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Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees
August 16, 2023
Trustee Meeting will be held via Zoom

Planned Outcomes: Trustees will:

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

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of July minutes	Draft Minutes
5:05 – 5:20 PM	Brown	Connection to Purpose: Summer Boost 2023 close-out and School Year 2023-24 Updates	
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
July 26, 2023
Via Zoom

<p>Trustees in Attendance</p> <ul style="list-style-type: none"> • Nina Bershadker • Michelle DeLong • Michelle Rumph • Sandra Escamilla • Anita Velazquez • Beth Leventhal • Phoebe Boyer <p>Trustees not in Attendance</p> <ul style="list-style-type: none"> • Lolita Jackson • Jane Goldman 	<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 5:07 pm.

Trustee Bershadker moved to approve the July minutes. Trustee Leventhal seconded the motion. The minutes were unanimously approved.

Connection to purpose: Summer Boost 2023

The Head of School provided the following updates on the Summer Boost program:

- This year CACPCS enrolled 197 students including 20 new to CACPCS. The Rising 3rd and Rising 8th grades so far have the highest rates of daily attendance at 92% and the Rising 9th graders have the lowest at 56%. CACPCS over-enrolled this summer because we wanted to make sure we met the funders' enrollment and attendance thresholds for the summer.

- Summer Boost is a rigorous program that includes an academic component from 8:00 am to 12:00pm. Depending on the grade-level or scholars' needs, schedules include the following ELA and Math components:
 - Phonics Instruction
 - Guided Reading
 - Close Reading
 - Number Stories
 - Movement Break
 - Math Instruction/Conferencing
 - Insight Humanities and Novel Studies
- During the enrichment portion of the day, students explore music, with a focus on Hip Hop.
- A group of Rising 7th and 8th graders were part of a Youth Participatory Action Research project supported by the EASEL team from Harvard, focused on having the scholars develop a research project focused on a question about what aspects of CACPCS scholars find helps them be most successful at CACPCS. These students will collect additional data from other scholars during the school year and lead a workshop with the teachers.

Head of School Report:

The Head of School provided the following updates on staffing and enrollment for the upcoming year.

- CACPCS is currently hiring for five positions- three due to resignations, one due to a staff member's move from a core content to a Specials teaching position, and another due to a staff transition.
 - One 5th grade Math Teacher with SPED certification.
 - One 6th-grade ELA Teacher
 - One 8th-grade Math teacher
 - One 8th-grade ELA teacher
 - One Academic Dean (Middle School)
- Enrollment is on track to meet the budgeted enrollment of 580 students.

- If enrollment drops below 580, school leadership will implement a contingency plan after Sept 5, 2023. The team’s current focus is on finalizing enrollment for Grades K and 7.

Finance Committee

- Finance Committee did not meet this month while CACPCS and CA Fiscal work to close FY23 and prepare for the audit. The next meeting will be on August 14.

Governance:

- The Committee discussed having one or two Trustee dinners this upcoming year instead of a retreat to provide time for Trustees to connect beyond monthly meetings and to take a deeper dive into an area of importance to the Trustees with the Head of School and members of the school team.
- The Committee is also looking at additional opportunities for board service during the upcoming school year.

Learning, Achievement, and Evaluation:

- Trustee Escamilla updated the Trustees on the Head of School evaluation process. The Committee will continue with the 360 evaluation process but align the timing with the CA process. The process will be closing out in October of this year.

Executive Session

The Trustees did not go into Executive session

The meeting was adjourned at 5:55 PM.