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- +1 929 205 6099 US (New York)

Meeting ID: 857 1301 1232

Passcode: 449696

**Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees
November 8, 2023**

Trustee Meeting will be held at 1232 Southern Blvd. Bronx, NY, 117 West 124th St, New York, NY (Children’s Aid Headquarters) and via Zoom

Planned Outcomes: Trustees will:

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

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of October minutes	Draft Minutes
5:05 – 5:20 PM	Brown	Connection to Purpose: Alumni Gathering update	
5:20-5:40 PM	Brown	Head of School Report	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 Wednesday of every month unless otherwise noted *. Monthly meetings will be held at 1232 Southern Blvd., 117 West 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, whistleblower, 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
October 25, 2023**

*Trustee Meeting will be held at 1232 Southern Blvd. Bronx, NY, 117 West 124th St, New York, NY
(Children’s Aid Headquarters) and via Zoom*

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

Trustee DeLong called the meeting to order at 5:06pm.

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

The Senior Manager of Operations and Head of School shared a video of the Hispanic Heritage celebration at the elementary school.

Finance and Audit Committee

Trustee Rumph provide the Finance and Audit Committee report.

- Together with Children’s Aid Fiscal team, the Grant Thornton auditing team presented the audited financial statements for the 2023 fiscal year. There were no significant findings. It was a clean audit.
- The Finance and Audit committee approved and accepted the financial statements. CA Fiscal and Grant Thornton will finalize and submit the audit to SUNY by the Nov 1st deadline.
- CA Fiscal and Grant Thornton will turn to the FY23 990 and Uniform Single Audit.
- The CA Fiscal team also reviewed the August financial report. There were not a lot of expenses because it is early in the year. Student enrollment is ahead of budgeted enrollment.

Connection to purpose and Head of School Report:

The Head of School provided the Trustees with an overview of her management plan for the year. This plan offers context for school management, staff and student reports throughout the year. The Head of School shared her management priorities across five school-wide performance areas: (1) academics, (2) school culture, (3) community school programs and parent engagement, (4) operations, and (5) strategy and leadership.

The Head of School’s overview included updated student demographics for the 2023-24 school year as of BEDS day. It was noted that the Multilingual Learner population has continued to grow.

Ms. Brown reviewed the 2023 NYS ELA and Math test results for Grades 3-8, including performance data for several special populations such as MLLs, students with IEPs, and students in temporary housing.

Trustees asked for cohort level data at a future meeting.

The Head of School reminded Trustees about the school’s first alumni gathering scheduled for Nov 4.

Governance:

Trustee DeLong provided the Governance Committee report. She shared the confirmed date for the Board dinner – Monday, January 22,2024. The focus will be on learning more about the experiences of CACPCS alumni and special populations.

Learning, Achievement, and Evaluation:

Trustee Goldman provided the Learning, Achievement and Evaluation Committee's report. The Committee met on September 18th at 1232 Southern Blvd. for elementary classroom visits across grades and content areas (Science, Reading, and Math). Overall, the Committee was impressed with the level of teaching observed during their visit. The staff's growth was evident and impressive.

The Committee's next meeting will be Nov 22, 2023 via Zoom.

Thank you notes will go out to all the teachers whose classrooms were visited by the Committee.

Executive Session

The Trustees went into Executive session at 6:16 PM to discuss a staff issue and an issue about a specific student.

Trustees returned from Executive session at 6:29PM

The meeting was adjourned at 6:29 PM.