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**Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – May 13, 2020**

*Trustee Meeting will be held via GoTo Meeting video conferencing due to Coronavirus Pandemic.*

**Planned Outcomes:** Trustees will:

1. Approve April meeting minutes
2. Receive school update
3. Vote Form 990

Time	Lead	Item	Materials
6:00-6:05 PM	DeLong	<b>Approval of April minutes</b>	Draft Minutes
6:05-6:45 PM	Brown	<b>HOS Report and Connection to Purpose: Teaching and learning and student supports</b>	HOS Report and school data
6:45-7:00 PM	Bershadker	<b>Finance Committee Update; 990 Approval</b>	Form 990
7:00-7:40 PM	DeLong	<b>Executive Session with Ms. Brown</b>	
7:40-7:55PM	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
Trustees		All	DeLong, Fernández, Leventhal	DeLong, Fernandez, Goldman, Leventhal	Bershadker, DeLong, Leventhal, Rumph
NOTES	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).
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"> <li>Review and approve school Fiscal Policies and Procedures Manual</li> </ul>
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"> <li>Annual Financial Audit Review</li> </ul>
Nov	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 Wraparound 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 Children's 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 – April 1, 2020**

Trustee Meeting held via GoTo Meeting video conferencing due to Coronavirus Pandemic

<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* Casey Vier, Elementary School Principal* Robin Fleshman, Middle School Principal* Cherice Bedford, Assistant Community School Director* Osvaldo Cruz, Life Coach Director* 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 6:02 p.m.

***Ms. Boyer moved to approve the March minutes. Ms. Leventhal seconded the motion. Minutes were unanimously approved.***

**Connection to Purpose Focus: Remote Learning**

Principals Vier and Fleshman presented on the remote learning transition efforts for elementary and middle schools.

**Elementary:**

Transitioned to remote learning using SeeSaw and Zoom for virtual lessons and conferences. Professional development on virtual platforms was held for staff by education consultants.

1. Tools and components of SeeSaw are more user friendly, and superior for student:teacher interaction.
2. Scholars are receiving instruction in their core and specialty classes.
3. Life coaches and success mentors are providing scholars with support.
4. A remote learning schedule was shared with parents. Giving scholars and their parents a structure for the day that includes lunch and time to play.
5. For teachers 9am-3pm are set working hours. Lesson planning, responding to questions from families, student feedback, 1:1 student conferences and checking in with direct supervisors should occur within that time.
6. 100% student login rate is goal. 95% on April 1, with about 20 scholars unable to sign on. Under 5 families still need assistance.

7. Quality of specific feedback during lessons is most important factor in online learning and conferences.
8. Priorities: Close reading gr 2-5, phonics, robust independent reading, math problem solving.
9. Brown, Bedford and Cruz meet weekly to discuss participation/attendance issues, strategizing different options based on what we know about families.

### **Middle School:**

1. MS work being aligned with K-5.
2. Using Google Classroom and Zoom.
3. Every teacher has 7-10 scholars for advisory; calling 2x day for wellness check, confirm packs of material received for each subject.
4. Professional development with all education consultants ANet, Educate, and Lavinia Group.
5. Working toward meeting the needs of our SPED scholars, ELLs, SWS; paraprofessionals, interventionists and balance teachers supporting.
6. Middle School team meets from 9am-9:15am to go over announcements and discuss issues.
7. 85% - 90% attendance for the week, challenging to get students to show up on video.
8. 8<sup>th</sup> graders - trying to keep morale up with prep rallies and listening parties. 6<sup>th</sup> /7<sup>th</sup> graders maintaining normal daily activity mantras, raffles, competitions and online remote learning.
9. Scholars not in attendance receive a text.
10. Principals and Deans participating in PAC meetings to support Bedford via Zoom. Outlet for parents to discuss issues, transition to remote learning, best practices, review schedules. Parents receiving training in Google Classroom and SeeSaw.
11. We are connecting families with CA for other supports.

### **HOS Report**

1. High school placements sent out by DOE. Waiting for charter school lottery.
2. In anticipation of next year, working with 7<sup>th</sup> grade scholars and parents to educate re application process. Start test prep earlier — need extra time for practice and support. Maybe reach down to 6<sup>th</sup> grade.
3. Student attendance and tracking: trying to identify best policy / procedure to track attendance — currently exit slip required. Engaged OPM for advice.
4. Prior to school closure March 13<sup>th</sup> we were at 97% ADA for scholars. 96% for both schools on first remote learning day, using exit slips.
5. Last date applications for 2020/21: Friday 4/3/2020, lottery Wednesday 4/8/2020. To be live streamed for public viewing.
6. 381 applications received to date; 33 siblings or enrolled in Early Childhood.
7. New tracking system for staff attendance shows consistency since remote teaching started.
8. 180 day attendance requirement waived from March 16<sup>th</sup> April 14, thus far.

### **Budget Priorities** - Finance Committee will hear full report

Ms. Brown presented the budget priorities for next year to maximize scholar achievement.

1. How do we improve our impact on scholars' learning? Do we have the best talent in place to support higher achievement? How do we make sure the school as an organization is functioning optimally?
2. Sr Manager OPS on board; New Community School Director hired; Performance Analyst to be hired.
3. Evaluating possible restructuring of life coaching.

4. 5 priority areas remain the same: Academics, School Culture and Climate, Community School Strategy and Parent Engagement, Operations, and Strategy and Leadership.
5. Continue to expand partnerships with ANet and Lavinia Group.
6. Additional math coach to be hired — must start looking early — will be difficult. Or more ANet coaching time to be considered.
7. Change elementary math curriculum to “Eureka”
8. Hiring incentives needed for SPED and ELL staff. Need another interventionist in middle school.
9. Invest in improving ELA, Social Studies, and Humanities curriculums, K-8 to increase rigor and quality.
10. Additional professional development for Deans, Principals, SPED Teachers, Interventionists and Paraprofessionals. All should participate in ANet and Lavinia PD.
11. New teacher mentoring program, and add male mentorship program.
12. Our teacher non-certification rate is 62% — 40 of 64 are not certified.
13. To attract higher quality teachers need better recruitment/marketing/salaries/incentives
14. High needs positions particularly require incentives.
15. Hiring and retention incentives can include bonuses, tuition reimbursement, parking reimbursement, reconfigured health insurance ratio and retirement match.
16. As budget develops, remember per pupil funding likely at 0% - could even decrease.
17. Should expect /prepare for school culture and climate slide.
18. In budget, perhaps highlight level 1 “must do’s” (level 2 and 3 if possible).

At 8:25pm the public session ended; no executive session was held.