

Videoconferencing Details:

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Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees – September 11, 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 August meeting minutes
2. Receive school update
3. Approve Family Engagement Policy
4. Receive committee updates

| Time | Lead | Item | Materials |
|--------------|------------------|---|--|
| 6:00-6:05 PM | DeLong | Opening/Approval of August Minutes | Draft Minutes |
| 6:05-6:45 PM | Brown | HOS Report | HOS Report and school data |
| 6:45-6:55 PM | DeLong | Family Engagement Policy | Family Engagement policy – to be sent by HoS |
| 6:55-7:05 PM | Fernandez | Governance: Retreat Update | |
| 7:05-7:25 PM | DeLong | Executive Session with Ms. Brown | |
| 7:25-7:55 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 | Abrons, DeLong Fernandez, Leventhal | Abrons, 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 • 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 • Annual Financial Audit Review |
| Nov | 11/1 – Annual Financial Audit 11/15 – Q1 Financial Report | 11/13 | 11/21 | 11/15* | 11/7 |
| Dec | | 12/11 | 12/19 | | 12/9 |
| Jan | 1/2 – Student Application Form | 1/8 | 1/16 | 1/22* | 1/6 • 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 • Initial FY21 Wraparound Budget Review |
| Mar | | 3/11 | 3/19 | 3/23 | 3/9 • Budget Review |

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|-------------|---|-------------------------------------|------|--------|---|
| | | | | | <ul style="list-style-type: none"> • 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

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|--|--|
| <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 – August 14, 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* Michelle DeLong* Abe Fernández* Beth Leventhal* Michelle Rumph* | Drema Brown, Head of School & CA VP of Education Louise Marchena, Community School Director Katie Pouga-Tinhaga, Major Gifts Officer |
| <i>Trustees not in Attendance</i> | |
| Phoebe Boyer Delois Coleman Jane Goldman | |

* Via video-conference

** Via phone

Welcome

Ms. DeLong called the meeting to order at 6:15 p.m.

Ms. Bershadker moved to approve the July minutes. Ms. Rumph seconded the motion. Minutes were unanimously approved.

HOS Report

In lieu of a regular Head of School report, Ms. Brown provided some brief updates on scholar enrollment, staff hiring and staff orientation. Then she brought back to the Trustees responses to their questions about the draft of the McKinney-Vento policy reviewed at the July meeting, confirmed the full Board meeting dates with the Board and consulted with them on the uses of Title funding in advance of the school’s submission of the Consolidated Application for ESSA-funded programs due on August 31st.

McKinney-Vento Policy

Ms. Brown reminded reviewed the regulations with Children’s Aid’s General Counsel, Courtenaye Jackson-Chase. Housing data can be shared with Trustees and agents of Children's Aid in aggregate, but the actual questionnaires themselves (as described in the policy) can only be shared with those personnel responsible for ensuring scholars are receiving the services and supports needed. Therefore, no change was made to the policy reviewed last month in this area. With regards to how CACPCS is accessing and using HRA information, Ms. Brown explained that the school accesses and uses HRA information in the following ways:

- A housing status indicator travels with students from the time their student identification number is generated in ATS along with their biographical information. This information is typically entered by the school/Pre-K of origin.
- CACPCS’s access to HRA (Human Resources Administration) data is very limited.

- The NYC Human Resources Admin provides CACPCS with information about who qualifies for free or reduced-priced meals based on HRA income guidelines. This information is shared with CACPCS in ATS through the Meals Report.
- ATS provides CACPCS with a housing status report or temporary housing report based on information collected by CACPCS (or prior schools) using information from the housing questionnaires. These reports identify homeless children under McKinney-Vento and are what CACPCS staff currently uses at the school to identify and track scholars who are homeless or in temporary housing.
- Ms. DeLong moved to approve the policy. Ms. Bershadker seconded the motion. The policy was unanimously approved.

Trustee Meeting Calendar

Ms. Brown reviewed with the Trustees the full board meeting dates and individual committee dates. Marisol Nieves-Brown will confirm dates for Learning, Achievement and Evaluation Committee and Governance Committee meetings.

Title Funding Trustee Consultation

Ms. Brown shared school management's proposed uses of ESSA funding for the 2019-2020 school year and asked for Trustee questions and feedback.

Trustees voiced no concerns about the proposed uses of the funding, but raised the following questions:

- Can we use a portion of the funding towards the Community School Directors' salary given their role in parent engagement?
- Can we apply a portion of it towards support for scholars experiencing homelessness?
- Can we make modifications to our use of the funding over the course of the year. In response to this question, Trustee Rumph explained that modifications could be made and that changes can also be made to Title II vendors during the year as well if needed.
- Trustee Rumph also explained that we could transfer Title IV to Title II and use it for Title II purposes.

Finance

Trustee Bershadker shared that the Finance Committee reviewed the Quarter 4 financials at their meeting on August 8th. Based on this report, CACPCS is expecting to end FY19 with a surplus of just over \$1m. Trustee Bershadker noted that school management and Children's Aid Fiscal would be making some improvements to our accounting practices to address the underlying causes of such variances in the school's financial reporting.

At 6:45 p.m. there was a motion to go into executive session to discuss personnel and litigation issues.

At 7:00 p.m. executive session concluded. Public session resumed and the meeting adjourned.