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**MINUTES**  
**Meeting of Children’s Aid College Prep Charter School Board of Trustees**  
**March 8<sup>TH</sup>, 2023**  
**In Person and Via Zoom**

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

**Welcome**

Trustee DeLong called the meeting to order at 5:05 pm.

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

**Connection to purpose**

The Community School Team provided the Trustees with an update on the school’s community school programs for the year. Shanda Holt, the Community School Director, Shaniqua Lassiter, the Assistant Community School Director, and Tamara Tingman, the Life Coach Director shared the following:

- The CSD, ACSD and Life Coach Director shared the names and roles of their team members from Life Coaches to Success Mentors.

- The CSD described the team’s focus on Children’s Aid’s four program domains: Education, Social and Emotional Learning, Health, and Family, and described how the school’s programs and services align with the four domains.
- The CSD shared the team’s priorities which align with the team’s goals for the year and include specific goals around areas like attendance and parent engagement.

*Specific program highlights included the following:*

- Success Mentors review attendance and contact students who are late or tardy.
- Life Coaches provide a wide range of supports including weekly life skills classes and Power Groups supported by the Second Step curriculum that focuses on the core competencies of social-emotional learning and provides scholars with tools they can use in life. Scholars receive one-on-one support as well as small group support (e.g. middle school boys and sisters groups) to improve their confidence as they transition to middle school. Life Coaches also provide attendance support in more complex situations.
- The team provides professional development to teachers as well as monthly self-care workshops. The team provides a wide variety of parent workshops to expose them to the same techniques used in school with scholars.
- The Carrera Program provides our middle schools with family life and sex education. They also have a family component that has been successful.
- After School programming occurs from September through June. The team provides academic and recreational activities, homework help and field trips.
- The team coordinates dental and vision screenings through Children’s Aid partnerships with Smile Dental and the Hellen Keller Foundation. The partnership with Go Healthy! has continued to provide strong nutrition education and cooking classes.
- The partnership with NYC Kids Rise has allowed the families of young scholars to open college savings accounts.

**Head of School Report:**

The Head of School provided a lottery application update. At the time of the meeting, CACPCS had received 180 applications; last year, at the same time, CACPCS received 177 applications. CACPCS expects a flow of applications in the upcoming weeks.

**The Head of School shared results from the Hybrid pilot staff survey. She shared the following:**

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

Out of 113 surveys sent out, 61 staff members completed the survey (or 54%). 46% of the teachers who responded were from Prospect (MS), while 38% were from Southern (ES)

The length of the survey may have been a barrier for the staff who did not complete it. However, while the response rate is disappointing, the responses are representative of the staff.

The response to the hybrid work week has been positive. The majority of staff were clear about the hybrid pilot and reported at positive experience:

- 97% of staff agreed they could focus on their work and deliverables on remote days.
- 90% of the staff said the remote days contributed to their work-life balance.
- 77% of teachers expressed that they could meet scholars' individual needs.

A small number of staff (largely Scholar Support staff like Interventionists and Paraprofessionals) reported feelings of frustration during the in-person days. School leadership is exploring this more.

Teachers were more challenged by noninstructional tasks during the in-person days.

Across roles staff cited benefits such as work-life balance, uninterrupted time to focus and plan, caring for family and self, and less commuting.

The challenges reported included: challenges collaborating with colleagues, less time to complete tasks in person, and feeling disconnected from what is happening in the building.

### **Finance Committee**

- The Finance and Audit Committee reviewed the priorities for the upcoming fiscal year and reviewed the budget forecast for the remainder of this fiscal year. CACPCS is forecasting a more significant deficit due to enrollment challenges and some additional expenses that will be charged to this fiscal year from previous fiscal years.
- Trustee Escamilla shared some work occurring internally at Children's Aid to improve the flow of accurate financial data. She shared that CA is aware that CACPCS is not receiving financial information quickly enough to make program adjustments in a timely manner. Among other things, CA is working towards accurate monthly closes.

### **Governance:**

The Committee officially onboarded Anita Velasquez as the Parent Trustee. She was officially approved by SUNY.

### **Learning, Achievement, and Evaluation:**

Learning and achievement will meet on April 3<sup>rd</sup>.

### **Executive Session**

The Trustees went into Executive session at 6:24PM to discuss a personnel matter. The trustees returned form Executive session at 6:36PM.

The meeting was adjourned at 06:37PM.