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**Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – October 10, 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 September meeting minutes
2. Receive school update
3. Receive committee updates
4. Elect new board members/Renew terms for board members

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

**Board of Trustees 2018-19 Planning Calendar**

	School Events of Interest	General	Governance	Learning, Achievement & Evaluation	Finance	Facilities
Trustees		All	Fernandez, Leventhal, DeLong	Goldman DeLong, Leventhal, Fernandez	Bershadker DeLong, Leventhal,	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	1/28, 9 AM	1/9, 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	5/15, 4 PM -Q3 Financial Report	
June	Spirit Week	6/12, 6 PM Budget approval	6/20, 4 PM		6/5, 4 PM -Budget Final Review -Review contracts for upcoming school year	
July	NA	7/10, 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	

\*Denotes meeting held off schedule

**Current Committee Assignments**

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

**Minutes of the Meeting of the Children’s Aid College Prep Charter School Trustees – September 12, 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 Michelle DeLong Abe Fernandez Beth Leventhal	Drema Brown, Head of School & CA VP of School Age Division Kashon DuBose, Director of Ops Laura Crowley, Academic Dean Phoebe Boyer, Children’s Aid President and CEO** Jonathan Ettinger, Senior Major Gifts Officer
<i>Trustees not in Attendance</i>	Lyrice Fils-Aime, Community School Director
Delois Coleman Jane Goldman	Marisol Nieves, Executive Assistant

\* Via video-conference

\*\* Via phone

Welcome

Ms. DeLong called the meeting to order at 6:04 p.m.

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

Connection to Purpose

Scholars created classroom charters describing the values and norms for their class. Ms. Brown showed the board a video of Middle School scholars discussing what changes they would like to see in the school. Specifically, they suggested a need for diversity and more sports. The middle school is working through advisory and restorative circles to listen closely to the scholars, connect with them and address issues as they arise.

HOS Report

- Student Enrollment/Attendance: Currently we have 610 scholars (subject to verification). Our target enrollment is 600; we are testing more scholars for ELL. Trustees requested data to compare ELL data to last year’s data. Trustees also inquired about the number of scholars on the roles who may not be attending the school.
- Busing: Based of information for 602 scholars 50% of scholars are from CSD #12.
- Academics: Baseline assessments have been given. FMP is being used for Kindergarten and IReady is being implemented for Math and Reading. Teachers have a data meeting to review information. Assessments are conducted every trimester.
  - New Teacher Academy was launched; first year teachers will receive 10 sessions throughout the year.
  - Enrichment: Scholars will receive enrichment instruction/sessions in science and dance, visual art and/or music and social entrepreneurship twice a week and library once per week.
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- School Culture/Climate: Successful parent orientations were held at each location.
  - Staff vacation – additional clarity is needed around vacation time during the summer.

- Life Coaches – There were 4 openings for life coaches two have been hired; 2 were last minute resignations. The two new life coaches are from Children’s Aid. Mr. Cruz has been promoted to a supervisory position but is still working with the two grades that are looking for life coaches.
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- Parent Engagement: We would like to see an increase of parents attend board meetings, need to ensure signs are posted announcing the location, date and times of meetings.
  - PAC meetings were held last week at both schools to establish norms and to provide parents school updates.

#### Finance Committee

- The committee met in August to review year-end Q4.
- FY18 school year ended with a surplus. Some 1232 expenses are still outstanding.
- We are still working to ensure ordering and billing is streamlined.

#### Learning, Achievement & Evaluation Committee

- The committee did not meet last month. The next meeting is scheduled for September 24<sup>th</sup>.

#### Governance Committee

- The committee did not meet this month.
- We are working to make data useful for the school and the board.
  - Data manager to have weekly meetings to create dynamic platform.
  - Information should not be data solely for the board to look at but, but should be used to drive the school.

#### Development

- Mr. Ettinger reminded the board that it is time to begin thinking about the year end fundraiser what we want it to look like.
- William E. Simon Foundation has changed the terms for the \$20,000 grant. This year the grant will be a match. The foundation will match up to \$20,000 of new to the school between August 2018 and August 2019.

At 7:07 pm there was a motion to go into executive session.

The board, Ms. Boyer, Ms. Brown and Mr. Dubose were present for executive session. Personnel issues were discussed.

At 8:40 pm the executive session concluded. The public session resumed and adjourned.