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

All meetings will be held at Children's Aid College Prep at 1232 Southern Blvd, Bronx, NY 10457. 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 October and November meeting minutes
2. Receive school update
3. Receive committee updates
4. Formally approve Audit Report

Time	Lead	Item	Materials
6:00-6:10PM	DeLong	Opening/ Approval of October and November Minutes	Draft Minutes
6:10-6:25PM	Fils-Aime	Connect to Purpose	
6:25-6:45 PM	Vier	Principal's Report <ul style="list-style-type: none"> • Principal's Report • Data Dashboard • 	Report, data dashboard attached
6:45-6:55PM	Fernandez	BOT Governance Committee Report	
6:55-7:05PM	Brown	BOT Learning and Achievement Report	
7:05-7:15PM	Bershadker	BOT Finance Committee Report	
7:15-7:20PM	Ettinger/ Goldman	Development Report	
7:20-7:40PM	DeLong	Executive Session with Ms. Vier	
7:40-7:55PM	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	Facilities	Ad Hoc
Trustees		All	Fernandez, Leventhal, DeLong	Brown, Goldman DeLong, Leventhal, Fernandez	Bershadker DeLong, Leventhal, Brown	Goldman Brown	
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	9/20 9/21, 1 pm		9/26, 4:30		
Oct	Harvest Day - 10/31	10/11	10/19, 1 PM		10/25 Annual Financial Audit Review -Q1 Financial Report		
Nov	Family Thanksgiving Dinner/APTT - 11/21/-11/23	11/8	11/11/16, 1 PM	11/30, 1:30pm	11/1		
Dec	Family Literacy Night - 12/12 & 12/13	12/13	12/21, 1 PM		12/6		
Jan	Pajama & Book Day - 1/25	1/10	1/18, 1 PM	1/9/18, 2pm	1/3 Initial budget review		
Feb	Black History Month	2/14	2/15, 1 PM		2/7 Q2 Financial Report		
Mar	Family Celebration & APTT - 3/6-8	3/14	3/15, 1 PM	3/27, 9am	3/7 Initial budget review		
Apr	Testing Rally/ Celebration - 4/3	4/18	4/19, 1 PM		4/4 Budget revision review -Q3 Financial Report		
May	Teacher Appreciation	5/9	5/17, 1 PM	Staff Evaluations	5/2 Budget revision review		
June	Spirit Week -6/19-23	6/13 Budget approval	6/21, 1 PM	6/5, 2pm	6/6 Review contracts for upcoming school year		
July	NA	7/11	7/19, 1 PM		7/11 -Q4 Financial Report -Review FPP		

Current Committee Assignments

Trustees - Michelle DeLong, Chair • Beth Leventhal, Vice-Chair • Jane Goldman, Secretary •
 Nina Bershadker, Treasurer • 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 Nina Bershadker (Treasurer) 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>Governance Abe Fernandez (chair) Beth Leventhal Michelle DeLong</p>	<p>Facilities Steering Jane Goldman Drema Brown Beth Leventhal <i>with CAS David Sweeny, Pat Cioffi and Dan Lehman</i></p>
<p>Ad Hoc (Annual Retreat Actions Follow-up)</p>	

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Nina Bershadker** Drema Brown** Michelle DeLong Jane Goldman Beth Leventhal	Casey Vier, Principal Laura Crowley, Academic Dean Emily Seyburn, Academic Dean Phoebe Boyer, CA President and CEO ** Dan Lehman, CA VP and COO** Jonathan Ettinger, CA Senior Major Gifts Officer Lyrica Fils-Aime, Community School Director
<i>Trustees not in Attendance</i>	
Delois Coleman Abe Fernandez	

* Via video-conference

** Via phone

Welcome

Ms. DeLong called the meeting to order at 6:15pm.

Introductions were made. Approval of Minutes from October 18, 2017 pushed to December meeting, since no quorum.

Connect to Purpose

Ms. Frances Fernandez-Vidal and Mr. Juan Morales, 5th grade ELA teachers had noted scholars' difficulty writing essays. The teachers chose articles about Latino immigration as vehicles to teach students how to write a five paragraph essay. A variety of strategies were modeled, including anchor charts, scaffolding and graphic organizers. Six groups of 2 students were formed to write about the Irish, Mexican or Chinese immigrant experience. Scholars drafted their essays based on their outlines and proceeded through the writing process. The project took 7 school days. Trustees were able to review a packet of material provided by the teachers which included articles, research organizers, essay drafts, photos of charts and scholars at work, and 3 sample final essays. The teachers were congratulated for their excellent planning and execution of the project.

School Dashboard/Principal's Report

Busing finally began at Southern Blvd on Oct. 30th.

- Attendance: Congratulations on attaining 95% attendance for October, prior to busing. Success mentors organized rides, carpools, etc.
 - School was in session on Election Day, to begin to makeup missed school days when in transition to new building.
- Enrollment: Re-enrollment, it has been difficult filling seats from the wait list this year. In 3 instances children who were expected did not show. After September most children are settled into their schools. The leadership team is looking ahead to recruitment for next year.
 - DOE is reaching out for seats in anticipation of families arriving in New York from Puerto Rico.
- 5th/6th grades had their first ELA practice test this week. 3rd/4th grades will follow late in November.
- Culture: The core value of service is the current focus for grades K-4. Work is being done to help students feel vested in maintaining a clean, safe environment at Southern Blvd. At Prospect, Mr. Bodner is working with 5h-6th grade teachers on use of hall passes and supervision in classrooms and common areas.

- Engagement: Ms. Crowley reported on literacy night held on October 23rd titled "Family Reading Night" to be less intimidating. Students, families, staff came in PJs; the theme was "camping," and included reading in the dark by flashlight, fake campfires, readers' theatre, and a bilingual room. Families began arriving at 4:30 p.m. and the event lasted until 7:30 p.m.
- A Friday outing is planned at Southern Blvd for all teachers to show appreciation for their long hours and to reduce stress associated with the first trimester of school. There will be yard games, chair massages, healthy food.
- A Safety Plan for Southern Blvd is being drafted and will be presented to trustees for approval.
- DESSA-mini was reviewed. DESSA screens children's social-emotional competence. Teachers rate the children in 8 different areas. The same form is utilized for all grades.
 - K this year has a large population of students with moderate to severe disabilities. Some teachers are struggling with the challenges of working with this population.
 - Progress of children who have been at CACPCS longer than others is a cohort of interest. It was noted that crises sometimes mitigate their progress.
 - DESSA is successful in highlighting the children who do not speak about positive things, or maybe do not speak at all.
 - Teachers and life coaches are analyzing the results; data will be used to work with individual children.

Governance Committee

- Our retreat was held on Saturday, Oct 21st, and facilitated by Fernandez, who is preparing notes and action items for our consideration.
- The committee will meet next Thursday, November 16th.
- East Harlem meeting has not been arranged to date.

Finance Committee

- Ms. Bershadker reported that the committee reviewed and approved the quarterly report. At the December board meeting we will officially approve the audit.
- The Finance Committee meetings are being moved to the first Wednesday of each month, 4 p.m.

Learning, Achievement & Evaluation Committee

- Ms. Brown reported that next meeting is on November 30th. Agenda will follow.

Development Committee

- Mr. Ettinger went through the hard copy year-end appeal letter and the e-mail/social media post version that he developed, with input from Ms. Goldman.
 - Thank you to Ms. Fils-Aime for assembling the story of Leighton Boxhill and his grandmother, and obtaining permission for us to draw from it for our year-end appeal.
 - Mr. Ettinger will be sending each trustee his/her contact list from 2016 for review, additions, or deletions. The Development Office will facilitate mailings.

Appreciation to Mr. Ettinger for his work on this project.

At 7:15 p.m. there was a motion to go into executive session. At 7:40 p.m. the executive session ended, the public session resumed and adjourned.