



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 February 8, 2017 6:00pm

CPCS-MS
114 Kosciuszko Street, **Room 320**
Brooklyn, NY 11216

6:00 p.m.	<p>Board Governance</p> <ul style="list-style-type: none"> • Review and Approve Minutes 01.11.17 • Review and Approve Minutes 12.14.16
6:15 p.m.	PTCC/PTO Report
6:25 p.m.	<p>Committee Updates</p> <ul style="list-style-type: none"> • Finance Committee • Academic Committee • Renewal
6:45 p.m.	<p>BwC Report & School Reports</p> <ul style="list-style-type: none"> • CPCS LS • CPCS MS • BwCCS 2
7:00 p.m.	BwCF Report
7:25 p.m.	Executive Session (if needed)
Next Meeting	<p>Date: Wednesday, March 8, 2017 Site: BwCCS2 @ Heyward Time: 6:00pm</p>

Community Partnership Charter School Ed Corp
Board of Trustees
Meeting Minutes
January 11, 2017

Location: CPCS-LS, 241 Emerson Place, Room 307

Members Present: Amy Kolz, Joan Walrond, Travis Baird, Sonia Gulardo, Nicole Blair-Barzey, Jubilee Mosley, Esosa Ogbahon

Members Absent: Rebecca Baneman, Katie Cunningham, Kiisha Morrow, Greg Whitten

Guests: Kate Duff, Akeem Gooding, Rael Jones, Nancy Lewson Kurz, Geri Licurse, Denniston Reid, Juanita Saldivar, Joseph Sanders

Amy Kolz called the meeting to order at 6:15 p.m.

Governance

- There was no motion to approve the minutes from December 14, 2016 absent a quorum. The motion to review and approve the minutes was tabled for the February meeting.
- The next Board meeting will take place on February 8 at CPCS MS.

Finance Committee

- Geri Licurse gave the report.
- The February financials will reflect actual student FTE's to date. An increase in projected deficit of up to approximately \$700,000 is possible due to lower enrollment than projected.
- An unanticipated additional expense of approximately \$25,000 was accrued due to higher 401K costs associated with the education corporation merger of 2014 (as a number of employees in a single education corporation is greater).
- The Foundation's development office, on behalf of BwCCS2, applied for a \$200,000 state stimulus grant for expenses at 11 Bartlett Street. The grant is based on need.

Renewal Committee

- Amy Kolz presented the report. There has been no new information regarding the school's renewal and/or expansion application.

Recruitment Committee

- Travis Baird presented the report.
- The committee has been reviewing past practices and developing recommendations. The first recommendation is to increase parent participation in the student recruitment process. The Committee will work with the schools and the Foundation to prepare parent trainings and marketing materials.
- Jubilee Mosley asked for increased attention, funding and staff throughout the organization for communication and marketing.

CPCS LS

- Jubilee Mosley presented the report.

CPCS MS

- Nicole Blair-Barzey presented the report.

BwCCS2

- Esosa Ogbahon presented the report.

PTCC Report

- Juanita Saldivar presented the report.

The meeting was adjourned.

Community Partnership Charter School Ed Corp
Board of Trustees
Meeting Minutes
December 14, 2016
6:00 p.m.

Location: BwCCS2-MS, 11 Bartlett Street, Room 202

Members Present: Amy Kolz, Joan Walrond, Travis Baird, Nicole Blair-Barzey, Kiisha Morrow, Esosa Ogbahon, Sonia Ortiz-Gulardo, Joan Walrond, Greg Whitten

Members Absent: Rebecca Baneman, Katie Cunningham, Jubilee Mosley

Guests: Akeem Gooding, Rael Jones, Nancy Lewson Kurz, Geri Licurse, Denniston Reid, Cristal Rodriguez, Juanita Saldivar, Joseph Sanders

Joan Walrond called the meeting to order at 6:15 p.m.

Governance

- Joan moved to approve the minutes from November 19, 2016. Travis Baird seconded the motion and the Board approved unanimously.
- The next Board meeting will take place on January 11 at CPCS LS.

Finance Committee

- Greg Whitten presented the report.
- There is a need for \$18,000 in electrical upgrades to CPCS MS's building, which is approved by the NYC DoE. Greg moved to approve the increase in spending. Joan seconded the motion and the Board approved unanimously.

Academic Committee

- Travis, Sonia Ortiz-Gulardo and Joan volunteered to look into options for improving student recruitment and enrollment.

Nominating Committee

- Joan presented the report.
- The Committee is looking to identify prospective Board members who bring additional expertise to the Board.

Facilities Update

- Nancy Lewson Kurz and Amy presented information about the 11 Bartlett Street lease. Amy moved to approve the attached resolution. Sonia seconded the motion and the Board approved unanimously.

CPCS LS

- Rael Jones presented the report.

CPCS MS

- Nicole Blair-Blazey presented the report.

BwCCS2

- Esosa Ogbahon presented the report.

PTCC Report

- Juanita Saldivar presented the report.

Foundation Report

- Denniston Reid presented the report.
- Denniston and the school leaders recently visited Success Academy schools.
- The annual holiday party will take place on December 22.
- Denniston led the Board through a review of the schools' most recent data.

The meeting was adjourned at 7:49 p.m.

Community Partnership Charter School Ed Corp
Board of Trustees Meeting
February 8, 2017

Financial Highlights

After a complete analysis of all expenses we are currently projecting a deficit of approximately \$623k. At the last meeting we were projecting a deficit of \$755k. The reduction is due to the changes outlined below.

Revenues:

- The NYS per student allocation budget line for was projected at 745 full time equivalents at the allocated funding of \$14,307 (\$13,877 base funding and \$430 in per pupil NYS grants). The current projected FTE enrollment is 694 students. There was an increase of \$150 in the per pupil base funding which brings the total base funding to \$14,027. The total per pupil funding for 16-17 is now \$14,457 (\$14,027 base plus \$430 per pupil NYS grants). Please note that the net decrease in per pupil funding from the original budget is approximately \$625k. The attached financial statements reflect the projected FTE enrollment of 694. We will keep a close watch on the per pupil revenue in the next few months to continuously monitor actual enrollment.
- Increase in projected special education revenue of approximately \$70k from budget based on current IEP population.
- Projected title grant revenue increased by approximately \$97k, 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 \$34k.

Expenses:

- Projected salaries and fringe benefits costs have decreased by approximately \$638k. Approximately \$326k decrease in salaries is due to staffing changes and vacancies and \$311k decrease in benefits.
- Projected classroom supplies increased by approximately \$30k. Projected substitutes cost increased by \$50k. Projected Technology Consultant cost decreased by \$10k. Other non-personnel related expenditures are running on target with slight shifts between categories with a total increase of approximately \$7k.
- Projected capital expenditures increased by \$5k to account for the total cost of the Bartlett Street facility upgrades.
- Increases/decreases in expense items related to the DYCD and Dissemination Grants are offset by increases/decreases in Grant Revenue.

Community Partnership Charter School Education Corp
Balance Sheet
12/31/16

ASSETS

CURRENT ASSETS

CASH

CASH & CASH EQUIVALENTS	3,626,224
PETTY CASH	400
TOTAL CASH & CASH EQUIVALENTS	<u>3,626,624</u>

PREPAID EXPENSES

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

DUE FROM BWCF	5,515
INTEREST RECEIVABLE	-
PUBLIC GRANTS RECEIVABLE	-
TOTAL CURRENT ASSETS	<u>3,632,139</u>

INVESTMENTS

CERTIFICATES OF DEPOSIT	<u>3,367,427</u>
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FIXED ASSETS

SCHOOL EQUIPMENT	72,526
FURN & FIXT	109,712
HARDWARE & SOFTWARE	351,183
LEASEHOLD IMPROVEMENTS	36,451
ACCUM DEPR-EQUIP	(68,210)
ACCUM DEPR-FURN & FIXT	(42,293)
ACCUM DEPR-HDWR & SFTWR	(269,767)
ACCUM AMORT-LEASEHOLD IMPROVEMENTS	(17,274)
TOTAL FIXED ASSETS	<u>172,328</u>

TOTAL ASSETS	<u><u>7,171,894</u></u>
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LIABILITIES AND NET ASSETS

LIABILITIES

CURRENT LIABILITIES

ACCOUNTS PAYABLE & ACCRUED EXPENSES	129,639
DUE TO BWCF	-
PAYROLL LIABILITIES	65,768
TOTAL CURRENT LIABILITIES	<u>195,407</u>

TOTAL LIABILITIES	<u>195,407</u>
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NET ASSETS	<u>6,976,487</u>
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TOTAL LIABILITIES AND NET ASSETS	<u><u>7,171,894</u></u>
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COMMUNITY PARTNERSHIP EDUCATION CORPORATION
 COMBINED BUDGET
 2016-2017

	/---BUDGET---/ CPEC BUDGET 2016-2017	/-----ACTUAL-----		
		YTD 7/1/16 -12/31/16	Projected to Year End	Total Projected at 06/30/17
Revenues - Private:				
Funds to be Raised	-	-	-	-
Other Private	260,000	3,474	260,000	263,474
Student Meal Reimbursement	-	1,366	-	1,366
Total Private Revenues	260,000	4,840	260,000	264,840
Revenues - Public:				
NYS Per Student Allocation	10,658,715	6,687,431	3,345,727	10,033,158
Erate	-	-	-	-
Federal IASA (e.g. Title 1)	270,000	76,869	290,594	367,463
Special Ed Funding	1,000,000	622,712	448,248	1,070,960
Federal Title II-VI Funding (including ARRA RTTT)	20,000	4,247	17,215	21,462
Public Grants	270,000	-	270,000	270,000
Total Public Revenues	12,218,715	7,391,259	4,371,784	11,763,043
Revenues - Other:				
Interest Income	16,500	18,423	31,577	50,000
Total Other Revenues	16,500	18,423	31,577	50,000
Grand Total Revenue & Other Income	12,495,215	7,414,522	4,663,361	12,077,883

COMMUNITY PARTNERSHIP EDUCATION CORPORATION
 COMBINED BUDGET
 2016-2017

	/---BUDGET---/ CPEC BUDGET 2016-2017	/-----ACTUAL----- YTD 7/1/16 -12/31/16	Projected to Year End	Total Projected at 06/30/17
Total Salaries & Wages	7,868,269	3,010,998	4,539,167	7,550,165
Total Personnel Related - Grants	190,000	101,207	80,139	181,346
Total Salaries & Wages	8,058,269	3,112,205	4,619,306	7,731,511
Total Personnel Related	1,986,738	709,205	1,277,533	1,675,361
Total Personnel Related - Grants	30,000	13,857	16,143	30,000
Total Personnel Related	2,016,738	723,062	1,293,676	1,705,361
Grand Total Personnel	10,075,007	3,835,267	5,912,982	9,436,872
Occupancy				
Rent	260,000	-	260,000	260,000
Building Permits	-	-	-	-
Insurance - Prop & Liab	105,000	93,745	11,255	105,000
Security Services	40,000	21,585	18,415	40,000
Custodial Services	55,000	36,917	42,083	79,000
Cleaning Supplies	12,000	-	7,500	7,500
Systems Maintenance	13,980	2,716	11,264	13,980
Maintenance & Repairs	15,000	9,058	5,942	15,000
Equipment & Furniture Rental	45,000	11,317	33,683	45,000
Total Occupancy	545,980	175,338	390,142	565,480
Educational Programs				
Classroom Instructional Materials & Supplies	108,750	128,288	20,000	148,288
Substitutes & School Nurse	17,200	22,437	99,763	122,200
Art Supplies	15,500	7,958	7,542	15,500
Music Supplies	11,600	12,788	-	12,788
Math Curriculum/Supplies	28,550	14,619	13,931	28,550
ELA Curriculum/Supplies	80,660	40,338	33,148	73,486
Social Studies Curriculum/Supplies	14,000	21,174	-	21,174
Physical Education Supplies	7,500	737	6,763	7,500
Science Curriculum	21,500	6,373	15,127	21,500
After School Supplies	2,050	79	1,971	2,050
After School Program - MS	30,000	1,200	28,800	30,000
Summer School Program	3,000	1,145	1,855	3,000
Enrichment - LS	30,000	10,473	19,527	30,000
Professional Development	143,750	121,306	22,444	143,750
Staff Appreciation	37,000	5,630	31,370	37,000
Principal Discretionary Fund	2,000	-	2,000	2,000
Technology Materials	50,000	18,488	5,000	23,488
Student Database & Assessment Materials	55,000	24,806	30,194	55,000
Family Outreach/Student Recruitment	30,500	11,646	18,854	30,500
Student Incentives	17,000	1,638	15,362	17,000
Trips & Admissions	80,000	23,434	56,566	80,000
Total Educational Programs	785,560	474,557	430,217	904,774
Total Educational Programs - Grant Related	50,000	58,654	-	58,654
Total Educational Programs	835,560	533,211	430,217	963,428

COMMUNITY PARTNERSHIP EDUCATION CORPORATION
 COMBINED BUDGET
 2016-2017

	/---BUDGET---/ CPEC BUDGET 2016-2017	/-----ACTUAL----- YTD 7/1/16 -12/31/16	Projected to Year End	Total Projected at 06/30/17
Special Needs Program				
Special Needs Supplies	11,000	1,315	9,685	11,000
Total Special Needs Programs	11,000	1,315	9,685	11,000
Other G&A Costs				
Central Costs	1,234,059	617,115	616,944	1,234,059
Audit & Accounting Fees	40,000	68,413	-	68,413
Legal Fees	8,500	3,583	4,917	8,500
Renewal Consultants	17,500	17,500	-	17,500
Board Development	2,500	170	2,330	2,500
Health & Safety	1,000	-	1,000	1,000
Employment Search & Advertising	28,000	9,974	18,026	28,000
Telecom /Communications	27,500	11,225	16,275	27,500
Printing & Publications	10,000	130	9,870	10,000
Office Supplies	33,000	16,203	16,797	33,000
Postage & Shipping	7,500	2,985	4,515	7,500
Technology Support Consultants	10,000	-	-	-
Technology Support - Supplies	10,500	3,723	6,777	10,500
Payroll Service Fees	18,000	4,842	13,158	18,000
Travel	2,200	503	1,697	2,200
Dues & Subscriptions	10,000	1,495	8,505	10,000
Miscellaneous & Bank Fees	2,000	160	1,840	2,000
Student Meals	40,000	2,443	27,557	30,000
Graduation/Moving Up Supplies	6,000	-	6,000	6,000
Conferences	15,000	12,637	2,363	15,000
Total Other G&A Costs	1,523,259	773,101	758,571	1,531,672
Total Operating Expenditures	12,990,806	5,318,232	7,501,597	12,508,452
Net Operating Income (Deficit) Prior to Depr & Capital Expenditures	(495,591)	2,096,290	(2,838,236)	(430,569)
Capital Expenditures:				
Facility Upgrades	70,000	-	93,000	93,000
Furniture & Equipment	15,000	41,500	15,000	56,500
Computer Technology & Equipment	15,000	28,640	15,000	43,640
Total Capital Expenditures	100,000	70,140	123,000	193,140
Total Operating & Capital Expenditures	13,090,806	5,388,372	7,624,597	12,701,592
Net Operating Income (Deficit) after Capital Expenditures	(595,591)	2,026,150	(2,961,236)	(623,709)



School: Community Partnership Lower School	
Principal: Jubilee Mosley	Date: February 8, 2017
Monthly Board Meeting	

CPCS LS' 2016-2017 Team Theme: REACH for the STARS

Instructional Foci: Effective Instruction for Reading Strategies

Scholar Engagement

Strengthening Classroom Management

Instruction and Data
<ul style="list-style-type: none">➤ RALLY Assessment Administration completed➤ STEP Administration Window is open➤ PD/Data Day held on Friday, February 3, 2017➤ Instructional Groups restructured➤ Focus on Parallel, Alternative and Station Teaching➤ 4th Grade Departmentalization in ELA and Math

Professional Development
<ul style="list-style-type: none">➤ MIF PD with Hoover Herrera held on February 3rd (Focus: Using Manipulatives to Teach Math Concepts)

School Culture Updates
<ul style="list-style-type: none">➤ Weekly socio-emotional development lessons provided by Mr. Brown (Social Worker)➤ Character Development Curriculum/Morning Meeting Scope and Sequence➤ Marist College (1st Grade class) awarded a trip to Ample Hills Creamery for HIGHEST attendance schoolwide➤ Adding two new awards categories for 3rd and 4th grade: SWAG and SWAG➤ Upcoming REACH Friday on March 10th

Parent Engagement Update
<ul style="list-style-type: none">➤ Principal's Chat and Chew held on January 25th➤ MATHSTRAVAGANZA held on January 31st (Family Math Night + Carnival)

Monthly School Leader Report to the Board of Trustees

Principal: Nicole Barzey
Date: February 8, 2017
School: Community Partnership Middle School

Open Meeting

Successes

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

- Cross Campus visits
 - CPCS Lower School
 - Math program at BWC 2 with the CPCS MS Math team
- Participated in MathStravaganza with Middle School students- Communicated with 12 4th grade parents who were interested in learning more about the Middle School.
- Hosted an Open House and Tour at CPCS MS on the 7th
- Conducted Data Day on 2-3-17
- Met with Democracy Builders to improve Recruitment Initiatives

School Culture Update

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

- Responsive Classroom PD on Logical Consequences Professional Development February 3, 2017
- Targeting Character Development - Restorative Circles on Mondays and REACH lessons on Fridays
- Winter Ball on February 7th

Parent/Community Engagement Update

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

- Parent Initiative - Ms. Beatty and Mr. Rogers (Parents of Jake Rogers), gifted the school with an opportunity to see Hidden Figures on February 13th.

Challenges

[Please insert 2-3 bullets on setbacks]

Teacher Development

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

- **Math in Focus - February 3rd, 2017**
- **Responsive Classroom - February 3rd, 2017**
- **Math Team Visits BWC 2 to observe MIF - February 17th, 2017**

Return this report to nbledman@bwcf.org, one week prior to your scheduled Board Meetings. Please attach a copy of your most recent school newsletter to parents.

Monthly School Leader Report to the Board of Trustees

School: Beginning with Children Charter School 2

Principal: Esosa Ogbahon

Date: February 8th, 2017

Successes

- January 26th, 2017 – Ice Skating, Kindergarten
- January 27th, 2017 – Ice Skating, First and Second Grade
- January 30th, 2017 – February 10th, 2017 – STEP Window
- February 1st, 2017 – *Let Freedom Swing* Jazz Concert
- February 3rd, 2017 – PD/Data Day
 - ENL Writing Best Practices
 - Third Grade Team Best Practices
 - Recycling, Sort & Save Best Practices
- February 4th, 2017 – Saturday School

Important Dates

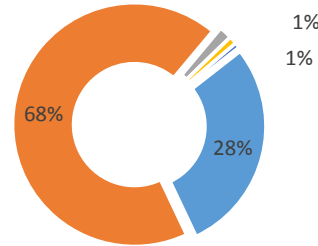
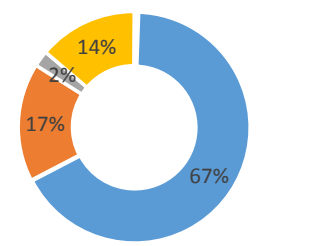
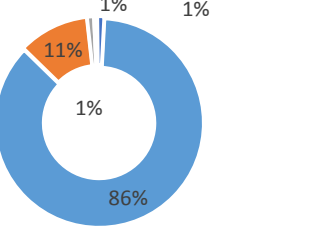
- February 13th, 2017 – *African Drum Dance* Performance at the Shadowbox Theater, First Grade
- February 14th, 2017 – Happy Hearts Day

Beginning with Children Dashboard _ February_3_2017

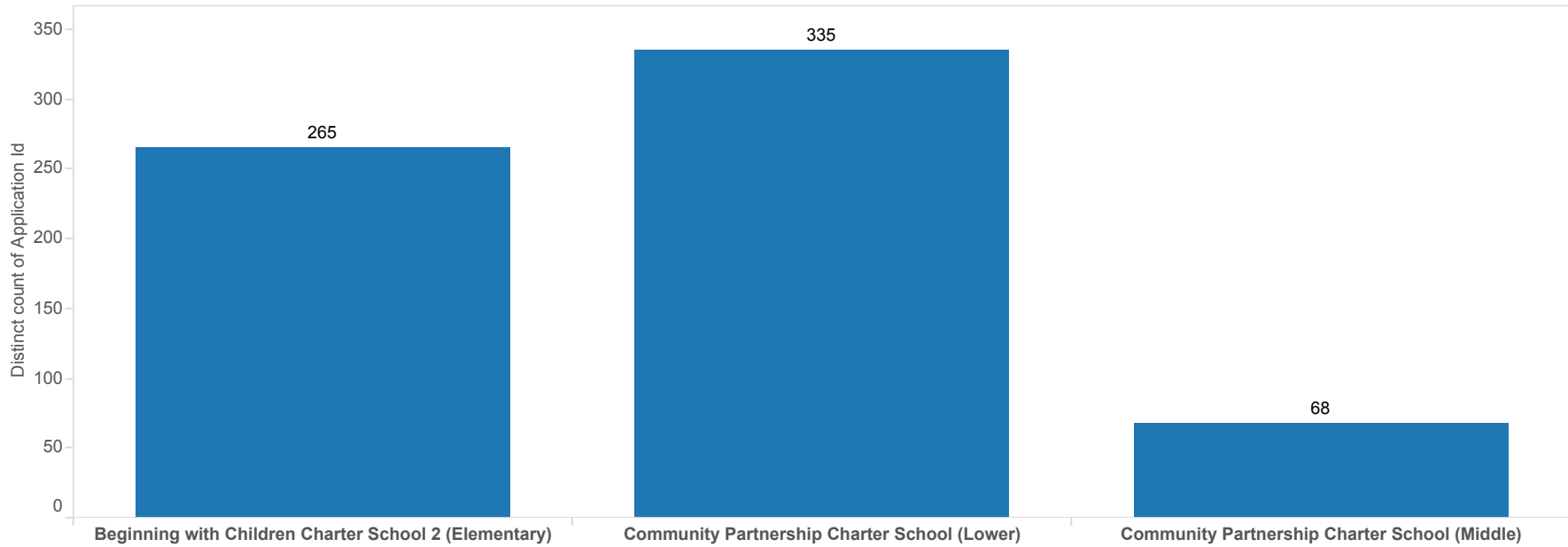
Current as of 1-5-2017

Total Enrollment by School and Grade				Total Enrollment		Student Av. Daily Attendance			
	BwC	CPCS-LS	CPCS-MS	BwC	295/300		Nov.	Dec.	Jan.
PK	~	16	~	CPCS-LS	223/250	BwCC2	94.32%	94.36%	91.33%
K	45	36	~	CPCS-MS	184/200	CPCS-LS	91%	87.97%	93.95%
1	53	35	~	Grand Total	702/750	CPCS-MS	92.50%	90.85%	93.96%
2	51	48	~	January Reflects 1-01 thru 1-31					
3	53	43	~						
4	53	45	~						
5	40	~	38						
6	~	~	54						
7	~	~	53						
8	~	~	39						
Total	295	223	184						

Demographics						
	#ELLS	%ELLS	#FRLP	%FRLP	#IEP	%IEP
BwCCS2	68	23.05%	269	91.19%	54	16.27%
CPCS-LS	6	2.69%	199	89.24%	29	13.00%
CPCS-MS	5	2.17%	163	88.59%	34	18.48%
Grand Total	79	10.26%	631	89.89%	117	15.81%

Ethnicity by School		Applicants For 2017-18																																			
<p>BwCC2</p>  <p>■ Black ■ Hispanic ■ Asian ■ White ■ Multi</p>	<p>CPCS-LS</p>  <p>■ Black ■ Hispanic ■ White ■ Other ■ American Indian</p>	<p>BwC</p> <p>CPCS-LS</p> <p>CPCS-MS</p> <p>Grand Tot. 668</p>																																			
<p>CPCS-MS</p>  <p>■ Black ■ Hispanic ■ Asian ■ White ■ Other</p>	<p>Total Enrollment by School and Month</p> <table border="1"> <thead> <tr> <th></th> <th>September</th> <th>October</th> <th>November</th> <th>December</th> <th>17-Jan</th> <th>2/3/2017 *</th> </tr> </thead> <tbody> <tr> <td>BwCCS2</td> <td>299</td> <td>305</td> <td>301</td> <td>297</td> <td>297</td> <td>295</td> </tr> <tr> <td>CPCS-LS</td> <td>223</td> <td>235</td> <td>232</td> <td>229</td> <td>228</td> <td>223</td> </tr> <tr> <td>CPCS-MS</td> <td>198</td> <td>186</td> <td>186</td> <td>185</td> <td>185</td> <td>184</td> </tr> <tr> <td>Grand Total</td> <td>720</td> <td>726</td> <td>719</td> <td>711</td> <td>710</td> <td>702</td> </tr> </tbody> </table> <p style="text-align: right;">* As of 2/3/2017</p>		September	October	November	December	17-Jan	2/3/2017 *	BwCCS2	299	305	301	297	297	295	CPCS-LS	223	235	232	229	228	223	CPCS-MS	198	186	186	185	185	184	Grand Total	720	726	719	711	710	702	
	September	October	November	December	17-Jan	2/3/2017 *																															
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CPCS-LS	223	235	232	229	228	223																															
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Applicants By School



Schools&Grades

