



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 November 10, 2015 6:30pm

CPCS
114 Kosciuszko Street, Room 308
Brooklyn, NY 11216

6:30 p.m.	<p>Board Governance</p> <ul style="list-style-type: none"> • Review and Approve Minutes 10.14.15 • Approval Needed <ul style="list-style-type: none"> a. Memorandum of Understanding
6:45 p.m.	<p>Committee Updates</p> <ul style="list-style-type: none"> • Finance • Schools Committee <ul style="list-style-type: none"> a. Family Handbook
6:55 p.m.	<p>School Reports</p> <ul style="list-style-type: none"> • CPCS LS • CPCS MS • BwCCS 2
7:25 p.m.	BwC Report
7:35 p.m.	PTCC/PTO Report
7:45 p.m.	Executive Session
Next Meeting	<p>Proposed: Date: Wednesday, December 9, 2015 Site: BwCCS2 Time: 6:30pm</p>

Community Partnership Charter School Ed Corp
Board of Trustees
Meeting Minutes
September 16, 2015
6:30 p.m.

Location: CPCS LS, 241 Emerson Place, Room 303

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

Members Absent: Clare Cusack

Guests: Natalie Bledman, Sandra Destine, Mike Ferrara, Nancy Lewson Kurz, Geri Licurse, Sheba Michel, Denniston Reid, Crystal Rodriguez, Brian Stemmer, William Hargett, Phyllis Hargett, Zahra Jackson, Niesha Morris, Hansel Toussaint, Mo Beasley, Tonia Shoffner, Sierra Bispham, Esila Obiang-Kiadu, Carl Granum

Katie Cunningham called the meeting to order at 6:31 p.m.

Governance

- The Board voted and approved the minutes from September 16, 2015.
- The next meeting will occur at 6:30 p.m. on November 10 at CPCS Middle School.
- The Board voted and unanimously approved the slate of officers put forth by the Nominating Committee: Katie Cunningham, Chairperson; Peter Bordonaro, Vice Chair; Amy Kolz, Treasurer; Kiisha Morrow, Secretary.
- The Board voted and approved the Financial Policies and Procedures.
- The Board voted and approved the Conflict of Interest Policy.

Finance Committee

- Amy Kolz presented the report (See attached.)

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.)

PTCC Report

- Sandra Destine presented the report for CPCS MS. The Winter Bazaar will take place on December 17. The PTCC is also launching a Ms. Chocolate Fundraiser to raise money for 2nd grade swimming.
- All are invited to the Potluck and uniform swap on 10/23

- Sheba Michel presented the report for CPCS LS. She reported parental concerns regarding the recent teacher departures.
- Katie Cunningham announced that the Board would provide a forum for parents to present their concerns.

Katie Cunningham moved to enter executive session to discuss (1) employment issues of certain employees and (2) potential litigation. Peter Bordonaro seconded the motion and the Board unanimously approved. The meeting was adjourned at 7:20 p.m. for an executive session. The Board invited Denniston Reid, Geri Licurse and Nancy Lewson Kurz to attend the Executive Session.

The Executive Session was called to order at 7:29 p.m.

- Nancy Lewson Kurz reported that the issue related to potential litigation has been resolved.
- The Board discussed the recent teacher employment issues.

The Executive Session was adjourned at 7:47 p.m.

Katie Cunningham moved to resume the general session of the meeting. Peter Bordonaro seconded the motion and the Board approved unanimously. The General Session resumed at 7:48 p.m.

- The Board discussed holding an open session for parents to comment on their school experience. The tentative time is Monday, October 19, 2015 from 5:30 p.m. until 7:30 p.m. Notice will be distributed to the parent body from the Board.
- The Board voted and unanimously approved resetting the number of trustees to nine.
- The Board unanimously approved Martin Ragde's resignation from the Board.
- The Board reviewed the renewal of the Memorandum of Understanding. Minor modifications to the MOU were discussed.

The General Session was adjourned at 8:01 p.m.

Community Partnership Charter School Education Corp

Balance Sheet

09/30/15

ASSETS

CURRENT ASSETS

CASH

CASH & CASH EQUIVALENTS	2,296,373
PETTY CASH	400
TOTAL CASH & CASH EQUIVALENTS	<u>2,296,773</u>

PREPAID EXPENSES

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

PUBLIC GRANTS RECEIVABLE	414,772
TOTAL CURRENT ASSETS	<u>2,726,565</u>

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)
TOTAL FIXED ASSETS	<u>122,470</u>

TOTAL ASSETS	<u><u>6,190,374</u></u>
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LIABILITIES AND NET ASSETS

LIABILITIES

CURRENT LIABILITIES

ACCOUNTS PAYABLE & ACCRUED EXPENSES	387,256
DUE TO BWCF	-
PAYROLL LIABILITIES	23,111
TOTAL CURRENT LIABILITIES	<u>410,367</u>

TOTAL LIABILITIES	<u>410,367</u>
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NET ASSETS

5,780,007

TOTAL LIABILITIES AND NET ASSETS	<u><u>6,190,374</u></u>
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Community Partnership Charter School Ed Corp
Board of Trustees Meeting
November 10, 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 705 students. Please note that this is a potential increase of approximately \$416,000 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 EDUCATION CORPORATION
 COMBINED BUDGET
 2015-2016

	/---BUDGET---/ CPEC BUDGET 2015-2016	/-----ACTUAL-----		
		YTD 7/1/15 -9/30/15	Projected to Year End	Total Projected at 06/30/16
Revenues - Private:				
Funds to be Raised	-	-	-	-
Other Private	-	-	-	-
Student Meal Reimbursement	-	-	-	-
Total Private Revenues	-	-	-	-
Revenues - Public:				
NYS Per Student Allocation	9,366,975	3,191,710	6,175,265	9,366,975
Erate	-	-	-	-
Federal IASA (e.g. Title 1)	235,000	-	235,000	235,000
Special Ed Funding	809,539	247,637	561,902	809,539
Federal Title II-VI Funding (including ARRA RTTT)	20,000	-	20,000	20,000
DYCD Grant	-	77,069	216,931	294,000
Dissemination Grant	-	-	21,828	21,828
Total Public Revenues	10,431,514	3,516,416	7,230,926	10,747,342
Revenues - Other:				
Interest Income	16,500	3,459	13,041	16,500
Total Other Revenues	16,500	3,459	13,041	16,500
Grand Total Revenue & Other Income	10,448,014	3,519,875	7,243,967	10,763,842

COMMUNITY PARTNERSHIP EDUCATION CORPORATION
 COMBINED BUDGET
 2015-2016

	/---BUDGET---/ CPEC BUDGET 2015-2016	/-----ACTUAL----- YTD 7/1/15 -9/30/15	Projected to Year End	Total Projected at 06/30/16
Total Salaries & Wages	6,957,021	979,174	5,977,847	6,957,021
Total Personnel Related - Grants	-	49,626	142,750	192,376
Total Salaries & Wages	6,957,021	1,028,800	6,120,597	7,149,397
Total Personnel Related	1,791,433	344,684	1,446,749	1,791,433
Total Personnel Related - Grants	-	-	28,655	28,655
Total Personnel Related	1,791,433	344,684	1,475,404	1,820,088
Grand Total Personnel	8,748,454	1,373,484	7,596,001	8,969,485
Occupancy				
Building Permits	7,500	-	7,500	7,500
Insurance - Prop & Liab	70,000	95,896	-	95,896
Cleaning Supplies	2,000	-	2,000	2,000
Maintenance & Repairs	17,500	4,364	2,240	6,604
Equipment & Furniture Rental	30,000	2,025	27,975	30,000
Total Occupancy	127,000	102,285	39,715	142,000
Educational Programs				
Classroom Instructional Materials & Supplies	75,000	30,735	44,265	75,000
Substitutes	30,000	2,993	17,007	20,000
Art Supplies	11,500	8	11,492	11,500
Music Supplies	15,000	2,321	12,679	15,000
Math Curriculum/Supplies	25,000	10,155	14,845	25,000
ELA Curriculum/Supplies	60,000	31,325	28,675	60,000
Social Studies Curriculum/Supplies	15,000	-	15,000	15,000
Physical Education Supplies	4,500	104	4,396	4,500
Science Curriculum	15,000	16,103	8,897	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	26,957	117,043	144,000
Staff Appreciation	30,000	337	29,663	30,000
Principal Discretionary Fund	3,000	-	3,000	3,000
Technology Materials	50,000	13,145	36,855	50,000
Student Database & Assessment Materials	60,000	16,597	28,403	45,000
Family Outreach/Student Recruitment	30,500	6,848	23,652	30,500
Student Incentives	4,500	188	4,312	4,500
Trips & Admissions	65,000	1,700	63,300	65,000
Total Educational Programs	706,500	162,816	528,684	691,500
Total Educational Programs - Grant Related	-	17,631	77,166	94,797
Total Educational Programs	706,500	180,447	605,850	786,297

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

	/---BUDGET---/ CPEC BUDGET 2015-2016	/-----ACTUAL----- YTD 7/1/15 -9/30/15	Projected to Year End	Total Projected at 06/30/16
Special Needs Program				
Special Needs Supplies	5,000	608	4,392	5,000
Total Special Needs Programs	5,000	608	4,392	5,000
Other G&A Costs				
Central Costs	937,156	234,289	702,867	937,156
Audit & Accounting Fees	50,000	22,836	27,164	50,000
Legal Fees	8,500	3,236	5,264	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	3,560	16,440	20,000
Telecom /Communications	12,500	2,620	9,880	12,500
Printing & Publications	10,000	-	10,000	10,000
Office Supplies	43,000	5,930	37,070	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	2,220	10,280	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
Total Other G&A Costs	1,269,356	286,334	983,022	1,269,356
Total Operating Expenditures	10,856,310	1,943,158	9,228,980	11,172,138
Net Operating Income (Deficit) Prior to Depr & Capital Expenditures	(408,296)	1,576,717	(1,985,013)	(408,296)
Capital Expenditures:				
Facility Upgrades	-	-	-	-
Furniture & Equipment	20,000	-	20,000	20,000
Computer Technology & Equipment	10,000	5,353	4,647	10,000
Total Capital Expenditures	30,000	5,353	24,647	30,000
Total Operating & Capital Expenditures	10,886,310	1,948,511	9,253,627	11,202,138
Net Operating Income (Deficit) after Capital Expenditures	(438,296)	1,571,364	(2,009,660)	(438,296)



School: Community Partnership Lower School	
Principal: Jubilee Mosley	Date: November 10, 2015
Monthly Board Meeting	

Hiring
Currently interviewing and finalizing the hire of a general education teacher for Mr. Gayles and for 4th grade SPED position
Extended offer to teacher to fill 1st grade vacancy

Data

- Step Window completed; STEP data analysis meetings scheduled with each co-teaching pair
- Report Cards distributed during Parent- Teacher Conferences on November 18th and 19th
- Data Day on November 20th; Teachers will engage in unit planning and analyze benchmark data to ensure areas of strength are maintained and areas for improvement are retaught and reassessed.

School Culture Updates

- Family Read this Friday, November 13th from 8:30-9:00
- First Scholar of the Month Assembly held on October 23rd
- First LS and MS Campus Connection event was held on October 30, 2015 from 2:45-4:00pm.
- Swimming sessions for 2nd grade scholars has begun
- Dance Africa sessions for our 1st scholars has begun

Parent Engagement Update

- Parent Portal log in information sent out to families during the week of October 24th
- Harvest Potluck for families will held on November 24th

Monthly School Leader Report to the Board of Trustees

Principal: Rose Anne Gonzalez

Date: 11/10/2015

School: CPCS Middle School

Open Meeting

Successes

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

- Still maintaining students. Currently 210 enrolled. Average daily attendance is ~195.
- After school has 130 students regularly attending.

School Culture Update

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

- Advisory classes had their first door decorating contest. There was lots of excitement during our First Friday Celebration.
- Teachers are working to formalize their grade level Positive Behavior System.

Standards Curriculum and Assessment- Grade Level Teams

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

- We ordered a Wilson Language Kit and identified students to screen who will benefit from the program.
- Accelerated Math is underway and students are now receiving individual practice in math.

Parent Engagement Update

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

- Parents attended our First Friday Celebration.
- We are planning a Fall Harvest Banquet for the entire school to engage in on November 23 (tentative). Parents will be invited.

Data Analysis

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

- Teachers are rolling out Guided Reading. Teachers are using data to identify students and create guided groups.

Executive Session (as needed)

Challenges

[Please insert 2-3 bullets on setbacks]

- We are still feeling unwelcomed by PS 256 staff.

Teacher Development

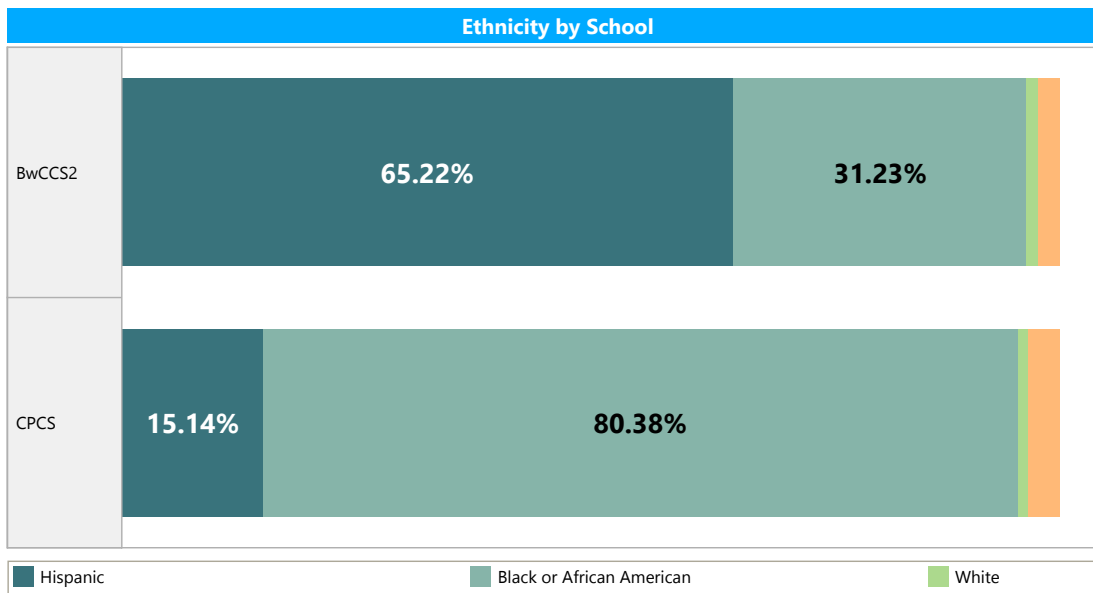
[Please insert 1-2 highlights or challenges to implementation of Teacher Development Plan]

- Our deans have begun the rollout of Teachboost to use to capture observation data and provide teacher feedback.

Total Enrollment	
BwCCS2	253 / 250
CPCS	452 / 450
Grand Total	705 / *

Total Enrollment by School and Grade		
	BwCCS2	CPCS
0K	53	37
01	51	53
02	56	49
03	52	48
04	41	55
05		51
06		62
07		50
08		47

Demographics						
	# Ells	% Ells	# FRLP	% FRLP	# IEP	% IEP
BwCCS2	53.0	20.95%	231.0	91%	36.0	14%
CPCS	9.0	1.91%	356.0	76%	62.0	13%
Grand Total	62.0	8.58%	587.0	81%	98.0	14%



Total Enrollment by School and Month			
	September	October	November
BwCCS2	260 / 250 (104.00%)	254 / 250 (101.60%)	253 / 250 (101.20%)
CPCS	481 / 450 (106.89%)	488 / 450 (108.44%)	470 / 450 (104.44%)

Student Avg. Daily Attendance			
	September, 2015	October, 2015	November, 2015
BwCCS2	95.40%	94.83%	99.06%
CPCS LS	92.16%	85.06%	95.93%
CPCS MS	94.07%	94.88%	98.47%