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Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees – November 13, 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 October meeting minutes
2. Receive school update
3. Receive committee updates

Time	Lead	Item	Materials
6:00-6:10 PM	DeLong	Approval of October minutes; District Safety Plan and FPP	Draft Minutes; District Safety Plan; Financial Policies and Procedures; FPP Summary
6:10-6:45 PM	Brown	HOS Report and Connection to Purpose: Attendance/Chronic Absence	HOS Report and school data
6:45-6:55 PM	Fernandez	Retreat Debrief	
6:55-7:05 PM	Pouga	Development Update	
7:05-7:15	Bershadker	Finance Committee Update	
7:15-7:45 pm	DeLong	Executive Session with Ms. Brown	
7:45-7:55 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	DeLong, Fernández, Leventhal	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

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/13	11/21	11/21*	11/7
Dec		12/11	12/19		12/9
Jan	1/2 – Student Application Form	1/8	1/16	1/22*	1/6 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Initial FY21 Wrap-around Budget Review
Mar		3/11	3/19	3/23	3/9 <ul style="list-style-type: none"> Budget Review 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

<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 – October 23, 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 Bershader* Phoebe Boyer* Michelle DeLong* Abe Fernández * 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 Jadid Zorrilla, Operations Manager Katie Pouga-Tinhaga, Major Gifts Officer* Sherry Capili, Assistant Controller* Milagros Lora, Senior Accountant*
<i>Trustees not in Attendance</i>	Marisol Nieves-Brown, Executive Assistant Christina Shiwbalak, Grant Thornton* Jennifer Hoffman, Grant Thornton* Chris Mancusi, Grant Thornton*
Delois Coleman	

* Via video-conference

** Via phone

Welcome

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

Ms. Goldman moved to approve the September minutes. Ms. Bershader seconded the motion. Minutes were unanimously approved.

Audit Review

Representatives for Grant Thornton provided an overview of the CACPCS 2018-19 audit.

- Regarding internal controls, no items were discovered.
- No compliance issues found.
- No further concerns were discovered during the audit.
- Representation letter to be signed.

Ms. Boyer moved to approve the 2018-19 audit. Ms. Bershader seconded the motion. The 2018-19 audit was unanimously approved.

Foster Care Policy and Neglected and Delinquent Children Policy were reviewed prior to meeting.

Ms. DeLong moved to approve the Foster Care Policy and Neglected and Delinquent Children Policy. Ms. Boyer seconded the motion. The Foster Care Policy and Neglected and Delinquent Children Policy were unanimously approved.

Connection to Purpose

Ms. Zorrilla provided an overview of CACPCS Demographics: Who do we serve and how has that changed over time?

- We have 646 scholars enrolled as of 10/23/19
- Reasons some students left CACPCS: moving, scholarship elsewhere, distance issues, some “no shows”, need special setting, high # of past suspensions
- District 12 is our highest population of scholars, followed by Districts 9 and 11 from Williamsbridge. We want to increase our numbers from District 12.
- As of 10/16/19 total number of ELL’s is 74, an increase over last year.
- Some newly enrolled scholars are possible ELL’s - TBD.
- Scholars test out of ELL’s as they progress through the grades.
- Total number of SpEd scholars is 141 (21.82% of the school’s population). It would be helpful to see percentage by grade, class and how long with us.
- Enrollment in Middle School is lower than we want. Some parents opt not to deal with the high school application process, decline a seat and look for schools that go from middle through high school.

HOS Report

- Middle School suspensions have impacted attendance. The team has identified a group of scholars and is developing plans to support them and their families.
- First grade suspensions tend to be for violent behaviors. A small percentage is the result of bus infractions. In Middle School most suspensions are for out-of-school and social media related incidents. The team is going to focus more on restorative meetings and in-school detention, when necessary.
- Scholars who placed in tier 2 and tier 3 will receive additional support. Interventionists are working with scholars 1:1 and in small groups.
- In process of hiring 2 life coaches – 1 for Elementary and 1 for Middle. Another round of interviews is taking place for 2 additional life coaches.
- Ms. Bedford is supporting high school placement efforts. The middle school team is developing individual plans for scholars and their families. It is hoped that the team’s efforts to educate scholars and parents on the various options available to them will alleviate some of the stress.
- For the DREAM program, test scores are the qualifying factors. We have a large number of scholars attending DREAM, which is preparing them for the specialized high school exams. We are planning a trip for scholars/parents who attend the Saturday programs.
- On Saturday 10/19 two scholars received support for their visual arts portfolios and 13 more were provided with support in preparation for the Catholic high school exam.
- The Operations team has begun data work with OPM, and is preparing for Saturday’s retreat.
- Hiring process for Community School Director is underway; updates to follow.
- Next month we will need to approve the District Safety Plan.

Development

- No change in budgeted revenue or private funding for 2020.
- Goal for 2020: 25K from Annual Appeal, and to introduce two new private or individual donors.
- For the William E. Simon Foundation grant, we need a 15K match by 6/30/2020.
- Storyline – First graduation class of 8th graders are preparing for high school; our scholars outperformed the district in the NYS tests.
- Will send appeal for review 11/1/19; annual appeal scheduled to be sent 11/19/19.
- Suggest trustees personalize their appeal letters, consider phone appeals, use talking points, propose increase in giving from previous years.

Governance

- Retreat will be held on Saturday, October 26, 2019 from 9:30am – 4:00pm at Trustee Beth Leventhal's home in Manhattan.
- Topics of discussion will be mission of the school and data review.
- Sandra Escamilla has been working with Drema and OPM to pull data. Caitlin Robisch will be joining the retreat to take us through the data.
- There is a significant amount of data. Consequently we will send via email, along with progress summary and agenda, prior to retreat to provide sufficient time to preview and record questions.

At 7:28 p.m. there was a motion to go into executive session to discuss litigation and employment history.

At 7:50 p.m. executive session concluded. Public session resumed and the meeting adjourned.