

**Videoconferencing Details:**

1. Please join my meeting at:  
<https://global.gotomeeting.com/join/415385461>
2. Call in using your telephone. Please mute the microphone on your computer to prevent feedback and echoes.
3. Dial +1 (872) 240-3212, Access Code: 415-385-461.

**Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees – November 6, 2018**

*Meeting will be held at Children's Aid College Prep at 1919 Prospect Avenue, Bronx, NY 10457. 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 October meeting minutes
2. Receive school update
3. Receive committee updates

<b>Time</b>	<b>Lead</b>	<b>Item</b>	<b>Materials</b>
6:00-6:05PM	DeLong	<b>Opening/Approval of October Minutes</b>	Draft Minutes
6:05-6:40PM	Brown	<b>Connection to Purpose: Enrollment/Attendance/Chronic Absence, Middle School High School placement data, Student feedback data (grade 4-8) “connectedness” DESSA-mini data</b>	
6:40-6:55 PM	Brown	<b>HOS Report</b>	
6:55-7:05 PM	Bershadker	<b>Finance Committee Report</b>	
7:05-7:15PM	Goldman	<b>BOT Learning and Achievement Committee Report</b>	
7:15-7:20PM	Fernandez	<b>Governance</b>	
7:20-7:40PM	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 – October 10, 2018**

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 Jane Goldman Beth Leventhal	Drema Brown, Head of School & CA VP of School Age Division Casey Vier, Elementary School Principal Robin Fleshman, Middle School Principal Kashon DuBose, Director of Operations Jadid Zorrilla, Operations Manager
<i>Trustees not in Attendance</i>	Phoebe Boyer, Children’s Aid President and CEO Lyrica Fils-Aime, Community School Director
Delois Coleman Abe Fernandez	Marisol Nieves, Executive Assistant

\* Via video-conference

\*\* Via phone

Welcome

Ms. DeLong called the meeting to order at 6:05 p.m.

Ms. Leventhal moved to approve the September minutes. Ms. DeLong seconded the motion. Minutes were unanimously approved.

Connection to Purpose

Ms. Brown presented Lens on Leadership and SY18/19 Priorities for CACPCS. Ms. Vier reviewed the Elementary School Academic Goals and Instructional Improvement Priorities. Ms. Fleshman reviewed the Middle School Academic Goals and Instructional Improvement Priorities. Mr. DuBose reviewed the priorities for Operations and Ms. Fils-Aime reviewed the priorities for Community School Strategy and Parent Engagement.

HOS Report

- Student Enrollment: As of October 10<sup>th</sup> we have a total of 596 scholars. Current grade totals are:
  - Kindergarten 74 – all new scholars, 1<sup>st</sup> Grade 74 – 13 new scholars, 2<sup>nd</sup> Grade 78 – 9 new scholars, 3<sup>rd</sup> Grade 74 – 6 new scholars, 4<sup>th</sup> Grade 78 – 10 new scholars, 5<sup>th</sup> Grade 72 – 6 new scholars, 6<sup>th</sup> Grade 74 – 5 new scholars and 7<sup>th</sup> Grade 72 – 6 new scholars

Finance Committee

- The committee met in September.
- Discussed enrollment, an additional part-time teacher, and compensation of the leadership team. These will be re-visited at the next meeting.

Learning, Achievement & Evaluation Committee

- The committee met in September.
- Meetings have been held to set goals, priorities, expectations and evaluation procedures with the various leadership constituencies. We looked at the Leadership Development Model. The competencies and observable behaviors identified will be part of the selection/hiring process, training and performance reviews.

- We will receive periodic updates on teacher certification.
- Key emphases for improvement of instruction are: curriculum/content coaching, obtaining/developing materials to support units of study, modeling of lessons.
- Backfilling will continue through October. We have to look at data and determine impact.
- Next meeting date is November 26<sup>th</sup> at Prospect.

#### Governance Committee

- The committee met in September.
- Discussed growing the board.

#### Growth Resolution of Children's Aid College Prep Charter School Board

The Governance and Nominating Committees proposed the following resolution: "It is RESOLVED that the Board of Trustees for the Children's Aid College Prep Charter School, now consist of 8 trustees." Ms. Bershadker moved that we approve the resolution. Ms. Leventhal seconded the motion. The growth of the Board to eight Trustees was unanimously approved.

#### Nomination of Potential Trustees

Prior to the meeting, the trustees received the bios of Phoebe Boyer and Iris Abrons. The Nomination Committee officially nominated Phoebe Boyer to the Board of Trustees of Children's Aid College Prep Charter School.

Ms. Goldman made a motion to approve Phoebe Boyer. Ms. DeLong seconded the motion. Phoebe Boyer's appointment was unanimously approved.

The Nomination Committee nominated Iris Abrons for the Board of Trustees of Children's Aid College Prep Charter School.

Ms. DeLong made a motion to approve Iris Abrons. Ms. Goldman seconded the motion. Iris Abrons' appointment was unanimously approved.

#### Board Terms

Ms. Goldman made a motion to add the 2 new trustees, Phoebe Boyer and Iris Abrons to the Class 1 category, joining Michelle DeLong and Jane Goldman. Ms. Leventhal made a motion that Class 1 trustees be elected to 2 year terms, commencing in 2018. Ms. Bershadker seconded the motion. The motion was unanimously approved.

Ms. Bershadker, Mr. Fernandez and Ms. Leventhal, Class 2 trustees, are currently in the second year of their 2 year terms. Class 2 will up for re-election in 2019.

Ms. Leventhal made a motion to extend the term of Ms. Coleman, Parent trustee, to June 2019. Ms. Bershadker seconded the motion. The motion to extend Ms. Coleman's term to June 2019 was unanimously approved.

Development

- Mr. Ettinger will no longer be Development's liaison to CACPCS. Ms. Kathryn Pouga Tinhaga has been assigned to work with us.

At 7:22 pm there was a motion to go into executive session.

Topics for Executive Session: Personnel issues.

At 8 pm the executive session concluded.

The public session resumed.

After school programs are not fully enrolled because many staff clearances are still pending, although the process was initiated over the summer. Additional children will be enrolled when the programs are fully staffed.

The public meeting adjourned at 8:15 p.m.