



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 July 15, 2015 6:00pm

BwC  
217 Havemeyer Street  
Brooklyn, NY 11211

<b>6:00 p.m.</b>	<p>Board Governance</p> <ul style="list-style-type: none"> <li>• Review and Approve Minutes 06.24.15</li> </ul>
<b>6:05 p.m.</b>	<p>Committee Reports</p> <ul style="list-style-type: none"> <li>• Academic</li> <li>• Legal</li> <li>• School</li> <li>• Finance               <ol style="list-style-type: none"> <li>1. Finance Update</li> <li>2. MOU Addendum</li> <li>3. BwCF Cost Reconciliation</li> </ol> </li> </ul>
<b>6:30 p.m.</b>	<p>School Reports</p> <ul style="list-style-type: none"> <li>• CPCS LS</li> <li>• CPCS MS</li> <li>• BwCCS 2</li> </ul>
<b>6:50 p.m.</b>	BwC Report
<b>7:10 p.m.</b>	Executive Session
<b>Next Meeting</b>	<p><b>Wednesday, August 12, 2015</b> 217 Havemeyer Street, 2<sup>nd</sup> Floor Brooklyn, NY 11211</p>

**Community Partnership Charter School Ed Corp**  
**Board of Trustees**  
**Meeting Minutes**  
**June 24, 2015**  
**6:00 p.m.**

**Location:** BwC Foundation office, 217 Havemeyer Street, 2<sup>nd</sup> floor

**Members Present:** Rebecca Baneman, Peter Bordonaro, Oma Holloway, Amy Kolz, Esosa Ogbahon, Sonia Ortiz-Gulardo, Martin Ragde, David Stutt

**Members Absent:** Rubens Amedee, Clare Cusack, Katie Cunningham, Kiisha Morrow, Keisha Rattray, Adjowah Scott

**Guests:** Rose Anne Gonzalez, Petra Johnson, Nancy Lewson Kurz, Maria Lekic, Geri Licurse, Jubilee Mosley, Denniston Reid, Jeremy Rogers, Maya Rogers, Brian Stemmer

David Stutt called the meeting to order at 6:08 p.m.

**Governance**

- The Board voted and approved the minutes from the May 13, 2015 meeting.
- The next meeting is likely to be rescheduled from its original date of July 8.
- The Board voted to pass a resolution (attached) stating the election or re-election of all board members of the Education Corporation, as well as members' class and terms. The resolution also stated that all trustee offers are re-elected to their designated offices until successors for their offices are elected.

**CPCS LS**

- Jubilee Mosley presented the LS report. Ms. Mosley has been meeting one-on-one with teachers and staff, and has been working closely with Rose Anne Gonzales as she identifies school-wide priorities.
- One takeaway from these discussions is the need for a more comprehensive and uniform system regulating student behavior.
- Ms. Mosley is making introductory phone calls to all currently enrolled families and is working on a welcome letter that will go out to families with report cards next week.
- Ms. Mosely is establishing a new school uniform and is working to identify the appropriate vendor to provide the uniform to families. Scholars will no longer need a separate gym uniform. She has been working with PTCC officers to get feedback on the changes.
- She is also working to secure the professional development for guided reading to be held in August.

**CPCS MS**

- Rose Anne Gonzalez presented the report. Ms. Gonzalez has been meeting with teachers and staff one-on-one and has been attending end-of-year school events.
- She is creating a master schedule for the MS, including the shared space restrictions, and she is reaching out to the principal of P.S. 256 to establish a good working relationship.

- She is working closely with Ms. Mosley to ensure that both LS and MS communities are brought together as one school. One priority is establishing a school-wide consistent discipline system.

### **BwCCS2 Report**

- Esosa Ogbahon presented the school report.
- The school held a well-attended Stepping Up ceremony yesterday.
- There are four open teaching positions, but there are good prospects to fill those positions.
- BwCCS2 is now fully enrolled for next year, but the school will continue enroll new students.
- The teachers and leaders are focusing on preparing for assessments next year with a particular concentration on 4<sup>th</sup> grade. Math will also be an area of focus.
- Summer school is starting on Monday and will serve 60 students (K-4) for four weeks.

### **Finance Committee**

- David Stutt presented the report. (See attached.)
- The current projected deficit is approximately \$571,000. The projected deficit at the last meeting was \$691,000. The reduction is due to various expenses that have been adjusted to reflect projected actuals, including reductions in occupancy, afterschool, trips, G&A, and capital.
- Mr. Stutt presented the proposed 2015-16 budget. The budget assumes an additional 50 students at BwCCS2 and an additional 36 students at CPCS. The central services fee has been reduced be approximately \$260,000. The budget also includes a new salary scale with a \$135,000 increase in salaries. The aggregate deficit will be approximately \$440,000.
- The Board voted to approve the proposed budget and the new salary scale.
- The Board voted to approve the two new principals as authorized signers on the school bank accounts.

### **Foundation Report**

- Denniston Reid presented the report. (See attached.)
- Denniston Reid distributed to Board members an evaluation tool for the services provided by the CPEC central staff. Board members will review and submit their ratings and comments to Martin Ragde in advance of the next Board meeting.
- Nancy Lewson Kurz also reminded the Board that it will need to review and assess the current contract between the schools and CPEC central services. The Board can choose to maintain that contract in its current form or elect to make changes as needed.
- The 4Q academic data was published yesterday, and Mr. Reid will have a 4Q analysis, as well as a year-end review, prepared for the July meeting. He is also completing school leader evaluations.
- The school management team is assessing the impact of teacher coaching over the past year.

- At the LS, the school management team is interviewing to fill 10 open teaching positions and one opening for an Academic Dean. At the MS, there are four open teaching positions and two open Academic Dean positions. There are also openings in student support services at both CPCS schools.
- The first CSI site visit and Board interview at BwCCS2 in May went well.

### **PTCC Report**

- Petra Johnson presented the report.
- The PTCC has elected new officers (listed below) for the upcoming school year.
  - PTCC President: Sandra Destine
  - LS Vice President: Shéba Michel
  - MS Vice President: Petra Johnson
  - Recording Secretary: Tracy Tillman-Griffin
  - Communications Secretary: Devasha Knight
  - Treasurer: Keisha Watkins
  - LS PT Cabinet Coordinator: Mo Beasley
  - MS PT Cabinet Coordinator: Juanita Saldivar
- Junefest/Creativity Day went very well and was well-attended.

There was a motion to move to Executive Session at 7:24 p.m.

### **Executive Session**

- The Board discussed the schools' policy relating to the payment of vacation days for teachers and leaders departing the school.
- The Board briefly discussed the allocation of costs relating to the CPEC central staff and the possibility of adjusting that allocation next year.

**Community Partnership Charter School Ed Corp**  
**Board of Trustees Meeting**  
**July 15, 2015**

**Financial Highlights**

The current projected deficit is \$509,000. At the June Board meeting the deficit was projected at \$571,000. The reduction is due to the changes in expenses as described below.

**Revenues:**

- There have been no adjustments to the NYS per student allocation budget line since the June meeting.
- There have been no adjustments to IDEA funding.
- Increases in DYCD and Dissemination Grant Revenue is offset by increases in related expenses.

**Expenses:**

- The attached financial statement reflects the same expenses that were presented at the May meeting with the exception of a \$96k decrease in the Central Services Costs and \$35k increase in Personnel Related costs. We are working on finalizing all other year end expenses and do not have any changes at this time. Please keep in mind that several categories were largely underspent during the year in the areas of staff development, ELA supplies curriculum, trips & admissions. If these areas remain unchanged after our full analysis there will be additional reductions to the actual deficit due to these unspent areas.

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

	/-----BUDGET-----/	/-----ACTUAL-----/		
	2014-2015	07/1/14-05/31/15	Projected to Year End	Total Projected at 06/30/15
<b>Revenues - Private:</b>				
Funds to be Raised	-	-	-	-
Other Private	-	2,460	5,000	7,460
Student Meal Reimbursement	-	1,493	-	1,493
<b>Total Private Revenues</b>	-	3,953	5,000	8,953
<b>Revenues - Public:</b>				
NYS Per Student Allocation - General Ed	8,541,740	8,107,836	6,817	8,114,653
NYS Per Student Allocation - Special Ed	730,000	792,881	-	792,881
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
<b>Total Public Revenues</b>	9,538,521	9,039,385	603,052	9,642,437
<b>Revenues - Other:</b>				
Interest Income	16,500	11,539	4,961	16,500
<b>Total Other Revenues</b>	16,500	11,539	4,961	16,500
<b>Grand Total Revenue &amp; Other Income</b>	9,555,021	9,054,877	613,013	9,667,890

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

	/-----BUDGET-----/	/-----ACTUAL-----/		
	2014-2015	07/1/14-05/31/15	Projected to Year End	Total Projected at 06/30/15
<b>Salaries &amp; Wages</b>	6,130,547	4,906,460	975,516	5,881,976
<b>Salaries &amp; Wages-Grants</b>	-	146,019	33,243	179,262
<b>Total Salaries &amp; Wages</b>	6,130,547	5,052,479	1,008,759	6,061,238
<b>Total Personnel Related</b>	1,578,617	1,170,599	377,805	1,548,404
<b>Total Personnel Related - Grants</b>	-	11,003	11,026	22,029
<b>Grand Total Personnel</b>	7,709,164	6,234,081	1,397,590	7,631,671
<b>Occupancy</b>				
Building Permits	7,500	-	-	-
Insurance - Prop & Liab	60,000	81,980	-	81,980
Cleaning Supplies	2,000	653	760	1,413
Utilities	10,000	-	-	-
Maintenance & Repairs	17,500	8,872	1,479	10,351
Equipment & Furniture Rental	30,000	22,275	3,825	26,100
<b>Total Occupancy</b>	127,000	113,780	6,064	119,844
<b>Educational Programs</b>				
Classroom Instructional Materials & Supplies	60,000	94,060	10,000	104,060
Substitutes	30,000	25,119	5,319	30,438
Art Supplies	11,000	6,518	4,482	11,000
Music Supplies	15,000	9,576	4,561	14,137
Math Supplies & Curriculum	37,000	3,464	6,314	9,778
ELA Supplies & Curriculum	37,000	17,887	18,991	36,878
Physical Education Supplies	4,500	4,357	508	4,865
Science Supplies & Curriculum	15,000	12,692	2,455	15,147
Social Studies Supplies & Curriculum	15,000	3,470	4,530	8,000
After School Supplies	2,500	-	2,500	2,500
After School Program	60,000	31,109	5,000	36,109
Summer School	12,000	-	-	-
Library Books	20,000	37,566	-	37,566
Leadership Development	34,600	-	-	-
Staff Development	148,000	79,771	63,229	143,000
Staff Appreciation	30,000	13,785	5,393	19,178
Principal Discretionary Fund	3,000	727	2,273	3,000
Technology Materials	75,000	37,587	5,999	43,586
Student Database & Assessment Materials	82,200	50,923	7,809	58,732
Family Outreach/Student Recruitment	20,500	25,185	15,315	40,500
Student Incentives	4,500	2,209	2,387	4,596
Trips & Admissions	110,000	54,253	19,736	73,989
<b>Total Educational Programs</b>	826,800	510,258	186,801	697,059
DYCD Grant Expenses	-	51,385	22,700	74,085
Dissemination Grant Expenses	-	161,944	4,862	166,806
	826,800	723,587	214,363	937,950

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

	/-----BUDGET-----/	/-----ACTUAL-----/		
	2014-2015	07/1/14-05/31/15	Projected to Year End	Total Projected at 06/30/15
<b>Special Needs Program</b>				
Special Needs Consultants	-	4,510	170	4,680
Special Needs Supplies	5,000	6,359	616	6,975
<b>Total Special Needs Programs</b>	5,000	10,869	786	11,655
<b>Other G&amp;A Costs</b>				
Central Costs	1,294,373	970,780	227,399	1,198,179
Audit & Accounting	50,000	52,099	197	52,296
Legal Fees	8,500	6,831	1,669	8,500
Board Development	5,000	-	2,500	2,500
Health & Safety	1,000	452	548	1,000
Employment Search & Advertising	20,000	38,175	4,187	42,362
Telephone /Communications	14,500	8,660	5,840	14,500
Printing & Publications	10,000	382	6,118	6,500
Office Supplies	43,000	31,756	11,244	43,000
Postage & Shipping	7,500	3,884	3,616	7,500
Technology Support Consultants	40,000	-	-	-
Technology Support - Supplies	16,000	10,487	3,681	14,168
Payroll Service Fees	12,500	12,313	145	12,458
Travel	2,200	262	1,938	2,200
Dues & Subscriptions	40,000	16,657	140	16,797
Miscellaneous & Bank Fees	1,500	2,185	312	2,497
Student Meals	21,000	14,158	4,342	18,500
Graduation Supplies	4,000	389	3,611	4,000
Meetings & Conferences	15,000	408	3,423	3,831
<b>Total Other G&amp;A Costs</b>	1,606,073	1,169,878	280,910	1,450,788
Contingency	-	-	-	-
<b>Total Operating Expenditures</b>	10,274,037	8,252,195	1,899,713	10,151,908
<b>Net Operating Income (Deficit) Prior to Depreciation and Capital Expenditures</b>	(719,016)	802,682	(1,286,700)	(484,018)
<b>Capital Expenditures:</b>				
Facility Upgrades	10,000	-	-	-
Classroom Furniture & Equipment	20,000	6,900	-	6,900
Computer Technology & Equipment	10,000	19,073	-	19,073
<b>Total Capital Expenditures</b>	40,000	25,973	-	25,973
Total Operating & Capital Expenditures	10,314,037	8,278,168	1,899,713	10,177,881
<b>Net Operating Income (Deficit) after Capital Expenditures</b>	<b>(759,016)</b>	<b>776,709</b>	<b>(1,286,700)</b>	<b>(509,991)</b>



**COMMUNITY PARTNERSHIP EDUCATION CORPORATION**  
**Central Cost Budget vs. Projected Actual**  
**2014-2015**

	/----Budget----/	/----Proj Actual----/
	CPEC CENTRAL Budget 2014- 2015	CPEC CENTRAL Projected Actual 2014-2015
<b>Grand Total BwC Personnel</b>	829,923	969,762
<b>Occupancy</b>		
Rent	60,000	83,738
Insurance - Prop & Liab	20,000	-
Moving Expense	-	41,689
Cleaning Supplies	2,813	-
Utilities	2,500	-
Maintenance & Repairs	8,437	-
Equipment & Furniture Rental	3,000	10,067
<b>Total Occupancy</b>	96,750	135,494
<b>Educational Programs</b>		
Leadership Development	10,200	-
Student Database & Assessment Materials	20,000	-
Public Grant Assistance	3,000	5,711
Family Outreach/Student Recruitment	-	-
<b>Total Educational Programs</b>	33,200	5,711
<b>Other G&amp;A Costs</b>		
BwC Consulting Fee	200,000	-
Audit & Accounting Fees	25,000	-
Legal Fees	20,000	2,772
Employment Search & Advertising	-	5,952
Telecom /Communications	10,000	17,304
Office Supplies	20,000	12,034
Postage & Shipping	2,500	2,884
Technology Support Consultants	20,000	22,955
Technology Support - Supplies	12,000	-
Payroll Service Fees	5,000	2,750
Travel	5,000	4,503
Dues, Subscriptions & Conferences	5,000	12,090
Miscellaneous & Bank Fees	5,000	3,968
<b>Total Other G&amp;A Costs</b>	329,500	87,212
Contingency	-	-
<b>Total Operating Expenditures</b>	1,289,373	1,198,179
<b>Capital Expenditures:</b>		
Facility Upgrades	-	-
Furniture & Equipment	-	-
Computer Technology & Equipment	5,000	-
<b>Total Capital Expenditures</b>	5,000	-
<b>Total Gross CPEC Central Services Costs</b>	1,294,373	1,198,179

School: Community Partnership Lower School

Principal: Jubilee Mosley

Date: July 15, 2015

Monthly Board Meeting

### **Successes**

- SPED Coordinator, Art Teacher, 2 classroom teachers
- Curriculum work around MIF and Journeys
- August PD secured for Guided Reading to help improve reading scores

### **School Culture Updates**

- Building CPCS Culture Advisory for feedback around school-wide behavior management system

### **Parent Engagement Update**

- Family Meet and Greets scheduled for June 16<sup>th</sup>, 20<sup>th</sup> and August 11<sup>th</sup> (One on One and Evening Group Sessions)
- PTCC meeting scheduled for July 22<sup>nd</sup> at 4:30pm
- Ongoing phone calls to CPCS families, registrations, and tours of school

School: Community Partnership Middle School

Principal: Rose Anne Gonzalez

Date: July 15, 2015

## Open Meeting

### Successes

- Our new After School Director has-organized an action packed summer camp experience. Students will learn to play golf with a PGA Director who will infuse STEM into the curriculum.
- We have on average 35 students attending camp daily.
- We hired a social worker with a wealth of experience working with students in our community.
- I am beginning to positive working relationships with the custodial and security staff.

### School Culture Updates

- Nina Dibner CEO of Powertools Inc. has been working diligently to help support team-building activities to engage our returning staff
- Nina is also working on the framework for a more clearly articulated advisory program.
- Several returning teachers have volunteered to help interview prospective new hires
- I have met with several teachers to elicit input in designing a schedule for the new school year.

### Parent Engagement Update

- I have called every parent in the school; the responses have been welcoming.
- We have scheduled two parent meetings at the end of July; meeting will serve as another introduction opportunity as well as a forum for updates.
- I have been greeting and meeting parents, in person, who are registering as new families to our school.

# Beginning with Children Dashboard \_ July, 2015 (14-15 END OF YEAR DATA)

All data presented herein are current as of July 1st, 2015

Total Enrollment							Total Enrollment by School and Grade				
BwCCS2	208 / 200						2015	BwCCS2		CPCS	
CPCS	380 / 450							0K	48	45	
<b>Grand Total</b>	<b>588 / *</b>							01	57	43	
								02	58	46	
								03	45	44	
								04		41	
								05		44	
								06		35	
								07		50	
							08		32		

  

Total ELL, FRLP, and IEP						
	# ELLs	% ELLs	# FRLP	% FRLP	# IEP	% IEP
BwCCS2	44.0	21.15%	193.0	93%	27.0	13%
CPCS	4.0	1.05%	305.0	80%	60.0	16%
<b>Grand Total</b>	<b>48.0</b>	<b>8.16%</b>	<b>498.0</b>	<b>85%</b>	<b>87.0</b>	<b>15%</b>

Total Enrollment by School and Month										
	September	October	November	December	January	February	March	April	May	June
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%)	205 / 200 (102.50%)	206 / 200 (103.00%)	205 / 200 (102.50%)	208 / 200 (104.00%)
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%)	383 / 450 (85.11%)	381 / 450 (84.67%)	381 / 450 (84.67%)	380 / 450 (84.44%)

Student Avg. Daily Attendance										
	September, 2014	October, 2014	November, 2014	December, 2014	January, 2015	February, 2015	March, 2015	April, 2015	May, 2015	June, 2015
BwCCS2	95.07%	95.87%	94.62%	95.68%	94.56%	94.10%	95.38%	94.72%	95.02%	93.84%
CPCS LS	96.64%	96.48%	95.28%	93.35%	93.28%	93.98%	94.30%	95.54%	94.09%	93.16%
CPCS MS	97.74%	96.82%	95.70%	95.98%	92.91%	91.13%	95.43%	96.75%	94.21%	93.68%

Teacher Avg. Daily Attendance										
	September, 2014	October, 2014	November, 2014	December, 2014	January, 2015	February, 2015	March, 2015	April, 2015	May, 2015	June, 2015
BwCCS2	99.07%	98.75%	99.23%	98.14%	98.76%	99.12%	98.50%	99.06%	98.80%	
CPCS LS	99.56%	99.26%	99.21%	98.91%	99.04%	98.10%	98.69%	99.56%	98.48%	98.28%
CPCS MS	98.91%	98.06%	98.03%	98.37%	98.58%	98.41%	98.77%	99.63%	98.52%	98.25%