



Videoconferencing Details:

Join Zoom Meeting
<https://us06web.zoom.us/j/81898240873?pwd=a2p1SjN2MDIiV1hRWUZbUNUWCtUQT09>

Meeting ID: 818 9824 0873 Passcode: 310377

OR Call using your telephone: 1 929 205 6099 (New York) Meeting ID: 818 9824 0873

**Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees
 December 7, 2022**

Trustee Meeting will be held via Zoom and at 1232 Southern Blvd. Bronx, NY. 10457

Planned Outcomes: Trustees will:

1. Approve November meeting minutes
2. Receive School Report

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of November minutes	Draft Minutes
5:05 – 5:30PM	Principal Fleshman	Connection to Purpose	
5:30-5:40	Rumph	Finance Committee Update	
5:40 – 6:00	Brown	Head of School Report	Head of School Report
6:00-6:10	Leventhal/Boyer	Governance Committee Update	
6:10 – 6:20	Goldman	Learning and Achievement Committee Update	
6:20 – 6:30 PM	DeLong/Brown	Executive Session (if needed)	

Board of Trustees 2022- 2023 Planning Calendar

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

(updated: August 29, 2022)

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Trustees		All	Chair: Leventhal	Chair: Goldman	Chair: Rumph
NOTES	Reporting requirements due on the 1 st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15 th of the month or later will be reviewed at the relevant committee meeting and full board meeting held earlier the same month.	Meetings are held at 5:00PM on the second Wednesday of every month unless otherwise noted *.		Meetings are held at 10AM or 2:00PM depending on schedule of classroom visits. (*denotes change in date due to holidays.	Meetings are held at 4:00PM on the Monday prior to the full Board meeting. The Committee reviews the data from two months prior (i.e. the Committee reviews the June close in August and the July close in September). (*denotes change in date due to holidays.
July		7/27			
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/10			8/8 • Review and approve school Fiscal Policies and Procedures Manual
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/14	9/7 9am-10am	9/19*	9/12
Oct	10/15 District and School Safety Plans	10/26*	10/14 9am-10am		10/24 • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/9	11/29 9am -10am	11/28	11/7
Dec		12/7			12/5

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

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Jan	1/2 – Student Application Form	1/11	1/4 9am-10am	1/23	1/9 <ul style="list-style-type: none"> CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared
Feb	2/15 – Q2 Financial Report	2/8	2/1 9am-10am		2/6 <ul style="list-style-type: none"> Initial FY24 Wraparound Budget Review Uniform Guidance Federal Audit (tentative)
Mar		3/8	3/1 9am-10am	3/27	3/6 <ul style="list-style-type: none"> Budget Review Final approval of FY24 wraparound budget General Liability Insurance Review
Apr	4/15 – Facilities Reporting Questionnaire	4/12 990 Approval with full Board	4/5 9am-10am		4/10 <ul style="list-style-type: none"> Review Full FY24 Budget draft Medical insurance Review Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/10	TBD	5/22	5/8 <ul style="list-style-type: none"> Review and finalize FY24 full budget
June	6/30 – Annual Budget	6/7 (ANNUAL MEETING)	6/6 9am-10am		6/5 <ul style="list-style-type: none"> FY24 Budget Final Vote
July 2023		7/26	7/5 9-10AM		

Current Committee Assignments

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

CACPCS Board of Trustees Executive Committee

Chair – Michelle DeLong
Vice Chair – Beth Leventhal
Secretary – Nina Bershadker
Treasurer- Michelle Rumph

Finance

Michelle Rumph (Treasurer)
Nina Bershadker
Michelle DeLong
Beth Leventhal
*with Children’s Aid Toussaint Gauvin
Milagros Lora*

Learning, Achievement & Evaluation

Jane Goldman (Chair)
Michelle DeLong
Beth Leventhal
Sandra Escamilla

Governance

Beth Leventhal (Chair)
Michelle DeLong
Phoebe Boyer
Lolita Jackson

Executive Committee

Michelle DeLong
Michelle Rumph
Nina Bershadker
Beth Leventhal
Phoebe Boyer

MINUTES

Meeting of Children’s Aid College Prep Charter School Board of Trustees

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

November 9, 2022
Via Zoom and at 1232 Southern Blvd. Bronx, NY 10459

Trustees in Attendance via Zoom

- Nina Bershadker
- Michelle Rumph
- Michelle DeLong
- Beth Leventhal
- Jane Goldman

Trustees at 1232 Southern Blvd.

- Sandra Escamilla

Trustees not in Attendance

- Lolita Jackson
- Phoebe Boyer

Drema Brown, Head of School
(not in attendance)

Others in Attendance

Aliana Contreras, Sr. Operations Manager

Welcome

Trustee DeLong called the meeting to order at 5:04PM.

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

Finance Committee:

- During the November Finance Committee meeting, the CA Fiscal team presented the Q1 report which showed a high surplus. The surplus will be eliminated as revenue aligns to actual student enrollment.
- Given the enrollment shortfall, the per pupil reimbursement, rental assistance and SPED revenue will be substantially lower than budgeted. School management will need to make some changes in budgeted expenditures.

Executive Session

The Trustees did not go into Executive Session.

Trustee DeLong adjourned the meeting at 5:11 pm.