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**Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees
 January 10, 2024**

*Trustee Meeting will be held at 1232 Southern Blvd., Bronx, NY 10459 or 117 West 124th Street,
 New York, NY 10027 or via Zoom*

Planned Outcomes: Trustees will:

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

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of December 2023 Meeting Minutes	Draft Minutes
5:05 – 5:30 PM	Brown	Connection to Purpose	
5:40-5:50 PM	Brown	Head of School Report	Head of School Report
5:50 – 5:54 PM	Rumph	Finance Committee Report	Trustees
5:55-6:05 PM	Leventhal/Boyer	Governance Committee Update	
6:05-6:15 PM	Goldman	Learning and Achievement Committee Update	
6:15 – 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
December 13, 2023**

Trustee Meeting was held at 1232 Southern Blvd., Bronx, NY 10459 and via Zoom

<p>Trustees in Attendance at 1232 Southern Blvd.</p> <ul style="list-style-type: none">• Michelle DeLong• Beth Leventhal <p>Trustees attending via Zoom</p> <ul style="list-style-type: none">• Michelle Rumph• Nina Bershadker• Jane Goldman• Phoebe Boyer• Sandra Escamilla• Anita Velazquez <p>Trustees not in Attendance</p> <ul style="list-style-type: none">• Lolita Jackson	<p>Others in Attendance</p> <ul style="list-style-type: none">• Drema Brown, Head of School (In Person)• Aliana Contreras, Sr. Operations Manager (In person)• Shanta Holt, Community School Director (via Zoom)• Tamara Tingman, Life Coach Director (via Zoom)• Khadijatou Diokhane (via Zoom)• Erik Alamo (via Zoom)• Jurnee Alleyne (via Zoom)• Adriana Liranzo (via Zoom)
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Trustee Leventhal called the meeting to order at 6:09 PM and asked if there was a motion to approve the November meeting minutes.

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

Connection to purpose:

Members of the Youth Participatory Action Research (YPAR) group presented their research findings to the Trustees. YPAR allows scholars to conduct research that amplifies the voices of the students.

- The students described their research process and the results from the survey they distributed to CACPCS students in Grades 4-8.
- The YPAR group have focused their research on what the students identify as safe spaces and on the importance of building positive relationships with teachers, staff life coaches and peers.
- They described the power struggles at times with teachers but described how this initiative allows the scholars to express their opinions and feel heard and respected.

Head of the School Report

The Head of School explained that the support for YPAR has come from the Templeton work with the Harvard EASEL team. During the first year of Templeton training, CACPCS explored the impact of school practices on the social and emotional learning of students. Eventually staff and students will come together, and the students will host a workshop for the parents.

Enrollment continues to remain on track.

Finance Committee

The Fiscal team presented the October financial reports. Currently, CACPCS projects to end the year with a surplus owing to the increase in student enrollment. The team will continue to monitor enrollment and expenses.

CACPCS is in midst of preparing the 990 and audit. So far, there are no outstanding items or red flags. The team will keep the Committee posted about a potential retirement fund audit.

Governance:

The Governance Committee discussed plans for the Board dinner on January 22, 2024 at Children's Aid Headquarters. The focus will be understanding feedback from our alumni after the recent alumni event. Both principals will join the Board for this dinner.

Learning, Achievement, and Evaluation:

During their November meeting, the Committee focused on the following:

- Learning more about independent reading for Grades K-8;
- A deeper review of the school's ELA and Math plans; and,
- Comparing CACPCS interim assessment results from last year with NYS ELA and Math test results.

The Head of School's share out in the areas resulted in several suggestions from Committee Members. Trustee Escamilla suggested looking into the high achievers and seeing what services and support they receive so CACPCS can offer the same to those scholars who need the support. Trustee DeLong suggested focusing on Kindergarten to identify when our low-performing students begin to fall behind.

There was no Executive Session.

The meeting adjourned at 6:09 PM.