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Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – July 8, 2020

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

Planned Outcomes: Trustees will:

1. Approve June meeting minutes
2. Receive school update
3. Receive committee updates

Time	Lead	Item	Materials
6:00-6:05 PM	DeLong	Approval of May minutes	Draft Minutes
6:05 – 7:00 PM	Brown	HOS Report and Connection to Purpose: End of year assessments and reopening plans	HOS Report and school data
7:00-7:10 PM	Bershadker	Finance Committee Update	
7:10-7:20	Goldman	Learning and Achievement Committee Update	
7:20- 7:40 PM	DeLong	Executive Session with Ms. Brown	
7:40-7:50 PM	DeLong	Executive Session	
7:50 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, Leventhal	DeLong, 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 • 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 • Annual Financial Audit Review
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

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
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 Wraparound 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 Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with Children's Aid Sherry Capili Milagros Lora</i></p>	<p>Learning, Achievement & Evaluation Jane Goldman (Chair) Michelle DeLong Beth Leventhal</p>
<p>Governance Beth Leventhal (Chair) 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 – June 10, 2020

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

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Phoebe Boyer* Michelle DeLong* Abe Fernández* Jane Goldman* Beth Leventhal* Michelle Rumph*	Drema Brown, Head of School & CA VP of Education* Christina Pinks, Community School Director* Cherice Bedford, Assistant Community School Director* Marisol Nieves-Brown, Senior Manager of Operations* Alia Atchabao, 8 th Grade Scholar Goundo Fofana, 8 th Grade Scholar Fatima Jallow, 8 th Grade Scholar Miguel Vazquez, 8 th Grade Scholar
<i>Trustees not in Attendance</i>	
Nina Bershadker Deloise Coleman	

* Via video-conference

** Via phone

Welcome

Ms. DeLong called the meeting to order at 6:04 p.m.

Ms. Goldman moved to approve the May minutes. Ms. DeLong seconded the motion. Minutes were unanimously approved.

Connection to Purpose Focus

Trustees spoke with four 8th grade scholars from the first graduating class of CACPCS: Alia Atchabao, Goundo Fofana, Fatima Jallow, and Miguel Vazquez. The scholars shared their best CACPCS memories, improvements or changes they would like to see for the next class, and advice for the next class on how to survive 8th grade.

HOS Report

- Attendance: Continues to improve. School-wide average was 76% and is currently 80%. Improvement attributed to teachers continuing to develop/refine practice and provide scholars with more clarity and virtual tutoring, as well as outreach to families.
- Virtual Graduation: three graduations planned: June 23rd - 8th grade, June 24th - Kindergarten stepping up, and June 25th - 5th grade stepping up
- Day of Mourning, Reflection and Self-Care for CACPCS staff - June 9 (PD Day). Ms. Pinks and Mr. Cruz have planned events related to the death of George Floyd and its implications for Black Lives Matter.

Re-Opening Vision

CACPCS will work to achieve a safe reopening plan that reflects the various perspectives, contributions and needs of our school community.

- Phase I: Planning Design and vision setting, May 18th – June 1st
- Phase II: Stakeholder Engagement and finalizing plan, June 1st – June 19th

- Phase III: Preparing for re-opening, June 29th – August 31 (based on Mayor and Governor’s emerging guidelines)
- Re-opening plan will focus on six areas: health and wellness, space safety, school day/year schedules, instructional recovery and continuity of learning, communications, and operations.
- Stakeholder engagement expressed through surveys. Particularly we want to understand PAC’s issues/concerns, hear from parents of SWD about their scholars’ experiences with remote learning, and hear directly from scholars about how they are faring.
- The 3 scenarios under discussion are: in-person/remote hybrid, fully-remote, and remote/in-person hybrid.
 - Scenario 1 IN PERSON/REMOTE HYBRID: emphasizes in-person rotation (particularly to assess learning).
 - Scenario 2 FULLY REMOTE (current model): has more consistency, yet large group of scholars not currently thriving.
 - Scenario 3 REMOTE INSTRUCTION /IN PERSON Mon-Fri for children of essential workers/ first responders. Would be focused at Southern Blvd.

FY 21 Budget

Resolution to give Children’s Aid Michael Greenberg (CFO), and Phoebe Boyer (CEO) signature rights for the CACPCS bank accounts, along with the CACPCS Board Chair (currently Michelle DeLong).

Ms. DeLong moved to approve the resolution; Ms. Rumph seconded the motion. The resolution was unanimously approved.

- New rent to CA will be \$2M.
- We will receive approximately \$1M rent reimbursement from DOE
- CA will pay all operating expenses and provide \$500K grant to CACPCS
- We have \$6.5M in reserves, hence budget shortfall projected this year will be covered.
- Additional funds: \$1.4M PPP (currently a loan but may be forgiven next month.)
- ANet and Lavinia will continue providing support next year. We are adding a humanities curriculum at Southern Blvd
- We need to develop a policy for cash reserves; subject to revision as needed.

The budget for 2020-21 was presented for approval. Ms. Goldman made a motion for the budget for 2020-21 to be approved. Ms. Rumph seconded the motion. The budget for 2020-21 was unanimously approved.

Governance Committee

Board of Trustees Meeting Calendar

Board of Trustees meetings will be held the 2nd Wednesday of the month, November meeting will be moved to November 18th.

Ms. Leventhal made a motion to approve the Board of Trustees 2020-21 Meeting Calendar. Ms. DeLong seconded the motion. The Board of Trustees 2020-21 Meeting Calendar was unanimously approved.

Finance Committee meetings will be held on the Monday before each Board of Trustees meeting.

Election of Trustees/Board Terms

Ms. Coleman's term is up. Her scholars will be graduating and she will be cycling off the board. She has served on the board for a number of years and we thank her for her service and perspective. We wish Ms. Coleman and her children the best in their future endeavors.

Class 1 Board of Trustee terms up for renewal: Ms. DeLong, Ms. Goldman, Ms. Boyer and Mr. Fernandez.

Regretfully Mr. Fernandez has resigned from the board. Additional responsibilities at Children's Aid preclude his continued service on our Board. We thank him his vision and the thoughtful insights he has consistently brought to the Board. He will be sorely missed; we wish him well.

Ms. Leventhal made a motion for the renewal of the terms of the Class 1 Board of Trustees until June 30, 2022. The trustees are Ms. DeLong, Ms. Goldman and Ms. Boyer. The motion was seconded by Mr. Fernandez, and then unanimously approved.

Ms. DeLong made a motion to elect Ms. Leventhal as Chair of the Governance Committee, replacing Mr. Fernandez. Ms. Rumph seconded the motion. The motion was unanimously approved.

Learning & Achievement Committee

- Committee Meeting was held May 19th.
- Reviewed state of the school.
- Discussed HOS evaluation and agreed on same format used last year.
 - No 360 this year, because of transition to remote learning in Covid environment.
 - HOS suggested committee interview the Leadership Team as part of her evaluation.
 - Next year evaluation will be pushed earlier in the year and will include a 360.
- Director of SPED shared support work occurring with SWDs and their parents.

Draft of the lease between CACPCS and 1232 Southern LLC is up for renewal. Need to send lease to SUNY and the DOE on Monday, June 15th. Main changes are:

- Rent increase
- Payment of operating expenses by CACPCS is now eliminated; covered in full by CA.

Ms. DeLong made a motion to approve the lease renewal. Ms. Rumph seconded the motion. The lease renewal was unanimously approved.

At 7:34 p.m. motion made to go into Executive Session: discussion of matters leading to the appointment or removal of a particular person.

At 8:03 p.m. Executive session ended; the public session resumed and was adjourned.