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Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees
July 10, 2024
Trustee Meeting will be held via Zoom

- Planned Outcomes:** Trustees will:
1. Approve June Meeting Minutes
 2. Receive Head of School Report
 3. Receive Committee Reports

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of June minutes	Draft Minutes
5:05 – 5:20PM	Brown	Connection to Purpose Summer 2024	
5:20-5:30PM	Brown	Head of School Report	Head of School Report DRAFT District Safety Plan linked here .
5:30 – 5:35 PM	Rumph	Finance Committee Report	
5:35-5:40 PM	Leventhal/Boyer	Governance Committee	
5:40-5:45 PM	Goldman	Learning and Achievement Committee Update	
5:45 – 6:00PM	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><i>CACPCS Board of Trustees Executive Committee</i> 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
June 12, 2024
Via Zoom

Trustees in Attendance	Others in Attendance
Nina Bershadker Michelle DeLong Michelle Rumph Sandra Escamilla Anita Velazquez Beth Leventhal Jane Goldman Phoebe Boyer Lolita Jackson	<ul style="list-style-type: none">• Drema Brown, Head of School• Jakia Bland, Manager of Recruitment

Welcome

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

Trustee Bershadker moved to approve the May Minutes. Trustee Goldman seconded the motion. The minutes were unanimously approved.

Connection to purpose

The Manager of Recruitment, Jakia Bland, provided the Trustees with an enrollment update for the 2024-25 school year.

- Ms. Bland described the recruitment and enrollment process and timeline, the team’s marketing and recruitment strategies, community partnerships and family engagement activities to get parents invested in our school and school community.
 - She described CACPCS’s strategies for supporting existing families like PAC meetings, connecting families to services and supports like summer programming and academic and social and emotional supports.
 - She described events to support new families like Super Saturday (to support families with enrollment paperwork), family chats and open house tours for small, specific groups like kindergarten families, middle school families and Spanish-speaking families.
 - Ms. Bland noted that approximately fifty families attended the Super Saturday event which included raffles and opportunities to learn more in one-on-one

conferences with the Director of Special Education and Intervention as well as the Community School Director. The Trustees were also shown a video of the Super Saturday event.

- New and existing families have the opportunity to take part in summer programming as well as social events during the summer to keep them engaged. Logistical supports like transportation and uniform vouchers support both new and existing families before each new school year begins.
- Ms. Bland shared an update on CACPCS’s current active enrollment, available seats for 2024-25, as well as “stretch” enrollment targets, acceptances, the number of students actually enrolled for the upcoming school year and waitlist numbers. She walked the Trustees through the kindergarten data which included 62 acceptances for 75 available seats as of June 10th.
- Trustees asked the Head of School questions about staffing given enrollment targets and the budget plan for the 2024-25 school year. The Head of School described the process for making decisions about enrollment, changes to the staffing plan, and outreach to the Finance Committee if significant changes are needed.
- The Trustees were also shown a clip from a new video produced to give parents of students with special needs a window into CACPCS’s services and learning environments.

Head of School Report:

The Head of School provided the Trustees with a presentation on the FY 25 proposed budget. The FY25 budget is balanced with a surplus of approximately \$64K. The CACPCS FY25 budget reflects adjustments from the previously drafted 5-year budget prepared for CACPCS’s SUNY charter renewal process in FY21. More significantly it reflects significant changes in enrollment projections and per pupil revenue.

The Head of School shared the following:

- The FY25 per pupil rate will increase from \$18,340 to \$19,044 in 2024-25 (a 3.8 % increase). Rental assistance will also increase slightly as a result of this increase in per pupil funding.
- The enrollment target for FY25 is currently set at 600 with a stretch target of 640.
- FY24 was the final year to spend down the remaining federal COVID-relief funding. The FY25 budget does not include any COVID-relief funds for the first time since 2020.

- School-wide academic performance was solid in 2023-24 (based on internal assessments and NYSED standardized test results). The Principals plan to continue building on this progress in 2024-25.
- Staff retention has continued to be strong.
 - The hybrid work week was scaled back and remains popular amongst staff and will continue in 2024-25.
 - Investments in tuition reimbursement, staff PD and appreciation events remain.
 - Retention bonuses are not included.
- The Head of School described budget contingency plans for the 2024-25 school year including a timeline for expenses reductions from September through January.
- The Trustees and Head of School discussed a range of scenarios related to enrollment and staffing levels.
- Trustee Bershadker asked the Head of School what impact she thought a hold on retention bonuses would have on staff. The Head of School could not fully predict the impact but described how she would message the hold on retention bonuses to staff while shifting the conversation to the importance of ensuring we are serving the needs of our community so CACPCS is a valued school option while also making other expense reductions as needed to restore retention bonuses if possible.
- Trustees noted that while retention bonuses are not in the budget, some remote work days are still planned for the 2024-25 school year and are still very popular amongst staff.

Finance Committee

Trustee Rumph made a motion to approve the FY25 budget. Trustee DeLong seconded the motion. The FY25 budget was unanimously approved. Trustee Rumph directed the Head of School to proceed with sending the budget off to SUNY.

Governance:

Trustee Leventhal shared with the Trustees that the following Trustees were up for two-year terms: Michelle DeLong, Nina Bershadker, Phoebe Boyer and Sandra Escamilla. The Parent Trustee, Ms. Velazquez, is up for another one year term.

Trustee Leventhal also reminded the Trustees that they must also vote on Committee assignments and Committee Chairs for the upcoming year. She noted that no Committee assignments or Committee Chairs were changing. Trustee Leventhal and Trustee DeLong referred the Trustees to the Committee assignments and Committee Chairs listed in the meeting materials.

Trustee Goldman made a motion to elect Trustees DeLong, Bershadker, Boyer and Escamilla for two-year terms ending in 2026, to elect Ms. Velazquez to a one-year term to end in 2025 and to re-elect the slate of Committee members and Committee Chairs. The motion was seconded by Trustees Leventhal and was unanimously approved.

Learning, Achievement, and Evaluation:

Trustee Goldman shared an update on the Head of School's 360 evaluation process. The process this year will include interviews instead of surveys. The interviewees will include the principals, an Academic Dean, the Manager of Recruitment, four teachers (two from Southern and two from Prospect), the Community School Director and one parent will also be interviewed. Committee members will be conducting the interviews along with Kerry Odom, a consultant with the Youth Division at Children's Aid, who will help transcribe. The results will be incorporated into Trustee Escamilla's report on behalf of the Board. The Head of School will have an opportunity to respond to it.

The timeline will be much earlier next year and will include an adaption of the Children's Aid evaluation.

The Trustees determined that the July 24, 2024 meeting date would not work for the majority of Trustees in July. The Trustees decided to meet on July 10th instead of July 24th.

Executive Session

The Trustees went into Executive Session at 6:19PM

The Trustees returned from Executive session at 6:24PM. Trustee DeLong noted that the Trustees has discussed individual employees and specific students during the Executive Session.

The meeting was adjourned at 6:24PM.