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**Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees  
 June 12, 2024**

*Trustee Meeting will be held in person at 1232 Southern Blvd. and via Zoom 10027*

**Planned Outcomes:** Trustees will:

1. Approve May Meeting Minutes
2. Receive School Report
3. Receive Committee Reports
4. Approve 2024-25 Budget

<b>Time</b>	<b>Lead</b>	<b>Item</b>	<b>Materials</b>
5:00-5:05 PM	DeLong	<b>Approval of May minutes</b>	Draft Minutes
5:05 – 5:20PM	Brown	<b>Connection to Purpose</b> School Year 2024-25 Enrollment Update	
5:20-5:30PM	Brown	<b>Head of School Report</b>  Year-End Events District-Wide Safety Plan	Head of School Report  DRAFT District Safety Plan linked <a href="#">here</a> .
5:30 – 5:35PM	Rumph	<b>Finance Committee Report</b> FY 25 Budget Presentation	Draft Budget 2024-25
5:35-5:40PM	Leventhal/Boyer	<b>Governance Committee</b> <ul style="list-style-type: none"> <li>• Board Class nominations and elections</li> <li>• 2024-25 Calendar input</li> </ul>	
5:40-6:00PM	Goldman	<b>Learning and Achievement Committee Update</b>	
6:00 – 6:10PM	DeLong/Brown	<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).  (* )denotes change in date due to holidays.
<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>SUNY and NYSED Reporting Deadlines</b>	<b>General Board Meeting</b>	<b>Governance</b>	<b>Learning, Achievement &amp; Evaluation</b>	<b>Finance and Audit</b>
<b>Dec</b>		12/13	12/6 9-10AM		12/11
<b>Jan</b>	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>
<b>Feb</b>	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>
<b>Mar</b>		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>
<b>Apr</b>	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>
<b>May</b>	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>
<b>June</b>	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>

	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><b><i>CACPCS Board of Trustees Executive Committee</i></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**  
**May 8, 2024**

<b>Trustees in Attendance</b>	<b>Others in Attendance</b>
<ul style="list-style-type: none"> <li>• Nina Bershadker (via Zoom)</li> <li>• Michelle DeLong</li> <li>• Michelle Rumph</li> <li>• Sandra Escamilla (via Zoom)</li> <li>• Anita Velazquez</li> <li>• Beth Leventhal</li> <li>• Jane Goldman</li> <li>• Phoebe Boyer (via Zoom)</li> <li>• Lolita Jackson (via Zoom)</li> </ul>	<ul style="list-style-type: none"> <li>• Drema Brown, Head of School</li> <li>• Aliana Contreras, Sr. Operations Manager</li> <li>• Shanda Holt, Community School Director</li> <li>• Ashley Brown Dean of Students and Culture</li> </ul>

**Welcome**

Trustee DeLong called the meeting to order at 5:05 pm.

Trustee Goldman moved to approve the April Minutes. Trustee Leventhal seconded the motion. The minutes were unanimously approved.

**Connection to purpose**

Dean of Students Ashley Brown and Community School Director Shanda Holt provided a report on the high school placement process for the 2023-24 school year. They shared the following:

- Each year CACPCS has seen progress with the high school transition process, a testament to everyone’s collective efforts and commitment.
- CACPCS’s high school transition process kicks off with parent workshops in October, a crucial step that underscores the importance of their involvement.
- In November, 8<sup>th</sup> grade scholars took the lead in the application process to demonstrate their initiative and commitment to the next phase of their education.
- The responses and acceptance letters, typically received in March, mark a significant milestone in their high school transition journey.

**High School Transition Data at a Glance:**

High School Application Type	Scholars Application	Percentage Applied	Number of seats offered	Number of Seats Accepted
NYC DOE High School	56	100%	56	47
NYC Specialized High School	21	38%	1	1
Screened High Schools	36	64%	12	12
Charter High Schools	22	39%	21	8
Catholic High Schools	6	11%	6	1

In comparison with last year's data:

- 82% of CACPCS scholars accepted DOE seats compared to 63% last year.
- 14% of CACPCS scholars accepted charter school seats compared to 23% last year.
- 2% of CACPCS scholars accepted Catholic school seats compared to 9% last year.
- Last year, CACPCS did not have acceptances to specialized High schools. This year there was one acceptance to Bronx Science.
- 5% of our scholars relocated over the course of the school year.

This year, the team observe a trend in which more scholars who applied to DOE schools accepted those offers because they have been in charter schools for most of their lives and received better offers from screened and specialized schools than our scholars have in past years. This may be due in part to a change in the DOE’s criteria for filtering applications to screened and specialized schools.

The team has already begun working with the rising 8th graders to explore their high school interests this school year, so that by June they had already had an information session with their parents.

### **Head of School Report:**

- The Head of School noted changes in attendance since her last report and described the impact of Spring Break and the solar eclipse on attendance. The elementary school scheduled Picture Day on the last day of school before Spring Break in a successful effort to keep attendance high on that day.
- The Head of School described 2024-25 enrollment activities including a video describing school supports for students with special needs in English and Spanish.
- The Head of School reviewed the SUNY accountability report with the Trustees prepared by the Charter Schools Institute. The report provides a comprehensive overview of how our students have performed academically over the last three years. It includes data across the five academic accountability benchmarks in ELA and Math. The Head of School noted that CACPCS has met 3 of the five indicators in ELA and 4 of the 5 in Math over the last two years. This report is a valuable tool for us to assess our performance and identify areas for improvement.
- **Finance Committee**
- Trustee Rumph shared that the May meeting was rescheduled to May 21st. Based on updates from CA Fiscal and the Head of School, the Finance and Audit Committee will have an FY25 budget to review in advance of the June meeting.

### **Governance:**

- Trustee Leventhal shared that the Committee met to discuss the process for revising the school's vision and mission statements. The Committee discussed modifying some language to better reflect CACPCS's current priorities and aspirations for greater inclusion of all members of the CACPCS community and our alumni community. Governance will have more updates on this process at the June meeting.

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

The Committee will have their next meeting on May 20<sup>th</sup>.

### **Executive Session**

The Trustees went into Executive Session at 5:59PM to discuss an issue pertaining to an employee evaluation.

The Trustees returned from Executive session at 6:09PM and adjourned the meeting.



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