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**Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees
 October 25, 2023**

Trustee Meeting will be held at 1232 Southern Blvd. Bronx, NY, 117 West 124th St, New York, NY (Children’s Aid Headquarters) and via Zoom

- Planned Outcomes:** Trustees will:
1. Approve September Meeting Minutes
 2. Receive School Report
 3. Receive Committee Reports
 4. Receive Audit

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of September minutes	Draft Minutes
5:05 – 5:20 PM	Brown	Connection to Purpose: Head of School Management Plan, 2023-24	
5:20-5:40 PM	Brown	Head of School Report	Head of School Report
5:40 – 5:50 PM	Rumph	Finance Committee Report	
5:50-5:55 PM	DeLong/Boyer	Governance Committee Update	
5:55-6:00 PM	Goldman	Learning and Achievement Committee Update	
6:00 – 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

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Dec		12/13	12/6 9-10AM		12/11
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

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
July 2024		7/24			
August 2024		8/14			8/12

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>	

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

MINUTES
Meeting of Children’s Aid College Prep Charter School Board of Trustees
September 13, 2023
Via Zoom

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

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

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

Connection to purpose:

The Head of School provided the Trustees with a range of updates from the start of the school year. Updates included the following:

- The staff includes 74 teachers (44 at the elementary school and 30 at the middle school).
 - The elementary school was entirely staffed at the time of this presentation.
 - The middle school is onboarding two new ELA teachers and has a total of three vacancies: two Math teachers and the Assistant Community School Director. Ms. Jagtiani will be transitioning to the middle school’s Academic Dean position. She has been working with CACPCS for several years and is a retired NYC DoE Assistant Principal.
 - Staff retention was strong again this year.

- Both teams started the year focusing on School Culture.
 - The elementary school has leaned into the Positive Behavioral Incentive System (PBIS) in which the students earn currency they can spend at Dean Barrino’s “bodega.”
 - This year, the Middle school is divided into Houses based on the school’s values of Compassion, Perseverance, etc. They had the house sorting ceremony. The idea is to create community across classes and grade levels, to encourage the students to push each other towards their academic goals and to create friendly competition in areas like attendance and iReady independent practice minutes.
- The Community School Team met with both principals and outlined their priorities for this school year based on feedback from the principals during the summer.
 - Ms. Holt, the Community School Director, has begun meeting with Trustee Velazquez on a bi-weekly basis to further connect the Parent Trustee to the parent community. Ms. Velazquez will co-lead several meetings/workshops with the school team during the year.

Summer Boost and School Year Middle School Tutoring Support:

- CACPCS met the enrollment and attendance benchmarks set by the funder and will receive the full payment this year. The students had a great summer with rigorous instruction and fun enrichment activities.
- This summer the Lavinia Group invited CACPCS to participate in a program that will provide middle school staff with additional training and support on providing middle schoolers with higher quality tutoring and academic intervention experiences. CACPCS’s focus will be on math.

Head of School Report:

The Head of School provided several updates about the school’s alumni, enrollment, and discharges:

- CACPCS’s first graduating class of 8th graders are high school seniors this year. On Saturday, November 4, CACPCS will host its first Alumni gathering for the classes of 2020-2023. Alumni will be connected with Children's Aid services, especially those associated with college persistence.
- As of September 12, 2023, enrollment was 592. A headcount conducted on September 12 found 579 students present in school and in their seats.
- CACPCS has had 103 official discharges since June 30, 2023.
- As of September 12, 2023, 38 students were “consecutive no-shows” who have yet to attend even one day of school and 16 of them have been added to the Pending Discharge or officially discharged lists, leaving CACPCS with 22 students who have not shown and not provided enough response to determine discharge status list across the school.

Finance Committee

Trustees - Michelle DeLong, Chair • Beth Leventhal, Vice-Chair • Nina Bershader, Secretary • Michelle Rumph, Treasurer
 • Jane Goldman • Phoebe Boyer • Sandra Escamilla • Lolita Jackson • Anita Velazquez, Parent Trustee

- The Finance Committee met on Monday, September 11th. The CA Fiscal team previewed the school year FY24 financials in the new Prophix format. They are still setting it up, allowing us to minimize the potential for data entry error.
- In addition, CA Fiscal provided a preview of the Audit. Overall, it is going well, but there are two issues. School management found some discharge errors, which may result in an audit finding. In addition, the SY22 Audit is still going on. Management responded to the findings, and the response will be submitted and finalized.
- Grant Thornton will be providing the results of the Audit during the October meeting.

Governance:

- The Committee did not meet in September but will meet in October.

Learning, Achievement, and Evaluation:

- The Committee will have a meeting on September 18th and will conduct classroom visits. The Committee will debrief after that and set an agenda for the school year.

Executive Session

The Trustees did not go into Executive session.

The meeting was adjourned at 5:47 PM.