

**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 – September 14, 2022**

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

**Planned Outcomes:** Trustees will:

1. Approve July and August meeting minutes
2. Receive School Report

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	<b>Approval of July and August meeting minutes</b>	Draft Minutes
5:05 – 5:50PM	Brown	<b>Connection to Purpose/Head of School Report</b>	Head of School Report
5:40– 6:00PM	Rumph	<b>Finance Committee Update</b>	
6:00 –6:05 PM	Leventhal/Boyer	<b>Governance Committee Update</b>	
6:05 – 6:10	Goldman	<b>Learning and Achievement Committee Update</b>	
6:10 – 6:20 PM	DeLong/Brown	<b>Executive Session (if needed)</b>	

**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 <sup>st</sup> of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15 <sup>th</sup> 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

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• 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"> <li>CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared</li> </ul>
Feb	2/15 – Q2 Financial Report	2/8	2/1 9am-10am		2/6 <ul style="list-style-type: none"> <li>Initial FY24 Wraparound Budget Review</li> <li>Uniform Guidance Federal Audit (tentative)</li> </ul>
Mar		3/8	3/1 9am-10am	3/27	3/6 <ul style="list-style-type: none"> <li>Budget Review</li> <li>Final approval of FY24 wraparound budget</li> <li>General Liability Insurance Review</li> </ul>
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"> <li>Review Full FY24 Budget draft</li> <li>Medical insurance Review</li> <li>Review 990</li> </ul>
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"> <li>Review and finalize FY24 full budget</li> </ul>
June	6/30 – Annual Budget	6/7 (ANNUAL MEETING)	6/6 9am-10am		6/5 <ul style="list-style-type: none"> <li>FY24 Budget Final Vote</li> </ul>
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**  
**July 27, 2022**  
Via Zoom

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Michelle DeLong (Chair)* Beth Leventhal (Vice Chair) * Michelle Rumph (Treasurer) * Nina Bershadker (Secretary) * Jane Goldman* Phoebe Boyer* Sandra Escamilla*	Drema Brown*, Head of School Aliana Contreras*, Sr. Operations Manager
<i>Trustees not in Attendance</i>	
Lolita Jackson	

\* Via video-conference

\*\* Via phone

**Welcome**

**Trustee DeLong called the meeting to order at 5:05 PM**

**Connection to Purpose:**

The Head of School provided the Trustees with a staffing update as a part of the Connection to Purpose. She reminded the Trustees of the layers of staff supporting classrooms especially on the hybrid work days. The Head of School shared specific staffing numbers for both the elementary school and middle school taking the staff count from 88.5 as of Q2 last school year to 101.5 for the 2022-23 school year accounting for an additional 13 positions including several middle school positions school leadership was not able to fill last year. The Head of School described the investments in academic supports these additional staff positions reflect.

As of the time of this report the elementary team was fully staffed and all of the middle school instructional positions were filled. The middle school was still hiring staff for two operations positions. The Community School team is still hiring Life Coaches and is now looking for a new Life Coach Director.

The Head of School shared several staffing take-aways including the following:

- Total compensation appears competitive (i.e., salary + retention + opportunities for stipends);
- Hybrid Work Week is attractive;
- Co-teaching and instructional supports are attractive;
- School model/environment is appealing;
- 2X increase in hiring bonuses for middle school Math and Science positions; and
- Internal hires/early pipeline development has been helpful.

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

Trustee DeLong asked for a motion to approve the June minutes. Trustee Bershadker made a motion to approve the June minutes. Trustee Leventhal seconded the motion. The June minutes were unanimously accepted by the Trustees.

### **Head of School Report:**

The Head of School provided the Trustees with a student enrollment update which reflected 39 open seats as of July 27, 2022 for the upcoming school year. She also shared updates on participation in summer programming and high school placement updates. CACPCS will be sending its first graduate to Brooklyn Tech in the fall.

### **Finance Committee**

Trustee Rumph noted that SUNY confirmed the committee does not have to have a set number of meetings each year. There was no July Finance and Audit Committee meeting because it was a quiet month and to give the Fiscal team and school management more time to work on audit items.

### **Governance:**

Trustee Leventhal noted that the Trustees are tabling the Open Meetings resolution. The Governance Committee plans to have another meeting in September and will determine what more to report on survey results.

The Head of School noted that an updated calendar is there for the committees to confirm any undecided meeting dates.

Trustee Leventhal noted the need to correct some of the notes at the top of the calendar regarding Committee meeting cadences.

The Head of School also provided an update on the Parent Trustee search. The Head of School and the Community School Director met with three parents who may potentially be interested in the Parent Trustee position. The Head of School will continue the process of identifying some potential candidates who will then be referred for meetings with the Governance Committee.

The Head of School provided the Trustees with a reminder to complete the NYSED disclosure reports for the NYSED Annual Report that she will be sending out.

Trustee Leventhal began outlining the need to re-nominate and vote on certain Trustee classes in order to be in compliance with the authorizer (SUNY). SUNY notified the Trustee Chair, Michelle DeLong, that Trustee Goldman was confirmed for two terms when Trustee Bershadker should have been confirmed for two terms although our records indicated the opposite. Trustee DeLong recommended the Board vote on Trustee Bershadker's term, as recommended by SUNY. In the event that records indeed show an error, the new vote will be documented, and the correction will be recorded by the end of July as SUNY directed.

Trustee DeLong made a motion to confirm Trustee Bershadker for a two-year term starting July 1, 2022 and ending on June 30, 2024. Trustee Leventhal seconded. The Trustees voted unanimously to confirm Trustee Bershadker for her two year term.

The Trustees decided to leave the June minutes as recorded in June and to let the July meetings reflect the change in Trustee Bershadker's class.

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

Trustee Goldman noted that meeting dates are in the calendar and asked other Trustees on the Committee to review and confirm their availability on those dates if they had not already.

Meetings are called for 2pm but if the Trustees have classroom visits planned for a meeting, the meeting time will change to 10am so it is good if Trustees can be flexible for 10am or 2pm meetings based on the agendas.

The Committee did not meet in July.

Trustee Escamilla provided an update on the Head of School's 360 feedback report.

### **Executive Session**

The Trustees and the Head of School went into Executive Session at 6PM to discuss a legal issue.

The Trustees returned from Executive session at 6:14PM.

**Trustee DeLong adjourned the meeting at 6:15 pm.**

## **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

**August 10, 2022**

**Via Zoom and in-person at 1232 Southern Blvd., Bronx, NY 10459**

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Michelle DeLong (Chair)* Beth Leventhal (Vice Chair) * Michelle Rumph (Treasurer) * Jane Goldman* Phoebe Boyer* Sandra Escamilla* Lolita Jackson*	Drema Brown*, Head of School Aliana Contreras*, Sr. Operations Manager
<i>Trustees not in Attendance</i>	
Nina Bershadker	

\* Via video-conference

\*\* Via phone

### **Welcome**

Trustee DeLong called the meeting to order at 5:05 PM. July and August minutes will be approved at the September meeting.

### **Connection to Purpose:**

### **Head of the school Report:**

- Student enrollment continues to improve. School management plans to enroll 75 students per grade K-5th and 60 per grade at the middle school. Our total target enrollment for SY22-23 is 630 students.
- As of August 10, CACPCS had 21 open seats and 108 completed packets. The team plans to over-enroll each grade by five students where the enrollment seems to be strongest.
- Enrollment numbers are constantly changing due to new enrollments at the same time as discharges of current students. Parents are still confirming, moving, etc.
- CACPCS received 268 applications through the NYC Charter Center with approximately 25% acceptance rate at the time of this report.
- The school team has been working proactively to continue communicating with the parents who have completed an application to continue building relationships with them.

### **Staffing**

- The elementary school has been fully staffed since July 27, 2022.

Trustees - Michelle DeLong, Chair • Beth Leventhal, Vice-Chair • Nina Bershadker, Secretary • Michelle Rumph, Treasurer  
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- The middle school was fully staffed until August 15 when one of the ELA teachers took a position closer to home. Dr. Fleshman and her team were able to adjust some offers and assignments to fill the last-minute 6<sup>th</sup> grade vacancy.
- Dr. Fleshman is also bringing on both a middle school Operations Assistant and Associate.
- On the Wraparound end, we were happy to announce an internal hire for the Life Coach Director position that was recently vacated.
- The Community School Director is onboarding social workers, and the CSD in collaboration with school leadership are assigning Paraprofessionals and Success Mentors to provide additional SEL and behavioral support as needed while the positions are filled.

### **Finance Committee**

- Trustee Rumph noted that the Committee reviewed the May financials and the Q4 reports at its August meeting. She reported the good news that although there were revenue shortfalls due to student enrollment, CACPCS is still projecting to close the year with a \$434K surplus largely driven by the forgiveness of the PPE loan and staff vacancy accruals. These final results could change slightly because the financials are still being audited. These are preliminary numbers, but we are fairly confident that there will be a surplus.
- CACPCS and CA Fiscal have submitted the preliminary numbers to the auditors.
- The Committee reviewed the school's fiscal policies and procedures for the 2022-23 school year but no changes were made.

### **Governance:**

- Trustee Boyer referred the Trustees to the Open Meetings resolution that was drafted for them. It is possible that the Governor will not extend the state of emergency, which currently allows the Trustees to meet virtually. The resolution reflects the addition of two physical locations for Trustee meetings (Southern Blvd and Children's Aid Headquarters) so the public can attend meetings in person.
- The Trustees noted that the meeting dates and Zoom links are posted. The 1232 Southern Blvd will be the school-based location and Children's Aid's Headquarters at 117 West 124th St. (if needed). Trustees who have exceptional circumstances and must attend via Zoom would not count towards quorum but can vote.
- Trustee DeLong moved to accept the resolution. Trustee Leventhal seconded. The resolution was unanimously resolved.

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

- The Head of School and Trustee Escamilla will review the Head of School's 360 and share the initial feedback with the Board.

Trustee DeLong adjourned the meeting at 5:37 pm