# 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

<table>
<thead>
<tr>
<th>Time</th>
<th>Lead</th>
<th>Item</th>
<th>Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00-6:10PM</td>
<td>DeLong</td>
<td>Opening/ Approval of August Minutes</td>
<td></td>
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<tr>
<td>6:10-6:30PM</td>
<td>Vier</td>
<td>Principal’s Report</td>
<td>Report, data dashboard attached</td>
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<td></td>
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<td>• Principal’s Report</td>
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<tr>
<td></td>
<td></td>
<td>• Data Dashboard</td>
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<tr>
<td>6:30-6:40PM</td>
<td>Fernandez</td>
<td>BOT Governance Committee Report</td>
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<tr>
<td>6:40-6:50PM</td>
<td>DeLong</td>
<td>BOT Finance Committee Report</td>
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<tr>
<td>6:50-7:00PM</td>
<td>Brown</td>
<td>BOT Learning, Achievement &amp; Evaluation Committee Report</td>
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<tr>
<td>7:00-7:10PM</td>
<td>Goldman</td>
<td>BOT Development Committee Report</td>
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<tr>
<td>7:10PM</td>
<td>DeLong</td>
<td>Adjourn Public Meeting</td>
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<tr>
<td>7:10-7:55PM</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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</tbody>
</table>

**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.
## Board of Trustees 2016-17 Planning Calendar

**DRAFT 08/09/17**

<table>
<thead>
<tr>
<th>Trustee Events of Interest</th>
<th>General</th>
<th>Governance</th>
<th>Learning, Achievement &amp; Evaluation</th>
<th>Finance</th>
<th>Fundraising</th>
<th>Facilities</th>
<th>Ad Hoc</th>
</tr>
</thead>
</table>

### 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
- **10/16 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**
<table>
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<tr>
<th></th>
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<th>for upcoming school year</th>
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</thead>
<tbody>
<tr>
<td>July</td>
<td>NA</td>
<td>7/11</td>
<td>7/19, 1 PM</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>7/9 2 pm</td>
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<tr>
<td><strong>CACPCS Board of Trustees Executive Committee</strong></td>
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<td>--------------------------------------------------</td>
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</tbody>
</table>
| Chair – Michelle DeLong  
Vice Chair – Beth Leventhal  
Secretary – Jane Goldman |

<table>
<thead>
<tr>
<th><strong>Finance</strong></th>
<th><strong>Learning, Achievement &amp; Evaluation</strong></th>
</tr>
</thead>
</table>
| Michelle DeLong  
Drema Brown  
Beth Leventhal  
Nina Bershadker  
*with CAS Sarah Gillman* | Drema Brown (chair)  
Michelle DeLong  
Jane Goldman  
Beth Leventhal  
Abe Fernandez |

<table>
<thead>
<tr>
<th><strong>Fundraising</strong></th>
<th><strong>Governance</strong></th>
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</thead>
</table>
| Jane Goldman (co-chair)  
Beth Leventhal (co-chair)  
Nina Bershadker  
*With CAS Jonathan Ettinger* | Abe Fernandez  
Beth Leventhal  
Michelle DeLong |

<table>
<thead>
<tr>
<th><strong>Ad Hoc</strong></th>
<th><strong>Facilities Steering</strong></th>
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</table>
| (Annual Retreat Actions Follow-up)  
Beth Leventhal  
Abe Fernandez  
Michelle DeLong  
Drema Brown | Jane Goldman  
Drema Brown  
Beth Leventhal  
*with CAS David Sweeney, Pat Ciaffi and Dan Lehman* |
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

<table>
<thead>
<tr>
<th>Trustees in Attendance</th>
<th>Others in Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nina Bershadker</td>
<td>Casey Vier, Principal</td>
</tr>
<tr>
<td>Drema Brown</td>
<td>Laura Crowley, Academic Dean</td>
</tr>
<tr>
<td>Michelle DeLong</td>
<td>Kashon DuBose, Business Manager</td>
</tr>
<tr>
<td>Abe Fernandez</td>
<td>Phoebe Boyer, CAS President and CEO **</td>
</tr>
<tr>
<td>Jane Goldman</td>
<td>Lyrica Fils-Aime, Community School Director**</td>
</tr>
<tr>
<td>Beth Leventhal</td>
<td>Marisol Nieves-Brown, Executive Assistant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trustees not in Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delois Coleman</td>
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</tbody>
</table>

* 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 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.