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Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – August 14, 2019

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 July meeting minutes
2. Receive school update
3. Receive committee updates

Time	Lead	Item	Materials
6:00-6:05 PM	DeLong	Opening/ Approval of July Minutes	Draft Minutes
6:05-6:15 PM	Brown	HOS Report	HOS Report
6:15-6:25 PM	DeLong	Committee Reports	
6:25-6:35 PM	DeLong	Executive Session with Ms. Brown	
7:35-6:45 pm	DeLong	Executive Session	
6:45 pm	DeLong	Public Session Resumes	

Board of Trustees 2018-19 Planning Calendar

	School Events of Interest	General	Governance	Learning, Achievement & Evaluation	Finance	Facilities
Trustees		All	Fernández, Leventhal, DeLong,	Goldman, DeLong, Leventhal, Fernández	Bershadker, DeLong, Leventhal, Rumph	Goldman
July		*7/25, 6 PM				
Aug	APTT – 8/29 & 30	8/08, 6 PM			8/10, 3 PM	
Sept		9/12, 6 PM	9/19, 1 PM	9/24, 9 AM	9/26, 4 PM	
Oct	Harvest Day – 10/31	10/10, 6 PM	10/18, 4 PM		*10/26, 1 PM FY18 Audited Financials Review Schedule full Board call between 10/29-31 to approve Audit report prior to 11/1 deadline	
Nov	APTT – 11/19, 20, 26 & 27	11/14, 6 PM	11/15, 4 PM	11/26, 2 PM	11/7, 4 PM -Q1 Financial Report	
Dec	Family Literacy Night	12/12, 6 PM	12/20, 4 PM		12/5, 4 PM	
Jan	Pajama & Book Day	1/9, 6 PM	1/17, 4 PM	2/4, 9 AM	1/24, 4PM -Initial Budget Review	
Feb	Black History Month	2/13, 6 PM	2/21, 4 PM		2/6, 4 PM -Q2 Financial Report	
Mar	APTT – 3/11, 12, 18 & 19	3/13, 6 PM	3/21, 4 PM	3/25, 2 PM	3/6, 4PM -Budget Review -General Liability Insurance Review	
Apr	Testing Rally/ Celebration	4/10, 6 PM	4/18, 4 PM		4/3, 4 PM -Budget Revision Review -Medical insurance review	
May	Teacher Appreciation	5/8, 6 PM	5/16, 4 PM	5/20, 9 AM	5/7, 4 PM -Q3 Financial Report	
June	Spirit Week	*6/24, 6 PM Budget approval	6/20, 4 PM		*6/18, 2 PM -Budget Final Review -Review contracts for upcoming school year	

July	NA	7/31, 6 PM Financial disclosure forms for all Trustees for submission for Annual report due 8/1	7/18, 4 PM		7/24, 4 PM -Review Q4 report due August 1	
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*Denotes meeting held off schedule

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman	
Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with CAS Sarah Gillman Kashon DuBose</i>	Learning, Achievement & Evaluation Michelle DeLong Jane Goldman (chair) Beth Leventhal Abe Fernández
Governance Abe Fernandez (chair) Beth Leventhal Michelle DeLong	Facilities Steering Jane Goldman Beth Leventhal
Ad Hoc (Annual Retreat Actions Follow-up)	Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal

Minutes of the Meeting of the Children’s Aid College Prep Charter School Trustees – July 31, 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 Bershader Phoebe Boyer Michelle DeLong Abe Fernández Beth Leventhal Michelle Rumph	Drema Brown, Head of School & CA VP of Education Louise Marchena, Community School Director Katie Pougá-Tinhaga, Major Gifts Officer Marisol Nieves, Executive Assistant
<i>Trustees not in Attendance</i>	
Delois Coleman Jane Goldman	

* *Via video-conference*

** *Via phone*

Welcome

Ms. DeLong called the meeting to order at 6:13 p.m.

HOS Report

- Enrollment: 591 scholars enrolled in K – 7th grades, target was 600.
- Attendance: Annual attendance was 94.2%. June attendance was down because of days off and suspensions. School wide staff attendance for June 95% and 96% for the year. Staff attendance was affected by several teachers on family leave.
- Dean of Culture, SpEd Director and Life Coach have become certified in de-escalation to train teachers; all staff will receive this training.
- Recruitment: Over enrolled in grades K – 5th and 7th, we have not met the over enrollment numbers for 6th and 8th grades. K – 4th grades over enrolled by 3 – 4 seats.

Grade Status	K	1	2	3	4	5	6	7	8
Waitlist	160	61	62	74	67	56	42	20	9

- Summer Work: We have spent the summer trying to provide additional intervention and enrichment to scholars through summer tutoring and summer camp. The school leaderships and academic deans have been

looking at units of study/assessments to identify the skills that need to be reinforced. We have begun engagement with Achievement Network (ANet) to gain access to their assessments with a focus on Math. The Lavinia Group provides ELA assessments. ANet provides coaching and feedback which helps build capacity of leadership team.

Summer Experience

- Ms. Marchena provided an overview of the summer camp experience and tutoring information.
 - Summer Camp: CACPCS camp started with 120 scholars, current enrollment is 91. Scholars had various trips including Microsoft and the pool. There is a field trip every Friday. The final trip is to Quassy Amusement Park. Scholars had a borough project where they had to research the borough, worked on summer packets which were incorporated into the summer camp program and a social hour. Other summer camp program numbers are: Bronx House 19, Wagon Road 42 and Alvin Ailey 14. Overall average attendance is 74%.
 - 91 scholars have been consistent with attendance in the CACPCS summer camp.
 - Data and feedback should be provided back to parents.
 - Summer Tutoring: 62 elementary scholars and 50 middle school scholars, below is the breakdown of average daily attendance and no shows. Overall average attendance is 68%.

Status	Grade	1	2	3	4	5	6	7
ADA %		57	62	74	57	70	78	69
No Shows		4	2	1	6	2	4	4

- Early Childhood: Early Childhood enrollment is going well. Current enrollment numbers are: 4 year olds 19, 3 year olds 18 and 2 year olds 8. Significant number of them are siblings of CACPCS scholars.
- Strategy and Leadership: Hiring has been a challenge at the Middle School. We are still looking for: an 8th grade ELA teacher, 6th and 7th grade Science teachers, a Foreign Language teacher or Tech person. For Elementary a Balance Center teacher, 5th grade Math teacher and 3rd & 4th grade Interventionist.

Ms. Boyer moved to approve the June minutes. Ms. Leventhal seconded the motion. Minutes were unanimously approved.

- Desk Review: We were identified for a desk review as a result of our Title funding. A set of recommendations were given, one of them is the ESSA and federal Education Law every school is supposed to have a policy to support students who are homeless. Policy and procedures were reviewed which have to include:
 - Parents of enrollees are informed of what they are entitled to.
 - Clear about confidentiality regards to housing questionnaire.
 - Dispute procedure.
 Head of School will bring back policy to the August 14th meeting for approval. Work with SUNY to close any open items by the August 23rd deadline to close desk review. Receive clarity if Trustees can receive summary; Life coach, CSD, Directors or other agents receive information; and confirming list of students.

August 14th meeting will be held at 1232 Southern Boulevard and via video conference.

- We have begun circulating draft of the full board and committee meeting calendar so we can finalize by our next board meeting.

Governance

- 10/26 we have an all-day retreat.
 - Sandra Escamilla, VP of Youth Divisions will be the facilitator.
 - Some work with OPM to get data for the retreat.
 - Overall theme/work: updated refresh thinking of our mission, benefit of time/space to work together to work through issues, back filing, CACPCS needs to be the exemplar community school for CA our work is aligned with CA logic model, data review, SpEd rate, benchmarks, subsets of scholars who face multiple challenges how do we support, high school placement/partnerships.

Classes of Trustees/Board Terms

In October 2018 Class 1 was confirmed through June 2020. Class 1 trustees are: Ms. DeLong, Ms. Goldman, Mr. Fernandez and Ms. Boyer.

Ms. Abrons has resigned from the board.

Ms. Bershader and Ms. Leventhal are also Class 2. Ms. DeLong made a motion to add Ms. Rumph to Class 2 and to extend Class 2 terms to expire on June 30, 2021. Ms. Bershader seconded the motion. The motion was unanimously approved.

Ms. Boyer made a motion for Ms. Coleman to be the parent trustee for a one year term ending June 30, 2020. Ms. DeLong seconded the motion. The motion was unanimously approved.

At 7:26 p.m. there was a motion to go into executive session to discuss personnel and litigation issues.

At 8:00 p.m., executive session concluded. Public session resumed and the meeting adjourned.