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**Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees
 May 8, 2024**

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

Planned Outcomes: Trustees will:

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

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of April minutes	Draft Minutes
5:05 – 5:30 PM	Brown	Connection to Purpose: High School Placement updates and College Acceptance Highlights	
5:40-5:50 PM	Brown	Head of School Report	Head of School Report
5:50 – 5:54 PM	Rumph	Finance Committee Report	
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
April 17, 2024
Via Zoom

<p>Trustees in-person at 1232 Southern Blvd.</p> <ul style="list-style-type: none"> • Beth Leventhal • Michelle Rumph • Nina Bershadker • Anita Velazquez <p>Trustees in Attendance via Zoom</p> <ul style="list-style-type: none"> • Jane Goldman <p>Trustees not in Attendance</p> <ul style="list-style-type: none"> • Lolita Jackson • Phoebe Boyer • Sandra Escamilla • Michelle DeLong 	<p>Others in Attendance</p> <ul style="list-style-type: none"> • Aliana Contreras, Sr. Operations Manager • Drema Brown, Head of School • Betzaida Lamourtte, ES Interventionist
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Welcome

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

Trustee Bershadker moved to approve the minutes. Trustee Rumph seconded the motion. The March meeting minutes were unanimously approved.

Connection to Purpose and Head of School Report

The Head of School presented the FY25 budget priorities. She provided the Trustees with some additional context for the priorities she was presenting including the following:

- She noted that CACPCS met its 2023-24 enrollment targets although Special Education per pupil revenue was approximately 15% lower during the year due to differences in service levels and challenges with the timeliness of the Committee on Special Education’s follow-up with initial referrals.
- FY24 is the final year to spend the remaining COVID-relieve funds.
- School-wide academic performance was fairly strong in 2022-23 and the Principals are working to continue the progress this year and into the 2024-25 school year.
- Staff retention continues to be strong and even though CACPCS reduced the number of hybrid work days during the 2023-24 school year. This benefit remains popular amongst the staff along with other benefits like tuition reimbursement and retention bonuses.

The Head of School then provided the Trustees with FY25 revenue updates including the following:

- The NYC Charter Center projects that the charter school per-pupil rate will increase from \$18,340 to \$19,044, reflecting a 3.8% increase. Based on this increase in the per pupil rate, rental assistance revenue should be higher as well.
- The enrollment target for the 2024-25 school year is 600 students.
- The Templeton Foundation funds for FY25 will likely be reduced to support youth activities and community practices across several Children's Aid program sites as part of this initiative.
- CACPCS is expecting to receive the NYS Stronger Connections Grant for enrichment programs at the MS. No details have been provided about when schools will begin receiving this funding.
- FY25 Development projections are forthcoming.
- Summer Boost funds will be available again for summer 2024 at a rate of \$2,000 per scholar.

The Head of School highlighted several key budget priorities for the 2024-25 school year. These priorities included:

- Staff retention will continue to be a priority requiring a continued investment in benefits the staff are likely to remain at CACPCS for based on their feedback.
- The elementary school will transition from Eureka math curriculum to Eureka Squared, the next generation of the current curriculum.
- Key partnerships with Lavinia, ANet and Wilson Reading will continue although with some small reductions and/or shifts based on the training and coaching plans of the principals.
- Additional oversight and management of special education programs will be a priority through the addition of a Coordinator position at the middle school to do this work.
- Leadership will continue implementation of the programs and services which have resulted in improved outcomes for multilingual learners over the last two school years.
- Investing in school day and after school enrichment opportunities across the grades.
- Replacing old signage at both locations as well as older classroom furniture.

Finance and Audit Committee

- Trustee Rumph, Chair of the Finance and Audit Committee, provided an update on the Committee's April 15th meeting during which time the Children's Aid Fiscal team presented the February monthly financial report.
 - CACPCS is currently trending a small deficit even though there has been an increase in enrollment. This small deficit is likely the result of a few factors. First, on the spending side, staff compensation will be over budget due to a need to adjust staffing levels based on increased enrollment. Also, additional after school tutoring and enrichment were expenses that may not have been sufficiently budgeted for given the service plans and student needs this school year. The team will continue reviewing and monitoring these expenses.

- The FY25 budget is in progress and the first draft will be presented during next month's meeting.
- Trustee Rumph shared that CACPCS received an update regarding the New York State Education Department's management decision related to CACPCS's FY22 Uniform Guidance audit findings and corrective action plan.
- Trustee Rumph asked Ms. Brown, the Head of School, to provide a brief summary of the request from the New York State Education Department (NYSED).
 - Ms. Brown explained that NYSED decided that CACPCS needed to make several revisions to the Corrective Action plan that was submitted in response to the FY22 Uniform Guidance Audit findings. NYSED requires the CACPCS Board of Trustees to approve the revised Corrective Action Plan (or CAP) before it is submitted to NYSED. Ms. Brown referred the Trustees to the revised CAP that was drafted and sent out to them with their meeting materials before the meeting.
 - The Trustees had no additional questions or comments about the revisions to the CAP or the CAP itself.
 - Trustee Bershader read the resolution to the Trustees.
 - The Trustees had no questions or comments about the resolution.
 - Trustee Rumph then asked if there was a motion to approve the revised Corrective Action Plan for the FY 22 Uniform Guidance Audit findings.
 - Trustee Goldman moved to approve the revised Corrective Action Plan.
 - Trustee Velazquez seconded the motion.
 - The Trustees unanimously approved the revised CAP.

Governance:

- The Governance Committee did not meet in April. During the next meeting, the Committee will discuss the school's mission and vision statement and seek staff, scholar and alumni input on any updates to CACPCS's vision and mission statements.

Learning and Achievement.

- The next meeting will be on May 20th via Zoom at 2:00 p.m. It will be the last meeting of this academic year.

There was no Executive Session.

The meeting was adjourned at 5:45PM.