



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 14, 2015 6:30pm

CPCS  
241 Emerson Place  
Brooklyn, NY 11205

<b>6:30 p.m.</b>	<p>Board Governance</p> <ul style="list-style-type: none"> <li>• Review and Approve Minutes 09.16.15</li> <li>• Board Elections and Committee Membership</li> <li>• Items Needing Approval               <ul style="list-style-type: none"> <li>a. Conflict of Interest Policy</li> <li>b. Financial Policies and Procedures</li> <li>c. Memorandum of Understanding</li> </ul> </li> </ul>
<b>6:45 p.m.</b>	<p>Committee Updates</p> <ul style="list-style-type: none"> <li>• Finance</li> </ul>
<b>6:55 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>7:25 p.m.</b>	BwC Report
<b>7:35 p.m.</b>	PTCC/PTO Report
<b>7:45 p.m.</b>	Executive Session
<b>Next Meeting</b>	<p><b>Proposed:</b>          Date: Tuesday, November 10, 2015          Site: CPCS MS          Time: 6:00pm or 6:30pm?</p>

**Community Partnership Charter School Ed Corp  
Board of Trustees  
Meeting Minutes  
September 16, 2015  
6:00 p.m.**

**Location:** BwCCS2, 215 Heyward Street, Room 223

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

**Members Absent:** Rubens Amedee, Clare Cusack, Oma Holloway, Martin Ragde (phone), David Stutt

**Guests:** Dominique Artamin, Natalie Bledman, Mike Ferrara, Petra Johnson, Maria Lekic, Geri Licurse, Sheba Michel, Denniston Reid, Crystal Rodriguez, Brian Stemmer

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

**Governance**

- The Board voted and approved the minutes from July 15, 2015, and August 12, 2015.
- The Board approved the meeting dates and locations for the 2015-16 academic year.
- The next meeting will occur at 6:30 p.m. on October 14 at CPCS Lower School.
- Martin Ragde announced that he will be stepping down from the Board once new officers are elected. Martin served as Chair for eight years and will become a member of the BwCF Board.
- The Board voted and approved David Stutt's resignation from the Board. David is now a teacher at CPCS MS.

**Academic Committee**

- Amy Kolz presented the report.
- The Board will implement monthly visits to each of the school sites.

**School Committee**

- Sonia Ortiz-Gulardo presented the report.
- There was discussion about the dress code policy and supporting families who have hardships purchasing uniforms.

**Finance Committee**

- Geri Licurse presented the report. (See attached.)
- The projected deficit for 6/30/15 is \$170,000.

**CPCS LS**

- Jubilee Mosley presented the report. (See attached.)

**CPCS MS**

- Rose Anne Gonzalez presented the report. (See attached.)

#### **BwCCS2 Report**

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

#### **Foundation Report**

- Denniston Reid reviewed the Common Core test results. (See attached.)

#### **PTCC Report**

- Sheba Michel presented the report.
- The PTCC will host a cabinet meeting with school directors.
- The Back to School Bash was a success and a potluck will be held on September 23.

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

The Executive Session was called to order at 7:46 p.m.

- The Board voted and approved the compensation schedule.
- Geri Licurse will identify a purchasing coordinator.
- There was discussion about the payment of stipends.
- The Board will review financial policies at the next meeting.

The Executive Session was adjourned at 8:20 p.m.

**Community Partnership Charter School Ed Corp  
Board of Trustees Meeting  
October 14, 2015**

**Financial Highlights**

**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 enrollment is 717 students. Please note that this is a potential increase of approximately \$580,000 in per pupil revenue if enrollment does not decrease during the year. The attached financial statements reflect the budgeted enrollment of 675. We will keep a close watch on the per pupil revenue in the next few months to more accurately reflect actual enrollment.
- Title grant revenue reflected in the attached financials has not yet been confirmed, it is possible that these allocations may change.

**Expenses:**

- Overall expenditures are running on target with slight shifts between categories.

# Community Partnership Charter School Education Corp

## Balance Sheet

08/31/15

### ASSETS

#### CURRENT ASSETS

##### CASH

CASH & CASH EQUIVALENTS	1,630,735
PETTY CASH	400
<b>TOTAL CASH &amp; CASH EQUIVALENTS</b>	<b><u>1,631,135</u></b>

#### PREPAID EXPENSES

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

PUBLIC GRANTS RECEIVABLE	414,772
<b>TOTAL CURRENT ASSETS</b>	<b><u>2,060,927</u></b>

#### INVESTMENTS

CERTIFICATES OF DEPOSIT	<u>3,341,339</u>
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#### FIXED ASSETS

SCHOOL EQUIPMENT	67,731
FURN & FIXT	65,747
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>122,470</u></b>

<b>TOTAL ASSETS</b>	<b><u><u>5,524,736</u></u></b>
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#### LIABILITIES AND NET ASSETS

##### LIABILITIES

##### CURRENT LIABILITIES

ACCOUNTS PAYABLE & ACCRUED EXPENSES	397,050
DUE TO BWCF	48,619
PAYROLL LIABILITIES	23,612
<b>TOTAL CURRENT LIABILITIES</b>	<b><u>469,281</u></b>

<b>TOTAL LIABILITIES</b>	<b><u>469,281</u></b>
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##### NET ASSETS

<b>5,055,455</b>
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<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u><u>5,524,736</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 -8/31/15	Projected to Year End	Total Projected at 06/30/16
<b>Revenues - Private:</b>				
Funds to be Raised	-	-	-	-
Other Private	-	-	-	-
Student Meal Reimbursement	-	-	-	-
<b>Total Private Revenues</b>	-	-	-	-
<b>Revenues - Public:</b>				
NYS Per Student Allocation	9,366,975	1,595,855	7,771,120	9,366,975
Erate	-	-	-	-
Federal IASA (e.g. Title 1)	235,000	-	235,000	235,000
Special Ed Funding	809,539	123,818	685,721	809,539
Federal Title II-VI Funding (including ARRA RTTT)	20,000	-	20,000	20,000
DYCD Grant	-	-	294,000	294,000
Dissemination Grant	-	-	21,828	21,828
<b>Total Public Revenues</b>	10,431,514	1,719,673	9,027,669	10,747,342
<b>Revenues - Other:</b>				
Interest Income	16,500	104	16,396	16,500
<b>Total Other Revenues</b>	16,500	104	16,396	16,500
<b>Grand Total Revenue &amp; Other Income</b>	10,448,014	1,719,777	9,044,065	10,763,842

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

	/----BUDGET----/ CPEC BUDGET 2015-2016	/-----ACTUAL-----  YTD 7/1/15 -8/31/15	Projected to Year End	Total Projected at 06/30/16
<b>Total Salaries &amp; Wages</b>	6,957,021	406,631	6,550,390	6,957,021
<b>Total Personnel Related - Grants</b>	-	34,160	158,216	192,376
<b>Total Salaries &amp; Wages</b>	6,957,021	440,791	6,708,606	7,149,397
<b>Total Personnel Related</b>	1,791,433	177,540	1,613,893	1,791,433
<b>Total Personnel Related - Grants</b>	-	-	28,655	28,655
<b>Total Personnel Related</b>	1,791,433	177,540	1,642,548	1,820,088
<b>Grand Total Personnel</b>	8,748,454	618,331	8,351,154	8,969,485
<b>Occupancy</b>				
Building Permits	7,500	-	7,500	7,500
Insurance - Prop & Liab	70,000	80,896	-	80,896
Cleaning Supplies	2,000	-	2,000	2,000
Maintenance & Repairs	17,500	3,480	3,124	6,604
Equipment & Furniture Rental	30,000	2,025	27,975	30,000
<b>Total Occupancy</b>	127,000	86,401	40,599	127,000
<b>Educational Programs</b>				
Classroom Instructional Materials & Supplies	75,000	13,574	61,426	75,000
Substitutes	30,000	778	19,222	20,000
Art Supplies	11,500	8	11,492	11,500
Music Supplies	15,000	599	14,401	15,000
Math Curriculum/Supplies	25,000	4,445	20,555	25,000
ELA Curriculum/Supplies	60,000	28,310	31,690	60,000
Social Studies Curriculum/Supplies	15,000	-	15,000	15,000
Physical Education Supplies	4,500	-	4,500	4,500
Science Curriculum	15,000	16,009	8,991	25,000
After School Supplies	2,500	-	2,500	2,500
After School Program - MS	30,000	3,300	26,700	30,000
Summer School Program	6,000	-	6,000	6,000
Enrichment - LS	30,000	-	30,000	30,000
Professional Development	144,000	19,222	124,778	144,000
Staff Appreciation	30,000	337	29,663	30,000
Principal Discretionary Fund	3,000	-	3,000	3,000
Technology Materials	50,000	10,012	39,988	50,000
Student Database & Assessment Materials	60,000	16,597	43,403	60,000
Family Outreach/Student Recruitment	30,500	119	30,381	30,500
Student Incentives	4,500	-	4,500	4,500
Trips & Admissions	65,000	1,700	63,300	65,000
<b>Total Educational Programs</b>	706,500	115,010	591,490	706,500
<b>Total Educational Programs - Grant Related</b>	-	13,120	81,677	94,797
<b>Total Educational Programs</b>	706,500	128,130	673,167	801,297

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

	/----BUDGET----/ CPEC BUDGET 2015-2016	/-----ACTUAL-----  YTD 7/1/15 -8/31/15	Projected to Year End	Total Projected at 06/30/16
<b>Special Needs Program</b>				
Special Needs Supplies	5,000	255	4,745	5,000
<b>Total Special Needs Programs</b>	5,000	255	4,745	5,000
<b>Other G&amp;A Costs</b>				
Central Costs	937,156	-	937,156	937,156
Audit & Accounting Fees	50,000	15,000	35,000	50,000
Legal Fees	8,500	2,573	5,927	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	80	19,920	20,000
Telecom /Communications	12,500	1,678	10,822	12,500
Printing & Publications	10,000	-	10,000	10,000
Office Supplies	43,000	2,163	40,837	43,000
Postage & Shipping	7,500	1,258	6,242	7,500
Technology Support Consultants	30,000	-	30,000	30,000
Technology Support - Supplies	16,000	1,434	14,566	16,000
Payroll Service Fees	12,500	1,455	11,045	12,500
Travel	2,200	-	2,200	2,200
Dues & Subscriptions	40,000	110	39,890	40,000
Miscellaneous & Bank Fees	1,500	91	1,409	1,500
Student Meals	21,000	-	21,000	21,000
Graduation/Moving Up Supplies	4,000	-	4,000	4,000
Conferences	15,000	-	15,000	15,000
<b>Total Other G&amp;A Costs</b>	1,269,356	34,592	1,234,764	1,269,356
<b>Total Operating Expenditures</b>	10,856,310	867,709	10,304,429	11,172,138
<b>Net Operating Income (Deficit) Prior to Depr &amp; Capital Expenditures</b>	(408,296)	852,068	(1,260,364)	(408,296)
<b>Capital Expenditures:</b>				
Facility Upgrades	-	-	-	-
Furniture & Equipment	20,000	-	20,000	20,000
Computer Technology & Equipment	10,000	5,353	4,647	10,000
<b>Total Capital Expenditures</b>	30,000	5,353	24,647	30,000
Total Operating & Capital Expenditures	10,886,310	873,062	10,329,076	11,202,138
<b>Net Operating Income (Deficit) after Capital Expenditures</b>	<b>(438,296)</b>	<b>846,715</b>	<b>(1,285,011)</b>	<b>(438,296)</b>



## 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>, 2015

### Successes

- Fourth Grade Field Trip to American Museum of Natural History – September 28<sup>th</sup>, 2015
- Student of the Month Celebration and mini-concert – October 2<sup>nd</sup>, 2015
- Kindergarten and Third Grade Field Trip to Outhouse Orchards co-sponsored by the Sohn Foundation – October 5<sup>th</sup>, 2015
- Professional Development Day – October 6<sup>th</sup>, 2015
  - English as a New Language
  - Collaborative Assessment Review
  - Child Study Team Meeting
  - Curriculum/Instructional Planning
- Introducing *Handwriting without Tears* in Kindergarten

### Important Dates

- First, Second and Fourth Grade Trip to Outhouse Orchards – October 28<sup>th</sup>, 2015
- English as a New Language Parent Orientation Workshop – October 27<sup>th</sup>, 2015
- NYS Testing Workshop – October 22<sup>nd</sup>, 2015
- Visit by Teachers College Graduate Students – November 10<sup>th</sup>, 2015
- Visit by NYC Charter Center ELL Collaborative – November 16<sup>th</sup>, 2015



School: Community Partnership Lower School

Principal: Jubilee Mosley

Date: October 14, 2015

Monthly Board Meeting

**Hiring**

Vacancies and candidate search for 1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grades  
VSU Coverage by Deans and Substitutes

**Data**

- Step Window begins on October 19<sup>th</sup>
- Goal Setting Grade Team Meetings will occur during the week of October 19<sup>th</sup>
- Progress reports will be sent out during the week of October 19<sup>th</sup>

**School Culture Updates**

- Family Read held on October 9<sup>th</sup>
- Reach Friday #1 on October 16<sup>th</sup>
- Family Breakfast will be held this Friday, October 16<sup>th</sup>.
- First Assembly will be held On October 23, 2015.
- First Campus Connection event will be held on October 30, 2015 from 2:45-4:00pm.

**Parent Engagement Update**

- Held first Principal's Chat and Chew (Open Forum): October 9, 2015
- Follow-up chat and chew with families will take place in November
- Link to survey sent out in this week's Tuesday Letter
- Parent Portal log in information will be sent out to families by October 24<sup>th</sup>

## Monthly School Leader Report to the Board of Trustees

Principal: Rose Anne Gonzalez

Date: 10/14/2015

School: CPCS Middle School

### Open Meeting

#### Successes

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

- We maintained a student body over 200 students.
- We attended the District 13 Middle School Fair and collected 75 names requesting information.

#### School Culture Update

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

- We had our first staff Pot Luck that was well attended.
- Teachers are making contact with families about good behavior/work habits.

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

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

- The 5<sup>th</sup> grade is preparing to use the Journey's Text to teach reading and writing.
- Teachers administered the Fountas and Pinnell baseline assessment for reading.

#### Parent Engagement Update

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

- Our Curriculum Night was well attended with approximately 1/3 of the parents attending.
- The first monthly Middle Memo was sent out to families.
- Progress reports are being distributed this week.
- Our counselor took a group of parents and students to the NYC High School Fair on Saturday, October 17<sup>th</sup>. Additional High School evening visits are scheduled to individual high schools.

#### Data Analysis

[Please insert data analysis for one classroom/subgroup and discuss how coaching will impact teachers' decision-making and responsive instruction]

- We have begun to administer reading assessments using F&P kits. The data will be used to design guided reading groups. Currently 62% of our students are reading below grade level as per the F&P.
- We have identified 10 more students with IEP's that had cases open without a completed IEP.

### Executive Session (as needed)

#### Challenges

[Please insert 2-3 bullets on setbacks]

- We had to spend \$13,000 on furniture to refresh what we had and make up for the additional students that we admitted this year.

**Teacher Development**

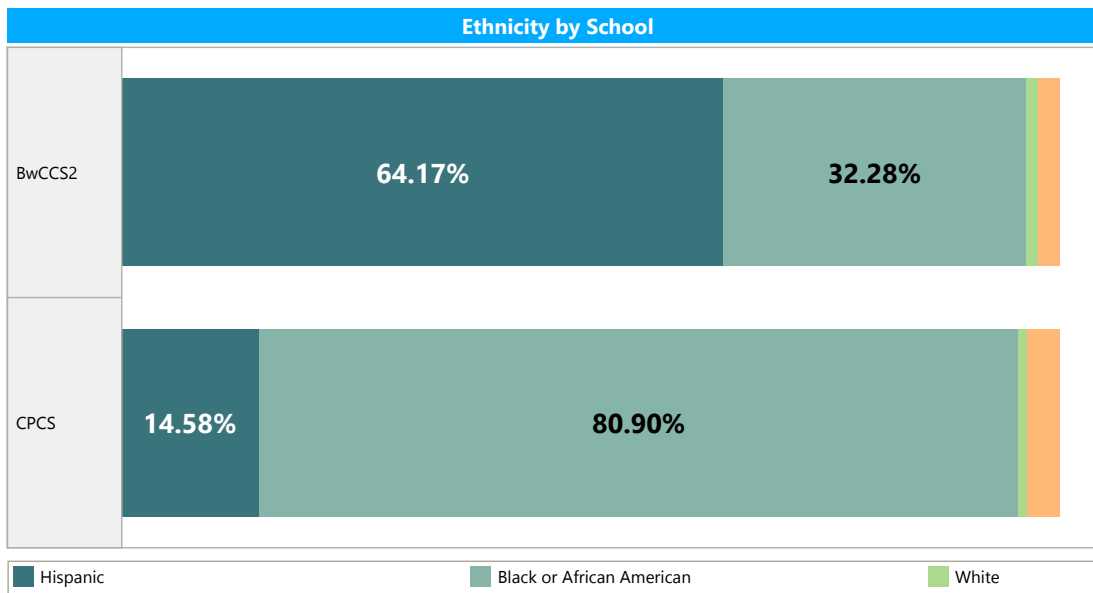
[Please insert 1-2 highlights or challenges to implementation of Teacher Development Plan]

- Our literacy consultant is working with our staff every Tuesday.

Total Enrollment	
BwCCS2	254 / 250
CPCS	470 / 450
<b>Grand Total</b>	<b>724 / *</b>

Total Enrollment by School and Grade		
	BwCCS2	CPCS
0K	52	41
01	51	56
02	56	52
03	54	51
04	41	57
05		53
06		62
07		51
08		47

Demographics						
	# Ells	% Ells	# FRLP	% FRLP	# IEP	% IEP
BwCCS2	52.0	20.47%	226.0	89%	35.0	14%
CPCS	9.0	1.84%	323.0	66%	63.0	13%
<b>Grand Total</b>	<b>61.0</b>	<b>8.22%</b>	<b>549.0</b>	<b>74%</b>	<b>98.0</b>	<b>13%</b>



Total Enrollment by School and Month		
	September	October
BwCCS2	260 / 250 (104.00%)	254 / 250 (101.60%)
CPCS	481 / 450 (106.89%)	488 / 450 (108.44%)

Student Avg. Daily Attendance		
	September, 2015	October, 2015
BwCCS2	98.96%	99.63%
CPCS LS	91.01%	94.94%
CPCS MS	94.07%	98.56%