

Videoconferencing Details:

1. Please join my meeting at: <https://global.gotomeet-ing.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 – April 1, 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 March meeting minutes
2. Receive school update
3. Receive committee updates

Time	Lead	Item	Materials
6:00-6:05 PM	DeLong	Approval of March Minutes	Draft Minutes
6:05 - 6:50 PM	Brown	Connection to Purpose: Remote Learning	
6:50-7:30	Brown	HOS Report (including HS Placement) Budget Priorities for 2020-21	HOS Report and Dashboard
7:30- 7:40 pm	DeLong	Executive Session with Ms. Brown	
7:40-7:55 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 <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 Cancelled: Covid19 school closings	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 – March 11, 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 Abe Fernández Jane Goldman* Beth Leventhal * Michelle Rumph	Drema Brown, Head of School & CA VP of Education Sandra Escamilla, Executive Vice-President of Youth Division Marisol Nieves-Brown, Senior Manager of Operations
<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. DeLong moved to approve the February minutes. Ms. Rumph seconded the motion. Minutes were unanimously approved.

Connection to Purpose Focus: The Community School

Sandra Escamilla and Abe Fernandez: slide presentation “Charter Schools and Community Schools,” reviewed the following:

- Strategic functions and how they differ in charter schools, other community schools, and DOE schools
- 21 CA Community Schools (incl. CACPCS); 261 community schools in NYC
- CA offerings concentrated in South Bx, East Harlem, Washington Heights, Staten Island
- CACPCS special programs and services

HOS Report

- Enrollment: As of 2/28/2020: 639 scholars.
- Attendance: For February scholar school-wide attendance was 94% and staff school-wide attendance was 97%.
- Lottery: We have received 307 applications. 33 are siblings.
 - Elementary target is 75. Efforts to enroll 80
 - Middle school target is 68, efforts to enroll 70
- Chronic Absenteeism is down 2%. Grades 4 and 5 have no scholars in the severely absent category.
- Scholars will be receiving their high school placement letters on March 20th.
- APTT conferences held this week, large groups of parents in attendance.
- High School placements workshops planned for current 7th grade scholars and their parents.
- June 23rd is the date for the 8th grade graduation. Board members are invited/encouraged to attend.

ANet Assessment

Assessment data is core to the work, but quality of instruction has been the driving force.

- The team has been focused on lesson planning, learning objectives and purposeful teaching across grades and content areas.
- Elementary team focused on co-teaching and additional supports for scholars; middle school teaching focused on tracking objectives and creating/executing impactful lessons.
- Assessment 3 of ANET interim assessments: Results for ELA gr 2-8 and Math gr 2-5 were presented by the Head of School.
- We continue to work with our SPED teachers to ensure our scholars have access to grade level text/materials.

COVID 19

- We are following guidance from CDC, NYS, and NYC Dept of Health. If we hear of staff, scholar or family affected we will contact the Health Department for guidance.
- Have upcoming call with Robyn Dietz and Don Shacknai to discuss HR policies and guidance.
- Parents are receiving communication weekly on what the school is doing, how information will be communicated to families, and what guidance NYS has provided.
- Custodians at both locations have increased deep cleaning of common areas, providing plentiful soap, wipes, tissues and sanitizer.
- For each grade level we have put together packets across each standard for two weeks and included IReady information for extra practice. We have provided parents with a help desk so they can learn how to log onto IReady to receive additional content.

At 7:36 pm there was a motion to go into executive session: Matters relating to appointment/employment
At 8 pm executive session concluded. Public session resumed and the meeting adjourned.