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**Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees – March 11, 2020**

*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 February meeting minutes
2. Receive school update
3. Receive committee updates

Time	Lead	Item	Materials
6:00-6:05 PM	DeLong	<b>Approval of February minutes</b>	Draft Minutes
6:05 - 6:50 PM	Brown Fernandez Escamilla Robisch	<b>Connection to Purpose: The Community School</b>	
6:50-7:10	Brown	<b>HOS Report</b>	HOS Report and Dashboard
7:10- 7:40 pm	DeLong	<b>Executive Session with Ms. Brown</b>	
7:40-7:55 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	DeLong, Fernández, Leventhal	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 • Review and approve school Fiscal Policies and Procedures Manual
<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 • Annual Financial Audit Review
<b>Nov</b>	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/13	11/21	11/21*	11/7

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
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"> <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 – February 12, 2020**  
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 Michelle Rumph	Drema Brown, Head of School & CA VP of Education Jibri Nuriddin, 7 <sup>th</sup> Grade Lead Teacher Tanique Origgio, 7 <sup>th</sup> Grade Lead Teacher Melvin DeCambre, 4 <sup>th</sup> Grade Lead Teacher John Coluntano, 4th Grade Lead Teacher Shatara Johnson, 4th Grade Lead Teacher Marisol Nieves-Brown, Executive Assistant
<i>Trustees not in Attendance</i>	
Delois Coleman Abe Fernández Beth Leventhal	

\* *Via video-conference*

\*\* *Via phone*

**Welcome**

Ms. DeLong called the meeting to order at 6:00 p.m.

***Ms. Rumph moved to approve the January minutes. Ms. Boyer seconded the motion. Minutes were unanimously approved.***

**Connection to Purpose Focus: The Staff Experience; School Works Suggestions for Staff**

- Teachers shared the joy of: working with children from different backgrounds, pushing and challenging children to achieve, and taking ownership of the work. They feel acknowledged and valued.
- Their greatest challenges are meeting the academic and emotional needs of all children. They want more tools to feel better equipped.
- The School Works report was an eye opener - teachers were distraught and hurt, but are using this time for self-reflection and growth.
- Leadership is helping them fine tune strengths, increase pedagogical strategies and also hold children accountable for their own learning (“I can” and “I will” contracts).
- Teachers are experiencing a greater sense of community and support.

**HOS Report**

- Enrollment: As of 1/31/2020 there were 641 scholars, 660 is our target and 648 specified in our charter.
  - o Some scholars moved out of state, some were discharged due to discipline code (3 middle school families).
- Lottery: We have received 221 applications, 22 are siblings.

- o Elementary target is 75, plan to over-enroll to 80.
  - o Middle school target is 70, plan to over-enroll to 75.
- Attendance: For January scholar school-wide attendance was 94% and staff school-wide attendance was 97%.

### **ANet Assessment**

Ms. Brown provided an overview of the ANet - A2 results.

- Purposeful teaching is the focus. A3 assessment has been bumped to February with the final assessment scheduled for June.
- ANet, Lavinia Group and the leadership team are working to align all coaching. Using the Thoughtful Classroom Rubric as a foundation, they've built their own observation tool.
- ANet assessments are formative - provide information on student mastery of what was taught.
- 60% or higher on a specific standard indicates student mastery of that standard.
- In ELA, grades 2-8, increased from 50-53% between A1 and A2.
- In Math, grades 2-8, increased by 9% between A1 and A2.
- Teachers have to do more coaching in the moment, moving scholars toward higher achievement.
- 7<sup>th</sup> Grade ELA and math need work. 60 day plans in place - teachers will have more time with coaches. Forming small groups of scholars to work on specific skills - purposeful teaching and student goal-setting.

### **Finance**

- Bershadker provided a Treasurer's Report - the quarterly summary.
- Revenue – 8.7 million YTD; Expenses – 12.3 million YTD
- CA Fiscal will release Walton and Charina funds.
- We are trending toward a significant surplus – 800K.
- We are in a healthy financial position. Note: School Works costs not reflected in the numbers to date.
- Given the surplus, exploring resources to enhance programs — perhaps more time with Lavinia and/or A-Net.

### **Governance**

- Potential new board member (introduced by DeLong) toured the school. Leventhal and Fernandez will meet her next, followed by Boyer.

### **Learning, Achievement and Evaluation**

- Committee met on January 22nd, discussed data from SchoolWorks and reviewed findings.
- Purposeful teaching is the current priority. Discussed timeline of dates, actions and responsible person or team.
- Goal - work toward clear mastery expectations for new teachers after first 3 months, at 6 months, end 1st yr, and at 5 years.
- Close reading updates were shared. Data from Sept/Oct through Jan were provided for grades 2-8. Sub-group data provided as well.

At 7:30 pm there was a motion to go into executive session: employment history/dismissal

At 8:00 pm executive session concluded. Public session resumed and the meeting adjourned.