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MINUTES
Meeting of Children’s Aid College Prep Charter School Board of Trustees
February 8TH, 2023
In Person and Via Zoom

<p><i>Trustees in Attendance 1232 Southern Blvd., Bronx, NY</i></p> <ul style="list-style-type: none"> • Nina Bershadker • Michelle DeLong • Beth Leventhal <p><i>Trustees via Zoom</i></p> <ul style="list-style-type: none"> • Phoebe Boyer • Jane Goldman <p><i>Trustees not in Attendance</i></p> <ul style="list-style-type: none"> • Lolita Jackson • Michelle Rumph • Sandra Escamilla 	<p><i>Others in Attendance</i></p> <ul style="list-style-type: none"> • Drema Brown, Head of School • Aliana Contreras, Sr.Operations Manager • Anita Velazquez
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Welcome

Trustee DeLong called the meeting to order at 5:03pm.

Trustee Bershadker made a motion to approve the minutes. Trustee Leventhal seconded the motion. The minutes were unanimously approved.

Connection to purpose

Hybrid Work Week

- The Head of School provided an update on the Hybrid Work Week Pilot study.
 - The survey closed on Friday, February 3rd, and the Head of School has arranged analysis support from an analyst on Trustee Escamilla’s team. She shared that staff found the ranking questions challenging.
 - There will be focus groups for parents, students, and staff.

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

- The team will review staff attendance and student discipline data on hybrid and non-hybrid days.
- Head of School will conduct select classroom observations on hybrid and non-hybrid days (e.g. classrooms with a new teacher and a very experienced co-teacher, classrooms with a strong teacher working with a co-teacher receiving additional support).

Head of School Report

- The Head of School described the school’s enrollment efforts and noted that Trustees now have access to a link (included in the written HOS report) that provides real-time enrollment data, including information about open seats and active vs official enrollment.
- In the upcoming month, the team will also have a link for lottery application data. As of the date of this meeting the team had received 94 applications.
- There was some discussion between the Head of School and Trustees about factors impacting student recruitment, such as the attrition in 6th and 8th grade because some families look for school options that include high schools.
- The Head of School noted that due to the significant city-wide enrollment challenges, CACPCS will adjust its enrollment target for the upcoming school year from 630 to 580.

Finance Committee

- The Head of School and members of the Finance and Audit Committee shared they reviewed the Q2 report at the last committee meeting. CACPCS ended Q2 \$298K over budget.
 - Some of the Q2 deficit was due to the timing of the per pupil payments. As of February, the team is projecting a deficit of \$385k for the end of the fiscal year, which is \$ 269K more than budgeted.
 - Outside wages and some catchup payments drive this new the projection.
 - School Management is implementing cost mitigation plans, for example not filling vacant positions and reducing outside wages.
- The team is entering the budget season and has determined that the Wraparound program priorities likely will remain the same for the upcoming fiscal year.

Governance:

- The Governance Committee met on February 1st. The committee discussed the hybrid study and set up a date for orientation for Ms. Velaquez.

Learning, Achievement and Evaluation:

- The Learning, Achievement and Evaluation Committee discussed that while it is unlikely the school will implement the hybrid model to the same level next year, there is interest in learning about what worked to continue those aspects of the pilot.
- The Committee discussed how the school is monitoring progress towards goals and the importance of looking at cohorts of scholars when assessing academic progress.
- The Committee received an update on teacher certification. 50% of the 64 core content teachers are certified. A recent resignation and a lapsed certifications brought down the certification rate.
- The Committee’s next meeting was moved to the first Monday in April.

Executive Session

There was no Executive Session.

The meeting ended at 5:54pm