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Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees – February 12, 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 January meeting minutes
2. Receive school update
3. Receive committee updates

Time	Lead	Item	Materials
6:00-6:05 PM	DeLong	Approval of January minutes	Draft Minutes
6:05 - 6:50 PM	Brown	HOS Report and Connection to Purpose: The Staff Experience; Schoolworks Suggestions for Staff	HOS Report and school data;
6:50-7:00	Bershadker	Finance Committee Update	
7:00-7:10	Fernandez	Governance Committee Update	
7:10-7:20	Goldman	Learning and Achievement	
7:20- 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 – January 8, 2020

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 Michelle DeLong Abe Fernández Jane Goldman Beth Leventhal Michelle Rumph	Drema Brown, Head of School & CA VP of Education Cherice Bedford, Assistant Community School Director Osvaldo Cruz, Life Coach Director Marisol Nieves-Brown, Executive Assistant
<i>Trustees not in Attendance</i>	
Delois Coleman	

* Via video-conference

** Via phone

Welcome

Ms. DeLong called the meeting to order at 6:00 p.m.

Ms. Boyer moved to approve the December minutes. Ms. Goldman seconded the motion. Minutes were unanimously approved.

Connection to Purpose Focus: The Student Experience: CACPCS Community School Strategy

- Ms. Brown reviewed the Children’s Aid Community School Logic Model which creates conditions for learning by: implementing core strategic functions, assessing and responding to the strengths and needs of students, and providing results-oriented interventions in five key areas – attendance, academics, social emotional, leadership, and health. Supports for children are data driven, integrated and focused on removing barriers to learning and improving success rates.
- Ms. Brown reviewed student discipline data that is now being captured in Teacher Ease across seven categories and how parent anxiety/concerns can affect student behavior and performance.
- Mr. Cruz provided an overview of support services. Scholars receive individual, group and classroom supports based on a color classification system, “red” representing those with the most critical needs. We are also creating a space for parents, and teaching them strategies to deal with their anxiety and concerns.

HOS Report

- Overall student attendance for December was 93%; 8th grade 95%; staff attendance 94% - lowest to date this year. Staff attendance at Southern was 93% and at Prospect 95%. There was high incidence of illness, early vacations and a spike in suspensions.
- As of 12/23/2019 the new enrollment application went live.
- 2nd ANet assessment will be administered this month.

- Hired another Middle School life coach; now fully staffed at middle school.
- One of our scholars was accepted into Bard High School Early College.
- Facilities update: work has started on the gym floor at Southern.
- School Works follow-up, we are focused on action steps; staff is engaged. Focus is on purposeful teaching.

Finance

- Committee met on Monday, reviewed November budget vs actuals.
- Q2 is coming up at next meeting.
- Ms. Brown is working on compensation data analysis, which will inform our recruitment and hiring next year.

Governance

- Committee met yesterday, reviewed notes from retreat.
- Our mission/vision statement work will require a clearer understanding of the CA concept of a community school.
- Considering how to bring a “retreat like” approach to our monthly meetings. Hoping to initiate in March.
- Like to bring back Sandra as we move closer to vision of being a model community school.

Rental Assistance.

- Ms. DeLong, David Sweeny, Don Shacknai had a conversation with Cliff Schneider regarding rental assistance from NYS for three or four of our grades. Further information to follow.

Shareback

Ms. Brown led the staff through similar processes that we engaged in to look at data, at our October 2019 retreat. Summary of comments provided in packet of material.

At 7:32 pm there was a motion to go into executive session: employment history/dismissal

At 7:50 pm executive session concluded. Public session resumed and the meeting adjourned.