

**Videoconferencing Details:**

1. Please join my meeting at:  
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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 – 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

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

**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**

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

<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            Drema Brown            Beth Leventhal            Nina Bershadker  <i>with CAS Sarah Gillman</i></p>	<p><b>Learning, Achievement &amp; Evaluation</b>            Drema Brown (chair)            Michelle DeLong            Jane Goldman            Beth Leventhal            Abe Fernandez</p>
<p><b>Fundraising</b>            Jane Goldman (co-chair)            Beth Leventhal (co-chair)            Nina Bershadker  <i>With CAS Jonathan Ettinger</i></p>	<p><b>Governance</b>            Abe Fernandez (chair)            Beth Leventhal            Michelle DeLong</p>
<p><b>Ad Hoc            (Annual Retreat Actions Follow-up)</b>            Beth Leventhal            Abe Fernandez            Michelle DeLong            Drema Brown</p>	<p><b>Facilities Steering</b>            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 June dashboard includes information on 400 scholars. July includes 2017-18 enrollment information.
- Attendance: Average daily attendance for the year was 94.4%.
  - 9% had perfect attendance (the majority were in 5<sup>th</sup> grade).
  - 72% had satisfactory attendance
  - K and 1<sup>st</sup> grade were most chronic and severely chronic absences. Success Mentors and Ms. Fils-Aime are reviewing data.
- Enrollment: We have over-enrolled for coming year to account for typical attrition when school begins.
  - Data do not yet accurately reflect all IEP, ESL, CWI, and Free/Reduced Lunch information. (Will update as information comes in)
- The leadership team participated in a two-day team Middle School conference in Orlando, Florida.
- Culture: Lunch detentions will be eliminated next year. Teachers will implement logical consequences and positive relationships.

Governance Committee

Last month the board met with Boarder Crossers. All found the seminar useful. A follow-up phone call will be scheduled. The session had a good balance between engagement and structure.

Finance Committee

- Reviewed year-end financials and submitted to SUNY.
- Line items for 2018 should be compared to 2017.
- Budget must be amended to reflect actual expenses in prior year.

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

- Financial conflict of interest forms were completed by all trustees. Forms must 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 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 all 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 8 pm the executive session ended and the public meeting resumed. The public session adjourned at 8:02 pm.