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Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees – September 12, 2018

All meetings 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. Receive committee updates

Time	Lead	Item	Materials
6:00-6:05PM	DeLong	Opening/ Approval of August Minutes	Draft Minutes
6:05-6:20PM	Brown	Connection to Purpose	
6:20-6:45 PM	Brown	HOS Report	
6:35-6:45 PM	Bershadker	Finance Committee Report	Budget
6:45-6:50PM	Goldman	BOT Learning and Achievement Committee Report	
6:50-7:00PM	Fernandez	Governance	
7:00-7:40PM	DeLong	Executive Session with Ms. Brown	
7:40-7:55 PM	DeLong	Executive Session	
7:55-8:00PM	DeLong	Public Session Resumes	

Board of Trustees 2017-18 Planning Calendar
DRAFT 08/09/17

	School Events of Interest	General	Governance	Learning, Achievement & Evaluation	Finance	Facilities	Ad Hoc
Trustees		All	Fernandez, Leventhal, DeLong	Brown, Goldman DeLong, Leventhal, Fernandez	Bershadker DeLong, Leventhal, Brown	Goldman Brown	
July		7/18					
Aug		8/09	8/16, 1 PM		8/22, 4:30 pm		
Sept	Back to School Bash - 8/30 & 8/31	9/13	9/20 9/21, 1 pm	9/24 9 am	9/26, 4:30		
Oct	Harvest Day - 10/31	10/11	10/19, 1 PM		10/25 Annual Financial Audit Review -Q1 Financial Report		
Nov	Family Thanksgiving Dinner/APTT - 11/21/-11/23	11/8	11/11/16, 1 PM	11/26, 2 pm	11/1		
Dec	Family Literacy Night - 12/12 & 12/13	12/13	12/21, 1 PM		12/6		
Jan	Pajama & Book Day - 1/25	1/10	1/18, 1 PM	1/28/19, 9 am	1/3 Initial budget review		
Feb	Black History Month	2/14	2/15, 1 PM		2/7 Q2 Financial Report		
Mar	Family Celebration & APTT - 3/6-8	3/14	3/15, 1 PM	3/25, 2pm	3/7 Initial budget review		
Apr	Testing Rally/ Celebration - 4/3	4/18	4/19, 1 PM		4/4 Budget revision review -Q3 Financial Report		
May	Teacher Appreciation	5/9	5/17, 1 PM	5/20 9 am	5/2 Budget revision review		
June	Spirit Week -6/19-23	6/13 Budget approval	6/21, 1 PM		6/6 Review contracts for upcoming school year		
July	NA	7/11	7/19, 1 PM		7/11 -Q4 Financial Report -Review FPP		

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 Nina Bershadker <i>with CAS Sarah Gillman</i> Drema Brown Kashon DuBose</p>	<p>Learning, Achievement & Evaluation Drema Brown Michelle DeLong Jane Goldman (chair) Beth Leventhal Abe Fernandez</p>
<p>Governance Abe Fernandez (chair) Beth Leventhal Michelle DeLong</p>	<p>Facilities Steering Jane Goldman Drema Brown Beth Leventhal</p>
<p>Ad Hoc (Annual Retreat Actions Follow-up)</p>	

Minutes of the Meeting of the Children’s Aid College Prep Charter School Trustees – August 8, 2018

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

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Nina Bershadker Abe Fernandez Jane Goldman Beth Leventhal	Drema Brown, CA VP of School Age Division & Head of School Kashon DuBose, Director of Ops Marisol Nieves, Executive Assistant
<i>Trustees not in Attendance</i>	
Delois Coleman Michelle DeLong	

* *Via video-conference*

** *Via phone*

Welcome

Ms. Leventhal called the meeting to order at 6:08 p.m.

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

Connection to Purpose

A recommendation was made for Drema Brown, as HOS, to be responsible for selecting topics for Connection to Purpose.

HOS Report

- Middle School: The Middle School has been undergoing facilities updates.
- Strategic Planning & Compliance: New teacher orientation was held this week; all new teachers were in attendance. The focus was nuts and bolts and the Thoughtful Classroom.
 - We are 100% hired.
 - The pool we attract is high in uncertified teachers, many far from certification (teachers have a 3 year window). Currently we have eight individuals who are unable to be certified. Certified teachers gravitate to charters with multiple sites and better pay.
 - Our next steps are to review teacher files and map out plans with/for uncertified teachers. We also will converse with SUNY, since we are out of compliance, exceeding the % of uncertified teachers permitted.
 - We will explore partnerships with Fordham, Lehman, Mercy to bring in student teachers. They could be a pipeline to full teaching positions after graduation.
 - Updates on certification numbers/plans will be provided next month.
- ESSA Training: Ms. Brown attended an ESSA Training for Charter School Principals and Data Coordinators on August 7, 2018. The goal is to give schools information and time to transition to the new accountability system for 2018/19 school. Data regarding foster children, homeless families, and science education have

been added to the accountability plan. As public schools, charter schools are held accountable to ESSA requirements/benchmarks.

Finance Committee

- Extension received from SUNY for the FY 17/18 End of Year report — now due August 15, 2018.
- The committee will meet on August 10, 2018 at 3pm.
- Marisol will connect with Kashon regarding finance report due dates. In coordination with those dates, a finance committee meeting calendar will be drafted.

Learning, Achievement & Evaluation Committee

- The committee did not meet this month.
- Goldman will chair. Brown will develop meeting agendas.

Governance Committee

- The committee met in August.
- There was follow up discussion regarding the content/structure of meetings and dashboards. The accountability plan should drive both.
- A list of deliverables due to SUNY and DOE has been requested.
- The Data Manager and Mr. Clarke were consulted regarding the dashboard. They will create a tool from which data can be pulled based on topics of interest. These may include teacher attendance, demographics at the beginning of the school year, more granular data such as the number of ELL parents at APTT meeting, etc.

At 6:57 pm there was a motion to go into executive session. At 7:45 pm the executive session concluded. The public session resumed and adjourned.