrollment. The current projected deficit is \$995,000.
- Denniston will be meeting with Janelle Young at BwC's Legacy Network about possibly absorbing the costs of student trips and admissions costs. If the Foundation does absorb this cost, it will reduce expenses by approximately \$90,000
- The Foundation will also absorb the cost of personnel to manage recruitment and a Vanguard mailing to bolster applications.

BwCCS2 Report

- Esosa Ogbahon presented the school report. (See attached.)
- The Board briefly discussed a personnel shift that will require the retention of a substitute teacher.
- Enrollment at BwCC2 is now at 199 students, an increase of three from the last report. Additional students have come mainly from relationships with current families. School leaders have also been reaching out to next year's applicants now.
- Mr. Ogbahon also presented the PTCC report, which included information about a well-attended Winter Wonderland Event and a second fundraiser for end-of-year trips.

The meeting was adjourned at 6:40 p.m.

Community Partnership Charter School Education Corp

Balance Sheet

02/28/15

ASSETS

CURRENT ASSETS

CASH

CASH & CASH EQUIVALENTS	1,911,755
PETTY CASH	400
TOTAL CASH & CASH EQUIVALENTS	<u>1,912,155</u>

PREPAID EXPENSES

PREPAID EXPENSES	<u>1,378</u>
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ACCOUNTS & OTHER RECEIVABLE

PUBLIC GRANTS RECEIVABLE	-
TOTAL CURRENT ASSETS	<u>1,913,533</u>

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)
TOTAL FIXED ASSETS	<u>175,978</u>

TOTAL ASSETS	<u><u>5,430,850</u></u>
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LIABILITIES AND NET ASSETS

LIABILITIES

CURRENT LIABILITIES

ACCOUNTS PAYABLE & ACCRUED EXPENSES	72,784
DUE TO BWCF	10,737
PAYROLL LIABILITIES	8,994
TOTAL CURRENT LIABILITIES	<u>92,515</u>

TOTAL LIABILITIES	<u>92,515</u>
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NET ASSETS

5,338,335

TOTAL LIABILITIES AND NET ASSETS	<u><u>5,430,850</u></u>
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Community Partnership Charter School Ed Corp
Board of Trustees Meeting
March 11, 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 on 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 ED CORP
 BUDGET TO ACTUAL
 SCHOOL YEAR 2014-2015

	/-----BUDGET-----/	/-----ACTUAL-----/		
	2014-2015	07/1/14-02/28/15	Projected to Year End	Total Projected at 06/30/15
Revenues - Private:				
Funds to be Raised	-	-	-	-
Other Private	-	2,435	5,000	7,435
Student Meal Reimbursement	-	839	-	839
Total Private Revenues	-	3,274	5,000	8,274
Revenues - Public:				
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
Total Public Revenues	9,538,521	7,598,736	2,051,891	9,650,627
Revenues - Other:				
Interest Income	16,500	4,708	11,792	16,500
Total Other Revenues	16,500	4,708	11,792	16,500
Grand Total Revenue & Other Income	9,555,021	7,606,718	2,068,683	9,675,401

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

	/-----BUDGET-----/	/-----ACTUAL-----/		
	2014-2015	07/1/14-02/28/15	Projected to Year End	Total Projected at 06/30/15
Salaries & Wages	6,130,547	3,441,159	2,679,046	6,120,205
Salaries & Wages-Grants	-	93,542	93,784	187,326
Total Salaries & Wages	6,130,547	3,534,701	2,772,830	6,307,531
Total Personnel Related	1,578,617	900,297	613,107	1,513,404
Total Personnel Related - Grants	-	7,014	15,015	22,029
Grand Total Personnel	7,709,164	4,442,012	3,400,952	7,842,964
Occupancy				
Building Permits	7,500	-	4,500	4,500
Insurance - Prop & Liab	60,000	92,436	(9,612)	82,824
Cleaning Supplies	2,000	508	1,492	2,000
Utilities	10,000	-	-	-
Maintenance & Repairs	17,500	8,396	9,104	17,500
Equipment & Furniture Rental	30,000	16,200	13,800	30,000
Total Occupancy	127,000	117,540	19,284	136,824
Educational Programs				
Classroom Instructional Materials & Supplies	60,000	84,549	5,742	90,291
Substitutes	30,000	6,876	23,124	30,000
Art Supplies	11,000	6,247	4,753	11,000
Music Supplies	15,000	9,259	4,687	13,946
Math Supplies & Curriculum	37,000	2,535	7,243	9,778
ELA Supplies & Curriculum	37,000	12,578	19,470	32,048
Physical Education Supplies	4,500	4,293	572	4,865
Science Supplies & Curriculum	15,000	6,563	8,437	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	22,510	37,490	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	71,216	71,784	143,000
Staff Appreciation	30,000	7,695	10,305	18,000
Principal Discretionary Fund	3,000	534	2,466	3,000
Technology Materials	75,000	43,524	14,403	57,927
Student Database & Assessment Materials	82,200	44,187	5,450	49,637
Family Outreach/Student Recruitment	20,500	14,956	25,544	40,500
Student Incentives	4,500	1,411	3,089	4,500
Trips & Admissions	110,000	22,435	69,565	92,000
Total Educational Programs	826,800	401,975	333,994	735,969
DYCD Grant Expenses	-	45,967	28,118	74,085
Dissemination Grant Expenses	-	121,790	36,952	158,742
	826,800	569,732	399,064	968,796

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

	/-----BUDGET-----/	/-----ACTUAL-----/		
	2014-2015	07/1/14-02/28/15	Projected to Year End	Total Projected at 06/30/15
Special Needs Program				
Special Needs Consultants	-	3,430	500	3,930
Special Needs Supplies	5,000	5,837	1,138	6,975
Total Special Needs Programs	5,000	9,267	1,638	10,905
Other G&A Costs				
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	2,010	6,490	8,500
Board Development	5,000	-	5,000	5,000
Health & Safety	1,000	452	548	1,000
Employment Search & Advertising	20,000	36,134	6,228	42,362
Telephone /Communications	14,500	6,322	8,178	14,500
Printing & Publications	10,000	382	6,118	6,500
Office Supplies	43,000	25,751	17,249	43,000
Postage & Shipping	7,500	3,412	4,088	7,500
Technology Support Consultants	40,000	-	22,000	22,000
Technology Support - Supplies	16,000	9,898	6,102	16,000
Payroll Service Fees	12,500	9,872	2,628	12,500
Travel	2,200	250	1,950	2,200
Dues & Subscriptions	40,000	6,797	14,603	21,400
Miscellaneous & Bank Fees	1,500	1,829	-	1,829
Student Meals	21,000	9,608	11,392	21,000
Graduation Supplies	4,000	(2,809)	6,809	4,000
Meetings & Conferences	15,000	280	12,051	12,331
Total Other G&A Costs	1,606,073	802,387	783,608	1,585,995
Contingency	-	-	-	-
Total Operating Expenditures	10,274,037	5,940,938	4,604,546	10,545,484
Net Operating Income (Deficit) Prior to Depreciation and Capital Expenditures	(719,016)	1,665,780	(2,535,863)	(870,083)
Capital Expenditures:				
Facility Upgrades	10,000	-	-	-
Classroom Furniture & Equipment	20,000	6,900	13,100	20,000
Computer Technology & Equipment	10,000	19,073	-	19,073
Total Capital Expenditures	40,000	25,973	13,100	39,073
Total Operating & Capital Expenditures	10,314,037	5,966,911	4,617,646	10,584,557
Net Operating Income (Deficit) after Capital Expenditures	(759,016)	1,639,807	(2,548,963)	(909,156)

Monthly School Leader Report to the Board of Trustees

School: CPCS LS

Principal: Adjawah K. Scott

Date: March 11, 2015

Successes

- Saturday Academy Volunteers
- Candy Gram Fundraiser - \$648.00
- Heritage Potluck
- Improvement of Ops Systems

School Culture Update

- Senior Academy Showcase – 3/28 @ 12:30 – 2:00PM
- Empathy Project – Retinoblastoma
- Field Labs Scheduled for the Year
- Three Out on Maternity Leave

Standards Curriculum and Assessment

- Review of On-Demand Writing Prompts K-4
- Curriculum Night- Part 2 (ELA and Math – 3rd grade)
- RTI on Illuminate
- Revision of Six-Week Action Plan in ELA and Math

Parent/Community Engagement Update

- Open Houses
- PTCC Camp Fair
- Planning for Dissemination Grant Conference – 6/4/15
- Involvement in PTCC Cabinet Meeting
- Community Participation in LS Leader Search

Teacher Development

- Observation at Local Public, Charter and Independent schools
- Turn Key Presentation – Test Anxiety
- Journeys Curriculum Associate – demo, feedback and planning
- Mid-Year Evaluations

Monthly School Leader Report to the Board of Trustees

School: Community Partnership Middle School

Principal: Keisha Rattray

Date: March 11, 2015

Open Meeting

Successes

- Staff commitment to Saturday Academy
- HS Acceptance Letters are in. CPCMS scholars were accepted to independent day schools, NYC public and Specialized HS
- Scholars qualifying for Jeter Leaders program and Jack Kent Cooke
- 1 new teacher hire for 2015-16

School Culture Updates

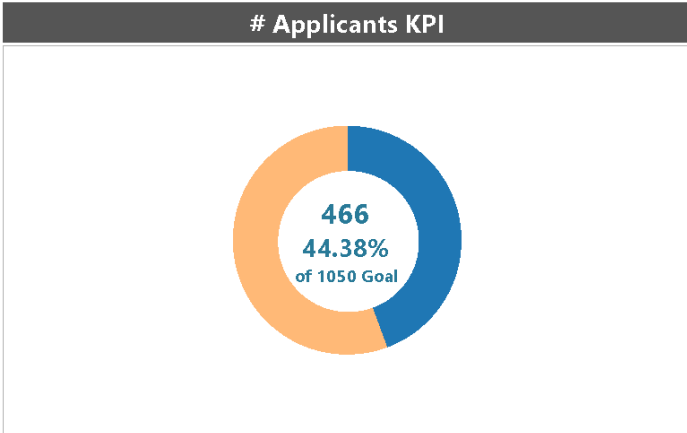
- LS 4th Graders visit, 2/13
- Black History Show, March 6th
- Pi Day will be celebrated on March 13th
- Attendance committee
- From BedStuy to Broadway Go Fund Me Campaign, www.gofundme.com/m7euzg
- World Connect fundraising
- March Madness and Spring family visiting week, 3/16-3/20

Parent Engagement Update

- Promotion in doubt parent meetings 2/25 and 2/26
- Parent Teacher Conferences, 3/11 and 3/12
- 7th Grade Tea and Talk: HS Admissions, 3/18
- ELA Oscars, 3/27

Data Analysis

- Saturday Academy- Average of 23 scholars weekly
- Building the habits of proficient test takers launched 3/2



Goal of 1050 is 200 more than total applications received in 13-14.

Lottery Details

		2014	2015
BwCCS 2	0	118	147
	1	19	20
	2	10	14
	3		21
	4		15
	Total	147	217
CPCS	0	140	134
	1	19	18
	2	14	16
	3	14	19
	4	15	17
	5	29	16
	6	62	17
	7		3
	8		9
Total	293	249	
Grand Total		440	466

Total Enrollment

BwCCS2	203 / 200
CPCS	385 / 450
Grand Total	588 / *

Total Enrollment by School and Grade

		BwCCS2	CPCS
2015	0K	47	46
	01	55	44
	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	40.0	19.70%	186.0	92%	24.0	12%
CPCS	4.0	1.04%	306.0	79%	58.0	15%
Grand Total	44.0	7.48%	492.0	84%	82.0	14%

Total Enrollment by School and Month

	September	October	November	December	January	February
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%)
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%)

Student Avg. Daily Attendance

	September, 2014	October, 2014	November, 2014	December, 2014	January, 2015	February, 2015
BwCCS2	94.97%	95.87%	94.62%	95.75%	94.55%	94.33%
CPCS LS	96.64%	96.48%	95.28%	93.35%	93.34%	94.03%
CPCS MS	97.71%	96.82%	95.70%	95.98%	92.87%	91.05%

Teacher Avg. Daily Attendance

	September, 2014	October, 2014	November, 2014	December, 2014	January, 2015	February, 2015
BwCCS2	99.07%	98.75%	99.23%	98.14%	98.76%	99.12%
CPCS LS	99.55%	99.28%	99.24%	98.84%	99.02%	98.27%
CPCS MS	99.00%	98.22%	98.20%	98.50%	98.70%	98.55%