

Videoconferencing Details:

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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 – November 9, 2022

Trustee Meeting will be held via Zoom

Planned Outcomes: Trustees will:

1. Approve October meeting minutes
2. Receive Finance Committee Report

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of October Meeting minutes	Draft Minutes
5:05 – 5:15PM	Rumph	Finance committee Update	
5:20– 5:30PM	DeLong	Executive Session <i>(if needed)</i>	

Board of Trustees 2022- 2023 Planning Calendar
(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

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
Dec		12/7			12/5
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		

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Current Committee Assignments

<p style="text-align: center;">CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph</p>	
<p style="text-align: center;">Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal <i>with Children’s Aid Toussaint Gauvin</i> <i>Milagros Lora</i></p>	<p style="text-align: center;">Learning, Achievement & Evaluation Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla</p>
<p style="text-align: center;">Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson</p>	
<p style="text-align: center;">Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer</p>	

MINUTES
Meeting of Children's Aid College Prep Charter School Board of Trustees
October 26, 2022
Via Zoom

<i>Trustees in Attendance</i> <ul style="list-style-type: none">• Lolita Jackson• Phoebe Boyer• Nina Bershadker • Michelle Rumph• Michelle DeLong• Beth Leventhal• Jane Goldman	<i>Others in Attendance</i> Drema Brown, Head of School Aliana Contreras, Sr. Operations Manager Jibri Nuriddin MS Social Studies Teacher
<i>Trustees not in Attendance</i> <ul style="list-style-type: none">• Sandra Escamilla	

Welcome

Trustee DeLong called the meeting to order at 5:07 pm

Trustee Bershadker made a moved to approve the September meeting minutes. Trustee Goldman seconded the motion which was unanimously approved.

Finance Committee

- Trustee Rumph reported that finance and audit meeting was held on October 24. The auditors from Grant & Thornton presented the financial statements and the draft audit report for the fiscal year ending June 30, 2022. Auditors said that it was a clean audit, and that the audit process was smooth. Trustee Rumph commended the school and CA finance team for a smooth process.
- The finance committee received, reviewed, and approved the audited financial statements. Auditors will finalize the statements and the school will submit them to SUNY by the November 1 deadline.
- Following submission of the audited financial statements, the auditors will prepare the FY22 990 and the additional audit required for the federal and uniform guidance grants. All forms should be completed in the next few weeks.

- HOS Brown reviewed with the committee the August financial report. At the end of August, there was a surplus of ~\$1.6M due to the timing of per pupil revenue and lagging expenses in the early months of the school year. The surplus will decline in the coming when actual student enrollment and staffing will be reflected. The finance team will begin reforecasting after Q1.

Head of the School Report:

- Enrollment is currently at 588; this is 42 scholars below the budgeted enrollment of 630.
- The team continues to work at enrolling new scholars. Currently, there are twice the number of English Language learners as last year.
- The weekly enrollment link was provided to the board. Enrollment is not up to pre-pandemic levels, but is higher than last year. HOS Brown attributed the increase, in part, to the uptick of ELLs, as well as a high number of walk-ins.
- Open seats are concentrated in grades K-2. There are more open seats in 8th grade than the previous years. Enrollment efforts are focused on K-2. Fifth and sixth grade enrollment continues to improve.
- The school has adequate staff to work with ELL population. However, general PD may be needed for some teachers.
- Chronic absent rate has decreased compared to the previous year, although it continues to be higher than pre-pandemic.
- Average daily attendance of kindergartners is lower than rest of school, in part due to illness. Need to do expectation setting and relationship building with this group. Their daily attendance rate is 71%, while the rest of the school is +90%.
- Trustee Boyer commented that HOS Brown and Trustee Escamilla have reported that the hybrid model is working well; school climate is strong and focused.

Governance:

- Trustee Leventhal noted that the committee has been discussing the most efficient process for assessing the hybrid model. The committee proposes that the review be done at the committee level and then at the Board level.
- The committee is moving forward with nominating Anita Velazquez as a parent trustee. Trustees DeLong and Leventhal will meet with her before the November 8 Board meeting.
- The committee discussed the results from the Board survey from last spring. Board members asked for better information about what happens at committee level. All committee minutes will be available on the Board google drive folder going forward.

The committee will also create a schedule of data to be discussed at each Board meeting. HOS will reshare the link to the school's google drive, which includes a Board folder.

- The plan is to provide more frequent reports about fundraising and development, perhaps quarterly.
- Trustee Leventhal encouraged Board members to reach out with additional ideas to improve transparency.
- The committee also discussed the impact of having multiple meeting locations and the challenges of hosting hybrid meetings. Trustee Rumph underscored importance of meeting in person at the school, to the extent possible. The option to meet at the second location will always be available.

Learning, Achievement and Evaluation:

- The committee met on September 19 and looked at the preview of recent state test data. Full data was not available. There was a lot to celebrate including notable growth in 4th grade and 6th grade ELA compared to 2019 and elementary school math. Middle school math needs improvement.
- In ELA, CACPCS significantly outperformed the local district in grades 3, 4, and 5. CACPS also outperformed NYC by a good margin in grades 3,4,5. However, NYC outperformed CACPCS in ELA in grades 6, 7 and 8.
- In math, grades 3,4,5 significantly outperformed the local district and also outperformed NYC. Grades 6,7,8 struggled; NYC outperformed grades 6,7,8. In grade 7, the local district outperformed CACPCS.
- Principal Vier provided the committee with more information about K-1 scholars. Many scholars have no preschool experience. They needed different kinds of stabilization and support at the start of the school year. Scholars who came from CA's early childhood program have fared much better.
- The committee reviewed instructional priorities for elementary school teachers.
- The next committee meeting will be held on November 29th and will include direct observations of classrooms. The committee will also examine data on the teaching staff (e.g., certification rates, experience, PD needs).

Executive Session

Trustees did not go into executive session.

Trustee DeLong adjourned the meeting at 5:39 pm.

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