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Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – September 13, 2017

All meetings will be held at Children's Aid College Prep at 1919 Prospect Avenue, Bronx, 10457, 3rd Floor. Participation is also available via video-conference from The Children's Aid Society's headquarters at 711 Third Avenue, Suite 700.

Planned Outcomes: Trustees will:

1. Approve August meeting minutes
2. Receive school update, grounded in the principal's report and data dashboard
3. Receive committee updates

Time	Lead	Item	Materials
6:00-6:10PM	DeLong	Opening/ Approval of August Minutes	
6:10-6:30PM	Vier	Principal's Report <ul style="list-style-type: none"> • Principal's Report • Data Dashboard 	Report, data dashboard attached
6:30-6:40PM	Fernandez	BOT Governance Committee Report	
6:40-6:50PM	DeLong	BOT Finance Committee Report	
6:50-7:00PM	Brown	BOT Learning, Achievement & Evaluation Committee Report	
7:00-7:10PM	Goldman	BOT Development Committee Report	
7:10PM	DeLong	Adjourn Public Meeting	
7:10-7:55PM	DeLong	Executive Session	
7:55-8:00PM	DeLong	Public Session Resumes	

Board of Trustees 2016-17 Planning Calendar
DRAFT 08/09/17

	School Events of Interest	General	Governance	Learning, Achievement & Evaluation	Finance	Fundraising	Facilities	Ad Hoc
Trustees		All	Fernandez, Leventhal, DeLong	Brown, Goldman DeLong, Leventhal, Fernandez	Bershadker DeLong, Leventhal Brown,	Goldman Leventhal DeLong Bershadker	Goldman Brown	Leventhal Fernandez Brown DeLong
July		7/18						
Aug		8/09	8/16, 1 PM		8/22, 4:30 pm			
Sept	Back to School Bash - 8/30 & 8/31	9/13	9/21, 1 pm		9/26, 4:30	9/11, 2pm		
Oct	Harvest Day - 10/31	10/11	10/19, 1 PM		10/25 Annual Financial Audit Review -Q1 Financial Report	10/16 2pm		
Nov	Family Thanksgiving Dinner/APTT - 11/21/-11/23	11/8	11/16, 1 PM		11/28	11/13 2pm		
Dec	Family Literacy Night - 12/12 & 12/13	12/13	12/21, 1 PM		1/3;	12/11 2 pm		
Jan	Pajama & Book Day - 1/25	1/10	1/18, 1 PM		1/31 Initial budget review	1/8 2pm		
Feb	Black History Month	2/14	2/15, 1 PM		2/28 Q2 Financial Report	2/12 2 pm		
Mar	Family Celebration & APTT - 3/6-8	3/14	3/15, 1 PM		3/28 Initial budget review	3/12 2pm		
Apr	Testing Rally/ Celebration - 4/3	4/18	4/19, 1 PM		4/25 Budget revision review -Q3 Financial Report	4/9		
May	Teacher Appreciation	5/9	5/17, 1 PM	Staff Evaluations	5/23 Budget revision review	5/14 2 pm		
June	Spirit Week - 6/19-23	6/13 Budget approval	6/21, 1 PM		6/27 Review contracts	6/11		

					for upcoming school year			
July	NA	7/11	7/19, 1 PM		7/25 -Q4 Financial Report -Review FPP	7/9 2 pm		

Current Committee Assignments

Trustees - Michelle DeLong, Chair • Beth Leventhal, Vice-Chair • Jane Goldman, Secretary •
Nina Bershadker • Drema Brown • Delois Coleman, Parent • Abe Fernández

<p>CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
<p>Finance Michelle DeLong Drema Brown Beth Leventhal Nina Bershadker <i>with CAS Sarah Gillman</i></p>	<p>Learning, Achievement & Evaluation Drema Brown (chair) Michelle DeLong Jane Goldman Beth Leventhal Abe Fernandez</p>
<p>Fundraising Jane Goldman (co-chair) Beth Leventhal (co-chair) Nina Bershadker <i>With CAS Jonathan Ettinger</i></p>	<p>Governance Abe Fernandez Beth Leventhal Michelle DeLong</p>
<p>Ad Hoc (Annual Retreat Actions Follow-up) Beth Leventhal Abe Fernandez Michelle DeLong Drema Brown</p>	<p>Facilities Steering Jane Goldman Drema Brown Beth Leventhal <i>with CAS David Sweeny, Pat Cioffi and Dan Lehman</i></p>

Minutes of the Meeting of the Children’s Aid College Prep Charter School Trustees – August 9, 2017

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

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Nina Bershadker Drema Brown Michelle DeLong Abe Fernandez Jane Goldman Beth Leventhal	Casey Vier, Principal Laura Crowley, Academic Dean Kashon DuBose, Business Manager Phoebe Boyer, CAS President and CEO ** Lyrica Fils-Aime, Community School Director** Marisol Nieves-Brown, Executive Assistant
<i>Trustees not in Attendance</i>	
Delois Coleman	

* Via video-conference

** Via phone

Welcome

Ms. DeLong called the meeting to order at 6:10pm.

Trustee Leventhal made a motion for the July minutes to be approved. Trustee Bershadker seconded the motion. The minutes were unanimously approved.

Principal Vier presented the Principal’s report:

School Dashboard/Principal’s Report

- The dashboard for June includes information on 400 scholars, July includes enrollment information.
- Attendance: We fell short of our attendance goal 94.4% was the average daily attendance.
 - 90% had perfect attendance the majority of them from 5th grade.
 - 72% received satisfactory
 - A lot of our children who were chronic or severely absent were from K and 1st grade. Our Success Mentors and Ms. Fils-Aime are reviewing data.
- Enrollment: We have filled enough seats based on past experiences.
 - The data we have now is based on who has IEP, next month we will have ESL, CWI, and Free/Reduced Lunch information.
- The leadership team participated in a two-day team building experience, one of the things we have set out to do is to set procedures to focus on teaching/learning.
- Culture: There has been a decrease in lunch detention, we have set priorities for the following:
 - Implement consequences; positive relationships (teachers/student); conflict resolution; Understanding by Design/teacher layout; curriculum analysis.
 - Middle School teacher readers are Ms. Brown and Ms. Ozoria.
 - Big items are: Technology (Blended Learning); Advisory; Orientation; Understanding by Design and how to start/integrate Thoughtful Classroom.

Governance Committee

We did not meet but did have the session with Border Crossers. There is a follow-up phone call that is part of the session which has not been scheduled to provide feedback, how to move forward/what to do and recommendations. The session had a good balance between engagement and structure.

Finance Committee

- Reviewed year-end financials and submitted to SUNY.
- Line items for 2018 were compared to 2017.
- Amended budget to reflect actual expenses.

We would like to propose Trustee Bershadker to become Treasurer.

The following nomination was made:

- Nina Bershadker for Treasurer

Trustee DeLong made a motion for Trustee Bershadker to become Treasurer. Trustee Leventhal seconded the motion. Trustee Bershadker was unanimously approved as Treasurer.

- Financial interest forms need to be submitted to SUNY and copies kept on file.

Classes of Nominees

We are going to void old classes and start new classes: Class 1 three years and Class 2 two years.

- Class 1 – Michelle DeLong, Jane Goldman and Drema Brown
- Class 2 – Beth Leventhal, Abe Fernandez, Nina Bershadker

Trustee Goldman made a motion for the new classes to be approved. Trustee Bershadker seconded the motion. The new classes were unanimously approved.

Trustee DeLong made a motion to for the committee members to be approved. Trustee Goldman seconded the motion. The committee members were unanimously approved.

Trustee DeLong made a motion for the code of ethics and conflict of interest to be approved. Trustee Leventhal seconded the motion. The code of ethics and conflict of interest were unanimously approved.

Learning, Achievement & Evaluation Committee

- We did not meet but did finalize performance review with Principal Vier. We will discuss details further in executive session.

Development Committee

- William E. Simon requested us to submit proposal for 20K, no information as of yet.
- Walton Family Foundation interview was last Monday, the prep planning was most helpful. We did a great job working together to answer questions, provided instructional plan, how we were going to manage expansion, data on the school and impact of the school (children who have been with us longer perform better). The context should be shared with everyone, we have a great track record. Anticipate we will be moving forward.
 - We applied for \$325K.

At 7:17pm there was a motion to go into executive session.

At **pm** the executive session ended and the public meeting resumed. The public session adjourned at **pm**.