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Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees
March 13^h, 2024
Trustee Meeting will be held via Zoom

Planned Outcomes

Trustees will:

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

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of February minutes	Draft Minutes
5:05 – 5:30 PM	Brown	Connection to Purpose: Spotlight on College and Career Experiences at CACPCS	Dr. Fleshman
5:40-5:50 PM	Brown	Head of School Report	Head of School Report
5:50 – 6:00 PM	Rumph	Finance Committee Report	Trustees
6:00-6:05 PM	Leventhal	Governance Committee Update	
6:05-6:10 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
February 14, 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 • Lolita Jackson • Jane Goldman 	<p>Others in Attendance</p> <ul style="list-style-type: none"> • Aliana Contreras, Sr. Operations Manager <p>Not in Attendance</p> <ul style="list-style-type: none"> • Drema Brown, Head of School
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Welcome

Trustee Leventhal called the meeting to order at 5:03 PM.

Trustee Bershadker moved to approve the minutes. Trustee Boyer seconded the motion. The January minutes were unanimously approved.

Although there was no Connection to Purpose presentation or Head of School report, the following updates were shared by Aliana Contreras, Senior Manager of Operations and Ms. Velazquez, Parent Trustee:

- CACPCS has begun a partnership with Girls on the Run. This partnership will target girls in grades 3-5 who attend the after-school program and are not participating in other extracurricular activities. The program focuses on self-esteem, and the girls will complete a 5K race this Spring.
- CACPCS held a Literacy Game Night at the elementary school. Parent attendance was excellent. The parents were able to participate with their children and they were able to take a game home.

- CACPCS will hold a *Little Heart of Mine* dance in February. It is similar to the father-daughter dances of the past, but scholars can also participate in the activity if they do not have a father figure.

Finance Committee

- The Fiscal team presented the December (Q2) financials during the February Finance and Audit Committee meeting. The team noted a slight downward shift in the projected surplus due to staffing up and per-pupil billing adjustments.
- The Committee reviewed the FY23 990. Trustee Boyer made a motion to approve submission of the 990. Trustee DeLong seconded the motion. The Trustees unanimously approved the motion.
- CA Fiscal presented proposals for firms to conduct the retirement audit. The Committee selected a firm, and CA Fiscal will proceed with the audit.

Governance:

The Committee discussed the successful board dinner and discussed holding an annual January board dinner. The Head of School is organizing the feedback collected from the Trustees during the dinner.

Learning and Achievement.

- The January meeting was canceled. The Committee will meet again in-person in March.
- Trustee Escamilla shared that the school's data analyst has made progress with the cohort analysis Project. She anticipates sharing data soon.

There was no Executive Session.

The meeting adjourned at 5:17 PM.