

Videoconferencing Details:

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Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees – January 8, 2020

Meeting will be held at Children's Aid College Prep at 1232 Southern Blvd, Bronx, NY 10459. Participation is also available via video-conference from Children's Aid's headquarters at 711 Third Avenue, Suite 700.

Planned Outcomes: Trustees will:

1. Approve December meeting minutes
2. Receive school update
3. Receive committee updates

Time	Lead	Item	Materials
6:00-6:05 PM	DeLong	Approval of December minutes	Draft Minutes
6:05 - 6:50 PM	Brown	HOS Report and Connection to Purpose: The Student Experience: CACPCS’s Commu- nity School Strategy; Schoolworks follow-up	HOS Report and school data;
6:50-7:00	Bershadker	Finance Committee Update	
7:00-7:10	Fernandez	Governance Committee Update	
7:10-7:30	Brown	Share back staff hypotheses follow-up from Retreat	
7:30- 7:40 pm	DeLong	Executive Session with Ms. Brown	
7:40-7:55 pm	DeLong	Executive Session	
7:55 pm	DeLong	Public Session Resumes	

Board of Trustees 2019-2020 Planning Calendar

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Trustees		All	DeLong, Fernández, Leventhal	DeLong, Fernandez, Goldman, Leventhal	Bershadker, DeLong, Leventhal, Rumph
NOTES	Reporting requirements due on the 1 st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15 th of the month or later will be reviewed at the relevant committee meeting and full board meeting held earlier the same month.	Meetings are held at 6:00PM on the second Wednesday of every month.	Meetings are held at 4:00PM on the third Thursday of every month.	Meetings are held at 2:00PM on the fourth Monday of every other month beginning in September.	Meetings are held at 4:00PM on the Monday prior to the full Board meeting. The Committee reviews the data from two months prior (i.e. the Committee reviews the June close in August and the July close in September).
July		7/31 *	7/18		
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14	8/15		8/12 <ul style="list-style-type: none"> Review and approve school Fiscal Policies and Procedures Manual
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/19	9/23	9/9
Oct	10/15 District and School Safety Plans	10/23	10/24* 10/26 Full Board Retreat		10/21 <ul style="list-style-type: none"> Annual Financial Audit Review

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/13	11/21	11/21*	11/7
Dec		12/11	12/19		12/9
Jan	1/2 – Student Application Form	1/8	1/16	1/22*	1/6 <ul style="list-style-type: none"> CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared
Feb	2/15 – Q2 Financial Report	2/12	2/20		2/10 <ul style="list-style-type: none"> Initial FY21 Wrap-around Budget Review
Mar		3/11	3/19	3/23	3/9 <ul style="list-style-type: none"> Budget Review Final approval of FY21 wraparound budget General Liability Insurance Review
Apr	4/15 – Facilities Reporting Questionnaire	4/8 990 Approval with full Board	4/16		4/6 <ul style="list-style-type: none"> Review Full FY21 Budget draft Medical insurance Review Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/13	5/21	5/19 *	5/11 <ul style="list-style-type: none"> Review and finalize FY21 full budget
June	6/30 – Annual Budget	6/10 (ANNUAL MEETING)	6/18		6/8 <ul style="list-style-type: none"> Budget Final Review Review SY 2020-21 contracts

Current Committee Assignments

<p>CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
<p>Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with Childrens' Aid Sherry Capili Milagros Lora</i></p>	<p>Learning, Achievement & Evaluation Jane Goldman (chair) Michelle DeLong Beth Leventhal Abe Fernández</p>
<p>Governance Abe Fernandez (chair) Beth Leventhal Michelle DeLong</p>	<p>Facilities Steering Jane Goldman Beth Leventhal</p>
<p>Ad Hoc (Annual Retreat Actions Follow-up)</p>	<p>Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal</p>

Minutes of the Meeting of the Children’s Aid College Prep Charter School Trustees – December 11, 2019

Meeting held at Children’s Aid College Prep Charter School, 1232 Southern Blvd, Bronx, NY 10459

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Nina Bershadker Phoebe Boyer Abe Fernández ** Beth Leventhal Michelle Rumph	Drema Brown, Head of School & CA VP of Education Cherice Bedford, Assistant Community School Director Marisol Nieves-Brown, Executive Assistant
<i>Trustees not in Attendance</i>	
Delois Coleman Michelle DeLong Jane Goldman	

* Via video-conference

** Via phone

Welcome

Ms. Leventhal called the meeting to order at 6:02 p.m.

Ms. Boyer moved to approve the November minutes. Ms. Rumph seconded the motion. Minutes were unanimously approved.

HOS Report

- Thanks to Cherice Bedford for her work with the High School Placement. Out of 62 8th grade scholars 58 applied for high school. Four scholars did not complete the application.
- The board discussed student attendance and school enrollment numbers.
- Ms. Brown reviewed preliminary results from the School Works visit with the board. The visit will continue for one more day.
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ANet

The first ANet ELA and Math interim assessments were administered in November. Ms. Brown reviewed the results and the plans to follow-up with staff.

A2 assessment will provide info on whether we were able to help scholars master the standards that were not mastered in A1.

Ms. Brown discussed the Balance Teachers and their work.

Finance

- Committee met has reviewed budget vs actuals through October.
- At the end of Q2 CA fiscal will reforecast the budget. The re-forecast will be used in preparing next year's budget.
- Reviewed proposal to engage Talent Friend for external study focused on full benefits package, talent recruitment/retention and strategies to attract hard to staff positions. Finance Committee approved the proposal for \$7,500.
 - Discussed dashboard and meeting topics outlining conversations and priorities.
 - Suggestion made to have LAE Committee review topics as well.

Governance

Reviewed notes from the retreat in particular looked at action items/next step.

- Look at mission/vision statement
- Build on structure and approach we take at meetings
- Codify ways to ensure the Board receives information in a timely way

The committee is scheduling time to meet with Phoebe Boyer in early January to explore how to leverage CA support to move our work forward.

At 7:16 p.m. there was a motion to go into executive session.

At 7:55 p.m. executive session concluded. Public session resumed and the meeting adjourned.