

Application: Children's Aid College Prep Charter School

Drema Brown - dbrown@childrensaidcollegeprep.org
Annual Reports

Summary

ID: 0000000345

Status: Annual Report Submission

Entry 1 School Info and Cover Page

Completed - Aug 11 2020

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

CHILDREN'S AID COLLEGE PREPARATORY CHARTER SCHOOL 321200861026

a1. Popular School Name

Children's Aid College Prep Charter School

b. CHARTER AUTHORIZER (As of June 30th, 2020)

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

c. DISTRICT / CSD OF LOCATION

CSD #12 - BRONX

d. DATE OF INITIAL CHARTER

6/2011

e. DATE FIRST OPENED FOR INSTRUCTION

8/2012

h. SCHOOL WEB ADDRESS (URL)

<http://childrensaiddcollegeprep.org/>

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

648

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

639

k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6, 7, 8

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2020-2021?

	Yes, 2 sites
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School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	1232 Southern Blvd. Bronx, NY 10459	347-871-9002	NYC CSD 12	K-8	3-5

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Casey Vier	347-871-9002	917-624-0430	cvier@childrensaidcollegeprep.org
Operational Leader	Jadid Zorrilla	347-871-9002	646-630-0076	jzorrilla@childrensaidcollegeprep.org
Compliance Contact	Drema Brown	347-871-9002	347-401-3109	dbrown@childrensaidcollegeprep.org
Complaint Contact	Drema Brown	347-871-9002	347-401-3109	dbrown@childrensaidcollegeprep.org
DASA Coordinator	Michael Williams	347-871-9002	917-624-0502	mwilliams1@childrensaidcollegeprep.org
Phone Contact for After Hours Emergencies	Drema Brown	347-401-3109	347-522-0955	dbrown@childrensaidcollegeprep.org

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.

Site 1 Certificate of Occupancy (COO)

[Final COO 5.2019.pdf](#)

Filename: Final COO 5.2019.pdf **Size:** 46.6 kB

Site 1 Fire Inspection Report

[Fire inspection report.pdf](#)

Filename: Fire inspection report.pdf **Size:** 196.7 kB

School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	1919 Prospect Ave, Third Fl., Bronx, NY 10457	347-871-9002	NYC CSD 12	6-8	No

m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Robin Fleshman	347-871-9002	347-416-3116	rfleshman@childrensnaidcollegeprep.org
Operational Leader	Andre Clarke	347-871-9002	917-903-9063	aclarke@childrensnaidcollegeprep.org
Compliance Contact	Drema Brown	347-871-9002	347-401-3109	dbrown@childrensnaidcollegeprep.org
Complaint Contact	Drema Brown	347-871-9002	347-401-3109	dbrown@childrensnaidcollegeprep.org
DASA Coordinator	Ashley Brown	347-871-9002	917-504-3153	abrown@childrensnaidcollegeprep.org
Phone Contact for After Hours Emergencies	Drema Brown	347-401-3109	347-522-0955	dbrown@childrensnaidcollegeprep.org

m2b. Is site 2 in public (co-located) space or in private space?

Co-located Space

m2c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 2	permanent	No		No		Yes

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).

No

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.


Name	Drema Brown
Position	Head of School
Phone/Extension	347-401-3109
Email	dbrown@childrensaiddcollegeprep.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

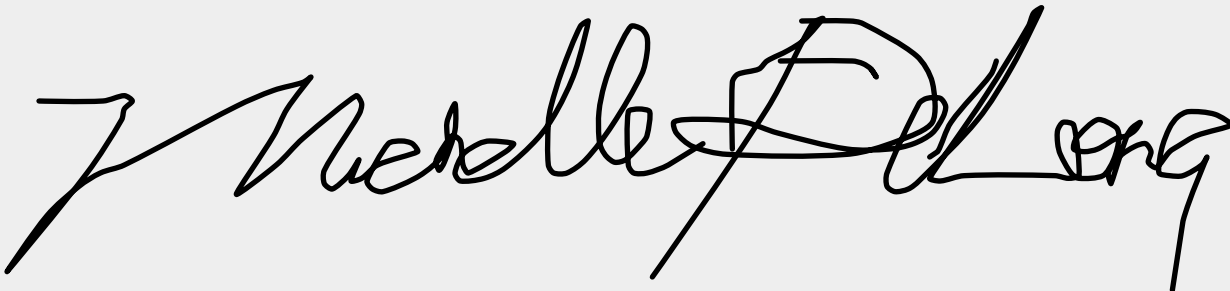
Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read 'Drema Brown'. The first part of the signature is more compact, while the last name is more elongated and ends with a long, sweeping horizontal stroke.

Signature, President of the Board of Trustees



Date

(No response)

Thank you.



Entry 2 NYS School Report Card

Completed - Aug 11 2020

[Instructions](#)

SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

Entry 2 NYS School Report Card Link

CHILDREN'S AID COLLEGE PREPARATORY CHARTER SCHOOL 321200861026

NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one.

Please type "URL is not available" in the space provided.)

<https://data.nysed.gov/essa.php?year=2019&instid=800000071164>

Entry 3 Progress Toward Goals

Completed - Aug 7 2020

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2019-20 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	ELA: Absolute Measures	NYS ELA Tests Grades 3-8	Unable to Assess	<p>To measure student growth in English Language Arts, CACPCS will utilize the following assessments in ELA during the 2020-21 school year.</p> <p>K-5 Assessment Calendar https://docs.google.com/document/d/15zvBAMEcJuCGWVXhMyrQ9wiize01BxbpmVqfAPQIUus/edit</p> <p>Grade 6-8</p>

				<p>Assessment Calendar</p> <p>https://docs.google.com/document/d/1vufvJBosHTNLYGeKDS0qr3sqLvJ2yl8Q/edit</p>
Academic Goal 2	ELA: Comparative Measures	NYS ELA Tests Grades 3-8 and NYC and CSD 12 comparison data	Unable to Assess	See Goal #1 response above.
Academic Goal 3	ELA: Growth Measures	NYS ELA Tests Grades 3-8	Unable to Assess	See response above for Goal #1.
Academic Goal 4	Math: Absolute Measures	NYS Math Tests 3-8	Unable to Assess	<p>To measure student growth in Math, CACPCS will utilize the following assessments in Math during the 2020-21 school year.</p> <p>K-5 Assessment Calendar https://docs.google.com/document/d/15zvBAMEcJuCGWVXhMyrQ9wiize01BxbpmVqfAPQIUus/edit</p> <p>Grade 6-8 Assessment Calendar https://docs.google.com/document/d/1vufvJBosHTNLYGeKDS0qr3sqLvJ2yl8Q/edit</p>

				Q/edit
Academic Goal 5	Math: Comparative Measures	NYS Math Tests 3-8 and NYC and CSD 12 comparison data	Unable to Assess	See Goal #4 response above.
Academic Goal 6	Math: Growth Measures	NYS Math Tests 3-8	Unable to Assess	See response to Goal #4 above.
Academic Goal 7	ESSA: Absolute Measure	NYS ELA and Math Tests 3-8	Unable to Assess	See K-8 assessment calendars shared above.
Academic Goal 8	Science	NYS Grade 4 and 8 Science Tests	Unable to Assess	See K-5 and Grades 6-8 assessments above for Science assessment info.
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Parent Satisfaction	NYC DoE Parent Survey	Unable to Assess	We will utilize the NYC DoE survey when it becomes available in addition to distributing, collecting and analyzing parent survey data from surveys created in-house during the year.
Org Goal 2	Student Retention	Each year, 90 percent of all students enrolled during the course of the year return the following September.	Unable to Assess	We won't know if we have met this goal until the enrollment process is completed during the first few weeks of the new school year.

Org Goal 3	Student Attendance	Each year the school will have a daily attendance rate of at least 95 percent.	Partially Met	<p>ADA between August 2019 to February 2020 was 93%. In the weeks prior to school closure in March, attendance dipped as CACPCS followed public health guidance and communicated to all members of the school community to stay home if sick. Year-end average daily attendance school-wide in 2019 was 95% compared to a year-end average daily attendance rate of 89% for the 2020 school year. Note: attendance tracking policy and procedures changed due to the shift to remote learning.</p>
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				

Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
				<ul style="list-style-type: none"> • CACPCS has nearly 2 times more in assets than in liabilities. CACPCS meets SUNY's rating of Good in this area. • CACPCS has 177 days of cash on hand. The total

Financial Goal 1	CACPCS is financially viable.	SUNY Fiscal Benchmarks	Met	<p>cash available is the cash available at the end of the quarter and total projected expenses are for the remainder of the full year's budget. Based on SUNY's standards, CAPCS's rating is Excellent in this area and risk is Low.</p> <ul style="list-style-type: none"> • Actual enrollment is 97% of budgeted enrollment. • Total net assets were \$3.6m at the end of Q4. • CACPCS's composite score (weighted reserves, equity and net income) would likely rate it as Fiscally Strong and Low Risk according to SUNY's standards.
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

Entry 7 Disclosure of Financial Interest Form

Completed - Aug 11 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools:** [Disclosure of Financial Interest Form](#)
- **SUNY- Authorized Charter Schools:** [Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

M Rumph Signed Disclosure 2020

Filename: M_Rumph_Signed_Disclosure_2020.pdf Size: 302.7 kB

Michelle DeLong 06102020

Filename: Michelle_DeLong_06102020.pdf **Size:** 1.2 MB

[Jane Goldman 2020-06-10 2023](#)

Filename: Jane_Goldman_2020-06-10_2023.pdf **Size:** 2.1 MB

[Phoebe Boyer 06112020](#)

Filename: Phoebe_Boyer_06112020.pdf **Size:** 756.1 kB

[\[Entry 7 Disclosure of Financial Interest Form\] 31564854-trustee-financial-disclosure-cacpcs-7312019](#)

Filename: Entry_7_Disclosure_of_Financial_Intere_nj4bqgB.pdf **Size:** 1.3 MB

Entry 8 BOT Membership Table

Completed - Aug 11 2020

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 8 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

CHILDREN'S AID COLLEGE PREPARATORY CHARTER SCHOOL 321200861026

1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and	Position on the Board	Committ ee Affiliation	Voting Member Per By-	Number of Terms Served	Start Date of Current	End Date of Current	Board Meetings Attended
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	Email Address		s	Laws (Y/N)		Term (MM/DD/YYYY)	Term (MM/DD/YYYY)	During 2019-2020
1	Michelle Delong michelledelong@yahoo.com	Chair	Executive , Finance, Governance, Learning, Achievement and Evaluation	Yes	3	10/10/2018	10/10/2020	11
2	Beth Leventhal bethpleventhal@gmail.com	Vice Chair	Executive , Finance, Governance, Learning, Achievement and Evaluation	Yes	3	6/30/2019	6/30/2021	11
3	Jane Goldman janemgoldman@yahoo.com	Secretary	Executive , Learning, Achievement and Evaluation	Yes	2	10/10/2018	10/10/2020	9
4	Nina Bershadker nina.bershadker@gmail.com	Treasurer	Executive and Finance	Yes	3	6/30/2019	6/30/2021	11
5	Michelle Rumph mrumph79@gmail.com	Trustee/Member	Finance	Yes	1	06/30/2019	06/30/2021	12

	com							
6	Phoebe Boyer pboyer@childrensaidnyc.org	Trustee/Member		Yes	1	10/10/2020	10/10/2020	11
7	Abe Fernandez abef@childrensaidnyc.org	Trustee/Member	Governance, Learning, Achievement and Evaluation	Yes	2	10/10/2018	10/10/2020	10
8	Delois Coleman Delois1854@gmail.com	Parent Rep		Yes	4	06/30/2019	6/30/2020	5 or less
9								

1a. Are there more than 9 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2020	7
b.Total Number of Members Added During 2019-2020	0
c. Total Number of Members who Departed during 2019-2020	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5-15

3. Number of Board meetings held during 2019-2020

12

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed - Aug 3 2020

Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

[June 10 2020 BOT Minutes_ Approved](#)

Filename: June_10_2020_BOT_Minutes__Approved.pdf **Size:** 889.7 kB

[CACPCS BOT 06102020 Agenda 05132020 Approved Minutes](#)

Filename: CACPCS_BOT_06102020_Agenda_05132020_Ap_j4vxxix.pdf **Size:** 891.9 kB

[CACPCS April 1 Bd Minutes Approved](#)

Filename: CACPCS_April_1_Bd_Minutes_Approved.pdf **Size:** 1.0 MB

[CACPCS BOT 04 01 2020 Agenda 03 11 2020 Minutes Board Approved](#)

Filename: CACPCS_BOT_04_01_2020_Agenda_03_11__20_zZKma2v.pdf **Size:** 919.0 kB

[CACPCS BOT 03](#)

Filename: CACPCS_BOT_03.11.2020_Agenda_02.12.202_PJYnhVt.pdf **Size:** 915.7 kB

[CACPCS BOT 01](#)

Filename: CACPCS_BOT_01.08.20_Agenda_12.11.19_Mi_zgyS9Ds.pdf **Size:** 741.8 kB

[CACPCS BOT 010820 Meeting Agenda 121119 Minutes Approved](#)

Filename: CACPCS_BOT_010820_Meeting_Agenda_12111_XBl9peC.pdf **Size:** 821.8 kB

[CACPCS BOT 111319 Meeting Agenda 102319 Minutes Approved](#)

Filename: CACPCS_BOT_111319_Meeting_Agenda_10231_gL1LxPh.pdf **Size:** 741.8 kB

[CACPCS BOT 091119 Meeting Agenda 081419 Minutes Approved](#)

Filename: CACPCS_BOT_091119_Meeting_Agenda_08141_Bmtz2re.pdf **Size:** 827.0 kB

[CACPCS BOT 102319 Meeting Agenda 091119 Minutes Approved](#)

Filename: CACPCS_BOT_102319_Meeting_Agenda_09111_YVNBjIK.pdf **Size:** 725.9 kB

[CACPCS BOT 081419 Meeting Agenda 073119 Minutes Approved](#)

Filename: CACPCS_BOT_081419_Meeting_Agenda_07311_8eEFAs6.pdf **Size:** 772.1 kB

[CACPCS BOT 111319 Meeting Agenda 102319 Minutes Approved](#)

Filename: CACPCS_BOT_111319_Meeting_Agenda_10231_XQYqzoh.pdf **Size:** 741.8 kB

Entry 10 Enrollment & Retention

Completed - Aug 11 2020

[Instructions for submitting Enrollment and Retention Efforts](#)

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress

toward meeting its enrollment and retention targets in 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

CHILDREN'S AID COLLEGE PREPARATORY CHARTER SCHOOL 321200861026

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	<p>We canvassed the CSD neighborhoods and the area surrounding both school locations to spread the word about our school and to share the application.</p> <p>We paid for bus shelter signs and signs on buses operating in our local community.</p> <p>Held Open House events.</p> <p>Made several visits to local free Pre-K and Day Care programs at various times of day and throughout the entire enrollment process.</p> <p>Connected with parents of the Children's Aid Early Childhood</p>	<p>In addition to continuing the practices used during the 2019-20 school year because they were effective, we will adjust some of our practices based on the impact of COVID-19. For example, we will have to hold virtual open houses and online meetings with families from local programs.</p>

	<p>program at 1232 Southern Blvd.</p> <p>We made connections with other Children's Aid staff to to get the word out to their clients about CACPCS, the enrollment process and application deadline.</p>	
English Language Learners/Multilingual Learners	<p>Visited local programs with high populations of bilingual families.</p> <p>Ensured bilingual staff are present/involved in Open House events for translation and to ensure the event is inclusive of multilingual families.</p> <p>Produced application flyers in multiple languages and post throughout the community.</p> <p>Had current parents of English Language Learners or Multilingual Learners spread the word to their family, friends and other contacts about the school and share application info.</p> <p>Ensured bilingual staff were leading and/or involved in the enrollment process.</p> <p>We encouraged parents of students with special needs to recommend our school to other parents.</p>	<p>In addition to continuing the practices used during the 2019-20 school year because they were effective, we will adjust some of our practices based on the impact of COVID-19. For example, we will have to hold virtual open houses and online meetings with families from local programs.</p>
	<p>Held Open House events during recruitment season which allow potential families to ask questions and to learn more about the special education services provided. We described our co-teaching model and the additional social and emotional</p>	<p>In addition to continuing the</p>

Students with Disabilities	<p>supports provided via additional social workers and teacher training.</p> <p>We encouraged parents of students with special needs to recommend our school to other parents.</p> <p>We worked with staff at Children's Aid to make connections with staff who may know students with disabilities who would benefit from our school approach.</p>	<p>practices used during the 2019-20 school year because they were effective, we will adjust some of our practices based on the impact of COVID-19. For example, we will have to hold virtual open houses and online meetings with families from local programs.</p>
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	<p>Provided current families with applications for new students (siblings) along with a letter in different languages to begin the enrollment process for the upcoming year.</p> <p>Held a meeting with the parents of the 4 year olds in Children's Aid's Early Childhood program (half of whom were CACPCS siblings).</p> <p>Provided comprehensive student and family supports that were most needed by students and their families via our community school strategy (e.g. social worker supports, after school and summer enrichment programming, etc.).</p>	<p>Continue the same practices used during the 2019-20 school year.</p>

	<p>Provided a high degree of regular support to parents and students during remote learning. Provided remote learning devices and/or hotspots to any family that needed them alleviating some of the burden on families to provide the resources to engage in remote learning.</p>	
<p>English Language Learners/Multilingual Learners</p>	<p>Provided current families with applications for new students (siblings) along with a letter in different languages to begin the enrollment process for the upcoming year.</p> <p>Had bilingual staff in key roles to support strong communication with families and to connect families to one another for on-going support and info-sharing.</p>	<p>Continue the same practices used during the 2019-20 school year and improve the school's website to include translations tools to make information more accessible to multilingual families.</p>
<p>Students with Disabilities</p>	<p>Provided comprehensive student and family supports that were most needed by students and their families via our community school strategy (e.g. social worker supports, after school and summer enrichment programming, etc.).</p> <p>Provided a high degree of communication and strong follow-up with families of students with disabilities to ensure they are receiving the services needed.</p>	<p>Continue the same practices used during the 2019-20 school year.</p>

Entry 12 Percent of Uncertified Teachers

Completed - Aug 10 2020

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Entry 12 Uncertified Teachers

School Name: CHILDREN'S AID COLLEGE PREPARATORY CHARTER SCHOOL 321200861026

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	11
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	27
Total Category A: 5 or 30% whichever is less	38.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	27
Total Category B: not to exceed 5	28.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	11
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	27
Total Category C: not to exceed 5	38.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	25

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	63



Thank you.

Entry 13 Organization Chart

Completed - Aug 7 2020

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

[OrgChart 2019_20](#)

Filename: OrgChart_2019_20.pdf Size: 207.8 kB

Entry 14 School Calendar

Completed - Aug 11 2020

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

[CACPCS 2020-2021 Calendar](#)

Filename: CACPCS_2020-2021_Calendar.pdf Size: 140.0 kB

Entry 15 Links to Critical Documents on School Website

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 15 Links to Critical Documents on School Website

School Name: Children's Aid College Prep Charter School

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	http://childrensaidcollegeprep.org/sites/default/files/resource/CACPCS_Annual_Report_2018-2019.pdf
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	http://childrensaidcollegeprep.org/board_minutes
2a. Webcast of Board Meetings (per Governor's Executive Order)	http://childrensaidcollegeprep.org/board-recordings
3. Link to NYS School Report Card	https://data.nysed.gov/essa.php?year=2019&instid=800000071164
4. Most Recent Lottery Notice Announcing Lottery	http://childrensaidcollegeprep.org/sites/default/files/resource/Charter%20School%20Application%2020-2021.pdf
5. Authorizer-Approved DASA Policy	http://childrensaidcollegeprep.org/sites/default/files/resource/DistrictSafetyPlan_and_EmergencyResponseProcedures_BdApproved.pdf
6. District-wide Safety Plan	http://childrensaidcollegeprep.org/sites/default/files/resource/DistrictSafetyPlan_and_EmergencyResponseProcedures_BdApproved.pdf
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	http://childrensaidcollegeprep.org/sites/default/files/resource/Family_Handbook_2019-2020.pdf
7. Authorizer-Approved FOIL Policy	http://childrensaidcollegeprep.org/sites/default/files/resource/Family_Handbook_2019-2020.pdf
8. Subject matter list of FOIL records	http://childrensaidcollegeprep.org/sites/default/files/resource/Family_Handbook_2019-2020.pdf
9. Link to School Reopening Plan	https://docs.google.com/document/d/1vij6KEslaRCDufAa-IS2VJuNncTu0QTVepoC5M4KPtg/edit

Thank you.



Entry 16 COVID 19 Related Information

Completed - Aug 11 2020

Instructions

Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Entry 16 COVID 19 Related Information

School Name: Children's Aid College Prep Charter School

TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	639	476	546

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for

best practices regarding end of year assessments in a remote learning environment.

	Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participating Students
	Running Records (Fountas and Pinnell)	✓	✓	✗	✗	✗	✗	✗	✗	✓	✗	✗	✗	✗	142
	ANet Interim Assessments (ELA)	✗	✗	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	465
	ANet Interim Assessments (Math)	✗	✗	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	445

[illegible]



**DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Children's Aid College Prep Charter School
2. Trustee's name (print): Michelle Rumph
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Trustee
4. Home address: 1605 Metropolitan Avenue, Bronx, NY 10462
5. Business Address: 403 Concord Avenue, Bronx, NY 10454
6. Daytime phone: 917-721-2054
7. E-mail: mrumph79@gmail.com
8. Is Trustee an employee of the education corporation? ____Yes. XNo. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
	NONE	NONE	NONE
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write “None.”

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<i>Please write “None” if applicable. Do not leave this space blank.</i>				
	NONE	NONE	NONE	

Michelle Rumph

Signature

6/10/2020

Date



**DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Children's Aid collg Prep Charter School
2. Trustee's name (print): Michelle DeLong
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): _____
Chair
4. Home address: 15 Dolma Rd Scarsdale, NY 10583
5. Business Address: N/A
6. Daytime phone: 914.523.8220
7. E-mail: michelledelong@yahoo.com
8. Is Trustee an employee of the education corporation? ____ Yes. ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
N/A None	N/A None	N/A None	None
Please write "None" if applicable. Do not leave this space blank.			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None
Please write "None" if applicable. Do not leave this space blank.				


Signature

6.10.20
Date



Charter Schools Institute
The State University of New York

FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR: _____
DATE RECEIVED: _____

**DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Children's Aid College Prep Charter School
2. Trustee's name (print): Jane Goldman
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):
Secretary ; Chair Learning & Achievement Committee
4. Home address: 630 Park Avenue, Apt 9A, NY, NY 10065
5. Business Address: _____
6. Daytime phone: 516-840-9066
7. Email: jane.m.goldman@yahoo.com
8. Is Trustee an employee of the education corporation? ____ Yes. ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
	None		

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 - June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest



		None		
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Signature

Date

Form Revised November 16, 2015



**DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE**


1. Name of education corporation: Children's Aid College Prep Charter School
2. Trustee's name (print): Phoebe C. Boyer
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):
Trustee
4. Home address: 333 Central Park West, New York, NY 10025
5. Business Address: 711 Third Avenue, New York, NY 10017
6. Daytime phone: 212-949-4921
7. E-mail: pboyer@childrensaidnyc.org
8. Is Trustee an employee of the education corporation? ____ Yes. X No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
	NONE		
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
Children's Aid Society	Children's Aid Society provides services to Children's Aid College Prep Charter School through a management services agreement	\$2,000,000.	Phoebe C. Boyer, President and CEO of Children's Aid Society	Recusal from voting on any transaction involving Children's Aid Society


 Signature

6/11/2020
 Date

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name:

Abelardo Fernandez

**Name of Charter School Education Corporation (the Charter School Name,
if the charter school is the only school operated by the education
corporation):**

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee; Chair, Governance Committee

2. Are you an employee of any school operated by the education corporation?
☐ Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☒ Yes ☐ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

Vice President, Collective Impact; \$185K, 9/3/2003

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<div>None</div> <i>Please write "None" if applicable. Do not leave this space blank.</i>			

5. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Children's Aid Vice President, Collective Impact School's management organization				
<i>Please write "None" if applicable. Do not leave this space blank.</i>				



Signature

7/31/2019

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 646-867-6670

Business Address: Suite 700, 711 Third Avenue, New York, NY 10017

E-mail Address: abef@childrensaidnyc.org

Home Telephone: 347-582-2667

Home Address: 5838 Tyndall Avenue, Bronx, NY 10471

last revised 08/21/2018

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name:

Beth Leventhal

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Vice Chair of Board

2. Are you an employee of any school operated by the education corporation?
 Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

 Yes X No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write " <u>None</u> " if applicable. Do not leave this space blank.			

5. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None				

Please write "None" if applicable. Do not leave this space blank.

Beth Leventhal

Signature

7/31/19

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

None

Business Address: None

E-mail Address:

Bethpleventhal@gmail.com

Home Telephone:

914-238-5702

Home Address:

10 Bessel Lane Chappaqua NY 10514

last revised 08/21/2018

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Children's Aid College Prep Charter School

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee

2. Are you an employee of any school operated by the education corporation?
 Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

 X Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

Children's Aid Society provides comprehensive management services (CMO) to Children's Aid College Prep Charter School.

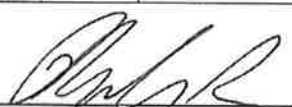
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the

Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "NONE if applicable. Do not</i>			

- Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Children's Aid Society <i>Please write "None" if applicable. Do not</i>	Children's Aid Society provides services to Children's Aid College Prep Charter School through a management Services agreement.	\$1,785,653.52	Phoebe C. Boyer President & CEO of Children's Aid Society	Recusal from voting on any transaction involving Children's Aid Society.


Signature

7/30/19
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 212-949-4921

Business Address: 711 Third Avenue, Suite 700, New York, NY 10017

E-mail Address: pboyer@childrensaidnyc.org

Home Telephone: 917-617-2169

Home Address: 333 Central Park West, New York, NY 10025

last revised 08/21/2018

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name: NINA M BERSHADKER

Name of Charter School Education Corporation (the Charter School Name,
if the charter school is the only school operated by the education
corporation): CHILDREN'S AID COLLEGE PREP CHARTER SCHOOL

1. List all positions held on the education corporation Board of Trustees
("Board") (e.g. president, treasurer, parent representative).

Treasurer

2. Are you an employee of any school operated by the education corporation?
Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you
hold, your responsibilities, your salary and your start date.

3. Are you a past, current, or prospective employee of the charter school,
education corporation, and/or an entity that provides comprehensive
management services ("CMO"), whether for-profit or not-for-profit, which
contracts, or may contract, with the charter school or education corporation;
or do you serve as an employee, officer, or director of, or own a controlling
interest in, a business or entity that contracts, or does business with, or plans
to contract or do business with, the charter school, education corporation,
and/or a CMO, whether for-profit or not-for-profit, including, but not limited to,
the lease of real or personal property to the said entities?

Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your
responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None			

5. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None				



7/25/19

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

Business Address: _

E-mail Address:

nina.bershadker@gmail.com

Home Telephone:

646.645.4778

Home Address:

17 Bonnie Briar Lane, Larchmont, NY
10538

last revised 08/21/2018

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name:

Michelle DeLong

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Chair

2. Are you an employee of any school operated by the education corporation?
 Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

 Yes ☒ No


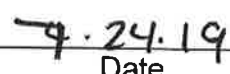
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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<i>Please write "None" if applicable. Do not leave this space blank.</i>			
None			

5. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

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<p>NONE</p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

Signature Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

michelledelong@yahoo.com

Home Telephone:

914-722-5946

Home Address:

15 Dolma Rd Scarsdale, NY 10583

last revised 08/21/2018

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Michelle Rumph

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee

2. Are you an employee of any school operated by the education corporation?
☐ Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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Please write "None" if applicable. Do not leave this space blank.			
	None		None

5. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

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<p style="text-align: center;">None</p> <p>Please write "None" if applicable. Do not leave this space blank.</p>				

Michelle Ruyel
Signature

7/25/19
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 917-721-2054

Business Address: 237 West 35th Street, Suite 301, NY, NY 10001

E-mail Address: mrump79@gmail.com

Home Telephone: 347-657-0160

Home Address: 1605 Metropolitan Avenue
Bronx, NY 10462

last revised 08/21/2018

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name:

Jane M. Goldman

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee, Secretary

2. Are you an employee of any school operated by the education corporation?
 Yes ✓ No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

 Yes ✓ No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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Please write "None" if applicable. Do not leave this space blank. <i>None</i>			

5. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

None

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None →				

Signature

Date

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Business Telephone:

None

Please write "None" if applicable. Do not leave this space blank.

Business Address:

None

E-mail Address:

jane mgoldman @ yahoo . com

Home Telephone:

212-706-8143

Home Address:

630 Park Avenue, Apt 9A, NY, NY 10065

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name: Delois Coleman

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Children Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

parent

2. Are you an employee of any school operated by the education corporation?
 Yes ✓ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

3. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

 Yes ✓ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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<i>Please write "None" if applicable. Do not leave this space blank.</i>			
N/A	N/A	N/A	N/A

5. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

NONE

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Please write "None" if applicable. Do not leave this space blank.				
N/A	NONE	NONE	NONE	NONE

Colman DeLois

Signature

7/30/19

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

delois1854@gmail.com

Home Telephone:

347- 590 - 6158

Home Address:

1162 Washington Ave

last revised 08/21/2018

Videoconferencing Details:

1. Please join my meeting at: <https://global.gotomeet-ing.com/join/415385461>
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 – July 8, 2020

Trustee Meeting will be held via GoTo Meeting video conferencing due to Coronavirus Pandemic.

Planned Outcomes: Trustees will:

1. Approve June meeting minutes
2. Receive school update
3. Receive committee updates

Time	Lead	Item	Materials
6:00-6:05 PM	DeLong	Approval of May minutes	Draft Minutes
6:05 – 7:00 PM	Brown	HOS Report and Connection to Purpose: End of year assessments and reopening plans	HOS Report and school data
7:00-7:10 PM	Bershadker	Finance Committee Update	
7:10-7:20	Goldman	Learning and Achievement Committee Up-date	
7:20- 7:40 PM	DeLong	Executive Session with Ms. Brown	
7:40-7:50 PM	DeLong	Executive Session	
7:50 PM	DeLong	Public Session Resumes	

Board of Trustees 2019-2020 Planning Calendar

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Trustees		All	DeLong, Leventhal	DeLong, Goldman, Leventhal	Bershadker, DeLong, Leventhal, Rumph
NOTES	Reporting requirements due on the 1 st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15 th of the month or later will be reviewed at the relevant committee meeting and full board meeting held earlier the same month.	Meetings are held at 6:00PM on the second Wednesday of every month.	Meetings are held at 4:00PM on the third Thursday of every month.	Meetings are held at 2:00PM on the fourth Monday of every other month beginning in September.	Meetings are held at 4:00PM on the Monday prior to the full Board meeting. The Committee reviews the data from two months prior (i.e. the Committee reviews the June close in August and the July close in September).
July		7/31 *	7/18		
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14	8/15		8/12 • Review and approve school Fiscal Policies and Procedures Manual
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/19	9/23	9/9
Oct	10/15 District and School Safety Plans	10/23	10/24* 10/26 Full Board Retreat		10/21 • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/13	11/21	11/21*	11/7
Dec		12/11	12/19		12/9

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Jan	1/2 – Student Application Form	1/8	1/16	1/22*	1/6 <ul style="list-style-type: none"> CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared
Feb	2/15 – Q2 Financial Report	2/12	2/20		2/10 <ul style="list-style-type: none"> Initial FY21 Wrap-around Budget Review
Mar		3/11	3/19	3/23	3/9 <ul style="list-style-type: none"> Budget Review Final approval of FY21 wraparound budget General Liability Insurance Review
Apr	4/15 – Facilities Reporting Questionnaire	4/8 990 Approval with full Board	4/16		4/6 <ul style="list-style-type: none"> Review Full FY21 Budget draft Medical insurance Review Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/13	5/21	5/19 *	5/11 <ul style="list-style-type: none"> Review and finalize FY21 full budget
June	6/30 – Annual Budget	6/10 (ANNUAL MEETING)	6/18		6/8 <ul style="list-style-type: none"> Budget Final Review Review SY 2020-21 contracts

Current Committee Assignments

<p align="center">CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
<p align="center">Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with Children's Aid Sherry Capili</i> <i>Milagros Lora</i></p>	<p align="center">Learning, Achievement & Evaluation Jane Goldman (Chair) Michelle DeLong Beth Leventhal</p>
<p align="center">Governance Beth Leventhal (Chair) Michelle DeLong</p>	<p align="center">Facilities Steering Jane Goldman Beth Leventhal</p>
<p align="center">Ad Hoc (Annual Retreat Actions Follow-up)</p>	<p align="center">Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal</p>

Minutes of the Meeting of the Children's Aid College Prep Charter School Trustees – June 10, 2020

Trustee Meeting held via GoTo Meeting video conferencing due to Coronavirus Pandemic

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Phoebe Boyer*	Drema Brown, Head of School & CA VP of Education*
Michelle DeLong*	Casey Vier, Elementary School Principal*
Abe Fernández*	Robin Fleshman, Middle School Principal*
Jane Goldman*	Cherice Bedford, Assistant Community School Director*
Beth Leventhal*	Osvaldo Cruz, Life Coach Director*
Michelle Rumph*	Marisol Nieves-Brown, Senior Manager of Operations*
	Alia Atchabao, 8 th Grade Scholar
	Goundo Fofana, 8 th Grade Scholar
	Fatima Jallow, 8 th Grade Scholar
	Miguel Vazquez, 8 th Grade Scholar
<i>Trustees not in Attendance</i>	
Nina Bershadker	
Deloise Coleman	

* Via video-conference

** Via phone

Welcome

Ms. DeLong called the meeting to order at 6:04 p.m.

Ms. Goldman moved to approve the May minutes. Ms. DeLong seconded the motion. Minutes were unanimously approved.

Connection to Purpose Focus

Trustees spoke with four 8th grade scholars from the first graduating class of CACPCS: Alia Atchabao, Goundo Fofana, Fatima Jallow, and Miguel Vazquez. The scholars shared their best CACPCS memories, improvements or changes they would like to see for the next class, and advice for the next class on how to survive 8th grade.

HOS Report

- Attendance: Continues to improve. School-wide average was 76% and is currently 80%. Improvement attributed to teachers continuing to develop/refine practice and provide scholars with more clarity and virtual tutoring, as well as outreach to families.
- Virtual Graduation: three graduations planned: June 23rd - 8th grade, June 24th - Kindergarten stepping up, and June 25th - 5th grade stepping up
- Day of Mourning, Reflection and Self-Care for CACPCS staff - June 9 (PD Day). Ms. Pinks and Mr. Cruz have planned events related to the death of George Floyd and its implications for Black Lives Matter.

Re-Opening Vision

CACPCS will work to achieve a safe reopening plan that reflects the various perspectives, contributions and needs of our school community.

- Phase I: Planning Design and vision setting, May 18th – June 1st
- Phase II: Stakeholder Engagement and finalizing plan, June 1st – June 19th

- Phase III: Preparing for re-opening, June 29th – August 31 (based on Mayor and Governor's emerging guidelines)
- Re-opening plan will focus on six areas: health and wellness, space safety, school day/year schedules, instructional recovery and continuity of learning, communications, and operations.
- Stakeholder engagement expressed through surveys. Particularly we want to understand PAC's issues/concerns, hear from parents of SWD about their scholars' experiences with remote learning, and hear directly from scholars about how they are faring.
- The 3 scenarios under discussion are: in-person/remote hybrid, fully-remote, and remote/in-person hybrid.
 - Scenario 1 IN PERSON/REMOTE HYBRID: emphasizes in-person rotation (particularly to assess learning).
 - Scenario 2 FULLY REMOTE (current model): has more consistency, yet large group of scholars not currently thriving.
 - Scenario 3 REMOTE INSTRUCTION /IN PERSON Mon-Fri for children of essential workers/ first responders. Would be focused at Southern Blvd.

FY 21 Budget

Resolution to give Children's Aid Michael Greenberg (CFO), and Phoebe Boyer (CEO) signature rights for the CACPCS bank accounts, along with the CACPCS Board Chair (currently Michelle DeLong).

Ms. DeLong moved to approve the resolution; Ms. Rumph seconded the motion. The resolution was unanimously approved.

- New rent to CA will be \$2M.
- We will receive approximately \$1M rent reimbursement from DOE
- CA will pay all operating expenses and provide \$500K grant to CACPCS
- We have \$6.5M in reserves, hence budget shortfall projected this year will be covered.
- Additional funds: \$1.4M PPP (currently a loan but may be forgiven next month.)
- ANet and Lavinia will continue providing support next year. We are adding a humanities curriculum at Southern Blvd
- We need to develop a policy for cash reserves; subject to revision as needed.

The budget for 2020-21 was presented for approval. Ms. Goldman made a motion for the budget for 2020-21 to be approved. Ms. Rumph seconded the motion. The budget for 2020-21 was unanimously approved.

Governance Committee

Board of Trustees Meeting Calendar

Board of Trustees meetings will be held the 2nd Wednesday of the month, November meeting will be moved to November 18th.

Ms. Leventhal made a motion to approve the Board of Trustees 2020-21 Meeting Calendar. Ms. DeLong seconded the motion. The Board of Trustees 2020-21 Meeting Calendar was unanimously approved.

Finance Committee meetings will be held on the Monday before each Board of Trustees meeting.

Election of Trustees/Board Terms

Ms. Coleman's term is up. Her scholars will be graduating and she will be cycling off the board. She has served on the board for a number of years and we thank her for her service and perspective. We wish Ms. Coleman and her children the best in their future endeavors.

Class 1 Board of Trustee terms up for renewal: Ms. DeLong, Ms. Goldman, Ms. Boyer and Mr. Fernandez.

Regretfully Mr. Fernandez has resigned from the board. Additional responsibilities at Children's Aid preclude his continued service on our Board. We thank him his vision and the thoughtful insights he has consistently brought to the Board. He will be sorely missed; we wish him well.

Ms. Leventhal made a motion for the renewal of the terms of the Class 1 Board of Trustees until June 30, 2022. The trustees are Ms. DeLong, Ms. Goldman and Ms. Boyer. The motion was seconded by Mr. Fernandez, and then unanimously approved.

Ms. DeLong made a motion to elect Ms. Leventhal as Chair of the Governance Committee, replacing Mr. Fernandez. Ms. Rumph seconded the motion. The motion was unanimously approved.

Learning & Achievement Committee

- Committee Meeting was held May 19th.
- Reviewed state of the school.
- Discussed HOS evaluation and agreed on same format used last year.
 - No 360 this year, because of transition to remote learning in Covid environment.
 - HOS suggested committee interview the Leadership Team as part of her evaluation.
 - Next year evaluation will be pushed earlier in the year and will include a 360.
- Director of SPED shared support work occurring with SWDs and their parents.

Draft of the lease between CACPCS and 1232 Southern LLC is up for renewal. Need to send lease to SUNY and the DOE on Monday, June 15th. Main changes are:

- Rent increase
- Payment of operating expenses by CACPCS is now eliminated; covered in full by CA.

Ms. DeLong made a motion to approve the lease renewal. Ms. Rumph seconded the motion. The lease renewal was unanimously approved.

At 7:34 p.m. motion made to go into Executive Session: discussion of matters leading to the appointment or removal of a particular person.

At 8:03 p.m. Executive session ended; the public session resumed and was adjourned.

Videoconferencing Details:

1. Please join my meeting at: <https://global.gotomeet-ing.com/join/415385461>
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 – June 10, 2020

Trustee Meeting will be held via GoTo Meeting video conferencing due to Coronavirus Pandemic.

Planned Outcomes: Trustees will:

1. Approve May meeting minutes
2. Receive school update
3. Approve FY21 Budget
4. Approve Resolution re: Bank Accounts
5. Nominate and Elect Trustees
6. Approve Annual Calendar
7. Trustee Disclosure Forms

Time	Lead	Item	Materials
6:00-6:05 PM	DeLong	Approval of May minutes	Draft Minutes
6:05 - 6:45 PM	Brown	HOS Report and Connection to Purpose: Profiles of first graduating class; Planning for re-opening of school	HOS Report and school data
6:45-7:00 PM	Bershadker	Finance Committee Update; FY21 Budget; Resolution	FY21 Budget; Board Resolution
7:10-7:20	Fernandez	Governance Committee Update; election of trustees and Approve Meeting Calendar	2020-21 Board Meeting Calendar
7:20-7:30	Leventhal	Learning and Achievement Committee Update	
7:30- 7:50 PM	DeLong	Executive Session with Ms. Brown	
7:50-7:55PM	DeLong	Executive Session	
7:55 PM	DeLong	Public Session Resumes	

Board of Trustees 2019-2020 Planning Calendar

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Trustees		All	DeLong, Fernández, Leventhal	DeLong, Fernandez, Goldman, Leventhal	Bershadker, DeLong, Leventhal, Rumph
NOTES	Reporting requirements due on the 1 st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15 th of the month or later will be reviewed at the relevant committee meeting and full board meeting held earlier the same month.	Meetings are held at 6:00PM on the second Wednesday of every month.	Meetings are held at 4:00PM on the third Thursday of every month.	Meetings are held at 2:00PM on the fourth Monday of every other month beginning in September.	Meetings are held at 4:00PM on the Monday prior to the full Board meeting. The Committee reviews the data from two months prior (i.e. the Committee reviews the June close in August and the July close in September).
July		7/31 *	7/18		
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14	8/15		8/12 • Review and approve school Fiscal Policies and Procedures Manual
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/19	9/23	9/9

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Oct	10/15 District and School Safety Plans	10/23	10/24* 10/26 Full Board Retreat		10/21 • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/13	11/21	11/21*	11/7
Dec		12/11	12/19		12/9
Jan	1/2 – Student Application Form	1/8	1/16	1/22*	1/6 • CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared
Feb	2/15 – Q2 Financial Report	2/12	2/20		2/10 • Initial FY21 Wrap-around Budget Review
Mar		3/11	3/19	3/23	3/9 • Budget Review • Final approval of FY21 wraparound budget • General Liability Insurance Review
Apr	4/15 – Facilities Reporting Questionnaire	4/8 990 Approval with full Board	4/16		4/6 • Review Full FY21 Budget draft • Medical insurance Review • Review 990

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/13	5/21	5/19 *	5/11 • Review and finalize FY21 full budget
June	6/30 – Annual Budget	6/10 (ANNUAL MEETING)	6/18		6/8 • Budget Final Review • Review SY 2020-21 contracts

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman	
Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with Children's Aid Sherry Capili Milagros Lora</i>	Learning, Achievement & Evaluation Jane Goldman (chair) Michelle DeLong Beth Leventhal Abe Fernández
Governance Abe Fernandez (chair) Beth Leventhal Michelle DeLong	Facilities Steering Jane Goldman Beth Leventhal

Ad Hoc (Annual Retreat Actions Follow-up)	Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal
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Minutes of the Meeting of the Children's Aid College Prep Charter School Trustees – May 13, 2020

Trustee Meeting held via GoTo Meeting video conferencing due to Coronavirus Pandemic

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Nina Bershadker* Phoebe Boyer* Michelle DeLong* Abe Fernández* Jane Goldman* Beth Leventhal* Michelle Rumph*	Drema Brown, Head of School & CA VP of Education* Casey Vier, Elementary School Principal* Robin Fleshman, Middle School Principal* Cherice Bedford, Assistant Community School Director* Osvaldo Cruz, Life Coach Director* Marisol Nieves-Brown, Senior Manager of Operations*
<i>Trustees not in Attendance</i>	
Delois Coleman	

* Via video-conference

** Via phone

Welcome

Ms. DeLong called the meeting to order at 6:03 p.m.

Ms. Boyer moved to approve the April minutes. Ms. Leventhal seconded the motion. Minutes were unanimously approved.

Connection to Purpose Focus: Remote Learning

This month's connection to purpose is providing Trustees with an update on our transition to remote learning, how we are supporting our families during this time, teaching and learning supports, and 8 major shifts in practices. Data included in HOS report. We will be in remote learning until the summer.

Ms. Brown presented SY 2019/2020 Academic Priorities: students meet or exceed benchmarks; instructional leaders build rigorous K-8 learning continuum via curriculum development and PD; improve SPED and intervention supports. Each academic priority has concomitant remote learning priorities.

8 Shifts & Early Lessons Learned re Remote Learning:

Positive relationships carry over to remote envt.

Community school strategy - invaluable supports.

Technology access facilitated with chromebooks for all.

Time - flexibility required.

Learning environment -communication/collaboration between staff and parents essential.

Learning experiences - can be synchronous/asynchronous.

Instruction delivered by teachers through technology, but parents share much responsibility. **Educational equity** driven by home and community resources.

Home environment is the greatest influence on successful use of technology and out of school learning. (Hattie 2009).

Student and family supports:

- Life Coaching support services continue - maintaining connection with scholars and families to address needs.
- Elementary campus using SEESAW, Google platform for coping strategies.
- Prospect campus using Google platform for parent supportive resources.
- Scholars engaging more via Google.
- 20 students via Zoom in Power Groups.
- Zoom has been challenging for some families, but FaceTime popular; families requesting individual Face Time for grievances.
- Families requested assistance with rental arrears - some provided through OPPCA from NYTimes Neediest. CA has collaborated to arrange assistance.
- Families also need referrals to food pantries - major issue.
- mybronximpact.org - great resource
- Quarantine fatigue kicking in for adults and children. Impacting students and parents with other existing health conditions. More cases as we move forward.

Attendance tracking from March 16-April 20

- ELLs 81% scholars with IEPs 76%; General Ed 83%
- April attendance was 76% (spring break had a negative impact)
- Average number of posts from April 8th – May 5th : 100 per student.
- 195 middle school scholars signed into Google, between 2000-3000 posts per day.

Scholars have been maximizing synchronous learning, with support. Parents are more engaged; families and caregivers are providing more information and sharing more than previously.

Success Mentors are working with Life Coaches to learn the right questions to ask, and how to ask them during this time when families have so many challenges.

HOS Report

- Enrollment: 704 lottery applications — more applications than previous two years. Recruiting from Early Childhood programs has helped.
- Year-End Assessments: After consulting with several consultants we have decided to administer A4 of the ANet assessments, so we will have pre and post remote learning data.
- Reopening Planning: We were asked to give our first day of school to DoE: will be August 31, 2020 (teachers report for PD Aug 17.)
- We are planning 3 scenarios: in school, remote learning or a hybrid. May be staggered openings for different grades.
- SUNY and NYSED want stakeholders engaged in the planning and will consider regulatory relief in order to balance school goals with support needed by scholars and families to feel safe. We are asking to waive longer school day, longer school year and mandatory 6+ hours.
- Graduation: For K, 5th – virtual graduations. For 8th grade we are working with a vendor to do a pre-recorded video that features personalized segments for each scholar.
 - More than half of the graduation class has been with us since the opening of the school.
- Preparing hard copy and interactive summer work for scholars who need more academic reinforcement.

Finance Committee

Ms. Bershadker moved to approve Form 990. Ms. Leventhal seconded the motion. Form 990 was unanimously approved.

- We went through the 3rd quarter BvA, we are tracking lower on SPED revenue. This has to do with scholars leaving the school but also shifting from 50% to 20% SPED services.
- Projecting surplus year-end: \$300K – \$400K.
- HOS will be on CACPCS budget 100% for the next school year.
- HOS has provided various scenarios for next year's budget.

Learning & Achievement Committee

The Learning & Achievement Committee meeting is scheduled for Tuesday, May 19. Brown and Leventhal will arrange.

At 7:11pm motion made to go into Executive Session: discussion of lease of real property, publicity could affect value.

At 7:41pm the public session resumed and the meeting was adjourned.

Videoconferencing Details:

1. Please join my meeting at: <https://global.gotomeet-ing.com/join/415385461>
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Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – May 13, 2020

Trustee Meeting will be held via GoTo Meeting video conferencing due to Coronavirus Pandemic.

Planned Outcomes: Trustees will:

1. Approve April meeting minutes
2. Receive school update
3. Vote Form 990

Time	Lead	Item	Materials
6:00-6:05 PM	DeLong	Approval of April minutes	Draft Minutes
6:05 - 6:45 PM	Brown	HOS Report and Connection to Purpose: Teaching and learning and student supports	HOS Report and school data
6:45-7:00 PM	Bershadker	Finance Committee Update; 990 Approval	Form 990
7:00- 7:40 PM	DeLong	Executive Session with Ms. Brown	
7:40-7:55PM	DeLong	Executive Session	
7:55 PM	DeLong	Public Session Resumes	

Board of Trustees 2019-2020 Planning Calendar

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Trustees		All	DeLong, Fernández, Leventhal	DeLong, Fernandez, Goldman, Leventhal	Bershadker, DeLong, Leventhal, Rumph
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Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/13	11/21	11/21*	11/7

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
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Feb	2/15 – Q2 Financial Report	2/12	2/20		2/10 <ul style="list-style-type: none"> Initial FY21 Wrap-around Budget Review
Mar		3/11	3/19	3/23	3/9 <ul style="list-style-type: none"> Budget Review Final approval of FY21 wraparound budget General Liability Insurance Review
Apr	4/15 – Facilities Reporting Questionnaire	4/8 990 Approval with full Board	4/16		4/6 <ul style="list-style-type: none"> Review Full FY21 Budget draft Medical insurance Review Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/13	5/21	5/19 *	5/11 <ul style="list-style-type: none"> Review and finalize FY21 full budget
June	6/30 – Annual Budget	6/10 (ANNUAL MEETING)	6/18		6/8 <ul style="list-style-type: none"> Budget Final Review Review SY 2020-21 contracts

Current Committee Assignments

Trustees - Michelle DeLong, Chair • Beth Leventhal, Vice-Chair • Jane Goldman, Secretary • Nina Bershadker, Treasurer

Delois Coleman, Parent • Phoebe Boyer • Abe Fernández • Michelle Rumph

<p align="center">CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
<p align="center">Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with Children's Aid Sherry Capili Milagros Lora</i></p>	<p align="center">Learning, Achievement & Evaluation Jane Goldman (chair) Michelle DeLong Beth Leventhal Abe Fernández</p>
<p align="center">Governance Abe Fernandez (chair) Beth Leventhal Michelle DeLong</p>	<p align="center">Facilities Steering Jane Goldman Beth Leventhal</p>
<p align="center">Ad Hoc (Annual Retreat Actions Follow-up)</p>	<p align="center">Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal</p>

Minutes of the Meeting of the Children's Aid College Prep Charter School Trustees – April 1, 2020
Trustee Meeting held via GoTo Meeting video conferencing due to Coronavirus Pandemic

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Nina Bershadker* Phoebe Boyer* Michelle DeLong* Abe Fernández* Jane Goldman* Beth Leventhal* Michelle Rumph*	Drema Brown, Head of School & CA VP of Education* Casey Vier, Elementary School Principal* Robin Fleshman, Middle School Principal* Cherice Bedford, Assistant Community School Director* Osvaldo Cruz, Life Coach Director* Marisol Nieves-Brown, Senior Manager of Operations*
<i>Trustees not in Attendance</i>	
Delois Coleman	

* Via video-conference

** Via phone

Welcome

Ms. DeLong called the meeting to order at 6:02 p.m.

Ms. Boyer moved to approve the March minutes. Ms. Leventhal seconded the motion. Minutes were unanimously approved.

Connection to Purpose Focus: Remote Learning

Principals Vier and Fleshman presented on the remote learning transition efforts for elementary and middle schools.

Elementary:

Transitioned to remote learning using Sea Saw and Zoom for virtual lessons and conferences. Professional development on virtual platforms was held for staff by education consultants.

1. Tools and components of SeeSaw are more user friendly, and superior for student:teacher interaction.
2. Scholars are receiving instruction in their core and specialty classes.
3. Life coaches and success mentors are providing scholars with support.
4. A remote learning schedule was shared with parents. Giving scholars and their parents a structure for the day that includes lunch and time to play.

5. For teachers 9am-3pm are set working hours. Lesson planning, responding to questions from families, student feedback, 1:1 student conferences and checking in with direct supervisors should occur within that time.
6. 100% student login rate is goal. 95% on April 1, with about 20 scholars unable to sign on. Under 5 families still need assistance.
7. Quality of specific feedback during lessons is most important factor in online learning and conferences.
8. Priorities: Close reading gr 2-5, phonics, robust independent reading, math problem solving
9. Brown, Bedford and Cruz meet weekly to discuss participation/attendance issues, strategizing different options based on what we know about families.

Middle School:

1. MS work being aligned with K-5
2. Using Google Classroom and Zoom
3. Every teacher has 7-10 scholars for advisory; calling 2x day for wellness check, confirm packs of material received for each subject.
4. Professional development with all education consultants ANet, Educate, and Lavinia Group.
5. Working toward meeting the needs of our SPED scholars, ELLs, SWS; paraprofessionals, interventionists and balance teachers supporting.
6. Middle School team meets from 9am-9:15am to go over announcements and discuss issues.
7. 85% - 90% attendance for the week, challenging to get students to show up on video.
8. 8th graders - trying to keep morale up with prep rallies and listening parties. 6th /7th graders maintaining normal daily activity mantras, raffles, competitions and online remote learning.
9. Scholars not in attendance receive a text.
10. Principals and Deans participating in PAC meetings to support Bedford via Zoom. Outlet for parents to discuss issues, transition to remote learning, best practices, review schedules. Parents receiving training in Google Classroom and SeeSaw.
11. We are connecting families with CA for other supports.

HOS Report

1. High school placements sent out by DOE. Waiting for charter school lottery.
2. In anticipation of next year, working with 7th grade scholars and parents to educate re application process. Start test prep earlier — need extra time for practice and support. Maybe reach down to 6th grade.
3. Student attendance and tracking: trying to identify best policy / procedure to track attendance — currently exit slip required. Engaged OPM for advice.
4. Prior to school closure March 13th we were at 97% ADA for scholars. 96% for both schools on first remote learning day, using exit slips
5. Last date applications for 2020/21: Friday 4/3/2020, lottery Wednesday 4/8/2020. To be live streamed for public viewing.
6. 381 applications received to date; 33 siblings or enrolled in Early Childhood.
7. New tracking system for staff attendance shows consistency since remote teaching started.
8. 180 day attendance requirement waived from March 16 - April 14, thus far.

Budget Priorities - Finance Committee will hear full report)

Ms. Brown presented the budget priorities for next year to maximize scholar achievement.

1. How do we improve our impact on scholars' learning? Do we have the best talent in place to support higher achievement? How do we make sure the school as an organization is functioning optimally?
2. Sr Manager OPS on board; New Community School Director hired; Performance Analyst to be hired.
3. Evaluating possible restructuring of life coaching
4. 5 priority areas remain the same: Academics, School Culture and Climate, Community School Strategy and Parent Engagement, Operations, and Strategy and Leadership.
5. Continue to expand partnerships with ANet and Lavinia Group.
6. Additional math coach to be hired — must start looking early — will be difficult. Or more ANet coaching time to be considered.
7. Change elementary math curriculum to “Eureka”
8. Hiring incentives needed for SPED and ELL staff. Need another interventionist in middle school.
9. Invest in improving ELA, Social Studies, and Humanities curriculums, K-8 to increase rigor and quality
10. Additional professional development for Deans, Principals, SPED Teachers, Interventionists and Paraprofessionals. All should participate in ANet and Lavinia PD.
11. New teacher mentoring program, and add male mentorship program.
12. Our teacher non-certification rate is 62% — 40 of 64 are not certified.
13. To attract higher quality teachers need better recruitment/marketing/salaries/incentives
14. High needs positions particularly require incentives
15. Hiring and retention incentives can include bonuses, tuition reimbursement, parking reimbursement, reconfigured health insurance ratio and retirement match.
16. As budget develops, remember per pupil funding likely at 0% - could even decrease.
17. Should expect /prepare for school culture and climate slide.
18. In budget, perhaps highlight level 1 “must do’s” (level 2 and 3 if possible)

At 8:25pm the public session ended; no executive session was held.

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Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – April 1, 2020

Meeting 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 March meeting minutes
2. Receive school update
3. Receive committee updates

Time	Lead	Item	Materials
6:00-6:05 PM	DeLong	Approval of March Minutes	Draft Minutes
6:05 - 6:50 PM	Brown	Connection to Purpose: Remote Learning	
6:50-7:30	Brown	HOS Report (including HS Placement) Budget Priorities for 2020-21	HOS Report and Dashboard
7:30- 7:40 pm	DeLong	Executive Session with Ms. Brown	
7:40-7:55 pm	DeLong	Executive Session	
7:55 pm	DeLong	Public Session Resumes	

Board of Trustees 2019-2020 Planning Calendar

	SUNY and NYSED Re- porting Deadlines	General Board Meeting	Governance	Learning, Achieve- ment & Evaluation	Finance
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Mar		3/11	3/19	3/23 Cancelled: Covid19 school closings	3/9 <ul style="list-style-type: none"> Budget Review Final approval of FY21 wraparound budget General Liability Insur- ance Review
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Current Committee Assignments

<p align="center">CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
<p align="center">Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with Childrens' Aid Sherry Capili</i> <i>Milagros Lora</i></p>	<p align="center">Learning, Achievement & Evaluation Jane Goldman (chair) Michelle DeLong Beth Leventhal Abe Fernández</p>
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<p align="center">Ad Hoc (Annual Retreat Actions Follow-up)</p>	<p align="center">Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal</p>

Minutes of the Meeting of the Children's Aid College Prep Charter School Trustees – March 11, 2020

Meeting held at Children's Aid College Prep Charter School, 1232 Southern Blvd, Bronx, NY 10459

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Nina Bershadker Phoebe Boyer Michelle DeLong Abe Fernández Jane Goldman* Beth Leventhal * Michelle Rumph	Drema Brown, Head of School & CA VP of Education Sandra Escamilla, Executive Vice-President of Youth Division Marisol Nieves-Brown, Senior Manager of Operations
<i>Trustees not in Attendance</i>	
Delois Coleman	

* Via video-conference

** Via phone

Welcome

Ms. DeLong called the meeting to order at 6:05 p.m.

Ms. DeLong moved to approve the February minutes. Ms. Rumph seconded the motion. Minutes were unanimously approved.

Connection to Purpose Focus: The Community School

Sandra Escamilla and Abe Fernandez: slide presentation "Charter Schools and Community Schools," reviewed the following:

- Strategic functions and how they differ in charter schools, other community schools, and DOE schools
- 21 CA Community Schools (incl. CACPCS); 261 community schools in NYC
- CA offerings concentrated in South Bx, East Harlem, Washington Heights, Staten Island
- CACPCS special programs and services

HOS Report

- Enrollment: As of 2/28/2020: 639 scholars.
- Attendance: For February scholar school-wide attendance was 94% and staff school-wide attendance was 97%.
- Lottery: We have received 307 applications. 33 are siblings.
 - Elementary target is 75. Efforts to enroll 80
 - Middle school target is 68, efforts to enroll 70
- Chronic Absenteeism is down 2%. Grades 4 and 5 have no scholars in the severely absent category.
- Scholars will be receiving their high school placement letters on March 20th.
- APTT conferences held this week, large groups of parents in attendance.
- High School placements workshops planned for current 7th grade scholars and their parents.
- June 23rd is the date for the 8th grade graduation. Board members are invited/encouraged to attend.

ANet Assessment

Assessment data is core to the work, but quality of instruction has been the driving force.

- The team has been focused on lesson planning, learning objectives and purposeful teaching across grades and content areas.
- Elementary team focused on co-teaching and additional supports for scholars; middle school teaching focused on tracking objectives and creating/executing impactful lessons.
- Assessment 3 of ANET interim assessments: Results for ELA gr 2-8 and Math gr 2-5 were presented by the Head of School.
- We continue to work with our SPED teachers to ensure our scholars have access to grade level text/materials.

COVID 19

- We are following guidance from CDC, NYS, and NYC Dept of Health. If we hear of staff, scholar or family affected we will contact the Health Department for guidance.
- Have upcoming call with Robyn Dietz and Don Shacknai to discuss HR policies and guidance.
- Parents are receiving communication weekly on what the school is doing, how information will be communicated to families, and what guidance NYS has provided.
- Custodians at both locations have increased deep cleaning of common areas, providing plentiful soap, wipes, tissues and sanitizer.
- For each grade level we have put together packets across each standard for two weeks and included IReady information for extra practice. We have provided parents with a help desk so they can learn how to log onto IReady to receive additional content.

At 7:36 pm there was a motion to go into executive session: Matters relating to appointment/employment
At 8 pm executive session concluded. Public session resumed and the meeting adjourned.

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Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – March 11, 2020

Meeting 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 February meeting minutes
2. Receive school update
3. Receive committee updates

Time	Lead	Item	Materials
6:00-6:05 PM	DeLong	Approval of February minutes	Draft Minutes
6:05 - 6:50 PM	Brown Fernandez Escamilla Robisch	Connection to Purpose: The Community School	
6:50-7:10	Brown	HOS Report	HOS Report and Dashboard
7:10- 7:40 pm	DeLong	Executive Session with Ms. Brown	
7:40-7:55 pm	DeLong	Executive Session	
7:55 pm	DeLong	Public Session Resumes	

Board of Trustees 2019-2020 Planning Calendar

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Trustees		All	DeLong, Fernández, Leventhal	DeLong, Fernandez, Goldman, Leventhal	Bershadker, DeLong, Leventhal, Rumph
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Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14	8/15		8/12 • Review and approve school Fiscal Policies and Procedures Manual
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/19	9/23	9/9
Oct	10/15 District and School Safety Plans	10/23	10/24* 10/26 Full Board Retreat		10/21 • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/13	11/21	11/21*	11/7

	SUNY and NYSED Re- porting Deadlines	General Board Meeting	Governance	Learning, Achieve- ment & Evaluation	Finance
Dec		12/11	12/19		12/9
Jan	1/2 – Student Application Form	1/8	1/16	1/22*	1/6 <ul style="list-style-type: none"> CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared
Feb	2/15 – Q2 Financial Report	2/12	2/20		2/10 <ul style="list-style-type: none"> Initial FY21 Wrap-around Budget Review
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May	5/1 – Application and Ad- missions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/13	5/21	5/19 *	5/11 <ul style="list-style-type: none"> Review and finalize FY21 full budget
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Minutes of the Meeting of the Children's Aid College Prep Charter School Trustees – February 12, 2020

Meeting held at Children's Aid College Prep Charter School, 1232 Southern Blvd, Bronx, NY 10459

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Nina Bershadker Phoebe Boyer Michelle DeLong Jane Goldman Michelle Rumph	Drema Brown, Head of School & CA VP of Education Jibri Nuriddin, 7 th Grade Lead Teacher Tanique Origgio, 7 th Grade Lead Teacher Melvin DeCambre, 4 th Grade Lead Teacher John Coluntano, 4th Grade Lead Teacher Shatara Johnson, 4th Grade Lead Teacher Marisol Nieves-Brown, Executive Assistant
<i>Trustees not in Attendance</i>	
Delois Coleman Abe Fernández Beth Leventhal	

* Via video-conference

** Via phone

Welcome

Ms. DeLong called the meeting to order at 6:00 p.m.

Ms. Rumph moved to approve the January minutes. Ms. Boyer seconded the motion. Minutes were unanimously approved.

Connection to Purpose Focus: The Staff Experience; School Works Suggestions for Staff

- Teachers shared the joy of: working with children from different backgrounds, pushing and challenging children to achieve, and taking ownership of the work. They feel acknowledged and valued.
- Their greatest challenges are meeting the academic and emotional needs of all children. They want more tools to feel better equipped.
- The School Works report was an eye opener - teachers were distraught and hurt, but are using this time for self-reflection and growth.
- Leadership is helping them fine tune strengths, increase pedagogical strategies and also hold children accountable for their own learning ("I can" and "I will" contracts).
- Teachers are experiencing a greater sense of community and support.

HOS Report

- Enrollment: As of 1/31/2020 there were 641 scholars, 660 is our target and 648 specified in our charter.
 - Some scholars moved out of state, some were discharged due to discipline code (3 middle school families).
- Lottery: We have received 221 applications, 22 are siblings.

- Elementary target is 75, plan to over-enroll to 80.
 - Middle school target is 70, plan to over-enroll to 75.
- Attendance: For January scholar school-wide attendance was 94% and staff school-wide attendance was 97%.

ANet Assessment

Ms. Brown provided an overview of the ANet - A2 results.

- Purposeful teaching is the focus. A3 assessment has been bumped to February with the final assessment scheduled for June.
- ANet, Lavinia Group and the leadership team are working to align all coaching. Using the Thoughtful Classroom Rubric as a foundation, they've built their own observation tool.
- ANet assessments are formative - provide information on student mastery of what was taught.
- 60% or higher on a specific standard indicates student mastery of that standard.
- In ELA, grades 2-8, increased from 50-53% between A1 and A2.
- In Math, grades 2-8, increased by 9% between A1 and A2.
- Teachers have to do more coaching in the moment, moving scholars toward higher achievement.
- 7th Grade ELA and math need work. 60 day plans in place - teachers will have more time with coaches. Forming small groups of scholars to work on specific skills - purposeful teaching and student goal-setting.

Finance

- Bershadker provided a Treasurer's Report - the quarterly summary.
- Revenue – 8.7 million YTD; Expenses – 12.3 million YTD
- CA Fiscal will release Walton and Charina funds.
- We are trending toward a significant surplus – 800K.
- We are in a healthy financial position. Note: School Works costs not reflected in the numbers to date.
- Given the surplus, exploring resources to enhance programs — perhaps more time with Lavinia and/or A-Net.

Governance

- Potential new board member (introduced by DeLong) toured the school. Leventhal and Fernandez will meet her next, followed by Boyer.

Learning, Achievement and Evaluation

- Committee met on January 22nd, discussed data from SchoolWorks and reviewed findings.
- Purposeful teaching is the current priority. Discussed timeline of dates, actions and responsible person or team.
- Goal - work toward clear mastery expectations for new teachers after first 3 months, at 6 months, end 1st yr, and at 5 years.
- Close reading updates were shared. Data from Sept/Oct through Jan were provided for grades 2-8. Sub-group data provided as well.

At 7:30 pm there was a motion to go into executive session: employment history/dismissal

At 8:00 pm executive session concluded. Public session resumed and the meeting adjourned.

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Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – January 8, 2020

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Planned Outcomes: Trustees will:

1. Approve December meeting minutes
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6:05 - 6:50 PM	Brown	HOS Report and Connection to Purpose: The Student Experience: CACPCS's Community School Strategy; School-works follow-up	HOS Report and school data;
6:50-7:00	Bershadker	Finance Committee Update	
7:00-7:10	Fernandez	Governance Committee Update	
7:10-7:30	Brown	Share back staff hypotheses follow-up from Retreat	
7:30- 7:40 pm	DeLong	Executive Session with Ms. Brown	
7:40-7:55 pm	DeLong	Executive Session	
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Minutes of the Meeting of the Children's Aid College Prep Charter School Trustees – December 11, 2019

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<i>Trustees not in Attendance</i>	
Delois Coleman Michelle DeLong Jane Goldman	

* Via video-conference

** Via phone

Welcome

Ms. Leventhal called the meeting to order at 6:02 p.m.

Ms. Boyer moved to approve the November minutes. Ms. Rumph seconded the motion. Minutes were unanimously approved.

HOS Report

- Thanks to Cherice Bedford for her work with the High School Placement. Out of 62 8th grade scholars 58 applied for high school. Four scholars did not complete the application.
- The board discussed student attendance and school enrollment numbers.

- Ms. Brown reviewed preliminary results from the School Works visit with the board. The visit will continue for one more day.

-

ANet

The first Anet ELA and Math interim assessments were administered in November. Ms. Brown reviewed the results and the plans to follow-up with staff.

A2 assessment will provide info on whether we were able to help scholars master the standards that were not mastered in A1.

Ms. Brown discussed the balance teachers and their work.

Finance

- Committee met has reviewed budget vs actuals through October.
- At the end of Q2 CA fiscal will reforecast the budget. The re-forecast will be used in preparing next year's budget.
- Reviewed proposal to engage Talent Friend for external study focused on full benefits package, talent recruitment/retention and strategies to attract hard to staff positions. Finance Committee approved the proposal for \$7,500.
 - Discussed dashboard and meeting topics outlining conversations and priorities.
 - Suggestion made to have LAE Committee review topics as well.

Governance

Reviewed notes from the retreat in particular looked at action items/next step.

- Look at mission/vision statement
- Build on structure and approach we take at meetings
- Codify ways to ensure the Board receives information in a timely way

The committee is scheduling time to meet with Phoebe Boyer in early January to explore how to leverage CA support to move our work forward.

At 7:16 p.m. there was a motion to go into executive session.

At 7:55 pm.executive session concluded. Public session resumed and the meeting adjourned.

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6:45-6:55 PM	Fernandez	Retreat Debrief	
6:55-7:05 PM	Pouga	Development Update	
7:05-7:15	Bershadker	Finance Committee Update	
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May	5/1 – Application and Ad- missions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/13	5/21	5/19 *	5/11 <ul style="list-style-type: none"> Review and finalize FY21 full budget
June	6/30 – Annual Budget	6/10 (ANNUAL MEETING)	6/18		6/8 <ul style="list-style-type: none"> Budget Final Review Review SY 2020-21 contracts

Current Committee Assignments

<p align="center">CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
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Minutes of the Meeting of the Children's Aid College Prep Charter School Trustees – October 23, 2019

Meeting held at Children's Aid College Prep Charter School, 1232 Southern Blvd, Bronx, NY 10459

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Nina Bershadker*	Drema Brown, Head of School & CA VP of Education
Phoebe Boyer*	Kashon DuBose, Director of Operations
Michelle DeLong*	Cherice Bedford, Assistant Community School Director
Abe Fernández *	Jadid Zorrilla, Operations Manager
Jane Goldman**	Katie Pouga-Tinhaga, Major Gifts Officer*
Beth Leventhal**	Sherry Capili, Assistant Controller*
Michelle Rumph*	Milagros Lora, Senior Accountant*
<i>Trustees not in Attendance</i>	Marisol Nieves-Brown, Executive Assistant
Delois Coleman	Christina Shiwbalak, Grant Thornton*
	Jennifer Hoffman, Grant Thornton*
	Chris Mancusi, Grant Thornton*

* Via video-conference

** Via phone

Welcome

Ms. DeLong called the meeting to order at 6:04 p.m.

Ms. Goldman moved to approve the September minutes. Ms. Bershadker seconded the motion. Minutes were unanimously approved.

Audit Review

Representatives for Grant Thornton provided an overview of the CACPCS 2018-19 audit.

- Regarding internal controls, no items were discovered.
- No compliance issues found.
- No further concerns were discovered during the audit.
- Representation letter to be signed.

Ms. Boyer moved to approve the 2018-19 audit. Ms. Bershadker seconded the motion. The 2018-19 audit was unanimously approved.

Foster Care Policy and Neglected and Delinquent Children Policy were reviewed prior to meeting.

Ms. DeLong moved to approve the Foster Care Policy and Neglected and Delinquent Children Policy. Ms. Boyer seconded the motion. The Foster Care Policy and Neglected and Delinquent Children Policy were unanimously approved.

Connection to Purpose

Ms. Zorrilla provided an overview of CACPCS Demographics: Who do we serve and how has that changed over time?

- We have 646 scholars enrolled as of 10/23/19
- Reasons some students left CACPCS: moving, scholarship elsewhere, distance issues, some “no shows”, need-ed special setting, high # of past suspensions
- District 12 is our highest population of scholars, followed by Districts 9 and 11 from Williamsbridge. We want to increase our numbers from District 12.
- As of 10/16/19 total number of ELL’s is 74, an increase over last year.
- Some newly enrolled scholars are possible ELL’s - TBD.
- Scholars test out of ELL’s as they progress through the grades.
- Total number of SpEd scholars is 141 (21.82% of the school’s population). It would be helpful to see percent-age by grade, class and how long with us.
- Enrollment in Middle School is lower than we want. Some parents opt not to deal with the high school appli-cation process, decline a seat and look for schools that go from middle through high school.

HOS Report

- Middle School suspensions have impacted attendance. The team has identified a group of scholars and is de-veloping plans to support them and their families.
- First grade suspensions tend to be for violent behaviors. A small percentage is the result of bus infractions. In Middle School most suspensions are for out-of-school and social media related incidents. The team is going to focus more on restorative meetings and in-school detention, when necessary.
- Scholars who placed in tier 2 and tier 3 will receive additional support. Interventionists are working with scholars 1:1 and in small groups.
- In process of hiring 2 life coaches – 1 for Elementary and 1 for Middle. Another round of interviews is taking place for 2 additional life coaches.
- Ms. Bedford is supporting high school placement efforts. The middle school team is developing individual plans for scholars and their families. It is hoped that the team’s efforts to educate scholars and parents on the various options available to them will alleviate some of the stress.
- For the DREAM program, test scores are the qualifying factors. We have a large number of scholars attending DREAM, which is preparing them for the specialized high school exams. We are planning a trip for schol-ars/parents who attend the Saturday programs.
- On Saturday 10/19 two scholars received support for their visual arts portfolios and 13 more were provided with support in preparation for the Catholic high school exam.
- The Operations team has begun data work with OPM, and is preparing for Saturday’s retreat.
- Hiring process for Community School Director is underway; updates to follow.
- Next month we will need to approve the District Safety Plan.

Development

- No change in budgeted revenue or private funding for 2020.
- Goal for 2020: 25K from Annual Appeal, and to introduce two new private or individual donors.
- For the William E. Simon Foundation grant, we need a 15K match by 6/30/2020.
- Storyline – First graduation class of 8th graders are preparing for high school; our scholars outperformed the district in the NYS tests.
- Will send appeal for review 11/1/19; annual appeal scheduled to be sent 11/19/19.
- Suggest trustees personalize their appeal letters, consider phone appeals, use talking points, propose increase in giving from previous years.

Governance

- Retreat will be held on Saturday, October 26, 2019 from 9:30am – 4:00pm at Trustee Beth Leventhal's home in Manhattan.
- Topics of discussion will be mission of the school and data review.
- Sandra Escamilla has been working with Drema and OPM to pull data. Caitlin Robisch will be joining the retreat to take us through the data.
- There is a significant amount of data. Consequently we will send via email, along with progress summary and agenda, prior to retreat to provide sufficient time to preview and record questions.

At 7:28 p.m. there was a motion to go into executive session to discuss litigation and employment history.

At 7:50 p.m. executive session concluded. Public session resumed and the meeting adjourned.

Videoconferencing Details:

1. Please join my meeting at:
<https://global.gotomeeting.com/join/415385461>
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Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – September 11, 2019

Meeting 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. Approve Family Engagement Policy
4. Receive committee updates

Time	Lead	Item	Materials
6:00-6:05 PM	DeLong	Opening/Approval of August Minutes	Draft Minutes
6:05-6:45 PM	Brown	HOS Report	HOS Report and school data
6:45-6:55 PM	DeLong	Family Engagement Policy	Family Engagement policy – to be sent by HoS
6:55-7:05 PM	Fernandez	Governance: Retreat Update	
7:05-7:25 PM	DeLong	Executive Session with Ms. Brown	
7:25-7:55 pm	DeLong	Executive Session	
7:55 pm	DeLong	Public Session Resumes	

Board of Trustees 2019-2020 Planning Calendar

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Trustees		All	Abrons, DeLong Fernandez, Leventhal	Abrons, DeLong, Fernandez, Goldman, Leventhal	Bershadker, DeLong, Leventhal, Rumph
NOTES	Reporting requirements due on the 1 st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15 th of the month or later will be reviewed at the relevant committee meeting and full board meeting held earlier the same month.	Meetings are held at 6:00PM on the second Wednesday of every month.	Meetings are held at 4:00PM on the third Thursday of every month.	Meetings are held at 2:00PM on the fourth Monday of every other month beginning in September.	Meetings are held at 4:00PM on the Monday prior to the full Board meeting. The Committee reviews the data from two months prior (i.e. the Committee reviews the June close in August and the July close in September).
July		7/31 *	7/18		
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14	8/15		8/12 • Review and approve school Fiscal Policies and Procedures Manual
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/19	9/23	9/9
Oct	10/15 District and School Safety Plans	10/23	10/24* 10/26 Full Board Retreat		10/21 • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/13	11/21	11/15*	11/7
Dec		12/11	12/19		12/9
Jan	1/2 – Student Application Form	1/8	1/16	1/22*	1/6 • CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared
Feb	2/15 – Q2 Financial Report	2/12	2/20		2/10 • Initial FY21 Wraparound Budget Review
Mar		3/11	3/19	3/23	3/9 • Budget Review

					<ul style="list-style-type: none"> • Final approval of FY21 wraparound budget • General Liability Insurance Review
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May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/13	5/21	5/19 *	5/11 <ul style="list-style-type: none"> • Review and finalize FY21 full budget
June	6/30 – Annual Budget	6/10 (ANNUAL MEETING)	6/18		6/8 <ul style="list-style-type: none"> • Budget Final Review • Review SY 2020-21 contracts

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman	
Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with Childrens' Aid Sherry Capili Milagros Lora</i>	Learning, Achievement & Evaluation Jane Goldman (chair) Michelle DeLong Beth Leventhal Abe Fernández
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Ad Hoc (Annual Retreat Actions Follow-up)	Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal

Minutes of the Meeting of the Children's Aid College Prep Charter School Trustees – August 14, 2019

Meeting held at Children's Aid College Prep Charter School, 1232 Southern Blvd, Bronx, NY 10459

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Nina Bershadker* Michelle DeLong* Abe Fernández* Beth Leventhal* Michelle Rumph*	Drema Brown, Head of School & CA VP of Education Louise Marchena, Community School Director Katie Pouga-Tinhaga, Major Gifts Officer
<i>Trustees not in Attendance</i>	
Phoebe Boyer Delois Coleman Jane Goldman	

* Via video-conference

** Via phone

Welcome

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

Ms. Bershadker moved to approve the July minutes. Ms. Rumph seconded the motion. Minutes were unanimously approved.

HOS Report

In lieu of a regular Head of School report, Ms. Brown provided some brief updates on scholar enrollment, staff hiring and staff orientation. Then she brought back to the Trustees responses to their questions about the draft of the McKinney-Vento policy reviewed at the July meeting, confirmed the full Board meeting dates with the Board and consulted with them on the uses of Title funding in advance of the school's submission of the Consolidated Application for ESSA-funded programs due on August 31st.

McKinney-Vento Policy

Ms. Brown reminded reviewed the regulations with Children's Aid's General Counsel, Courtenaye Jackson-Chase. Housing data can be shared with Trustees and agents of Children's Aid in aggregate, but the actual questionnaires themselves (as described in the policy) can only be shared with those personnel responsible for ensuring scholars are receiving the services and supports needed. Therefore, no change was made to the policy reviewed last month in this area. With regards to how CACPCS is accessing and using HRA information, Ms. Brown explained that the school accesses and uses HRA information in the following ways:

- A housing status indicator travels with students from the time their student identification number is generated in ATS along with their biographical information. This information is typically entered by the school/Pre-K of origin.
- CACPCS's access to HRA (Human Resources Administration) data is very limited.

- The NYC Human Resources Admin provides CACPCS with information about who qualifies for free or reduced-priced meals based on HRA income guidelines. This information is shared with CACPCS in ATS through the Meals Report.
- ATS provides CACPCS with a housing status report or temporary housing report based on information collected by CACPCS (or prior schools) using information from the housing questionnaires. These reports identify homeless children under McKinney-Vento and are what CACPCS staff currently uses at the school to identify and track scholars who are homeless or in temporary housing.
- Ms. DeLong moved to approve the policy. Ms. Bershadker seconded the motion. The policy was unanimously approved.

Trustee Meeting Calendar

Ms. Brown reviewed with the Trustees the full board meeting dates and individual committee dates. Marisol Nieves-Brown will confirm dates for Learning, Achievement and Evaluation Committee and Governance Committee meetings.

Title Funding Trustee Consultation

Ms. Brown shared school management's proposed uses of ESSA funding for the 2019-2020 school year and asked for Trustee questions and feedback.

Trustees voiced no concerns about the proposed uses of the funding, but raised the following questions:

- Can we use a portion of the funding towards the Community School Directors' salary given their role in parent engagement?
- Can we apply a portion of it towards support for scholars experiencing homelessness?
- Can we make modifications to our use of the funding over the course of the year. In response to this question, Trustee Rumph explained that modifications could be made and that changes can also be made to Title II vendors during the year as well if needed.
- Trustee Rumph also explained that we could transfer Title IV to Title II and use it for Title II purposes.

Finance

Trustee Bershadker shared that the Finance Committee reviewed the Quarter 4 financials at their meeting on August 8th. Based on this report, CACPCS is expecting to end FY19 with a surplus of just over \$1m. Trustee Bershadker noted that school management and Children's Aid Fiscal would be making some improvements to our accounting practices to address the underlying causes of such variances in the school's financial reporting.

At 6:45 p.m. there was a motion to go into executive session to discuss personnel and litigation issues.

At 7:00 p.m. executive session concluded. Public session resumed and the meeting adjourned.

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Planned Outcomes: Trustees will:

1. Approve September meeting minutes
2. Receive school update
3. Approve Family Engagement Policy
4. Receive committee updates

Time	Lead	Item	Materials
6:00-6:10 PM	DeLong	Opening/Approval of: September Minutes; Foster Care Policy; Neglected and Delinquent Children Policy	Draft Minutes; Foster Care Policy; Neglected and Delinquent Children Policy
6:10-6:45 PM	Brown	HOS Report and Connection to Purpose: Demographics — who do we serve and how has that changed over time?	HOS Report and school data
6:45-6:55 PM	Bershadker and Audit Team	Review of 2018-2019 Audit	Draft Audit
6:55-7:05 PM	Pouga	Development Update	
7:05-7:15 PM	Fernandez	Retreat Update	
7:15-7:35 pm	DeLong	Executive Session with Ms. Brown	
7:35-7:55 pm	DeLong	Executive Session	
7:55 pm	DeLong	Public Session Resumes	

Board of Trustees 2019-2020 Planning Calendar

	SUNY and NYSED Re- porting Deadlines	General Board Meeting	Governance	Learning, Achieve- ment & Evaluation	Finance
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<i>Trustees not in Attendance</i>	
Delois Coleman Abe Fernández	

* Via video-conference

** Via phone

Welcome

Ms. DeLong called the meeting to order at 6:03 p.m.

Ms. Bershadker moved to approve the August minutes. Ms. Boyer seconded the motion. Minutes were unanimously approved.

HOS Report

Ms. Brown provided an overview of the 2019 Test Results Report and Management Plan.

- Our actual total enrollment is 658. Yet on the books our enrollment is 685, reflecting students we are still “carrying” but are enrolled at other schools and need to be officially discharged from CACPCS. Staff are working diligently toward that end with families of scholars that have not returned.
- Current enrollment includes 13% ELLs; 85% free/reduced lunch; 10% child welfare. We are a trauma-informed learning environment.
- We backfill at all grade levels.
- Concluded that the assessments and tools we were using last year were not good predictors of success on the tests. The curriculum, instruments and assessments were not aligned with each other, or with the standards. We are working with ANet to better align the curriculum with assessments this year.

ELA and Math

- Strongest overall performance was in ELA for Grades 4 and 7 (59% and 46%, respectively), and in Grade 4 Math (53%).
- There was a decline in proficiency in ELA, Grades 4, 5 and 6. In Math, Grades 4, 6.
- CACPCS continues to outperform local district in Math and in ELA, except for Grade 6 which matched the district. The District uses overall numbers for all students. If we use our overall numbers we outperform the district in all grades.

- We have a percentage of scholars who are not officially ELLs, but are notably weak in English.

HOS Priorities

- Supervision, Coordination of Curriculum, Instruction and Assessments
- SPED and Intervention
- Data-driven improvement

Priority #1- Supervision/Coordination of Curriculum, Instruction and Assessments

- ANet to review curriculum for Grades K-2 ELA and Grades 3-8 Math.
- Alignment of assessment, curriculum and instruction.
- Bi-Monthly review meetings with Curriculum Team, supported by ANet and OPM, to deep dive into data review.
- Curriculum has been changed in Middle School - GoMath not effective at that level. Elementary School will continue using GoMath.
- Supervision of work with ANet and Lavinia.
- Revise/build out tools for monitoring student progress (CA and school staff)

Priority #2 - SPED and Intervention

- Director of SPED now reports directly to HOS to ensure all scholars receiving SPED services are in proper settings and receiving higher quality supports.
- Ensure scholars are in the right Tiers and are assigned to the right Interventionist.
- Data reviews with Interventionist and SPED teachers.
- Observations will be documented and PD based on observations.
- Implement paraprofessional PD for instructional support and behavioral supports.
- Monitor/evaluate effectiveness of Balance Centers

Priority #3 - Data-driven Improvement Cycles

- Bi-Monthly data review meetings: Curriculum Teams with ANet and OPM supports
- Ensure content is aligned with assessment, instruction and curriculum.
- Work with CA and school staff to build out tools to monitor student progress effectively.
- Supervise development of PD plans and instructional supports through reviews of teacher eval data and coaching trackers.

Parent and Family Engagement Policy

Ms. Brown reviewed the Family Engagement Policy with the Trustees.

Trustees provided the following feedback:

- Substitute “caregivers” or “guardians” to sections that contain the wording “parents”.
- On page 6 under “School” section, first paragraph, change “...their role as educators...” to “its role...”. Next sentence change “...to the best of their ability” to “...to the best of its ability...”
- Second paragraph “state” should not be capitalized.
- Should be consistent with wording “scholar” or “children” throughout.
- Separate the Parent and Family Engagement Policy from the School-Parent-Scholar Compact.

Ms. Boyer moved to approve the Family Engagement Policy subject to changes. Ms. Leventhal seconded the motion. Family Engagement Policy was unanimously approved subject to changes.

Governance

- Board Retreat is scheduled for Saturday, October 26, 2019 and will be held at Trustee Beth Leventhal's home in Manhattan.
- Last week the committee met with Sandra Escamilla, VP of Youth Divisions at CA who will be the retreat facilitator; Susan Fojas, Director of Performance Management and Caitlin Robisch, Project Director for Strategic Initiatives. They will review data and topics of discussion for the retreat.
- During the retreat we will review our mission statement, scholar data, alignment with CA and other items.

At 7:42 p.m. there was a motion to go into executive session to discuss personnel and preparation grading and administration of exams.

At 8:15 p.m. executive session concluded. Public session resumed and the meeting adjourned.

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6:00-6:05 PM	DeLong	Opening/ Approval of July Minutes	Draft Minutes
6:05-6:15 PM	Brown	HOS Report	HOS Report
6:15-6:25 PM	DeLong	Committee Reports	
6:25-6:35 PM	DeLong	Executive Session with Ms. Brown	
7:35-6:45 pm	DeLong	Executive Session	
6:45 pm	DeLong	Public Session Resumes	

Board of Trustees 2018-19 Planning Calendar

	School Events of Interest	General	Governance	Learning, Achievement & Evaluation	Finance	Facilities
Trustees		All	Fernández, Leventhal, DeLong,	Goldman, DeLong, Leventhal, Fernández	Bershadker, DeLong, Leventhal, Rumph	Goldman
July		*7/25, 6 PM				
Aug	APTT – 8/29 & 30	8/08, 6 PM			8/10, 3 PM	
Sept		9/12, 6 PM	9/19, 1 PM	9/24, 9 AM	9/26, 4 PM	
Oct	Harvest Day – 10/31	10/10, 6 PM	10/18, 4 PM		*10/26, 1 PM FY18 Audited Financials Review Schedule full Board call between 10/29-31 to approve Audit report prior to 11/1 deadline	
Nov	APTT – 11/19, 20, 26 & 27	11/14, 6 PM	11/15, 4 PM	11/26, 2 PM	11/7, 4 PM -Q1 Financial Report	
Dec	Family Literacy Night	12/12, 6 PM	12/20, 4 PM		12/5, 4 PM	
Jan	Pajama & Book Day	1/9, 6 PM	1/17, 4 PM	2/4, 9 AM	1/24, 4PM -Initial Budget Review	
Feb	Black History Month	2/13, 6 PM	2/21, 4 PM		2/6, 4 PM -Q2 Financial Report	
Mar	APTT – 3/11, 12, 18 & 19	3/13, 6 PM	3/21, 4 PM	3/25, 2 PM	3/6, 4PM -Budget Review -General Liability Insurance Review	
Apr	Testing Rally/ Celebration	4/10, 6 PM	4/18, 4 PM		4/3, 4 PM -Budget Revision Review -Medical insurance review	
May	Teacher Appreciation	5/8, 6 PM	5/16, 4 PM	5/20, 9 AM	5/7, 4 PM -Q3 Financial Report	
June	Spirit Week	*6/24, 6 PM Budget approval	6/20, 4 PM		*6/18, 2 PM -Budget Final Review -Review contracts for upcoming school year	

July	NA	7/31, 6 PM Financial disclosure forms for all Trustees for submission for Annual report due 8/1	7/18, 4 PM		7/24, 4 PM -Review Q4 report due August 1	
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*Denotes meeting held off schedule

Current Committee Assignments

<p align="center">CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
<p align="center">Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with CAS Sarah Gillman</i> <i>Kashon DuBose</i></p>	<p align="center">Learning, Achievement & Evaluation Michelle DeLong Jane Goldman (chair) Beth Leventhal Abe Fernández</p>
<p align="center">Governance Abe Fernandez (chair) Beth Leventhal Michelle DeLong</p>	<p align="center">Facilities Steering Jane Goldman Beth Leventhal</p>
<p align="center">Ad Hoc (Annual Retreat Actions Follow-up)</p>	<p align="center">Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal</p>

Minutes of the Meeting of the Children's Aid College Prep Charter School Trustees – July 31, 2019

Meeting held at Children's Aid College Prep Charter School, 1232 Southern Blvd, Bronx, NY 10459

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Nina Bershadker Phoebe Boyer Michelle DeLong Abe Fernández Beth Leventhal Michelle Rumph	Drema Brown, Head of School & CA VP of Education Louise Marchena, Community School Director Katie Pouga-Tinhaga, Major Gifts Officer Marisol Nieves, Executive Assistant
<i>Trustees not in Attendance</i>	
Delois Coleman Jane Goldman	

* Via video-conference

** Via phone

Welcome

Ms. DeLong called the meeting to order at 6:13 p.m.

HOS Report

- Enrollment: 591 scholars enrolled in K – 7th grades, target was 600.
- Attendance: Annual attendance was 94.2%. June attendance was down because of days off and suspensions. School wide staff attendance for June 95% and 96% for the year. Staff attendance was affected by several teachers on family leave.
- Dean of Culture, SpEd Director and Life Coach have become certified in de-escalation to train teachers; all staff will receive this training.
- Recruitment: Over enrolled in grades K – 5th and 7th, we have not met the over enrollment numbers for 6th and 8th grades. K – 4th grades over enrolled by 3 – 4 seats.

Grade Status	K	1	2	3	4	5	6	7	8
Waitlist	160	61	62	74	67	56	42	20	9

- Summer Work: We have spent the summer trying to provide additional intervention and enrichment to scholars through summer tutoring and summer camp. The school leaderships and academic deans have been

looking at units of study/assessments to identify the skills that need to be reinforced. We have begun engagement with Achievement Network (ANet) to gain access to their assessments with a focus on Math. The Lavinia Group provides ELA assessments. ANet provides coaching and feedback which helps build capacity of leadership team.

Summer Experience

- Ms. Marchena provided an overview of the summer camp experience and tutoring information.
 - Summer Camp: CACPCS camp started with 120 scholars, current enrollment is 91. Scholars had various trips including Microsoft and the pool. There is a field trip every Friday. The final trip is to Quassy Amusement Park. Scholars had a borough project where they had to research the borough, worked on summer packets which were incorporated into the summer camp program and a social hour. Other summer camp program numbers are: Bronx House 19, Wagon Road 42 and Alvin Ailey 14. Overall average attendance is 74%.
 - 91 scholars have been consistent with attendance in the CACPCS summer camp.
 - Data and feedback should be provided back to parents.
 - Summer Tutoring: 62 elementary scholars and 50 middle school scholars, below is the breakdown of average daily attendance and no shows. Overall average attendance is 68%.

Status	Grade	1	2	3	4	5	6	7
ADA %		57	62	74	57	70	78	69
No Shows		4	2	1	6	2	4	4

- Early Childhood: Early Childhood enrollment is going well. Current enrollment numbers are: 4 year olds 19, 3 year olds 18 and 2 year olds 8. Significant number of them are siblings of CACPCS scholars.
- Strategy and Leadership: Hiring has been a challenge at the Middle School. We are still looking for: an 8th grade ELA teacher, 6th and 7th grade Science teachers, a Foreign Language teacher or Tech person. For Elementary a Balance Center teacher, 5th grade Math teacher and 3rd & 4th grade Interventionist.

Ms. Boyer moved to approve the June minutes. Ms. Leventhal seconded the motion. Minutes were unanimously approved.

- Desk Review: We were identified for a desk review as a result of our Title funding. A set of recommendations were given, one of them is the ESSA and federal Education Law every school is supposed to have a policy to support students who are homeless. Policy and procedures were reviewed which have to include:
 - Parents of enrollees are informed of what they are entitled to.
 - Clear about confidentiality regards to housing questionnaire.
 - Dispute procedure.

Head of School will bring back policy to the August 14th meeting for approval. Work with SUNY to close any open items by the August 23rd deadline to close desk review. Receive clarity if Trustees can receive summary; Life coach, CSD, Directors or other agents receive information; and confirming list of students.

August 14th meeting will be held at 1232 Southern Boulevard and via video conference.

- We have begun circulating draft of the full board and committee meeting calendar so we can finalize by our next board meeting.

Governance

- 10/26 we have an all-day retreat.
 - Sandra Escamilla, VP of Youth Divisions will be the facilitator.
 - Some work with OPM to get data for the retreat.
 - Overall theme/work: updated refresh thinking of our mission, benefit of time/space to work together to work through issues, back filing, CACPCS needs to be the exemplar community school for CA our work is aligned with CA logic model, data review, SpEd rate, benchmarks, subsets of scholars who face multiple challenges how do we support, high school placement/partnerships.

Classes of Trustees/Board Terms

In October 2018 Class 1 was confirmed through June 2020. Class 1 trustees are: Ms. DeLong, Ms. Goldman, Mr. Fernandez and Ms. Boyer.

Ms. Abrons has resigned from the board.

Ms. Bershadker and Ms. Leventhal are also Class 2. Ms. DeLong made a motion to add Ms. Rumph to Class 2 and to extend Class 2 terms to expire on June 30, 2021. Ms. Bershadker seconded the motion. The motion was unanimously approved.

Ms. Boyer made a motion for Ms. Coleman to be the parent trustee for a one year term ending June 30, 2020. Ms. DeLong seconded the motion. The motion was unanimously approved.

At 7:26 p.m. there was a motion to go into executive session to discuss personnel and litigation issues.

At 8:00 p.m., executive session concluded. Public session resumed and the meeting adjourned.

Videoconferencing Details:

1. Please join my meeting at:
<https://global.gotomeeting.com/join/415385461>
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 – November 13, 2019

Meeting 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 October meeting minutes
2. Receive school update
3. Receive committee updates

Time	Lead	Item	Materials
6:00-6:10 PM	DeLong	Approval of October minutes; District Safety Plan and FPP	Draft Minutes; District Safety Plan; Financial Policies and Procedures; FPP Summary
6:10-6:45 PM	Brown	HOS Report and Connection to Purpose: Attendance/Chronic Absence	HOS Report and school data
6:45-6:55 PM	Fernandez	Retreat Debrief	
6:55-7:05 PM	Pouga	Development Update	
7:05-7:15	Bershadker	Finance Committee Update	
7:15-7:45 pm	DeLong	Executive Session with Ms. Brown	
7:45-7:55 pm	DeLong	Executive Session	
7:55 pm	DeLong	Public Session Resumes	

Board of Trustees 2019-2020 Planning Calendar

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Trustees		All	DeLong, Fernández, Leventhal	DeLong, Fernandez, Goldman, Leventhal	Bershadker, DeLong, Leventhal, Rumph
NOTES	Reporting requirements due on the 1 st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15 th of the month or later will be reviewed at the relevant committee meeting and full board meeting held earlier the same month.	Meetings are held at 6:00PM on the second Wednesday of every month.	Meetings are held at 4:00PM on the third Thursday of every month.	Meetings are held at 2:00PM on the fourth Monday of every other month beginning in September.	Meetings are held at 4:00PM on the Monday prior to the full Board meeting. The Committee reviews the data from two months prior (i.e. the Committee reviews the June close in August and the July close in September).
July		7/31 *	7/18		
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14	8/15		8/12 • Review and approve school Fiscal Policies and Procedures Manual
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/19	9/23	9/9
Oct	10/15 District and School Safety Plans	10/23	10/24* 10/26 Full Board Retreat		10/21 • Annual Financial Audit Review

	SUNY and NYSED Re- porting Deadlines	General Board Meeting	Governance	Learning, Achieve- ment & Evaluation	Finance
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Re- port	11/13	11/21	11/21*	11/7
Dec		12/11	12/19		12/9
Jan	1/2 – Student Application Form	1/8	1/16	1/22*	1/6 <ul style="list-style-type: none"> CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared
Feb	2/15 – Q2 Financial Report	2/12	2/20		2/10 <ul style="list-style-type: none"> Initial FY21 Wrap-around Budget Review
Mar		3/11	3/19	3/23	3/9 <ul style="list-style-type: none"> Budget Review Final approval of FY21 wraparound budget General Liability Insurance Review
Apr	4/15 – Facilities Reporting Questionnaire	4/8 990 Approval with full Board	4/16		4/6 <ul style="list-style-type: none"> Review Full FY21 Budget draft Medical insurance Review Review 990
May	5/1 – Application and Ad- missions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/13	5/21	5/19 *	5/11 <ul style="list-style-type: none"> Review and finalize FY21 full budget
June	6/30 – Annual Budget	6/10 (ANNUAL MEETING)	6/18		6/8 <ul style="list-style-type: none"> Budget Final Review Review SY 2020-21 contracts

Current Committee Assignments

<p align="center">CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
<p align="center">Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with Childrens' Aid Sherry Capili</i> <i>Milagros Lora</i></p>	<p align="center">Learning, Achievement & Evaluation Jane Goldman (chair) Michelle DeLong Beth Leventhal Abe Fernández</p>
<p align="center">Governance Abe Fernandez (chair) Beth Leventhal Michelle DeLong</p>	<p align="center">Facilities Steering Jane Goldman Beth Leventhal</p>
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Minutes of the Meeting of the Children's Aid College Prep Charter School Trustees – October 23, 2019

Meeting held at Children's Aid College Prep Charter School, 1232 Southern Blvd, Bronx, NY 10459

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Nina Bershadker*	Drema Brown, Head of School & CA VP of Education
Phoebe Boyer*	Kashon DuBose, Director of Operations
Michelle DeLong*	Cherice Bedford, Assistant Community School Director
Abe Fernández *	Jadid Zorrilla, Operations Manager
Jane Goldman**	Katie Pouga-Tinhaga, Major Gifts Officer*
Beth Leventhal**	Sherry Capili, Assistant Controller*
Michelle Rumph*	Milagros Lora, Senior Accountant*
<i>Trustees not in Attendance</i>	Marisol Nieves-Brown, Executive Assistant
Delois Coleman	Christina Shiwbalak, Grant Thornton*
	Jennifer Hoffman, Grant Thornton*
	Chris Mancusi, Grant Thornton*

* Via video-conference

** Via phone

Welcome

Ms. DeLong called the meeting to order at 6:04 p.m.

Ms. Goldman moved to approve the September minutes. Ms. Bershadker seconded the motion. Minutes were unanimously approved.

Audit Review

Representatives for Grant Thornton provided an overview of the CACPCS 2018-19 audit.

- Regarding internal controls, no items were discovered.
- No compliance issues found.
- No further concerns were discovered during the audit.
- Representation letter to be signed.

Ms. Boyer moved to approve the 2018-19 audit. Ms. Bershadker seconded the motion. The 2018-19 audit was unanimously approved.

Foster Care Policy and Neglected and Delinquent Children Policy were reviewed prior to meeting.

Ms. DeLong moved to approve the Foster Care Policy and Neglected and Delinquent Children Policy. Ms. Boyer seconded the motion. The Foster Care Policy and Neglected and Delinquent Children Policy were unanimously approved.

Connection to Purpose

Ms. Zorrilla provided an overview of CACPCS Demographics: Who do we serve and how has that changed over time?

- We have 646 scholars enrolled as of 10/23/19
- Reasons some students left CACPCS: moving, scholarship elsewhere, distance issues, some “no shows”, need-ed special setting, high # of past suspensions
- District 12 is our highest population of scholars, followed by Districts 9 and 11 from Williamsbridge. We want to increase our numbers from District 12.
- As of 10/16/19 total number of ELL’s is 74, an increase over last year.
- Some newly enrolled scholars are possible ELL’s - TBD.
- Scholars test out of ELL’s as they progress through the grades.
- Total number of SpEd scholars is 141 (21.82% of the school’s population). It would be helpful to see percent-age by grade, class and how long with us.
- Enrollment in Middle School is lower than we want. Some parents opt not to deal with the high school appli-cation process, decline a seat and look for schools that go from middle through high school.

HOS Report

- Middle School suspensions have impacted attendance. The team has identified a group of scholars and is de-veloping plans to support them and their families.
- First grade suspensions tend to be for violent behaviors. A small percentage is the result of bus infractions. In Middle School most suspensions are for out-of-school and social media related incidents. The team is going to focus more on restorative meetings and in-school detention, when necessary.
- Scholars who placed in tier 2 and tier 3 will receive additional support. Interventionists are working with scholars 1:1 and in small groups.
- In process of hiring 2 life coaches – 1 for Elementary and 1 for Middle. Another round of interviews is taking place for 2 additional life coaches.
- Ms. Bedford is supporting high school placement efforts. The middle school team is developing individual plans for scholars and their families. It is hoped that the team’s efforts to educate scholars and parents on the various options available to them will alleviate some of the stress.
- For the DREAM program, test scores are the qualifying factors. We have a large number of scholars attending DREAM, which is preparing them for the specialized high school exams. We are planning a trip for schol-ars/parents who attend the Saturday programs.
- On Saturday 10/19 two scholars received support for their visual arts portfolios and 13 more were provided with support in preparation for the Catholic high school exam.
- The Operations team has begun data work with OPM, and is preparing for Saturday’s retreat.
- Hiring process for Community School Director is underway; updates to follow.
- Next month we will need to approve the District Safety Plan.

Development

- No change in budgeted revenue or private funding for 2020.
- Goal for 2020: 25K from Annual Appeal, and to introduce two new private or individual donors.
- For the William E. Simon Foundation grant, we need a 15K match by 6/30/2020.
- Storyline – First graduation class of 8th graders are preparing for high school; our scholars outperformed the district in the NYS tests.
- Will send appeal for review 11/1/19; annual appeal scheduled to be sent 11/19/19.
- Suggest trustees personalize their appeal letters, consider phone appeals, use talking points, propose increase in giving from previous years.

Governance

- Retreat will be held on Saturday, October 26, 2019 from 9:30am – 4:00pm at Trustee Beth Leventhal's home in Manhattan.
- Topics of discussion will be mission of the school and data review.
- Sandra Escamilla has been working with Drema and OPM to pull data. Caitlin Robisch will be joining the retreat to take us through the data.
- There is a significant amount of data. Consequently we will send via email, along with progress summary and agenda, prior to retreat to provide sufficient time to preview and record questions.

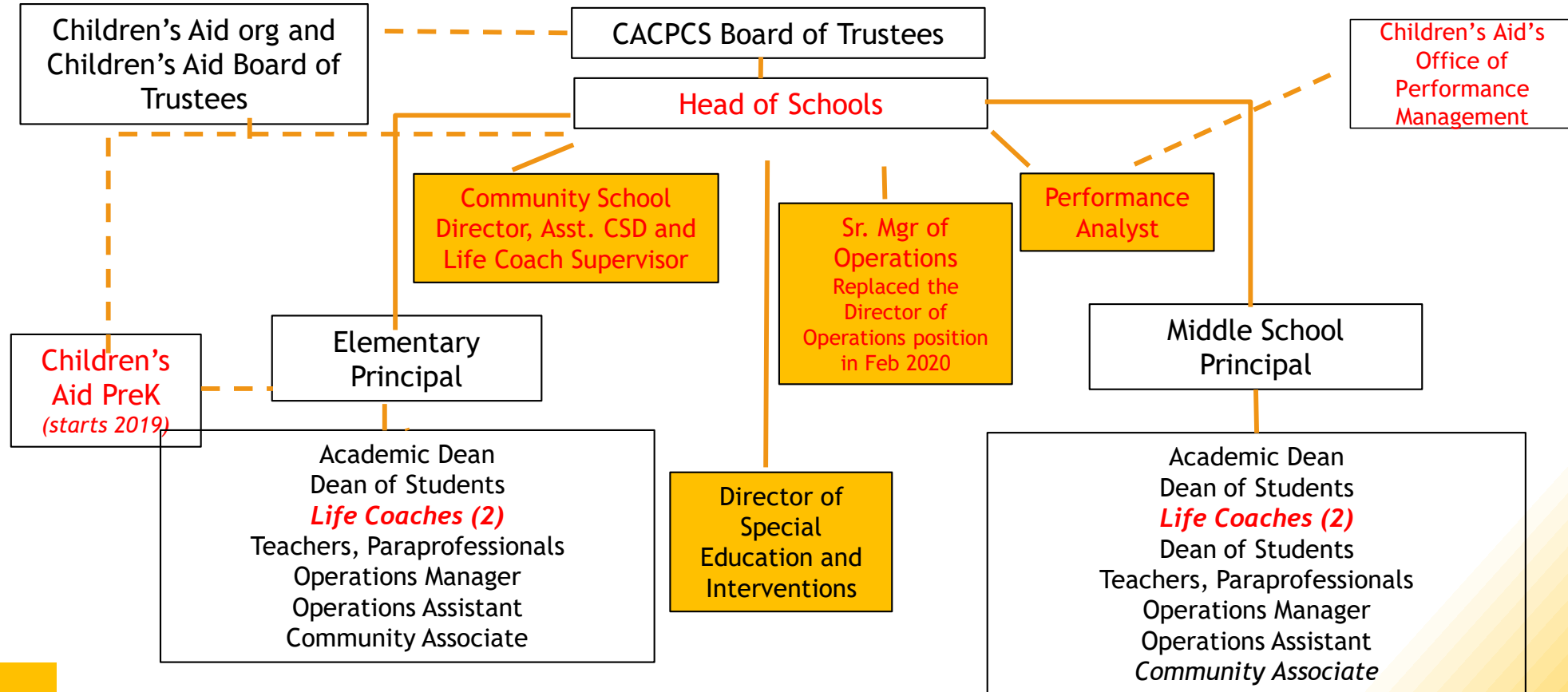
At 7:28 p.m. there was a motion to go into executive session to discuss litigation and employment history.

At 7:50 p.m. executive session concluded. Public session resumed and the meeting adjourned.

2019-20



2019-20 Children's Aid College Prep Charter School



Indicates staff who support both schools under the direction of the Head of Schools

Staff in red are Children's Aid staff.

[illegible]

CACPCS Academic Calendar 2020 - 2021

August 2020							September 2020							October 2020						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
First Day of School for All Scholars (K-8)																				
November 2020							December 2020							January 2021						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
														31						
February 2021							March 2021							April 2021						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
28							28	29	30	31				25	26	27	28	29	30	
May 2020							June 2020													
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat							
						1			1	2	3	4	5							
2	3	4	5	6	7	8	6	7	8	9	10	11	12							
9	10	11	12	13	14	15	13	14	15	16	17	18	19							
16	17	18	19	20	21	22	20	21	22	23	24	25	26							
23	24	25	26	27	28	29	27	28	29	30										
30	31						Last Day of School for All Scholars K - 8													

Key

	First Day of School - August 31, 2020
	Last Day of School - June 25, 2021
	First Day of Afterschool Programming
	Parent Orientation - 5:30pm - Both Schools
	Early Dismissal/Staff Professional Development
	Holidays/School Closings
	Academic Parent Teacher Teams
	Testing Days - Grades 3-8
	Parent Advisory Committee Meeting
	Saturday Academy - Grades 3-8
	Progress Report Distribution

School Hours
Monday through Friday
7:45AM - 4:00PM

School Office Hours
7:30AM - 5:30PM

Calendario Academico de CACPCS 2020 - 2021

Agosto 2020							Septiembre 2020							Octubre 2020						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
Noviembre 2020							Diciembre 2020							Enero 2021						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
														31						
Febrero 2021							Marzo 2021							Abril 2021						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
28							28	29	30	31				25	26	27	28	29	30	
Mayo 2021							Junio 2021													
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat							
						1			1	2	3	4	5							
2	3	4	5	6	7	8	6	7	8	9	10	11	12							
9	10	11	12	13	14	15	13	14	15	16	17	18	19							
16	17	18	19	20	21	22	20	21	22	23	24	25	26							
23	24	25	26	27	28	29	27	28	29	30										
30	31						Ultimo Dia de Clases para Todos los Estudiantes K - 8													

Key

	Primer Dia Escolar - 26 de Agosto, 2019
	Ultimo Dia Escolar - 26 de Junio, 2020
	Primer Dia de Programacion Despues de la Escuela
	Orientacion de Padres - 5:30pm - Las Dos Escuelas
	Despedida Temprano
	Vacaciones/Escuela Cerrada
	Noches de APTT
	Dias de Examenes - Grados 3-8
	Reunion de los Asesores de Padres
	Academia de Sabados - Grados 3-8
	Distribucion del Reporte de Progreso

Horario Escolar
Lunes a Viernes
7:45AM - 4:00PM

Horario de la Oficina
7:30AM - 5:30PM



FIRE DEPARTMENT
9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857
BUREAU OF FIRE PREVENTION

Ref. No.: FS-06-15-01

BIN: 2117981 FPIMS: 35149558

To: **Sylvia Smith**
FXFOWLE Architects, LLP
22 W. 19th St, New York, NY 10011

From: **Bureau of Fire Prevention**

Date: **02/12/19**

Premises: **1232 Southern Blvd, Bronx, NY 10459**



Submission No. : 10

Fire Safety Plan - School with IFA

Letter of Acceptance

For inquiries e-mail to: Mamadou.Wade@fdny.nyc.gov

The Fire Safety Plan dated 01/0819 submitted for the above premises has been reviewed, and found to meet or exceed the minimum requirements for a Fire Safety Plan, as set forth by current guidelines as posted on FDNY site, and therefore you are being issued this Letter of Acceptance.

You are required to have in place all elements necessary for the implementation of this Fire Safety Plan, including all FS Staff, no later than thirty (30) days from the date of this letter of acceptance.

Please note that Fire Department acceptance of this Fire Safety Plan does NOT constitute:

1. Waiver of any requirements of the New York City Fire Prevention Code, Building Code or other applicable law, rule or regulation, or official approval of any provision of the Fire Safety Plan that violates such law, rule or regulation.
2. Proof of compliance with any applicable law, rule or regulation, other than New York City Administrative Code §27-4267.4 and Fire Department rule 3 RCNY 404-01.
3. Endorsement of the specific information, description or recommendations contained in the Fire Safety Plan, or the actions proposed to be implemented in the event of an emergency. The development of the substantive provisions of the Fire Safety Plan and responsibility for its implementation in the event of an emergency affecting the premises lies with the owner and the owner's representatives.

By order of,
Chief of Fire Prevention

FXFOWLE

FXFOWLE ARCHITECTS, LLP 22 WEST 19 STREET | NEW YORK, NY 10011, USA | T +1.212.627.1700 | WWW.FXFOWLE.COM

July 18, 2018

New York City Fire Department
Bureau of Fire Prevention
9 Metrotech Center, Brooklyn, NY 11201-3857

Re: Fire Safety and Evacuation Plan Submission
Children's Aid Society- Children's Aid College Prep Charter School
1232 Southern Blvd., Bronx
FXFOWLE Project 13076.L00

To Whom It May Concern,

As the Architect of Record for the above captioned project, the Architect states based upon our knowledge, information, and belief as of the date of this letter, that the Fire Safety and Evacuation Plan for the Children's Aid College Prep Charter School in the Bronx complies with all codes applicable to the Architect's services.

Sincerely,



Sylvia Smith FAIA LEED
Senior Partner
FXFOWLE ARCHITECTS, LLP



Cc: Eric Van Der Sluys, FXFOWLE



July 18, 2018

New York Fire Department
Bureau of Fire Protection
9 Metrotech Center
Brooklyn, NY 11201

Re: Fire Safety and Evacuation Plan Submission
Children's Aid Society
1232 Southern Blvd

To Whom It May Concern:

As the Engineer-of-Record for the above-captioned project, based upon our knowledge, information, and beliefs as of the date of this letter, the mechanical and fire protection drawings, dated 7/15/16, in the Fire Safety and Evacuation Plan for Children's Aid Society College Prep Charter School comply with all codes applicable to the mechanical and fire protection services.

Sincerely,
DAGHER ENGINEERING, PLLC

A handwritten signature in dark ink, appearing to read 'E. Dagher', with a long horizontal flourish extending to the right.

Elias Dagher, P.E., LEED AP BD+C
Senior Principal

cc: Eric Van Der Sluys, FXFOWLE
Josephine Zurica, Dagher Engineering



Verification of Accuracy **Fire Safety Plan**

To: F.D.N.Y. Emergency Planning and Preparedness Group;

From: Sylvia Smith, FAIA, LEED AP
FXFOWLE Architects LLP
22 West 19th Street, New York, NY 10011

FSP# FS-06-15-01

FPIMS# 35149558

BIN# 2117981

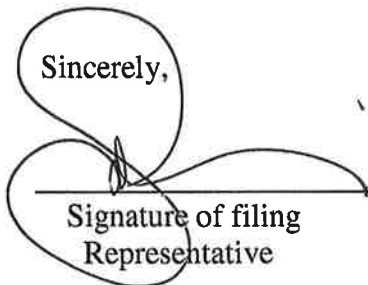
Premises Location: 1232 Southern Blvd., Bronx NY

This letter serves as verification that the Fire Safety Plan submitted represents the most recent "Conditionally Accepted" plan for the premises listed above. Further, I understand that the Fire Department Hi-Rise Unit will reference the contents of this plan during the buildings annual inspection.

Submission to the FDNY Emergency Planning and Preparedness Group shall consist of this letter as well as the following:

- Three (3) paper copies of the FSP (and all required documents) in the Conditionally Accepted format.
- Two (2) CD's: each containing electronic versions of the FSP (PDF) and each containing floor plans (DWG or DWF) in the Conditionally Accepted format. Standpipe/Sprinkler Riser Diagram may be submitted in pdf format.

Sincerely,



Signature of filing
Representative

Title: Senior Partner

Date: 12/18/18

Print Name: Sylvia Smith, FAIA, LEED AP, Senior Partner

Certificate of Occupancy

CO Number: 220405176F

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A.	Borough: Bronx Address: 1232 SOUTHERN BOULEVARD Building Identification Number (BIN): 2117981	Block Number: 02979 Lot Number(s): 14 Building Type: New	Certificate Type: Final Effective Date: 05/01/2019
This building is subject to this Building Code: 2008 Code			
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification: 1-B (2014/2008 Code) Building Occupancy Group classification: E (2014/2008 Code) Multiple Dwelling Law Classification: None		
No. of stories: 6 Height in feet: 74 No. of dwelling units: 0			
C.	Fire Protection Equipment: Standpipe system, Fire alarm system, Sprinkler system, Fire Suppression system		
D.	Type and number of open spaces: None associated with this filing.		
E.	This Certificate is issued with the following legal limitations: None		
Borough Comments: None			



Borough Commissioner



Acting

Commissioner

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Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL	399	100	A-3		3	MULTIPURPOSE ROOM, USE AS A GYMNASIUM OR AUDITORIUM IN CONJUNCTION WITH 1ST FLOOR. TOTAL OCCUPANT LOAD IS 399 WHEN USED AS AN AUDITORIUM (STAGE 50 + AUDITORIUM 349). 349 PERSONS WHEN USED A GYMNASIUM. OCCUPANT LOAD FOR THIS FLOOR IS 451 WHEN USED AS AN AUDITORIUM, 401 WHEN USED AS A GYMNASIUM.
CEL	16	50	B		3	OFFICES
CEL	27	40	E		3	CLASSROOM /MULTIPURPOSE
CEL	6	75	F-2		3	ELECTIRCAL, MECHANICAL, AND GAS METER ROOM
CEL	3	100	S-1		3	STORAGE ROOMS
001 001 308		100	A-3		3	CORRIDOR/ASSEMBLY
001 001 7		50	B		3	OFFICES
001 001 28		60	E		3	LIBRARY/MEDIA
001 001 1		75	F-2		3	TELECOM
001 001 1		100	S-1		3	STORAGE ROOMS
002 002 149		100	A-3		3	OUTDOOR EXERCISE CLASSROOM



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Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
002 002 15	50	B		3	OFFICES	
002 002 198	100	E		3	CLASSROOMS	
002 002 1	75	F-2		3	ELECTRICAL RM	
003 003 1	100	S-1		3	ACCESSORY STORAGE(SCIENCE PREP)	
003 003 150	100	E		3	CLASSROOMS	
003 003 189	100	A-3		3	CAFETERIA	
003 003 1	75	F-2		3	ELECTRICAL	
003 003 7	50	B		3	KITCHEN/SERVERY	
003 003 1	100	S-1		3	STORAGE ROOM	
003 003 1	100	U		3	TRASH ROOM	
003 003 2	50	B		3	STAFF LOUNGE	
004 004 1	100	S-1		3	STORAGE	
004 004 19	50	B		3	OFFICES	



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Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
004 004 29		100	A-3		3	BREAK OUT SPACE
004 004 229		40	E		3	CLASSROOMS
004 004 1		75	F-2		3	ELECTRICAL ROOM
005 005 58		100	A-3		3	OUTDOOR EXERCISE/CLASSROOM
005 005 259		40	E		3	CLASSROOMS
005 005 1		75	F-2		3	ELECTRICAL/IT
005 005 2		50	B		3	STAFF LOUNGE
005 005 2		100	S-1		3	STORAGE ROOMS
006 006 9		50	B		3	OFFICES
006 006 1		75	F-2		3	ELEC. IT
006 006 126		40	E		3	CLASSROOMS
006 006 196		100	A-3		3	TERRACE
ROF 6		75	F-2		3	MECHANICAL AND ELECTRICAL ROOMS



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ROF	2	100	S-1		3	STORAGE ROOM
BICYCLE PARKING FOR 7 BIKES AT 1 PER 10,000 SF.						
END OF SECTION						



Borough Commissioner



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END OF DOCUMENT