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MINUTES

Meeting of Children’s Aid College Prep Charter School Board of Trustees
December 7, 2022

Via Zoom and at 1232 Southern Blvd. Bronx, NY 10459

<p><i>Trustees in Attendance via Zoom</i></p> <ul style="list-style-type: none"> • Michelle Rumph • Sandra Escamilla <p><i>Trustees at 1232 Southern Blvd.</i></p> <ul style="list-style-type: none"> • Michelle DeLong • Beth Leventhal • Jane Goldman • Lolita Jackson • Phoebe Boyer • Nina Bershadker <p><i>Trustees not in attendance</i></p>	<p><i>Others in Attendance</i></p> <ul style="list-style-type: none"> • Aliana Contreras, Sr. Operations Manager • Drema Brown, Head of School • Dr. Robin Fleshman, Middle School Principal (via Zoom) • Jakia Bland, Manager of Recruitment (via Zoom) • Anita Velazquez, CACPCS Parent
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Welcome

Trustee Leventhal called the meeting to order at 5:08 pm

Trustee Leventhal made a motion to approve the November meeting minutes. Trustee Boyer seconded the motion, and the minutes were unanimously approved.

Connection to purpose

- The Head of School reminded the Trustees that this school year the Principals and Head of School have decided to split the principals' presentation so the Trustees can have more time with each principal to explore their teams’ work in more depth.
- Dr. Fleshman began her presentation by stating that the middle school is focused on implementation of CACPCS’s vision and mission through a comprehensive approach to the following priorities:
 - Teacher practices and collaboration
 - Rigorous and aligned instruction and curriculum, and assessment
 - Data-driven instruction and decision-making
 - Engagement, equity, access, and opportunity
 - Community & Culture, strong family-school ties; supportive environment and trust

Trustees - Michelle DeLong, Chair • Beth Leventhal, Vice-Chair • Nina Bershadker, Secretary • Michelle Rumph, Treasurer
 • Jane Goldman • Phoebe Boyer • Sandra Escamilla • Lolita Jackson

- The core of the discussion focused on the middle school's approach to assessment.
- The middle school uses both ANet and i-Ready. ANet assessments are rigorous and have moved the school towards more rigorous content and effective instructional practices. However, Anet Math assessments are not cumulative and are therefore not a predictor for state test performance. I-Ready provides a cumulative view of the standards and students' mastery of those standards. ANet ELA and Math assessments are administered four times per year, and i-Ready is embedded into daily curriculum and instruction. The middle school team also administers Reading, Math, Science and Writing assessments to all 6, 7, and 8th grade students.
- The middle school has begun implementing the Lavinia Group's Insight Humanities curriculum (new to all their partner middle schools this year). This curriculum supports reading and writing instruction through the use of close reading strategies with quality, rigorous and engaging reading selections.
- The middle school Math teacher team has good experience and familiarity teaching the content (e.g. use of "mathematician plan," teaching conceptual vs. application skills in each lesson, aligning teacher practices to students' learning goals).
 - Dr. Freshman will continue to focus on providing students with abundant supports, e.g. through high-quality and strategic co-teaching, as well as classroom support from paraprofessionals, ELL interventionists, etc.

Finance and Audit Committee

- Trustee Rumph reported that the Finance and Audit Committee met on Monday, December 5th. The Committee discussed 1) the slate of retirement fund investment plans and 2) the October financials.
- As recommended by the CA CFO, the Committee approved a motion to make a fund swap within the retirement plan. CA will manage this swap with the retirement plan provider, Voya.
- CACPCS ended the month with a surplus due to the timing of the per-pupil payments and lower expenses; however, the school is forecasting a deficit of \$628K due to the enrollment shortfall.
- The fiscal team will prepare a reforecast for the next meeting. HOS is preparing expense mitigation plans (e.g. freezing open positions, etc.).

Head of the School Report:

- The Head of School and Manager of Recruitment provided the Trustees with an enrollment update and more details about discharge trends.
 - Out of 80 discharges twenty-four (24) moved to another state; six (6) were not satisfied; six (6) had difficulties with the transition; twenty-two (22) were unknown; eleven (11) were no shows; one(1) different school offered them a seat; four (4) went to private schools; and six (6) had travel/commute concerns, dismissal time was an issue or they wanted a K-12 school.
- CACPCS has highest retention rates in Grades 3 and 4.
- The Recruitment and Enrollment team will add some new strategies like marketing middle school enrollment more to our current 5th grade families. For example, the team is producing a mini-commercial to email out to all the 5th grade families just before the holiday break and will host a private open house just for them at the start of the new year. The team has also enhanced the school's social media presence as a recruitment tool.

- There will be several open houses beginning in January, and CACPCS is working with partners like TCIONY to get positive exposure and recruitment support, as well as hosting family focus groups.

Governance:

- Trustee Leventhal welcomed the nominated parent trustee, Ms. Velazquez, to the meeting.
- Ms. Velazquez described the experience she and her two children have had at CACPCS and the reasons for her interest in supporting CACPCS as a Trustee.
- Trustee Leventhal advised that all committees will examine data relating to the hybrid model in upcoming months. The Committee discussed planning a Board retreat for 2023 to discuss the hybrid model and think ahead two to three years. The Committee also discussed the need to continue to recruit board members.

Learning, Achievement and Evaluation:

- The Learning, Achievement and Evaluation Committee met in November and had the opportunity to observe classroom instruction in the elementary school. The Committee’s focus was literacy instruction. The Committee observed teachers engaging the students in (Foundations) phonics instruction, guided reading, and close reading instruction.
- The Committee debriefed the observations and agreed that this was one of the best observations they have had. The level of engagement was excellent. The Deans shared that they are creating a lending library to support literacy instruction.
- Teacher certification rates have improved to just under 65%, and retention has improved.

Trustees went into executive session at 6:30PM

The Trustees returned from Executive session at 6:40PM

Trustee Goldman nominated Anita Velazquez to the CACPCS Board of Trustees. Michelle DeLong seconded it. The nomination was unanimously approved.

The meeting ended at 6:42 pm