

MINUTES
Meeting of Children’s Aid College Prep Charter School Board of Trustees
July 27, 2022
Via Zoom

<p><i>Trustees in Attendance</i></p> <p>Michelle DeLong (Chair)* Beth Leventhal (Vice Chair) * Michelle Rumph (Treasurer) * Nina Bershadker (Secretary) * Jane Goldman* Phoebe Boyer* Sandra Escamilla*</p> <p><i>Trustees not in Attendance</i></p> <p>Lolita Jackson</p>	<p><i>Others in Attendance</i></p> <p>Drema Brown*, Head of School Aliana Contreras*, Sr. Operations Manager</p>
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* Via video-conference
** Via phone

Welcome

Trustee DeLong called the meeting to order at 5:05 PM

Connection to Purpose:

The Head of School provided the Trustees with a staffing update as a part of the Connection to Purpose. She reminded the Trustees of the layers of staff supporting classrooms especially on the hybrid work days. The Head of School shared specific staffing numbers for both the elementary school and middle school taking the staff count from 88.5 as of Q2 last school year to 101.5 for the 2022-23 school year accounting for an additional 13 positions including several middle school positions school leadership was not able to fill last year. The Head of School described the investments in academic supports these additional staff positions reflect.

As of the time of this report the elementary team was fully staffed and all of the middle school instructional positions were filled. The middle school was still hiring staff for two operations positions. The Community School team is still hiring Life Coaches and is now looking for a new Life Coach Director.

The Head of School shared several staffing take-aways including the following:

- Total compensation appears competitive (i.e., salary + retention + opportunities for stipends);
- Hybrid Work Week is attractive;
- Co-teaching and instructional supports are attractive;
- School model/environment is appealing;

- 2X increase in hiring bonuses for middle school Math and Science positions; and
- Internal hires/early pipeline development has been helpful.

Trustee DeLong asked for a motion to approve the June minutes. Trustee Bershadker made a motion to approve the June minutes. Trustee Leventhal seconded the motion. The June minutes were unanimously accepted by the Trustees.

Head of School Report:

The Head of School provided the Trustees with a student enrollment update which reflected 39 open seats as of July 27, 2022 for the upcoming school year. She also shared updates on participation in summer programming and high school placement updates. CACPCS will be sending its first graduate to Brooklyn Tech in the fall.

Finance Committee

Trustee Rumph noted that SUNY confirmed the committee does not have to have a set number of meetings each year. There was no July Finance and Audit Committee meeting because it was a quiet month and to give the Fiscal team and school management more time to work on audit items.

Governance:

Trustee Leventhal noted that the Trustees are tabling the Open Meetings resolution. The Governance Committee plans to have another meeting in September and will determine what more to report on survey results.

The Head of School noted that an updated calendar is there for the committees to confirm any undecided meeting dates.

Trustee Leventhal noted the need to correct some of the notes at the top of the calendar regarding Committee meeting cadences.

The Head of School also provided an update on the Parent Trustee search. The Head of School and the Community School Director met with three parents who may potentially be interested in the Parent Trustee position. The Head of School will continue the process of identifying some potential candidates who will then be referred for meetings with the Governance Committee.

The Head of School provided the Trustees with a reminder to complete the NYSED disclosure reports for the NYSED Annual Report that she will be sending out.

Trustee Leventhal began outlining the need to re-nominate and vote on certain Trustee classes in order to be in compliance with the authorizer (SUNY). SUNY notified the Trustee Chair, Michelle DeLong, that Trustee Goldman was confirmed for two terms when Trustee Bershadker should have been confirmed for two terms although our records indicated the opposite. Trustee DeLong recommended the Board vote on Trustee Bershadker's term, as recommended by SUNY. In the event that records indeed show an error, the new vote will be documented, and the correction will be recorded by the end of July as SUNY directed.

Trustee DeLong made a motion to confirm Trustee Bershadker for a two-year term starting July 1, 2022 and ending on June 30, 2024. Trustee Leventhal seconded. The Trustees voted unanimously to confirm Trustee Bershadker for her two year term.

The Trustees decided to leave the June minutes as recorded in June and to let the July meetings reflect the change in Trustee Bershadker's class.

Learning, Achievement and Evaluation:

Trustee Goldman noted that meeting dates are in the calendar and asked other Trustees on the Committee to review and confirm their availability on those dates if they had not already.

Meetings are called for 2pm but if the Trustees have classroom visits planned for a meeting, the meeting time will change to 10am so it is good if Trustees can be flexible for 10am or 2pm meetings based on the agendas.

The Committee did not meet in July.

Trustee Escamilla provided an update on the Head of School's 360 feedback report.

Executive Session

The Trustees and the Head of School went into Executive Session at 6PM to discuss a legal issue.

The Trustees returned from Executive session at 6:14PM.

Trustee DeLong adjourned the meeting at 6:15 pm.