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**Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees
 April 17, 2024**

Trustee Meeting will be held in person at 1232 Southern Blvd. and via Zoom

Planned Outcomes: Trustees will:

1. Approve March 2024 Meeting Minutes
2. Receive School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00-5:05 PM	Leventhal	Approval of March minutes	Draft Minutes
5:05 – 5:30 PM	Brown	Connection to Purpose: FY25 Budget Priorities	FY25 Budget Priorities presentation
5:40-5:50 PM	Brown	Head of School Report	Head of School Report
5:50 – 5:54 PM	Rumph	Finance Committee Report Board Resolution: Updated FY22 Uniform Guidance Audit Corrective Action Plan	
5:55-6:05 PM	Leventhal/Boyer	Governance Committee Update	
6:05-6:15 PM	Leventhal	Learning and Achievement Committee Update	
6:15 – 6:30 PM	Leventhal/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
March 24, 2024
Via Zoom

<p>Trustees in Attendance Via Zoom</p> <ul style="list-style-type: none"> • Michelle DeLong • Beth Leventhal • Michelle Rumph • Nina Bershadker • Phoebe Boyer • Sandra Escamilla • Anita Velazquez • Jane Goldman <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"> • Aliana Contreras, Sr. Operations Manager • Drema Brown, Head of School
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Welcome

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

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

Connection to purpose

- The Head of School shared details of the middle school’s approach to college and career readiness. She described two of the school’s current college and career partnership programs –LMI, the Latina Mentoring Initiative, and blendVET.
 - LMI is a NYS initiative designed to support young Latinas by leveling the playing field for career opportunities for them. CACPCS currently has nine scholars participating in the program. Mentors include judges, social workers, and agency commissioners.
 - blendVET focuses on providing scholars with real-world exposure to careers in veterinary medicine. CACPCS scholars will have the opportunity to work with live pets on May 31 and on June 1st. blendVET and the ASPCA will host a community clinic to provide veterinary services to pets in the community. The program will conclude with a virtual info session for the parents of the participants.

Head of School Report

- The Head of School provided updates on student recruitment activities for the 2024-25 school year. She described the platforms and strategies used to collect lottery applications for this year's lottery. School management is anticipating more applications this year than the previous year and reminded the trustees that the budgeted enrollment target for the upcoming school year will be 600 students.
- The Head of School provided an update on interim assessment results ahead of the 2024 NYS ELA and Math tests.

Finance Committee

- The CA Fiscal team presented the January financial report. CACPCS is trending to end the year with a small deficit, but the team continues to revise and track trends monthly. These projections will fluctuate month to month. The team will take a closer look at staff compensation to ensure the projection is as solid as possible.
- The Head of School also provided a presentation of the preliminary budget priorities for FY25.
- The Uniform Guidance audit was clean for FY23, and the Fiscal team is working on the 401(k) audit.

Governance:

The committee did not meet in March.

Learning and Achievement.

- The meeting will take place on March 25th in person at the middle school.

There was no Executive Session.

The meeting was adjourned at 5:53PM.