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Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees – December 11, 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 November meeting minutes
2. Receive school update
3. Receive committee updates

Time	Lead	Item	Materials
6:00-6:05 PM	Leventhal	Approval of November minutes	Draft Minutes
6:05 - 6:35 PM	Brown	HOS Report and Connection to Purpose: School Performance Check-in	HOS Report and school data; Board meeting Topics;
6:35-6:45 PM	Goldman	Learning and Achievement	
6:45-6:55 PM		Development Update	
6:55-7:05	Bershadker	Finance Committee Update	
7:05-7:30 pm	Leventhal	Executive Session with Ms. Brown	
7:30-7:45 pm	Leventhal	Executive Session	
7:55 pm	Leventhal	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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 Bershader (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 Bershader Jane Goldman Beth Leventhal</p>

Minutes of the Meeting of the Children’s Aid College Prep Charter School Trustees – November 13, 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 Katie Pouga-Tinhaga, Major Gifts Officer Marisol Nieves-Brown, Executive Assistant
<i>Trustees not in Attendance</i>	
Delois Coleman	

* Via video-conference

** Via phone

Welcome

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

Ms. Boyer moved to approve the October minutes. Ms. Bershader seconded the motion. Minutes were unanimously approved.

Ms. DeLong moved to approve the District Safety Plan and Emergency Response Procedures. Ms. Bershader seconded the motion. The District Safety Plan and Emergency Response Procedures were unanimously approved.

Ms. Boyer moved to approve the Fiscal Policies and Procedures. Ms. DeLong seconded the motion. The Fiscal Policies and Procedures were unanimously approved. The FPP should be updated every two years.

HOS Report

- ANet assessments were administered last week, results expected 11/14/19. Analysis session with ANet on Friday, 11/15/19 during our Curriculum Team Meeting, will send update via email.
 - The approach to the assessment is to assess what was taught from the start of the school year through November 6th.
 - Will have follow-up discussion with ANet regarding plans for afterschool tutoring and Saturday Academy to ensure aligned and that we’re using all tools and resources strategically.
- Over the last month using scholars’ Close Reading data to coach teachers regarding appropriate lesson planning and instruction to reach benchmarks. LAE Committee will have a deeper dive next week.
- SPED work is now also data driven. Ms. Wright is building team responsibility.

- Recess continues to be a problem at the elementary school. A new plan will be implemented. Outdoor recess suspended this week while everyone oriented to the new structure: 15 minutes of “me” time, followed by “me or we” time and “cool down” time.
- Search continues for a new Community School Director. There is one strong candidate and others that just applied.
- Life coach hiring: five interviews were scheduled for Friday; only one showed up. Following up.
- High School Placement process continues; it’s exciting and scary for scholars. Discussed conducting group sessions with life coaches to discuss the high school placement process.
 - Made contact with DREAM Charter School, planning a tour with families. DREAM has four seats available.
 - We are encouraging families to apply to charter, public and parochial schools.
 - Scholars taking the SHSAT received goodie bags the day before the test to encourage them. 15 scholars are taking the specialized test. Nine prepared through DREAM and six participated in test prep sessions on Saturdays.
- Each week we have a scholar success meeting with Dean, success mentors, life coaches, teachers and Mr. Cruz to create plans for scholars who are struggling and need extra support. Staff are using the referral process; interns from Hunter College are provided assistance.
- After-school enrollment is down; the security clearance process prior to hiring is impacting our ability to staff our programs. This is a city-wide issue.

Connection to Purpose

Ms. Bedford provided an overview of the challenges that are impacting attendance.

- When we have half days, some children stay home. The success mentors and Deans are working with families to incentivize scholars to attend on these half days.
- We have implemented Monday Mania, Wheel of Fortune and other incentives at the elementary school. The middle school has “dress down” days for perfect attendance. Now that basketball season is here and talent shows are planned, we are tying these activities to attendance.
- Success Mentors are facilitating afterschool programming during half-days.
- School and bus suspensions are also having an impact on attendance.
- With guidance from OPM, we are conducting a deeper dive into last year’s suspension and attendance data to identify patterns for certain scholars. We have already begun working with the Life Coaches and school leadership to put together plans to support those scholars in need.
 - We are sending one of our Assistant Deans to Restorative Circle Training to turnkey what was learned. Conflict resolution with scholars, especially with middle schoolers, hopefully will reduce suspensions and school absences.
- We have no control over bus suspensions; we have to give consequences or the bus company will refuse to pick up offenders. Suspensions given on buses are for severe infractions: bullying, backtalk, fights. Efforts are directed at getting to the root causes of the problems.
- Our support team includes two new Assistant Deans and three part-time Success Mentors who push into classes and meet with Life Coaches and teachers to discuss scholars for follow-up. The team has created a game room space in the Life Coach offices — scholars receive rewards and are able to go to the game room. We are raffling off prizes and creating a reward store.
- We’ve added teachers in the incentive program. They are rewarded with BRAVO points and there is a monthly winner. Attendance competition is underway across both campuses.
- Trying to get the three Principals of the Prospect campus to meet and discuss issues to create an authentic community school atmosphere.

Governance

- Retreat held on Saturday, October 26, 2019; thanks to Trustee Leventhal for hosting.
- Sandra Escamilla provided notes with a lot of information and data. The Governance Committee will do a deep dive / follow up.
- We will map out what we want to accomplish, create a reasonable timeline, and set priorities.
- School Works findings will be included as well.
- Sandra Escamilla did a fantastic job facilitating retreat.

Development

- 10% to goal, reminder this years' budget is smaller than last year.
- Year to date actual includes a pledge not yet received from William E. Simon Foundation.
- Goal for 2020: 25K from Annual Appeal, and to introduce two new private or individual donors.
- This year the appeal letter will focus on our 8th grade graduating class. We will send a draft of the appeal letter for comments. Full package will be sent to Trustees by next week for signatures.
 - Letter will include a photo of an 8th grader with her graduation profile.
 - There is room for increased giving, personalized according to donor's giving history.
- There will be a meeting with marketing next week to create an email / social media version of the appeal.

Finance

- Committee met last week to review the Q1 report.
- We're on track with spending.
- Reviewed 1st draft of the Finance Dashboard that is being developed with input from Children's Aid Fiscal.
- Ms. Capili suggested doing a projection through December — an initial forecast since enrollment is lower than projected.

At 7:03 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.