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MINUTES
Meeting of Children’s Aid College Prep Charter School Board of Trustees
June 7, 2023

The meeting was via Zoom for all Trustees due to the poor air quality conditions occurring in NYC on the day of this meeting.

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

Welcome

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

Trustee Leventhal moved to approve the minutes. Trustee Goldman seconded the motion, which was unanimously approved.

Connection to Purpose

The Head of School updated the Trustees on CACPCS’s summer programs.

Summer Boost

- The Summer Boost Program will take place again at both CACPCS locations during the summer from July 5-August 4th. The theme will be “Music as Culture”.
- As of the day of the Trustee meeting, CACPCS had 98 elementary students and 62 middle school students confirmed for Summer Boost out of a budgeted 180 students.
- Academic support will occur Monday- Thursdays from 8:00 am to 12:00 pm and the summer enrichment program will be held Mondays - Thursdays from 12:00 pm to 4:00 pm and Fridays from 9:00 to 4:00 pm. The students will have swimming at Dunlevy Milbank Center on Wednesdays and full-day trips on Fridays. The program will end with a showcase on Aug 4.
- There will be three Life Coaches and one Social Work Intern working during the summer with a focus on music therapy.

Wagon Road

CACPCS will be sending 42 students to Wagon Road camp this summer on Mondays - Fridays from 7:30 am to 5:30 pm. Scholars attending Wagon Road camp will enjoy fitness, nutrition, literacy, art, science, and swim lessons.

Bronx House Summer Camp

CACPCS expects 20 students to attend camp at Bronx House Mondays – Fridays from 7:30-5:30.

Ailey Camp

Ten CACPCS scholars were interviewed for Ailey camp. At the time of this report, we were awaiting the final number of CACPCS scholars expected to attend Ailey camp.

Head of School Report:

The Head of School and Data Analyst provided an ANet data review that included a comparison of ANet assessment results from the 2021-22 school year and the 2022 NYS ELA and Math results for grades 3-8. The headline was that ANet assessments appear to be more rigorous than NYS tests at several grade levels, which helps ensure that scholars are being held to performance standards throughout the year that are as rigorous or more rigorous than what they will experience on the NYS ELA and Math exams.

ANet scores were less likely to be rigorous or predictive, however, for grades 5- 6 Math, where 56% of 6th grade scholars' ANet scores were higher than their actual NYS Math exam (n= 25). The second highest rate of less rigorous math/ / predictive scores was observed in grade 5 Math, where 31% of scholar's ANet scores were higher than their actual NYS Math Exam (n=11)

The instructional leadership has been focusing on addressing gaps in Math curriculum between Grades 5 and 6 and will continue to focus on this during the upcoming school year.

Finance Committee

The Head of School provided the Trustees with an F24 budget presentation. Due to Children’s Aid systems changes, FY25 and FY26 budgets are still in process.

Given recent enrollment challenges, the Head of School also shared contingency plans with the Trustees should enrollment fall below the budgeted number of 580 students during the 2023-24 school year. The Head of School's budget contingency plans are outlined along a timeline as well. Budget reduction strategies outlined by the Head of School include:

- holding on new hires or filling vacancies for the remainder of the year;
- reducing/eliminating additional stipends (up to \$150K);
- decreasing or eliminating a 2.5% retention bonus (up to \$183K);
- making additional Wrap program reductions (fewer after-school program days up to 25%; approx. \$100-130K);
- lessening/eliminating remaining hybrid workdays to avoid any coverage expenses; and
- determining additional lay offs where programs are significantly lagging behind enrollment.

The FY24 budget presented to the Trustees is balanced.

Trustee Rumph asked for a motion to approve the FY24 budget. Trustees Goldman and DeLong seconded the motion, and the FY24 budget was unanimously approved.

Governance:

The terms for Trustees Jackson, Rumph, Leventhal and Velazquez were up for renewal. Trustee Anita Velazquez's term was up for renewal for one year as the Parent Trustee.

Trustee DeLong moved to approve terms and committee assignments for Trustees Lolita Jackson, Michelle Rumph, and Beth Leventhal for two-year terms to end Jun 30, 2025, and for Trustee Anita Velaquez to be renewed for a term to end Jun 30, 2023. Trustee Boyer seconded the motion. The terms and committee assignments for the four Trustees were unanimously approved.

Executive Committee

Board Chair: Michelle DeLong
Vice-Chair/ member at large: Beth Leventhal
Secretary: Nina Bershadker
Treasurer: Michelle Rumph
Member at Large: Phoebe Boyer

Finance Committee:

Chair: Michelle Rumph
Nina Bershadker
Michelle DeLong
Beth Leventhal

Governance Committee:

Chair: Beth Leventhal

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

Phoebe Boyer
Michelle DeLong
Lolita Jackson

Learning and Achievement

Chair: Jane Goldman
Michelle DeLong
Beth Leventhal
Sandra Escamilla
Anita Velazquez

Learning, Achievement, and Evaluation:

The Learning, Achievement and Evaluation Committee met on May 22nd discussed the Head of School's evaluation. Last year the Committee used a 360 evaluation that focused on the five areas the Trustees focus on: academics, school culture, community school programs and parent engagement, operations and strategy, and leadership.

This year the Committee is refining the questions and moving forward with interviews rather than written surveys for teachers, parents, and others that report directly to the Head of School. Ten randomly selected teachers will be interviewed, including veteran teachers, new teachers, and a Life Coach. The parents will be interviewed via a panel, and the two principals will also be interviewed. The Children's Aid team will assist with the process. The goal is to complete the review by October 2023.

Executive session

The Trustees went into Executive session at 6:13PM to discuss legal matters. The trustees returned from Executive session at 6:33 PM.

The meeting was adjourned at 6: 33PM.