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**Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees**  
**February 14<sup>th</sup>, 2024**  
*Trustee Meeting will be held via Zoom*

- Planned Outcomes:** Trustees will:
1. Approve January 2024 Meeting Minutes
  2. Receive Committee Reports

<b>Time</b>	<b>Lead</b>	<b>Item</b>	<b>Materials</b>
5:00-5:05 PM	DeLong	<b>Approval of January minutes</b>	Draft Minutes
5:05 – 5:15 PM	Rumph	<b>Finance Committee Report</b>	Trustees
5:15-5:25 PM	Leventhal/Boyer	<b>Governance Committee Update</b>	
5:25-5:30PM	Goldman	<b>Learning and Achievement Committee Update</b>	
5:30 – 5:35 PM	DeLong	<b>Executive Session</b>	

**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
<b>Trustees</b>		All	Chair: Leventhal	Chair: Goldman	Chair: Rumph
<b>NOTES</b>	Reporting requirements due on the 1 <sup>st</sup> of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15 <sup>th</sup> 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 <sup>th</sup> 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>
<b>July</b>		7/26*			
<b>Aug</b>	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
<b>Sept</b>	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
<b>Oct</b>	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
<b>Nov</b>	11/1 – Annual Financial Audit and 990 11/15 – Q1 Financial Report	11/8		11/27 (@2PM)	11/6
<b>Dec</b>		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"> <li>CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared</li> </ul>
Feb	2/15 – Q2 Financial Report	2/14	2/7 9am-10am		2/12 <ul style="list-style-type: none"> <li>Initial FY25 Wraparound Budget Review</li> <li>Uniform Guidance Federal Audit (tentative)</li> </ul>
Mar		3/13	3/6 9am-10am	3/25 (@9:30AM)	3/11 <ul style="list-style-type: none"> <li>Budget Review</li> <li>Final approval of FY25 wraparound budget</li> <li>General Liability Insurance Review</li> </ul>
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"> <li>Review Full FY25 Budget draft</li> <li>Medical insurance Review</li> <li>Review 990</li> </ul>
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"> <li>Review and finalize FY25 full budget</li> </ul>
June	6/30 – Annual Budget	6/12 (ANNUAL MEETING)	6/5 9am-10am		6/10 <ul style="list-style-type: none"> <li>FY25 Budget Final Vote</li> </ul>
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><b>CACPCS Board of Trustees Executive Committee</b>            Chair – Michelle DeLong            Vice Chair – Beth Leventhal            Secretary – Nina Bershadker            Treasurer- Michelle Rumph</p>	
<p><b>Finance</b>            Michelle Rumph (Treasurer)            Nina Bershadker            Michelle DeLong            Beth Leventhal  <i>with Children’s Aid Toussaint Gauvin            Milagros Lora</i></p>	<p><b>Learning, Achievement &amp; Evaluation</b>            Jane Goldman (Chair)            Michelle DeLong            Beth Leventhal            Sandra Escamilla            Anita Velazquez, Parent Trustee</p>
<p><b>Governance</b>            Beth Leventhal (Chair)            Michelle DeLong            Phoebe Boyer            Lolita Jackson</p>	
<p><b>Executive Committee</b>            Michelle DeLong            Michelle Rumph            Nina Bershadker            Beth Leventhal            Phoebe Boyer</p>	

**MINUTES**  
**Meeting of Children’s Aid College Prep Charter School Board of Trustees**  
**January 10<sup>th</sup>, 2024**  
Via Zoom

<p><b>Trustees in Attendance Via Zoom.</b></p> <ul style="list-style-type: none"><li>• Michelle DeLong</li><li>• Beth Leventhal</li><li>• Michelle Rumph</li><li>• Nina Bershadker</li><li>• Phoebe Boyer</li><li>• Sandra Escamilla</li><li>• Anita Velazquez</li><li>•</li></ul> <p><b>Trustees not in Attendance</b></p> <ul style="list-style-type: none"><li>• Lolita Jackson</li><li>• Jane Goldman</li></ul>	<p><b>Others in Attendance</b></p> <ul style="list-style-type: none"><li>• Drema Brown, Head of School</li><li>• Aliana Contreras, Sr. Operations Manager</li></ul>
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**Welcome**

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

Trustee Bershadker moved to approve the Minutes. Trustee Boyer seconded the motion which was unanimously approved.

**Head of the School Report**

- Staff attendance in December fell to a record low of 73% in December due to staff illness.
- The students’ attendance was similarly impacted by illness.
- The teams at both locations have been working on preparing for the first NYS computer-based test simulation in preparation for computer-based testing of Grades 5 and 8 this Spring. NYSED is requiring all schools to complete this first test run in January. CA IT and the Operations teams at both locations have been working collaboratively to ensure that our Wifi infrastructure and the scholars’ devices are ready to go.
- CACPCS had an active enrollment of 614 at the time of this meeting. The team is expecting to end the year closer to 610 as there may be some change in school settings for some students undergoing evaluations. Overall enrollment is still on track.

- CACPCS has launched the application for the 2024-24 school year. Applications are due April 1. CACPCS continues cultivating partnerships and CACPCS parents continue to be great ambassadors during lottery application season.
- School instructional leadership at both locations are working collaboratively on addressing the academic gaps between 5th and 6th grade which have persisted for the last couple of years. CACPCS is working with the consultants from the Lavinia group to determine the curriculum and instructional changes needed to address these gaps.
- CACPCS is moving to a new payroll system. The good news is that CACPCS moved to a new system over the summer so this should make the transition easier to this next system.

### **Finance Committee**

The Fiscal team presented the financials. Enrollment and expenses continued steadily without significant variance.

Further updates regarding the FY25 planning will be provided during the upcoming meetings. CACPCS is in the process of finding an auditor for its 401K plan. The school will also be completing the requirements for NYSED's desk audit of the school's use of federal funds.

### **Governance:**

The CACPCS Trustees will meet for a board dinner on January 22, 2024, at Children's Aid's Headquarters. The Principals will join the Trustees for a discussion about feedback from the school's alumni.

### **Learning, Achievement, and Evaluation:**

There was no Learning, Achievement and Evaluation Committee meeting in January.

### **There was no Executive Session.**

The meeting was adjourned at 5:18PM.