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Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees – December 12, 2018

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
6:00-6:05PM	DeLong	Opening/Approval of November Minutes	Draft Minutes
6:05-6:40PM	Brown	Connection to Purpose: Enrollment/Attendance/Chronic Absence, Middle School High School placement data, Student feedback data (grade 4-8) “connectedness” DESSA-mini data	
6:40-6:55 PM	Brown	HOS Report	HOS Report
6:55-7:05 PM	Bershadker	Finance Committee Report	
7:05-7:15PM	Goldman	BOT Learning and Achievement Committee Report	
7:15-7:20PM	Fernandez	Governance Report	
7:20 – 7:30	Pouga	Development	
7:20-7:40PM	DeLong	Executive Session with Ms. Brown	
7:40-7:55 PM	DeLong	Executive Session	
7:55-8:00PM	DeLong	Public Session Resumes	

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>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 <i>with CAS Sarah Gillman</i> Kashon DuBose</p>	<p>Learning, Achievement & Evaluation Iris Abrons Michelle DeLong Jane Goldman (chair) Beth Leventhal Abe Fernandez</p>
<p>Governance Iris Abrons 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 6, 2018

Meeting held at Children’s Aid College Prep Charter School, 1919 Prospect Avenue, Bronx, NY 10457

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Iris Abrons Nina Bershader Phoebe Boyer Michelle DeLong Jane Goldman Beth Leventhal	Drema Brown, Head of School & CA VP of School Age Division Robin Fleshman, Middle School Principal Kashon DuBose, Director of Operations Lyrica Fils-Aime, Community School Director Marisol Nieves, Executive Assistant Michelle Rumph, Prospective Board Member
<i>Trustees not in Attendance</i>	
Delois Coleman Abe Fernandez	

* Via video-conference

** Via phone

Welcome

Ms. DeLong called the meeting to order at 6:06 p.m.

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

Connection to Purpose

Dr. Fleshman did a presentation about the Middle School experience: academic goals and instructional improvement priorities. She shared a video clip of current CACPCS Middle School scholars expressing their goals for the year. Two programs will be implemented for ELA and Math - Drop Everything and Read (DEAR), and Drop Everything and Math (DREAM). In addition to these two programs Friday Clubs will begin later this month. Every Friday, 2:30 p.m. – 4 p.m. scholars can attend a club of their choice: Origami, Coding, Video Gaming, Newspaper, Theatre and Dance. The clubs help scholars bond, as well as bonding teachers and scholars. We are still in the process of developing our Lunch Clubs, My Brother’s Keeper and My Sister’s Keeper.

HOS Report

- Student Enrollment: As of November 1st we have a total of 601 scholars.
- Afterschool Program: We have about 70 scholars attending after school programming. There is a higher demand in elementary school. Enrolling middle school scholars is challenging because we have walkers. There are 110 budgeted slots between the schools. When prospective facilitators clear background checks, we can enroll more students.
- Attendance: This is our focus for this year since we did not meet our benchmark last year.
 - Teacher Attendance: At Southern, 95%; at Prospect 96%. One teacher will be out for six weeks; the co-teacher has stepped in.
 - School-wide student attendance for October was 96.3%.
 - Chronic absence is being addressed in weekly attendance meetings. Success mentors and other staff are collaborating on new strategies and incentives.
- SUNY: Thanks to all, the SUNY progress report was submitted.
- DASHBOARD is in development.

Finance Committee

- The committee met in October.
- Debriefed regarding our audit call.
- Discussed challenges and shortcomings of our attendance tracking, upgrading insurance policies, staff capacity, and adjusting our staff compensation structure.

Learning, Achievement & Evaluation Committee

- Next meeting date is November 26th at Prospect.
- Iris Abrons has joined this committee.

Development

- We will be meeting this month.

Governance Committee

- We are pleased to have 2 new trustees on the CACPCS Board: Iris Abrons and Phoebe Boyer. We are hoping to add another trustee: Michelle Rumph, who is visiting this evening.
- Iris Abrons has joined Governance.

At 6:58 p.m. there was a motion to go into executive session.

Topics for Executive Session: Compensation, CACPCS test scores and SUNY Accountability goals, issues with specific students and teachers.

At 7:40 p.m. the executive session concluded.

The public session resumed 7:45 p.m.

- Board members requested a new format for meeting e-vites. The current format is confusing and some details are inaccurate.
- Ms. Bershadker made a motion that we adjust the leadership compensation structure so that leaders can get credit toward salary for up to 2 years prior experience. Ms. DeLong seconded the motion. It was approved unanimously.

The public meeting adjourned at 8:00 p.m.