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**Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees  
 December 13, 2023**

*Trustee Meeting will be held via Zoom*

**Planned Outcomes:** Trustees will:

1. Approve November 2023 Meeting Minutes
2. Receive School Report
3. Receive Committee Reports

<b>Time</b>	<b>Lead</b>	<b>Item</b>	<b>Materials</b>
5:00-5:05 PM	DeLong	<b>Approval of November minutes</b>	Draft Minutes
5:05 – 5:30 PM	Brown	<b>Connection to Purpose: Youth Participatory Action Research</b>	YPAR Scholars Tingman Holt
5:40-5:50 PM	Brown	<b>Head of School Report</b>	Head of School Report
5:50 – 5:54 PM	Rumph	<b>Finance Committee Report</b>	Trustees
5:55-6:05 PM	Leventhal/Boyer	<b>Governance Committee Update</b>	
6:05-6:15 PM	Goldman	<b>Learning and Achievement Committee Update</b>	
6:15 – 6:30 PM	DeLong/Brown	<b>Executive Session</b>	

## Board of Trustees 2023- 2024 Planning Calendar

(updated: July 24, 2023)

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
<b>Trustees</b>		All	Chair: Leventhal	Chair: Goldman	Chair: Rumph
<b>NOTES</b>	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 *.  Monthly meetings will be held at 1232 Southern Blvd., 117 West 124 <sup>th</sup> Street or via Zoom (if needed).		Meetings are held at 10AM or 2:00PM depending on schedule of classroom visits.	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).  <i>(*)denotes change in date due to holidays.</i>
<b>July</b>		7/26*			
<b>Aug</b>	8/1 – Annual Report <b>8/1 – Q4 Financial Report</b> 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/16*			8/14 <ul style="list-style-type: none"> <li>Review and approve any recommended school Fiscal Policies and Procedures Manual changes</li> </ul>
<b>Sept</b>	9/15 – Accountability Plan Progress Report  Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/13	9/6 9am-10am	9/18 (@9:30AM)	9/11
<b>Oct</b>	10/3 Board Members Bio/Resume Packet  10/15 District and School Safety Plans	10/25*	10/18 9am-10am		10/23 <ul style="list-style-type: none"> <li>Annual Financial Audit Review</li> </ul>
<b>Nov</b>	11/1 – Annual Financial Audit and 990 11/15 – Q1 Financial Report	11/8		11/27 (@2PM)	11/6
<b>Dec</b>		12/13	12/6 9-10AM		12/11

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Jan	1/2 – Student Application Form	1/10	1/3 9am-10am	1/22 (@2PM)	1/8 <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	2/14	2/7 9am-10am		2/12 <ul style="list-style-type: none"> <li>Initial FY25 Wraparound Budget Review</li> <li>Uniform Guidance Federal Audit (tentative)</li> </ul>
Mar		3/13	3/6 9am-10am	3/25 (@9:30AM)	3/11 <ul style="list-style-type: none"> <li>Budget Review</li> <li>Final approval of FY25 wraparound budget</li> <li>General Liability Insurance Review</li> </ul>
Apr	4/15 – Facilities Reporting Questionnaire	4/17* 990 Approval with full Board	4/3 9am-10am		4/15* <ul style="list-style-type: none"> <li>Review Full FY25 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	5/8	5/1 9-10AM	5/20 (@9:30AM)	5/6 <ul style="list-style-type: none"> <li>Review and finalize FY25 full budget</li> </ul>
June	6/30 – Annual Budget	6/12 (ANNUAL MEETING)	6/5 9am-10am		6/10 <ul style="list-style-type: none"> <li>FY25 Budget Final Vote</li> </ul>
July 2024		7/24			
August 2024		8/14			8/12

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

**Current Committee Assignments**

<p><b>CACPCS Board of Trustees Executive Committee</b>          Chair – Michelle DeLong          Vice Chair – Beth Leventhal          Secretary – Nina Bershadker          Treasurer- Michelle Rumph</p>	
<p><b>Finance</b>          Michelle Rumph (Treasurer)          Nina Bershadker          Michelle DeLong          Beth Leventhal  <i>with Children's Aid Toussaint Gauvin          Milagros Lora</i></p>	<p><b>Learning, Achievement &amp; Evaluation</b>          Jane Goldman (Chair)          Michelle DeLong          Beth Leventhal          Sandra Escamilla          Anita Velazquez, Parent Trustee</p>
<p><b>Governance</b>          Beth Leventhal (Chair)          Michelle DeLong          Phoebe Boyer          Lolita Jackson</p>	
<p><b>Executive Committee</b>          Michelle DeLong          Michelle Rumph          Nina Bershadker          Beth Leventhal          Phoebe Boyer</p>	

**MINUTES**  
**Meeting of Children’s Aid College Prep Charter School Board of Trustees**  
**November 8, 2023**  
 Via Zoom

<p><b>Trustees in Attendance at 1232 Southern Blvd.</b></p> <ul style="list-style-type: none"> <li>• Michelle DeLong</li> <li>• Anita Velazquez</li> <li>• Beth Leventhal</li> </ul> <p><b>Trustees attending via Zoom</b></p> <ul style="list-style-type: none"> <li>• Michelle Rumph</li> <li>• Nina Bershadker</li> </ul> <p><b>Trustees not in Attendance</b></p> <ul style="list-style-type: none"> <li>• Jane Goldman</li> <li>• Phoebe Boyer</li> <li>• Lolita Jackson</li> <li>• Sandra Escamilla</li> </ul>	<p><b>Others in Attendance</b></p> <ul style="list-style-type: none"> <li>• Drema Brown, Head of School (In Person)</li> <li>• Aliana Contreras, Sr. Operations Manager (In person)</li> </ul>
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**Welcome**

Trustee DeLong called the meeting to order at 5:13PM.

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

**Connection to purpose:**

- The Head of School provided an update on the school’s first Alumni gathering, which occurred on November 4.
  - 46% (102/222 graduates from the classes of 2020-2023) returned to CACPCS for the event including: 49% of the Class of 2020; 34% of the Class of 2021; 61% of the Class of 2022; 40% of the Class of 2023
  - 15 alumni set up Level All accounts during the gathering.
  - Jam Peer Educators were present to provide alumni with information about a range of Children's Aid’s teen pregnancy prevention services.
  - Programming included a career and college panel, as well as a life skills session on setting goals and having difficult conversations with adults about future plans.
  - Most importantly, the alumni appreciated the time to reconnect with each other.

**Head of the School Report**

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

The Head of School provided an update and noted the following:

- Student enrollment remains on track. The team is focusing on retaining students and ensuring that CACPCS provides a quality education and supportive atmosphere for all students and families.
  - The elementary school is not currently enrolling from the waitlists or over-the-counter, as they wait for enrollment in each grade to stabilize.
  - The middle school will likely continue Grade 6 enrollment while Grade 7 is a question and enrollment in Grade 8 has closed.
- School leadership continues to prepare the school for the first round of NYS computer-based tests for Grades 5 and 8 in ELA, Math and Science.

### **Finance Committee**

- The Finance Committee met on November 6<sup>th</sup>. The CA Fiscal team presented the Q1 financial report. There was a surplus at the close of Q1, primarily due to the timing in the per pupil payments.
- There will likely be a change in the surplus as the actual enrollment is reflected in the per-pupil payments.
- The CA Fiscal team has solidified the closing process and will review budget line items individually with school management on a regular basis.
- CA Fiscal and school management are monitoring cash flow and plan to draw down on government grants to build up cash-on-hand.

### **Governance:**

- The Board dinner will be on January 22 at CA Headquarters.

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

The Learning, Achievement and Evaluation Committee did not meet during the month. The Committee's next meeting will be Nov 22, 2023 via Zoom.

There was no Executive Session.

The meeting was adjourned at 5:41 PM.