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

Trustee Meeting will be held via Zoom

Planned Outcomes: Trustees will:

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

| Time | Lead | Item | Materials |
|----------------|-----------------|--|-----------------------|
| 5:00-5:05 PM | DeLong | Approval of August minutes | Draft Minutes |
| 5:05 – 5:20 PM | Brown | Connection to Purpose: School Year 2023-24 Opening | |
| 5:20-5:40 PM | Brown | Head of School Report Enrollment/Discharges | Head of School Report |
| 5:40 – 5:50 PM | Rumph | Finance Committee Report | |
| 5:50-5:55 PM | Leventhal/Boyer | Governance Committee Update | |
| 5:55-6:00 PM | Goldman | Learning and Achievement Committee Update | |
| 6:00 – 6:30 PM | DeLong/Brown | Executive Session | |

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 |
|-----------------|---|---|-------------------|--|--|
| 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 CACPCSDnesday of every month unless otherwise noted *. Monthly meetings will be held at 1232 Southern Blvd., 117 CACPCSt 124 th 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> |
| July | | 7/26* | | | |
| Aug | 8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblowing, complaint policy | 8/16* | | | 8/14 • Review and approve any recommended school Fiscal Policies and Procedures Manual changes |
| Sept | 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 |
| Oct | 10/3 Board Members Bio/Resume Packet 10/15 District and School Safety Plans | 10/25* | 10/18 9am-10am | | 10/23 • Annual Financial Audit Review |
| Nov | 11/1 – Annual Financial Audit and 990 11/15 – Q1 Financial Report | 11/8 | | 11/27 (@2PM) | 11/6 |
| Dec | | 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"> CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared |
| Feb | 2/15 – Q2 Financial Report | 2/14 | 2/7 9am-10am | | 2/12 <ul style="list-style-type: none"> Initial FY25 Wraparound Budget Review Uniform Guidance Federal Audit (tentative) |
| Mar | | 3/13 | 3/6 9am-10am | 3/25 (@9:30AM) | 3/11 <ul style="list-style-type: none"> Budget Review Final approval of FY25 wraparound budget General Liability Insurance Review |
| 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"> Review Full FY25 Budget draft Medical insurance Review Review 990 |
| 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"> Review and finalize FY25 full budget |
| June | 6/30 – Annual Budget | 6/12 (ANNUAL MEETING) | 6/5 9am-10am | | 6/10 <ul style="list-style-type: none"> FY25 Budget Final Vote |
| 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>CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph</p> | |
| <p>Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal <i>with Children's Aid Toussaint Gauvin Milagros Lora</i></p> | <p>Learning, Achievement & Evaluation Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee</p> |
| <p>Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson</p> | |
| <p>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
August 16, 2023
Via Zoom

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|--|--|
| <p>Trustees in Attendance Nina Bershadker Michelle DeLong Michelle Rumph Anita Velazquez Beth Leventhal Jane Goldman Phoebe Boyer Jane Goldman</p> <p>Trustees not in Attendance Lolita Jackson Sandra Escamilla</p> | <p>Others in Attendance Drema Brown, Head of School Aliana Contreras, Sr. Operations Manager</p> |
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CACPCS Income

Trustee DeLong called the meeting to order at 5:02 pm.

Trustee DeLong made a motion to approve the July minutes. Trustees Bershadker and Leventhal seconded the motion. The minutes were unanimously approved.

Connection to purpose: Summer Boost 2023

- As of the date of this meeting, CACPCS’s preliminary attendance data for the summer included a 65% average daily attendance rate which is below the 70% threshold set by the funder to receive the full payment. However, there is still some clean-up of this data that needs to occur before final reporting to ensure accuracy and completeness. CACPCS has communicated with our Summer Boost Program Manager regarding the challenges with attendance for our rising 6th and 9th graders, which seemed to be dragging down the overall attendance rate. The Head of School explained to the Summer Boost Program Manager why CACPCS served the Rising 9th graders. Many of the Rising 9th graders had additional academic, social and/or emotional needs that made Summer Boost a great

opportunity for these students to receive additional support from teachers and life coaches during the last few weeks of their transition to high school.

- CACPCS increased the expectations for Summer Boost 2023. For example, school leadership informed the parents that the students identified as Promotion in Doubt by the end of the school year, needed to attend the program and had attendance requirements during the summer for promotion. These students in particular came to camp for the required number of days. Additionally, CACPCS used incentives like swimming every Wednesday, trips every Friday, and the final week, CACPCS took scholars on a different trip each day.
- CACPCS had 137 students (71%) complete both pre- and post-assessments. For perspective, CACPCS only had 12 students complete both pre and post assessments last summer. While there were reasons for the low assessment numbers last year, the goal was to put some additional supports in place to improve that completion rate this summer. The Summer Boost team also made some changes to the assessment platform as well.
 - Although there was an error on the slide presented during the meeting, it was confirmed during the meeting that of the 137 students who did complete both pre- and post-assessments, 87 (or 64%) *gained 1 or more* points by the end of the summer compared to the beginning of the summer. This is good progress for students given that the academic program included just four weeks of academic intervention Mondays-Thursdays for 4.5 hours each day.

Head of School Report:

The Head of School provided the following updates:

- All staff will report on Aug 21, 2023
- The first day of school will be Aug 28th and the last day will be Jun 21.
- CACPCS staff will be transitioning to a new timekeeping system, Workforce 1, at the start of the school year.
- The Head of School, Data Analyst and Senior Manager of Operations planned and led a training for the CACPCS Operations team to tighten systems and protocols.
- Beginning in the Spring of 2024, students in Grades 5 and 8 will be taking their NYS, ELA, MATH, and Science tests online for the first time.
 - As a result, CACPCS leadership has continued working with CA IT on improving the school's IT infrastructure and with staff and students on completing items similar to what may be included on these online tests. The ANet assessments over the last few years have helped the school begin to make this transition because these assessments have been computer-based since 2020, and our scholars have that experience to work from for these upcoming changes.

The Head of school shared staffing updates. As of the time of this meeting, CACPCS was almost entirely staffed. The following specifics were shared about the remaining vacancies:

- One 5th grade Math Teacher with SPED Certification -Onboarding
- One 3rd grade teacher -Onboarding
- One 6th Grade ELA teacher - Onboarding
- One 8th grade Math teacher – still vacant
- One 8th grade ELA teacher – still vacant
- One Academic Dean (middle school) – still vacant

The Head of School shared the following enrollment updates:

- CACPCS has budgeted for 580.
- As of August 15, 2023, CACPCS had 670 on its register, however, there were a number of pending discharges. Counting these pending discharges, however, CACPCS is in a good position to meet its enrollment target of 580.
- Having the newly-enrolled students in Grades 1-7 attend Summer Boost helped confirm enrollment for those students because it gave the parents and students a real feel for the school.
- This year, CACPCS has set procedures for stronger coordination between the two teams regarding enrollment due to support from the Director of Recruitment and Data Analyst.

Finance Committee

- CACPCS had their first meeting of SY 23-24 on Monday, August 14^h. The Committee received a brief overview of the SY22-23 financials and the Head of School and CA Fiscal also shared the preliminary three-year budget for Committee discussion. It was a very preliminary draft because the school needs a clearer view of enrollment to have a clearer plan for the next three years.
- The CA Fiscal team provided the Trustees with a preview of the new budgeting system they will use called Prophix. It is a forecasting budgeting tool that will reduce the time needed to prepare reports and will and reduce the potential for formula errors, while providing more time for analysis and projections. The financial reports will look largely the same, however.

Governance

During their last meeting, the Governance Committee discussed strategies to build a pipeline for board members. This will be a focus of the Governance Committee this year.

Learning, Achievement, and Evaluation:

There were no updates from the Learning, Achievement and Evaluation Committee.

Executive Session

The Trustees did not go into Executive session.

The meeting was adjourned at 5:55 PM.