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**Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees – October 23, 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 September meeting minutes
2. Receive school update
3. Approve Family Engagement Policy
4. Receive committee updates

Time	Lead	Item	Materials
6:00-6:10 PM	DeLong	<b>Opening/Approval of: September Minutes;</b> Foster Care Policy; Neglected and Delinquent Children Policy	Draft Minutes; Foster Care Policy; Neglected and Delinquent Children Policy
6:10-6:45 PM	Brown	<b>HOS Report and Connection to Purpose: Demographics — who do we serve and how has that changed over time?</b>	HOS Report and school data
6:45-6:55 PM	<b>Bershadker and Audit Team</b>	<b>Review of 2018-2019 Audit</b>	Draft Audit
6:55-7:05 PM	<b>Pouga</b>	<b>Development Update</b>	
7:05-7:15 PM	Fernandez	<b>Retreat Update</b>	
7:15-7:35 pm	DeLong	<b>Executive Session with Ms. Brown</b>	
7:35-7:55 pm	DeLong	<b>Executive Session</b>	
7:55 pm	DeLong	<b>Public Session Resumes</b>	

**Board of Trustees 2019-2020 Planning Calendar**

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
<b>Trustees</b>		All	Abrons, DeLong Fernandez, Leventhal	Abrons, DeLong, Fernandez, Goldman, Leventhal	Bershadker, DeLong, Leventhal, Rumph
<b>NOTES</b>	Reporting requirements due on the 1 <sup>st</sup> of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15 <sup>th</sup> 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).
<b>July</b>		7/31 *	7/18		
<b>Aug</b>	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"> <li>Review and approve school Fiscal Policies and Procedures Manual</li> </ul>
<b>Sept</b>	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
<b>Oct</b>	10/15 District and School Safety Plans	10/23	10/24*  10/26 Full Board Retreat		10/21 <ul style="list-style-type: none"> <li>Annual Financial Audit Review</li> </ul>
<b>Nov</b>	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/13	11/21	11/15*	11/7
<b>Dec</b>		12/11	12/19		12/9

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Jan	1/2 – Student Application Form	1/8	1/16	1/22*	1/6 <ul style="list-style-type: none"> <li>CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared</li> </ul>
Feb	2/15 – Q2 Financial Report	2/12	2/20		2/10 <ul style="list-style-type: none"> <li>Initial FY21 Wrap-around Budget Review</li> </ul>
Mar		3/11	3/19	3/23	3/9 <ul style="list-style-type: none"> <li>Budget Review</li> <li>Final approval of FY21 wraparound budget</li> <li>General Liability Insurance Review</li> </ul>
Apr	4/15 – Facilities Reporting Questionnaire	4/8 990 Approval with full Board	4/16		4/6 <ul style="list-style-type: none"> <li>Review Full FY21 Budget draft</li> <li>Medical insurance Review</li> <li>Review 990</li> </ul>
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"> <li>Review and finalize FY21 full budget</li> </ul>
June	6/30 – Annual Budget	6/10 (ANNUAL MEETING)	6/18		6/8 <ul style="list-style-type: none"> <li>Budget Final Review</li> <li>Review SY 2020-21 contracts</li> </ul>

**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            Michelle Rumph  <i>with Childrens’ Aid Sherry Capili            Milagros Lora</i></p>	<p><b>Learning, Achievement &amp; Evaluation</b>            Jane Goldman (chair)            Michelle DeLong            Beth Leventhal            Abe Fernández</p>
<p><b>Governance</b>            Abe Fernandez (chair)            Beth Leventhal            Michelle DeLong</p>	<p><b>Facilities Steering</b>            Jane Goldman            Beth Leventhal</p>
<p><b>Ad Hoc</b>  <b>(Annual Retreat Actions Follow-up)</b></p>	<p><b>Executive Committee</b>            Michelle DeLong            Nina Bershadker            Jane Goldman            Beth Leventhal</p>

**Minutes of the Meeting of the Children’s Aid College Prep Charter School Trustees – September 11, 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 Phoebe Boyer Michelle DeLong Jane Goldman Beth Leventhal Michelle Rumph	Drema Brown, Head of School & CA VP of Education Kashon DuBose, Director of Operations Cherice Bedford, Assistant Community School Director Katie Pouga-Tinhaga, Major Gifts Officer Marisol Nieves-Brown, Executive Assistant
<i>Trustees not in Attendance</i>	
Delois Coleman Abe Fernández	

\* Via video-conference  
\*\* Via phone

**Welcome**

Ms. DeLong called the meeting to order at 6:03 p.m.

***Ms. Bershadker moved to approve the August minutes. Ms. Boyer seconded the motion. Minutes were unanimously approved.***

**HOS Report**

Ms. Brown provided an overview of the 2019 Test Results Report and Management Plan.

- Our actual total enrollment is 658. Yet on the books our enrollment is 685, reflecting students we are still “carrying” but are enrolled at other schools and need to be officially discharged from CACPCS. Staff are working diligently toward that end with families of scholars that have not returned.
- Current enrollment includes 13% ELLs; 85% free/reduced lunch; 10% child welfare. We are a trauma-informed learning environment.
- We backfill at all grade levels.
- Concluded that the assessments and tools we were using last year were not good predictors of success on the tests. The curriculum, instruments and assessments were not aligned with each other, or with the standards. We are working with ANet to better align the curriculum with assessments this year.

**ELA and Math**

- Strongest overall performance was in ELA for Grades 4 and 7 (59% and 46%, respectively), and in Grade 4 Math (53%).
- There was a decline in proficiency in ELA, Grades 4, 5 and 6. In Math, Grades 4, 6.
- CACPCS continues to outperform local district in Math and in ELA, except for Grade 6 which matched the district. The District uses overall numbers for all students. If we use our overall numbers we outperform the district in all grades.

- We have a percentage of scholars who are not officially ELLs, but are notably weak in English.

### **HOS Priorities**

- Supervision, Coordination of Curriculum, Instruction and Assessments
- SPED and Intervention
- Data-driven improvement

### **Priority #1- Supervision/Coordination of Curriculum, Instruction and Assessments**

- ANet to review curriculum for Grades K-2 ELA and Grades 3-8 Math.
- Alignment of assessment, curriculum and instruction.
- Bi-Monthly review meetings with Curriculum Team, supported by ANet and OPM, to deep dive into data review.
- Curriculum has been changed in Middle School - GoMath not effective at that level. Elementary School will continue using GoMath.
- Supervision of work with ANet and Lavinia.
- Revise/build out tools for monitoring student progress (CA and school staff)

### **Priority #2 - SPED and Intervention**

- Director of SPED now reports directly to HOS to ensure all scholars receiving SPED services are in proper settings and receiving higher quality supports.
- Ensure scholars are in the right Tiers and are assigned to the right Interventionist.
- Data reviews with Interventionist and SPED teachers.
- Observations will be documented and PD based on observations.
- Implement paraprofessional PD for instructional support and behavioral supports.
- Monitor/evaluate effectiveness of Balance Centers

### **Priority #3 - Data-driven Improvement Cycles**

- Bi-Monthly data review meetings: Curriculum Teams with ANet and OPM supports
- Ensure content is aligned with assessment, instruction and curriculum.
- Work with CA and school staff to build out tools to monitor student progress effectively.
- Supervise development of PD plans and instructional supports through reviews of teacher eval data and coaching trackers.

### **Parent and Family Engagement Policy**

Ms. Brown reviewed the Family Engagement Policy with the Trustees.

Trustees provided the following feedback:

- Substitute “caregivers” or “guardians” to sections that contain the wording “parents”.
- On page 6 under “School” section, first paragraph, change “...their role as educators...” to “its role...”. Next sentence change “...to the best of their ability” to “...to the best of its ability...”
- Second paragraph “state” should not be capitalized.
- Should be consistent with wording “scholar” or “children” throughout.
- Separate the Parent and Family Engagement Policy from the School-Parent-Scholar Compact.

***Ms. Boyer moved to approve the Family Engagement Policy subject to changes. Ms. Leventhal seconded the motion. Family Engagement Policy was unanimously approved subject to changes.***

**Governance**

- Board Retreat is scheduled for Saturday, October 26, 2019 and will be held at Trustee Beth Leventhal's home in Manhattan.
- Last week the committee met with Sandra Escamilla, VP of Youth Divisions at CA who will be the retreat facilitator; Susan Fojas, Director of Performance Management and Caitlin Robisch, Project Director for Strategic Initiatives. They will review data and topics of discussion for the retreat.
- During the retreat we will review our mission statement, scholar data, alignment with CA and other items.

At 7:42 p.m. there was a motion to go into executive session to discuss personnel and preparation grading and administration of exams.

At 8:15 p.m. executive session concluded. Public session resumed and the meeting adjourned.