# Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees – September 12, 2018

All meetings will be held at Children’s Aid College Prep at 1232 Southern Blvd, Bronx, NY 10459. Participation is also available via video-conference from Children’s Aid’s headquarters at 711 Third Avenue, Suite 700.

**Planned Outcomes:** Trustees will:
1. Approve August meeting minutes
2. Receive school update
3. Receive committee updates

<table>
<thead>
<tr>
<th>Time</th>
<th>Lead</th>
<th>Item</th>
<th>Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00-6:05PM</td>
<td>DeLong</td>
<td>Opening/ Approval of August Minutes</td>
<td>Draft Minutes</td>
</tr>
<tr>
<td>6:05-6:20PM</td>
<td>Brown</td>
<td>Connection to Purpose</td>
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<tr>
<td>6:20-6:45 PM</td>
<td>Brown</td>
<td>HOS Report</td>
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<tr>
<td>6:35-6:45 PM</td>
<td>Bershadker</td>
<td>Finance Committee Report</td>
<td>Budget</td>
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<tr>
<td>6:45-6:50PM</td>
<td>Goldman</td>
<td>BOT Learning and Achievement Committee Report</td>
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<tr>
<td>6:50-7:00PM</td>
<td>Fernandez</td>
<td>Governance</td>
<td></td>
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<tr>
<td>7:00-7:40PM</td>
<td>DeLong</td>
<td>Executive Session with Ms. Brown</td>
<td></td>
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<tr>
<td>7:40-7:55 PM</td>
<td>DeLong</td>
<td>Executive Session</td>
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<tr>
<td>7:55-8:00PM</td>
<td>DeLong</td>
<td>Public Session Resumes</td>
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**Videoconferencing Details:**
1. Please join my meeting at: [https://global.gotomeeting.com/join/415385461](https://global.gotomeeting.com/join/415385461)
2. Call in using your telephone. Please mute the microphone on your computer to prevent feedback and echoes.
<table>
<thead>
<tr>
<th>School Events of Interest</th>
<th>General</th>
<th>Governance</th>
<th>Learning, Achievement &amp; Evaluation</th>
<th>Finance</th>
<th>Facilities</th>
<th>Ad Hoc</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>7/18</td>
<td></td>
<td></td>
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<tr>
<td>Aug</td>
<td>8/09</td>
<td>8/16, 1 PM</td>
<td></td>
<td>8/22, 4:30 pm</td>
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<tr>
<td>Sept</td>
<td>Back to School Bash - 8/30 &amp; 8/31</td>
<td>9/13</td>
<td>9/20 99/21, 1 pm</td>
<td>9/24 9 am</td>
<td>9/26, 4:30</td>
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<tr>
<td>Nov</td>
<td>Family Thanksgiving Dinner/ APTT - 11/21–11/23</td>
<td>11/8</td>
<td>11/11/16, 1 PM</td>
<td>11/26, 2 pm</td>
<td>11/1</td>
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<tr>
<td>Dec</td>
<td>Family Literacy Night - 12/12 &amp; 12/13</td>
<td>12/13</td>
<td>12/21, 1 PM</td>
<td></td>
<td>12/6</td>
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<tr>
<td>Jan</td>
<td>Pajama &amp; Book Day - 1/25</td>
<td>1/10</td>
<td>1/18, 1 PM</td>
<td>1/28/19, 9 am</td>
<td>1/3 Initial budget review</td>
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<tr>
<td>Feb</td>
<td>Black History Month</td>
<td>2/14</td>
<td>2/15, 1 PM</td>
<td></td>
<td>2/7 Q2 Financial Report</td>
<td></td>
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<tr>
<td>Mar</td>
<td>Family Celebration &amp; APTT - 3/6-8</td>
<td>3/14</td>
<td>3/15, 1 PM</td>
<td>3/25, 2pm</td>
<td>3/7 Initial budget review</td>
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</tr>
<tr>
<td>May</td>
<td>Teacher Appreciation</td>
<td>5/9</td>
<td>5/17, 1 PM</td>
<td>5/20 9 am</td>
<td>5/2 Budget revision review</td>
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<tr>
<td>June</td>
<td>Spirit Week - 6/19-23</td>
<td>6/13</td>
<td>6/21, 1 PM</td>
<td>6/6 Review contracts for upcoming school year</td>
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<tr>
<td>July</td>
<td>NA</td>
<td>7/11</td>
<td>7/19, 1 PM</td>
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<td>7/11 - Q4 Financial Report - Review FPP</td>
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## Current Committee Assignments

**CACPCS Board of Trustees Executive Committee**

- Chair – Michelle DeLong
- Vice Chair – Beth Leventhal
- Secretary – Jane Goldman

<table>
<thead>
<tr>
<th>Committee</th>
<th>Members</th>
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</table>
| **Finance**                                    | Nina Bershadker (Treasurer)  
Michelle DeLong  
Beth Leventhal  
Nina Bershadker  
*with CAS Sarah Gillman*  
Drema Brown  
Kashon DuBose | Learning, Achievement & Evaluation                                  |
| **Learning, Achievement & Evaluation**         | Drema Brown  
Michelle DeLong  
Jane Goldman (chair)  
Beth Leventhal  
Abe Fernandez |
| **Governance**                                 | Abe Fernandez (chair)  
Beth Leventhal  
Michelle DeLong |
| **Facilities Steering**                        | Jane Goldman  
Drema Brown  
Beth Leventhal |
| **Ad Hoc**                                     | *(Annual Retreat Actions Follow-up)* |
Minutes of the Meeting of the Children’s Aid College Prep Charter School Trustees – August 8, 2018
Meeting held at Children’s Aid College Prep Charter School, 1232 Southern Blvd., Bronx, NY
Trustees in Attendance
Nina Bershadker
Abe Fernandez
Jane Goldman
Beth Leventhal

Others in Attendance
Drema Brown, CA VP of School Age Division & Head of School
Kashon DuBose, Director of Ops
Marisol Nieves, Executive Assistant

Trustees not in Attendance
Delois Coleman
Michelle DeLong

* Via video-conference
** Via phone

Welcome
Ms. Leventhal called the meeting to order at 6:08 p.m.
Ms. Bershadker moved to approve the July minutes. Mr. Fernandez seconded the motion. Minutes were unanimously approved.

Connection to Purpose
A recommendation was made for Drema Brown, as HOS, to be responsible for selecting topics for Connection to Purpose.

HOS Report
- **Middle School**: The Middle School has been undergoing facilities updates.
- **Strategic Planning & Compliance**: New teacher orientation was held this week; all new teachers were in attendance. The focus was nuts and bolts and the Thoughtful Classroom.
  - We are 100% hired.
  - The pool we attract is high in uncertified teachers, many far from certification (teachers have a 3 year window). Currently we have eight individuals who are unable to be certified. Certified teachers gravitate to charters with multiple sites and better pay.
  - Our next steps are to review teacher files and map out plans with/for uncertified teachers. We also will converse with SUNY, since we are out of compliance, exceeding the % of uncertified teachers permitted.
  - We will explore partnerships with Fordham, Lehman, Mercy to bring in student teachers. They could be a pipeline to full teaching positions after graduation.
  - Updates on certification numbers/plans will be provided next month.
- **ESSA Training**: Ms. Brown attended an ESSA Training for Charter School Principals and Data Coordinators on August 7, 2018. The goal is to give schools information and time to transition to the new accountability system for 2018/19 school. Data regarding foster children, homeless families, and science education have
been added to the accountability plan. As public schools, charter schools are held accountable to ESSA requirements/benchmarks.

Finance Committee

- Extension received from SUNY for the FY 17/18 End of Year report — now due August 15, 2018.
- The committee will meet on August 10, 2018 at 3pm.
- Marisol will connect with Kashon regarding finance report due dates. In coordination with those dates, a finance committee meeting calendar will be drafted.

Learning, Achievement & Evaluation Committee

- The committee did not meet this month.
- Goldman will chair. Brown will develop meeting agendas.

Governance Committee

- The committee met in August.
- There was follow up discussion regarding the content/structure of meetings and dashboards. The accountability plan should drive both.
- A list of deliverables due to SUNY and DOE has been requested.
- The Data Manager and Mr. Clarke were consulted regarding the dashboard. They will create a tool from which data can be pulled based on topics of interest. These may include teacher attendance, demographics at the beginning of the school year, more granular data such as the number of ELL parents at APTT meeting, etc.

At 6:57 pm there was a motion to go into executive session. At 7:45 pm the executive session concluded. The public session resumed and adjourned.