Application: Children's Aid College Prep Charter School

Drema Brown - dbrown@childrensaidcollegeprep.org
2024-2025 Annual Report

Summary

ID: 0000000130
Status: Annual Report Submission

Entry 1 – School Information and Cover Page

In Progress - Last edited: Jul 31 2025

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the Annual Report Portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 – School Information and Cover Page

(New schools that were not open for instruction for the 2024-2025 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2025)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. LEGAL SCHOOL NAME (as chartered)

(Select name from the drop down menu)

Children's Aid College Prep Charter School

b. Unofficial or Popular School Name

CACPCS

c. CHARTER AUTHORIZER (As of June 30th, 2025)

Please select the correct authorizer as of June 30, 2025 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

c. School Unionized

Is your charter school unionized?

No

d. District/CSD of Location

New York City Community School District # 12

e. Date of Approved Initial Charter

Sep 13 2011

f. Date School First Opened for Instruction

Aug 28 2012

g. Approved School Mission

(Regents, NYCDOE, and Buffalo BOE-authorized schools only)

The mission of Children's Aid College Prep Charter School ("CACPCS") is to prepare students for success in high school, college and life by providing them with a rigorous instructional experience; addressing their physical and social-emotional needs; fostering a sense of pride and hope; and serving as a safe and engaging community hub.

h. Approved Key Design Elements

(Regents, NYCDOE, and Buffalo BOE-authorized schools only)

CACPCS partners with Children's Aid ("CA," formerly known as The Children's Aid Society) to deliver a community school approach towards education. The community school strategy is based on evidence showing that an integrated focus on academics, expanded learning opportunities, physical and mental health, social-emotional learning, and family and community partnership is crucial for student success. At CACPCS, these elements form the foundation of the school. CACPCS prioritizes a rigorous classroom environment, co-teaching, an extended school day and school year, afterschool, summer camp, enrichment opportunities, and comprehensive student supports such as mental and social-emotional well-being services, parent engagement, support for families, and medical, dental and vision services at a nearby Children's Aid health clinic or other community-based providers.

i. School Website Address

https://www.cacpcs.org/

j. Authorized Charter Enrollment for 2024-2025 School Year

650

k. Actual Enrollment on June 30, 2025, Excluding Pre-K Program Enrollment

590

l. Grades Served

Grades served during the 2024-2025 school year (exclude Pre-K program students):

Responses Selected:

Kindergarten

1

2

3

4

5

6

7

8

m. Charter Management Organization/Educational Management Organization

Do you have a Charter Management Organization?

No

FACILITIES INFORMATION

n. FACILITIES: Owned, rented, or leased to educate students

Will the school maintain or operate multiple sites in 2025-2026?

Yes, 2 sites

School Site 1 (Primary)

n1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site for 2024-2025 School Year (K-5, 6-9, etc.)	Grades to be Served at Site for 2025-2026 school year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	1232Southern Blvd., Bronx,NY 10459	347-871-9002	New York City Community School District #12	K-5	K-5	3-5

n1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Casey Vier	Principal	347-871-9002	917-624-0430	cvier@childrensaidcollegeprep.org
Operational Leader	Jennifer Matias	Operations Manager	347-871-9002	929-544-9919	jmatis@childrensaidcollegeprep.org
Compliance Contact	Drema Brown	Head of School	347-401-3109	347-871-9002	dbrown@childrensaidcollegep.org
Complaint Contact	Drema Brown	Head of School	347-401-3109	347-871-9002	dbrown@childrensaidcollegep.org
DASA Coordinator	Alphonso Hicklin/Jesus Salgado	Dean of Students	347-871-9002	347-871-9002	ahicklin@childrensaidcollegeprep.org
Phone Contact for After Hours Emergencies	Drema Brown	Head of School	347-401-3109	347-871-9002	dbrown@childrensaidcollegep.org

n1b. Is site 1 in public space or in private space?

Private Space

n1c. Is site 1 in a co-located or not in a co-located facility?

Responses Selected:

Not Co-Located

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

n1e. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2025.

Fire inspection certificates must be updated annually. For the upcoming school year 2025-2026, please submit a current fire inspection certificate.

If the fire inspection certificate will expire between the August 1, 2025 submission of the Annual Report and the November 3 Annual Report submission, please submit the new certificate with the Annual Report entries due no later than 11:59 PM on November 3, 2025.

Site 1 Certificate of Occupancy (COO)

Final COO_2024 Submission.pdf

Filename: Final COO_2024 Submission.pdf **Size:** 46.6 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

1232 Southern Blvd Fire Inspection Certificate_2024.pdf

Filename: 1232 Southern Blvd Fire Inspection Certificate_2024.pdf **Size:** 310.8 kB

School Site 2

n2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site for 2024-2025 School Year (K-5, 6-9, etc.)	Grades to Be Served at Site for 2025-2026 School Year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	1919Prospect Ave., ThirdFloor, Bronx,NY 10457	347-871-9002	New York City Community School District # 12	6-8	6-8	No

n2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Robin Fleshman	Principal	347-871-9002	347-416-3116	rfleshman@childrensaidcollegeprep.org
Operational Leader	Andre Clarke	Operations Manager	347-871-9002	917-903-9063	aclarke@childrensaidcollegeprep.org
Compliance Contact	Drema Brown	Head of School	347-401-3109	347-871-9002	dbrown@childrensaidcollegeprep.org
Complaint Contact	Drema Brown	Head of School	347-401-3109	347-871-9002	dbrown@childrensaidcollegeprep.org
DASA Coordinator	Ashley Brown	Dean of Students	347-871-9002	917-504-3153	abrown@childrensaidcollegeprep.org
Phone Contact for After Hours Emergencies	Drema Brown	Head of School	347-401-3109	347-871-9002	dbrown@childrensaidcollegeprep.org

n2b. Is site 2 in public space or in private space?

Public Space

n2c. Is site 2 in a co-located or not in a co-located facility?

Responses Selected:

Co-Located with a District School

n2d. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 2	N/A	No		No		No

o. List of owned, rented, or leased facilities <u>not used</u> to educate students and the purpose of each.

Separate by semi-colon (;)

(No response)

p1. Total Number of School Calendar Days

182

p2. Total Number of Anticipated Hours of Instruction by Month (Entries are required for all months. Enter a zero for months with no instructional hours.)

July 2025	0
August 2025	4
September 2025	19
October 2025	20
November 2025	16
December 2025	17
January 2026	20
February 2026	15
March 2026	21
April 2026	15
May 2026	19
June 2026	17

CHARTER REVISIONS DURING THE 2024-2025 SCHOOL YEAR

q. Summary of Material and Non-Material Charter Revisions submitted or approved since August 1, 2024, including updates to the school's board of trustees' by-laws, enrollment policy, discipline policy, or complaint policy.

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

Does the school have any material or non-material revision requests that have been submitted or approved since August 1, 2024?

No

ATTESTATIONS

r. Name/Position of Person Completing/Submitting the 2024-2025 Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Drema Lynn Brown
Position	Head of School
Phone/Extension	(No response)
Email	dbrown@childrensaidcollegeprep.org

s. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, this will constitute grounds for the revocation of our charter.

Click YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

Responses Selected:

Yes

As outlined in ENTRY 7 (Employee Fingerprint Requirements Attestation):

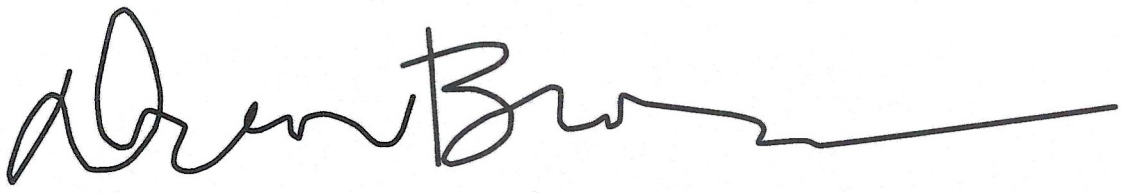
Our E-Signatures (not digital signatures) (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 7 and found in the NYSED CSO Fingerprint Clearance Oct 2019 Memo. Click YES to agree.

Responses Selected:

Yes

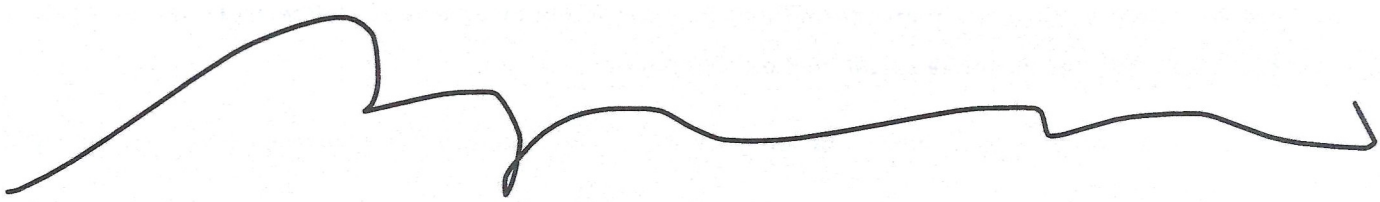
Signature, Head of Charter School

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)



Signature, President of the Board of Trustees

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)



Date

Jul 31 2025

Thank you.



FDNY

Apr 29, 2024

CHILDREN'S AID COLLEGE PREP CHARTER SCHOOL
ELEMENTARY SCHOOL
1232 Southern Boulevard
Bronx, NY 10459--1904

Re: Fire Safety Inspection Report

BIN: 2117981

FDNY Account: 38100244

DCID:

Facility Type: Charter School

DBA: CHILDREN'S AID COLLEGE PREP CHARTER SCHOOL
ELEMENTARY SCHOOL

Premises: 1232 SOUTHERN BOULEVARD BRONX NY 10459

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Building Inspection Unit conducted an inspection of the above-referenced premises on 08/31/2023 at 02:36 PM

☐ The inspection of the above-referenced premises and reveiw of records maintained for such premises **DISCLOSED** the existence of unsafe and non-compliant fire and life safety conditions contrary to the requirements of the New York City Fire Code and/or other law, rule or regulation enforced by the Fire Department and within the scope of the inspection conducted by the above-referenced inspectional unit. Please use the FDNY Business portal to review non-compliant conditions, the link to which is as follows:https://fires.fdnycloud.org
Such conditions must be promplty corrected to maintain the premises safe for use and occupancy.

☑ The inspection of the above-referenced premises and reveiw of records maintained for such premises **DID NOT DISCLOSE** the existence of unsafe or non-compliant fire or life safety conditions contrary to requirements of the New York City Fire Code or other law, rule or regulation enforced by the Fire Department and within the scope of the inspection conducted by the above-referenced inspectional unit.

This report does not constitute a permit or other FDNY approval for any material, operation of facility at the premises. FDNY does not certify that the premises are free from any unsafe or non-compliant condition for which the premises has not been inspected by the above-referenced inspectional unit or that would not be disclosed by inspection in accordance with standard FDNY inspection protocols.

By Order of the Chief of Fire Prevention

Fire Department, City of New York
9 MetroTech Center, Brooklyn New York 11201-3857

FDNY

NYC Buildings

Certificate of Occupancy

CO Number: 220405176F

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A.

Borough: Bronx **Address:** 1232 SOUTHERN BOULEVARD **Building Identification Number (BIN):** 2117981	**Block Number:** 02979 **Lot Number(s):** 14 **Building Type:** New	**Certificate Type:** Final **Effective Date:** 05/01/2019

This building is subject to this Building Code: 2008 Code

For zoning lot metes & bounds, please see BISWeb.

B.

Construction classification: 1-B (2014/2008 Code)

Building Occupancy Group classification: E (2014/2008 Code)

Multiple Dwelling Law Classification: None

No. of stories: 6 **Height in feet:** 74 **No. of dwelling units:** 0

C.

Fire Protection Equipment:
Standpipe system, Fire alarm system, Sprinkler system, Fire Suppression system

D.

Type and number of open spaces:
None associated with this filing.

E.

This Certificate is issued with the following legal limitations:
None

Borough Comments: None

Borough Commissioner

Acting Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

NYC Buildings

Certificate of Occupancy

CO Number: 220405176F

Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 designations.

Floor From	To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL		399	100	A-3		3	MULTIPURPOSE ROOM, USE AS A GYMNASIUM OR AUDITORIUM IN CONJUNCTION WITH 1ST FLOOR. TOTAL OCCUPANT LOAD IS 399 WHEN USED AS AN AUDITORIUM (STAGE 50 + AUDITORIUM 349). 349 PERSONS WHEN USED A GYMNASIUM. OCCUPANT LOAD FOR THIS FLOOR IS 451 WHEN USED AS AN AUDITORIUM, 401 WHEN USED AS A GYMNASIUM.
CEL		16	50	B		3	OFFICES
CEL		27	40	E		3	CLASSROOM /MULTIPURPOSE
CEL		6	75	F-2		3	ELECTIRCAL, MECHANICAL, AND GAS METER ROOM
CEL		3	100	S-1		3	STORAGE ROOMS
001	001	308	100	A-3		3	CORRIDOR/ASSEMBLY
001	001	7	50	B		3	OFFICES
001	001	28	60	E		3	LIBRARY/MEDIA
001	001	1	75	F-2		3	TELECOM
001	001	1	100	S-1		3	STORAGE ROOMS
002	002	149	100	A-3		3	OUTDOOR EXERCISE CLASSROOM

Borough Commissioner

Acting Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

NYC Buildings

Certificate of Occupancy

CO Number: 220405176F

Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 designations.

Floor From	To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
002	002	15	50	B		3	OFFICES
002	002	198	100	E		3	CLASSROOMS
002	002	1	75	F-2		3	ELECTRICAL RM
003	003	1	100	S-1		3	ACCESSORY STORAGE(SCIENCE PREP)
003	003	150	100	E		3	CLASSROOMS
003	003	189	100	A-3		3	CAFETERIA
003	003	1	75	F-2		3	ELECTRICAL
003	003	7	50	B		3	KITCHEN/SERVERY
003	003	1	100	S-1		3	STORAGE ROOM
003	003	1	100	U		3	TRASH ROOM
003	003	2	50	B		3	STAFF LOUNGE
004	004	1	100	S-1		3	STORAGE
004	004	19	50	B		3	OFFICES

Borough Commissioner

Acting Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

NYC Buildings

Certificate of Occupancy

CO Number: 220405176F

Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 designations.

Floor From	To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
004	004	29	100	A-3		3	BREAK OUT SPACE
004	004	229	40	E		3	CLASSROOMS
004	004	1	75	F-2		3	ELECTRICAL ROOM
005	005	58	100	A-3		3	OUTDOOR EXERCISE/CLASSROOM
005	005	259	40	E		3	CLASSROOMS
005	005	1	75	F-2		3	ELECTRICAL/IT
005	005	2	50	B		3	STAFF LOUNGE
005	005	2	100	S-1		3	STORAGE ROOMS
006	006	9	50	B		3	OFFICES
006	006	1	75	F-2		3	ELEC. IT
006	006	126	40	E		3	CLASSROOMS
006	006	196	100	A-3		3	TERRACE
ROF		6	75	F-2		3	MECHANICAL AND ELECTRICAL ROOMS

Borough Commissioner

Acting Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

NYC Buildings

Certificate of Occupancy

CO Number: 220405176F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	**Maximum persons permitted**	**Live load lbs per sq. ft.**	**Building Code occupancy group**	**Dwelling or Rooming Units**	**Zoning use group**	**Description of use**
ROF	2	100	S-1		3	STORAGE ROOM
BICYCLE PARKING FOR 7 BIKES AT 1 PER 10,000 SF.						
END OF SECTION						

Borough Commissioner

Acting Commissioner

END OF DOCUMENT

Application: Children's Aid College Prep Charter School

Drema Brown - dbrown@childrensaidcollegeprep.org
2024-2025 Annual Report

Summary

ID: 0000000130
Status: Annual Report Submission

Entry 2 – Links to Critical Documents on School Website

Completed - Jul 31 2025

Instructions

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (DASA) policy and Authorizer-approved School Discipline Policy)

By law, each charter school is required to maintain certain notices and policies listed on its website. All documents must be readily found on the school's website and publicly accessible. Please insert the link to the page on the school's website where each document can be accessed. **DO NOT provide a direct link to a Google document.**

1. Current Annual Report (i.e., 2024-2025 Annual Report);[1]
2. Board meeting notices, agendas, and documents, including board meeting minutes;
3. New York State School Report Card - This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law.[2] Even if there is no school data yet reported, a direct web link to the most recent New York State School Report Card for the charter school must be provided.
4. Authorizer-approved DASA Policy and Authorizer-approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building-level safety plan (as per the July 2023 Emergency Response Plan Memo – Charter Schools Only);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records (e.g., see NYSED Subject Matter List)

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., repost when financials have been submitted in November.)

[2] SRC data is included in the reporting requirements for New York charter schools in 8 NYCRR 119.3.

Entry 2 – Links to Critical Documents on School Website

School Name: Children's Aid College Prep Charter School

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (DASA) policy and Authorizer-Approved School Discipline Policy)

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items. All links must be readily found on the school's website.

New York State Report Card

Emergency Response Plan Memo

NYSED Subject Matter List

	Link to Documents
1. Current Annual Report (i.e., 2024-2025 Annual Report)	https://www.cacpcs.org/our-school/financials
2. Board meeting notices, agendas, and documents, including board meeting minutes	https://www.cacpcs.org/our-school/board
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law. Even if there is no school data yet reported, a direct web link to the most recent New York State School Report Card for the charter school must be provided.	https://www.cacpcs.org/our-school/financials
4a. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.cacpcs.org/our-school/resources
4b. Authorizer-approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.cacpcs.org/our-school/resources
5. District-wide safety plan, not a building level safety plan (as per the July 2023 Emergency Response Plan Memo)	https://www.cacpcs.org/our-school/resources
6. Authorizer-approved FOIL Policy	https://www.cacpcs.org/our-school/resources
7. Subject matter list of FOIL records (e.g., see NYSED	https://www.cacpcs.org/our-school/resources

Subject Matter List)

It is the school's responsibility to ensure that if a policy appears in more than one place on the website, including as part of the family handbook, that the policy versions are consistent and up to date.

Responses Selected:

Yes, the website has been reviewed to ensure that policies are consistent and up to date.

Thank you. 

Application: Children's Aid College Prep Charter School

Drema Brown - dbrown@childrensaidcollegeprep.org
2024-2025 Annual Report

Summary

ID: 0000000130
Status: Annual Report Submission

Entry 3 – Board of Trustees Membership Table

Completed - Jul 31 2025

Instructions

Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 3 – Board of Trustees Membership Table

1. **SUNY-AUTHORIZED** charter schools are required to provide information for VOTING trustees only.
2. **REGENTS, NYCDOE**, and **BUFFALO BOE-AUTHORIZED** charter schools are required to provide information for all VOTING and NON-VOTING trustees.

Authorizer:

Who is the authorizer of your charter school?

SUNY

1. 2024-2025 Board Member Information (Enter info for each BOT member)

	Voting Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliation(s)	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2024-2025
1	Michelle DeLong	michelledelong@yahoo.com	Chair	Executive, Learning, Achievement and Evaluation, Governance and Finance and Audit Committee	Yes	6	06/30/2024	06/30/2026	10
2	Beth Leventhal	bethpleventhal@gmail.com	Vice Chair	Executive, Learning, Achievement and Evaluation, Governance and Finance and Audit Committee	Yes	6	06/30/2025	06/30/2027	11
3	Michelle Rumph	mrumph79@gmail.	Treasurer	Executive,Financ	Yes	4	06/30/2025	06/30/2027	11

		com		e					
4	Nina Bershadker	nin.bershadker@gmail.com	Secretary	Executive, Finance	Yes	5	6/30/2024	06/30/2026	9
5	Jane Goldman	janegoldman@yahoo.com	Trustee/ Member	Executive, Learning, Achievement and Evaluation Committee	Yes	5	06/30/2025	06/30/2027	10
6	Phoebe Boyer	pboyer@childrensaidnyc.org	Trustee/ Member	Executive Committee, Governance Committee	Yes	4	6/30/2024	06/30/2026	9
7	Sandra Escamilla	sescamilla@childrensaidnyc.org	Trustee/ Member	Executive Committee, Learning, Achievement and Evaluation Committee	Yes	2	06/30/2024	06/30/2026	10
8	Anita Velazquez	anitavelazquez1232@gmail.com	Parent Rep	Executive Committee, Learning,	Yes	3	06/30/2025	06/30/2026	10

				Achievement and Evaluation Committee					
9	Lolita Jackson	lolitaj@aol.com	Trustee/ Member	Executive Committee, Governance Committee	Yes	2	06/30/2024	03/31/2024	5 or less

1a. Are there more than 9 members of the Board of Trustees?

No

2. Number of board meetings conducted in 2024-2025

11

3. Number of board meetings scheduled for the 2025-2026 school year

12

4. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

- SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
- REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total number of Voting Members on June 30, 2025	8
b. Total number of Voting Members added during the 2024-2025 school year	0
c. Total number of Voting Members who left the board during 2024-2025 school year	1
d. Total Maximum Number of Voting Members in 2024-2025, as set by the board in by-laws, resolution, or minutes	15
e. Board members attending 8 or fewer meetings during 2024-2025	1

Thank you.

Application: Children's Aid College Prep Charter School

Drema Brown - dbrown@childrensaidcollegeprep.org
2024-2025 Annual Report

Summary

ID: 0000000130
Status: Annual Report Submission

Entry 4 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 31 2025

Instructions

Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2024-2025 school year must complete and sign a Trustee Disclosure of Financial Interest Form due **no later than 11:59 PM on August 1, 2025**. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2024-2025 school year completes the form.**

Charter schools MUST submit the latest version of the form. Forms completed from past years will not be accepted.

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

Trustee Bershadker 2024_25 financial disclosure form

Filename: Trustee_Bershadker_2024_25_financi_l8XQFr6.pdf **Size:** 348.0 kB

Trustee Rumph 2024-25 financial disclosure form

Filename: Trustee_Rumph_2024-25_financial_di_87HkO9u.pdf **Size:** 231.1 kB

Trustee Escamilla 2024_25 financial disclosure form

Filename: Trustee_Escamilla_2024_25_financia_CQcVWpd.pdf **Size:** 385.3 kB

Trustee Velazquez 2024-25 financial disclosure form

Filename: Trustee_Velazquez_2024-25_financia_O2Hz8ls.pdf **Size:** 351.5 kB

Trustee Jackson 2024_25 financial disclosure form

Filename: Trustee_Jackson_2024_25_financial__WgdWj9Y.pdf **Size:** 354.5 kB

Trustee Goldman 2024_25 financial disclosure form

Filename: Trustee_Goldman_2024_25_financial__yjr5iOa.pdf **Size:** 487.2 kB

Trustee Boyer 2024_25 financial disclosure form

Filename: Trustee_Boyer_2024_25_financial_di_gbMGNF9.pdf **Size:** 1.5 MB

Trustee DeLong 2024_25 financial disclosure

Filename: Trustee_DeLong_2024_25_financial_d_Ls1KLaj.pdf **Size:** 1.6 MB

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

Nina Bershadker

Name of Charter School Education Corporation:

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

   Secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

   ☐ **Yes** ☑ **No**

   If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

   ☐ **Yes** ☑ **No**

   If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☑ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☑ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☑ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☑ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

nina.bershadker@gmail.com

Home Telephone:

646-645-4778

Home Address:

17 Bonnie Briar Lane, Larchmont, NY 10538

Nina Bershadker Digitally signed by Nina Bershadker Date: 2025.07.23 16:17:36 -04'00' 07/23/2025

Signature **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

Michelle Rumph

Name of Charter School Education Corporation:

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

   Board Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

   ☐ **Yes** ☑ **No**

   If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

   ☐ **Yes** ☑ **No**

   If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☑ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☑ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☑ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☑ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

(646) 457-7792

Business Address:

691 St. Nicholas Avenue, New York, NY 10030

E-mail Address:

mrumph79@gmail.com

Home Telephone:

9177212054

Home Address:

68 Bradhurst Avenue, New York, NY 10039

Michelle Rumph

Signature

7/2/25

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

Sandra Escamilla

Name of Charter School Education Corporation:

Children's Aid

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
   Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

   ☐ **Yes** ☑ **No**

   If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

   ☐ **Yes** ☐ **No**

   If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☑ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☑ **Yes** ☐ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

Children's Aid (CA) provides comprehensive management services (CMO) to CACPS; and I am the EVP of CA.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☑ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☐ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Children's Aid	Children's Aid services to CACPS thorugh a managemen t svcs agreement	$2,000,000	Sandra Escamilla, EVP, Children's Aid	Recusing from voting any transaction involving Children's Aid

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

212-949-4921

Business Address:

117 West 124th street 4th floor

E-mail Address:

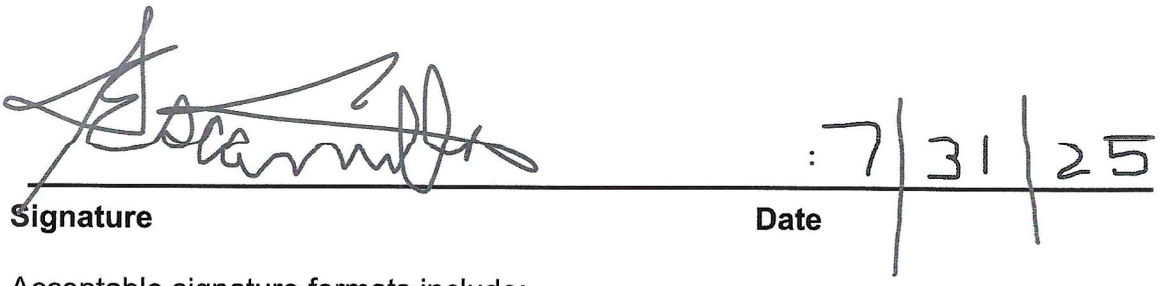
sescamilla@childrensaidnyc.org

Home Telephone:

917-721-8370

Home Address:

62 Walnut Avenue East Farmingdale, NY 11735



Signature **Date** 7/31/25

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

Anita Velazquez

Name of Charter School Education Corporation:

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

   Parent representativo

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

   ☐ **Yes** ☑ **No**

   If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

   ☑ **Yes** ☐ **No**

   If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

   Mother and no

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☑ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☑ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☑ None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☑ None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

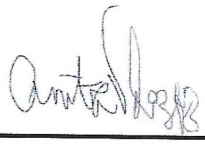
Avelazquez0422@gmail.com

Home Telephone:

6466337055

Home Address:

2035 Newbold Ave Bronx NY 10462 United States



07/02/2025

Signature **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

Lolita Jackson

Name of Charter School Education Corporation:

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

   Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

   ☐ **Yes** ☑ **No**

   If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

   ☐ **Yes** ☑ **No**

   If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☑ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☑ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☑ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☑ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

917.922.5069

Business Address:

60 E. 42nd St., Suite 1100, NY NY 10065

E-mail Address:

lolitaj@upenn.edu

Home Telephone:

same as above

Home Address:

205 E. 95th St., Apt. 4L NY NY 10128

Lolita Jackson 7.23.25

Signature **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

Jane M. Goldman

Name of Charter School Education Corporation:

Children' s Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
   Board member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

   ☐ **Yes** ☑ **No**

   If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

   ☐ **Yes** ☑ **No**

   If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☑ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☑ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☑ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☑ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

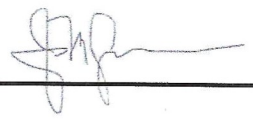
janemgoldman@yahoo.com

Home Telephone:

(212) 706-8143

Home Address:

630 Park Avenue, Apt 9A, NY Ny 10065



7/2/2025

Signature **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

Phoebe Boyer

Name of Charter School Education Corporation:

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

   Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

   ☐ **Yes** ☑ **No**

   If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

   ☐ **Yes** ☑ **No**

   If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☑ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☑ **Yes** ☐ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

Children's Aid provides comprehensive management services (CMO) to Children's Aid College Prep Charter School.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☑ None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☐ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Children's Aid	Children's Aid provides services to Children's Aid College Prep Charter School through a manage-ment Services Agreement	$2,000,000	Phoebe Boyer President and CEO of Children's Aid	Recusal from voting on any transaction involving Children's Aid

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

212-949-4921

Business Address:

117 West 124th Street, 5th Floor, New York, NY 10027

E-mail Address:

pboyer@childrensaidnyc.org

Home Telephone:

Home Address:

333 Central Park West, New York, NY 10025

7/8/2025

Signature **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

Michelle DeLong

Name of Charter School Education Corporation:

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
   Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

   ☐ **Yes** ☑ **No**

   If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

   ☐ **Yes** ☑ **No**

   If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☑ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☑ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☑ None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☑ None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

914-523-8220

Business Address:

NA

E-mail Address:

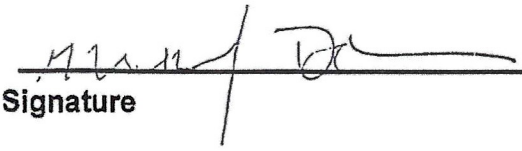
michelledelong@yahoo.com

Home Telephone:

914-523-8220

Home Address:

15 Dolma Rd Scarsdale, NY 10583



July7,2025

Signature **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Application: Children's Aid College Prep Charter School

Drema Brown - dbrown@childrensaidcollegeprep.org
2024-2025 Annual Report

Summary

ID: 0000000130
Status: Annual Report Submission

Entry 5 – Board Meeting Minutes

Completed - Jul 31 2025

Instructions

Required of Regents, NYCDOE, and Buffalo BOE-Authorized Schools ONLY

Schools must upload a complete set of final monthly board meeting minutes (July 2024-June 2025), which should match the number of meetings held during the 2024-2025 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees AND must be posted on the school's website. Board meeting minutes may be uploaded individually or as one single combined file. Board meeting minutes must be submitted **no later than 11:59 PM on August 1, 2025**.

September 2024 Agenda July 2024 Minutes

Filename: September_2024_Agenda_July_2024_Minutes.pdf **Size:** 6.3 MB

October 2024 Agenda September 2024 Minutes

Filename: October_2024_Agenda_September_2024_Minutes.pdf **Size:** 6.1 MB

November 2024 Agenda October 2024 Minutes

Filename: November_2024_Agenda_October_2024_Minutes.pdf **Size:** 5.8 MB

December 2024 Agenda November 2024 Minutes

Filename: December_2024_Agenda_November_2024_Minutes.pdf **Size:** 6.5 MB

January 2025 Agenda December 2024 Minutes

Filename: January_2025_Agenda_December_2024_Minutes.pdf **Size:** 9.1 MB

February 2025 Agenda January 2025 Minutes

Filename: February_2025_Agenda_January_2025_Minutes.pdf **Size:** 6.2 MB

March 2025 Agenda February 2025 Minutes

Filename: March_2025_Agenda_February_2025_Minutes.pdf **Size:** 5.9 MB

April 2025 Agenda March 2025 Minutes

Filename: April_2025_Agenda_March_2025_Minutes.pdf **Size:** 5.6 MB

May 2025 Agenda April 2025 Minutes

Filename: May_2025_Agenda_April_2025_Minutes.pdf **Size:** 4.9 MB

June 2025 Agenda May 2025 Minutes

Filename: June_2025_Agenda_May_2025_Minutes.pdf **Size:** 5.5 MB

July 2025 Agenda June 2025 Minutes

Filename: July_2025_Agenda_June_2025_Minutes.pdf **Size:** 5.5 MB

CHILDREN'S AID
college prep charter school

Join Zoom Meeting
https://us06web.zoom.us/j/85713011232?pwd=REhEczE0NWVWa3gvS3RIbjhsaCs2UT09

Meeting ID: 857 1301 1232
Passcode: 449696

Dial by your location
1 646 931 3860 US
Meeting ID: 857 1301 1232 Passcode: 449696

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees
September 11, 2024
Trustee Meeting will be held via Zoom 10027

Planned Outcomes: Trustees will:
1. Approve July 2024 Meeting Minutes there was no meeting in August 2024
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00-5:30PM	Rumph	**Finance Committee meets** at start of meeting to review 401K Plan Proposed Amendments	
5:30-5:35 PM	DeLong	**Approval of July 20204 minutes**	Draft Minutes
5:35 – 5:50PM	Brown	**Connection to Purpose and Head of School Report** School Year 2024-25 Updates and Head of School Management Plan	DRAFT District Safety Plan linked here.
5:50 – 5:35PM	Rumph	**Finance Committee Report**	
5:35-5:40PM	Leventhal/Boyer	**Governance Committee**	
5:40-6:00PM	Goldman	**Learning and Achievement Committee Update**	
6:00 – 6:10PM	DeLong/Brown	**Executive Session**	

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

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid* *Milagros Rodriguez*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

Board of Trustees 2024-2025 Proposed Meeting Calendar

drafted: August 7, 2024

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Trustees	*(*)denotes change in date due to holidays or other reasons*	All	Chair: Leventhal	Chair: Goldman	Chair: Rumph
NOTES	Reporting requirements due on the 1st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15th 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 124th Street or via Zoom (if needed).		Meetings are held at 9:30AM 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).
July		7/10			
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14			8/12
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/4 9am-10am	9/16 (@9:30AM	9/9
Oct	10/3 Board Members Bio/Resume Packet 10/15 District and School Safety Plans	10/30*	10/2 9am-10am		10/28* • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit and 990 11/15 – Q1 Financial Report	11/20*	11/6 9am-10am	11/25 (@2PM)	11/18*
Dec		12/11	12/4 9-10AM		12/9

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Jan	1/2 – Student Application Form	1/8	1/8* 9am-10am	1/27 (@2PM)	1/6 • CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared • Review and approve any recommended school Fiscal Policies and Procedures Manual changes
Feb	2/15 – Q2 Financial Report	2/12	2/5 9am-10am		2/10 • Initial FY26 Wraparound Budget Review • Uniform Guidance Federal Audit (tentative)
Mar		3/12	3/5 9am-10am	3/24 (@9:30AM)	3/10 • Budget Review • Final approval of FY26 wraparound budget
Apr	4/15 – Facilities Reporting Questionnaire	4/9 990 Approval with full Board	4/2 9am-10am		4/7 • Review Full FY26 Budget draft • Medical insurance Review • General Liability Insurance Review • Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/14	5/7 9-10AM	5/19 (@2PM)	5/12 • Review and finalize FY26 full budget
June	6/30 – Annual Budget	6/11 (ANNUAL MEETING)	6/4 9am-10am		6/9 • FY26 Budget Final Vote
July 2025		7/9	7/2 9-10AM		
August 2025		8/13			8/11

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee
Chair – Michelle DeLong
Vice Chair – Beth Leventhal
Secretary – Nina Bershadker
Treasurer- Michelle Rumph

Finance
Michelle Rumph (Treasurer)
Nina Bershadker
Michelle DeLong
Beth Leventhal
with Children's Aid Toussaint Gauvin
Milagros Lora

Learning, Achievement & Evaluation
Jane Goldman (Chair)
Michelle DeLong
Beth Leventhal
Sandra Escamilla
Anita Velazquez, Parent Trustee

Governance
Beth Leventhal (Chair)
Michelle DeLong
Phoebe Boyer
Lolita Jackson

Executive Committee
Michelle DeLong
Michelle Rumph
Nina Bershadker
Beth Leventhal
Phoebe Boyer

MINUTES
Meeting of Children's Aid College Prep Charter School Board of Trustees
July 10, 2024
Via Zoom

Trustees in Attendance	Others in Attendance
Nina Bershadker Michelle DeLong Michelle Rumph Sandra Escamilla Anita Velazquez Beth Leventhal Jane Goldman Phoebe Boyer Lolita Jackson	• Drema Brown, Head of School • Jakia Bland, Manager of Recruitment

Welcome

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

Trustee Goldman offered the following changes to the Learning, Achievement and Evaluation report included in the June minutes. Trustee Goldman asked that the minutes be corrected from, "The timeline will be much earlier next year and will include an adaption of the Children's Aid evaluation" to "The timeline will be much earlier next year. An adaption of the Children's Aid evaluation will be provided for the missed Head of School Evaluation in the missed academic year 2022-23."

Trustee Goldman made a motion to approve the June minutes with those changes. Trustee Leventhal seconded the motion. The minutes were unanimously approved.

Connection to purpose

The Head of School provided the Trustees with an overview of the Summer 2024 program opportunities for CACPCS families.

- Summer Boost (Rising 1st-5th grade): 94 enrolled in tutoring. Eighty eight students remain for enrichment.
    - 20 Rising 2nd graders had the opportunity to attend free swimming lessons at Lehman College through Asphalt Green's Wavemakers program as part of a citywide initiative. Trustees Boyer and Bershadker noted that the Gray Foundation funded this initiative.
    - 5 elementary scholars attend a small summer robotics program

- Summer Boost (Rising 6-9th grade): 113 scholars enrolled for tutoring. Seventy-six remain for enrichment programming
- 181 scholars reported to the program at least one day during the first week which included the 4th of July holiday.
- Bronx House: 15 scholars enrolled. 10 regularly attend.
- Wagon Road Camp: 42 scholars enrolled. 36 scholars attend.
- Alvin Ailey: 100 campers. Three CACPCS scholars are enrolled.

Head of School Report:

The Head of School briefed the Trustees on the requirements related to the approval of the school's District Safety Plan each year and new requirements for remote learning plans. She also described feedback received from parents related to implementing active shooter protocols into the District Safety Plan.

The Head of School also provided the Trustees with several reminders regarding submissions for the NYSED Annual report and dates for upcoming meetings.

Finance Committee

Trustee Rumph reported that there was no Finance and Audit Committee meeting in July because the summer is the busiest time of the year for CA Fiscal and school staff who are closing out the 2023-24 school year and prepping for the audit.

Governance:

Trustee Leventhal reported that the Governance Committee did not meet in July.

Learning, Achievement, and Evaluation:

Trustee Goldman further corrected her correction to the minutes to reference the missing Head of School evaluation in 2022-23 (last year). She then asked Trustee Escamilla to provide the Trustees with an update on the Head of School evaluation process.

Trustee Escamilla shared that the Committee is setting up interviews with school staff and leadership as a part of the Head of School's 360 evaluation. The interviews should be completed by the end of the summer.

Trustee Boyer shared her experience at the 8th grade graduation which she described as "beautiful" and "inspiring". She noted the significance of the moment when CACPCS's alumni

who were high school seniors who are going to college walked across stage at the 8th grade graduation.

Executive Session

The Trustees went into Executive Session at 5:41PM

The Trustees returned from Executive session at 5:47. Trustee DeLong noted that the Trustees has discussed individual employees and specific students during the Executive Session.

The meeting was adjourned at 5:48PM.

CHILDREN'S AID
college prep charter school

Join Zoom Meeting
https://us06web.zoom.us/j/83730202459?pwd=bxet6A7h5ISnUFz5AGb2Z0AwLuWcFO.1

Meeting ID: 837 3020 2459
Passcode: 464596

Dial by your location
1 929 205 6099 US (New York)
Meeting ID: 837 3020 2459
Passcode: 464596

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees
October 30, 2024

Trustee Meeting will be in-person at 1232 Southern Blvd, or at Children's Aid Headquarters at 117 West 124th Street, NY, NY 10027 or via Zoom

Planned Outcomes: Trustees will:
1. Approve September Meeting Minutes
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00–5:10 PM	DeLong	**Approval of September 2024 minutes**	Draft Minutes
5:10– 5:25PM	Rumph	**Finance and Audit Committee Report** • FY24 Audit	
5:25–5:40PM	School Team	**Connection to Purpose** • Enrollment/Discharge Updates • Student demographics	
5:40–5:50PM	Brown	**Head of School Report**	Dashboard and Head of School Report
5:50–6:00PM	Leventhal	**Governance Committee**	
6:00–6:10PM	Goldman/Brown	**Learning and Achievement Committee Update**	
6:10–6:20PM	Brown	**Executive Session**	

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid* *Milagros Rodriguez*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

Board of Trustees 2024-2025 Proposed Meeting Calendar

drafted: August 7, 2024

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Trustees	*(*)denotes change in date due to holidays or other reasons*	All	Chair: Leventhal	Chair: Goldman	Chair: Rumph
NOTES	Reporting requirements due on the 1st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15th 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 124th Street or via Zoom (if needed).		Meetings are held at 9:30AM 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).
July		7/10			
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14			8/12
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/4 9am-10am	9/16 (@9:30AM	9/9
Oct	10/3 Board Members Bio/Resume Packet 10/15 District and School Safety Plans	10/30*	10/2 9am-10am		10/28* • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit and 990 11/15 – Q1 Financial Report	11/20*	11/6 9am-10am	11/25 (@2PM)	11/18*
Dec		12/11	12/4 9-10AM		12/9

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Jan	1/2 – Student Application Form	1/8	9am-10am	1/27 (@2PM)	1/6 • CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared • Review and approve any recommended school Fiscal Policies and Procedures Manual changes
Feb	2/15 – Q2 Financial Report	2/12	2/5 9am-10am		2/10 • Initial FY26 Wraparound Budget Review • Uniform Guidance Federal Audit (tentative)
Mar		3/12	3/5 9am-10am	3/24 (@9:30AM)	3/10 • Budget Review • Final approval of FY26 wraparound budget
Apr	4/15 – Facilities Reporting Questionnaire	4/9 990 Approval with full Board	4/2 9am-10am		4/7 • Review Full FY26 Budget draft • Medical insurance Review • General Liability Insurance Review • Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/14	5/7 9-10AM	5/19 (@2PM)	5/12 • Review and finalize FY26 full budget
June	6/30 – Annual Budget	6/11 (ANNUAL MEETING)	6/4 9am-10am		6/9 • FY26 Budget Final Vote
July 2025		7/9	7/2 9-10AM		
August 2025		8/13			8/11

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid Toussaint Gauvin* *Milagros Lora*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

MINUTES
Meeting of Children's Aid College Prep Charter School Board of Trustees
September 11, 2024
In Person and via Zoom

Trustees in Attendance at 1232 Southern Blvd.	**Others in Attendance**
Nina Bershadker Michelle DeLong Michelle Rumph Anita Velazquez Beth Leventhal Phoebe Boyer **Via Zoom** Jane Goldman via Zoom Sandra Escamilla via Zoom	Drema Brown, Head of School Luisana Olivo, Senior Manager of Operations Brian Pinheiro Head of the Employee Benefits and Executive Compensation Group of Ballard *via Zoom*

Welcome

Trustee DeLong called the meeting to order at 5:30PM.

Trustee Leventhal moved to approve the July minutes. Trustee DeLong seconded the motion. The July 2024 meeting minutes were unanimously approved. (The August meeting was cancelled because Ms. Brown had Covid on the scheduled date).

Connection to Purpose

- The Head of School provided the Trustees with an overview of the 2024-2025 Head of School Management plan, which included an overview of 2024 NYS ELA and Math performance for Grades 3-8.
- The Head of School described the school's academic performance by reviewing the school's overall performance, growth, and progress, in comparison to NYC and NYS performance across Grades 3-8 in ELA and Math.
- She highlighted notable progress across all grades but especially in the middle school and concluded by emphasizing the ongoing growth in academic performance as a key point in the case for renewal with SUNY in 2027.

Head of School Report

The Head of School updated the Trustees on the opening of the new school year.
She provided the Trustees with an enrollment update which she acknowledged was significantly different from the update the Finance and Audit Committee had received two days earlier. As of noon on September 11, 2024, the school had 602 students active in ATS but as of the time of this

report there are 570 students who had attended at least one day of school. She noted that the team had already begun outreach to the parents and caregivers of the 32 scholars who were in the system as pending discharges. There were no students on the waiting list, so over-the-counter enrollment will be on-going for those grades that are still under-enrolled.

The Head of School reminded the Trustees of the school's contingency plans and strategies. The team will monitor enrollment very closely and implement mitigation strategies as necessary to ensure we remain on track to a balanced budget.

She noted that there was only one staff vacancy across the school and that vacancy was an Operations team position. She noted several internal promotions that occurred as the Director of Special Education and Intervention transitioned out of her position and the Operations Assistant from the Middle School was promoted to Senior Manager of Operations.

Trustee DeLong moved to approve the 2023-2024 District Safety Plan.
Trustee Bershadker seconded the motion to the plan. The plan was unanimously approved.

Finance Committee
Trustee Rumph provided a Finance and Audit Committee meeting report. The Committee met on September 9, 2024, and reviewed the July Budget vs. Actuals report. There was minimal activity in July due to the beginning of the school year, audit work, etc. The next financial report should include actual student enrollment totals based on upcoming billing.

Trustee Rumph also shared that the Committee had been provided with audit updates noting that the fiscal audit was in its final stages and that there was a 401K audit report forthcoming. In support of the 401K audit process, the Finance and Audit Committee approved a 401K plan amendment. The amendment updated the language on financial hardship withdrawals to ensure compliance. A Federal grant audit will be scheduled after the completion of the fiscal audit.

Governance
There was no Governance Committee meeting in September.

Learning, Achievement, and Evaluation
All interviews for the Head of School's review have been completed. Additional participants were added to the review process. The review is currently in the finalization stage.

Executive Session

The Trustees did not go into Executive Session.

The meeting was adjourned at 6:24pm.

CHILDREN'S AID
college prep charter school

Join Zoom Meeting
https://us06web.zoom.us/j/83730202459?pwd=bxet6A7h5ISnUFz5AGb2Z0AwLuWcFO.1

Meeting ID: 837 3020 2459
Passcode: 464596

Dial by your location
1 929 205 6099 US (New York)
Meeting ID: 837 3020 2459
Passcode: 464596

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees
November 20, 2024

Trustee Meeting will be in-person at 1232 Southern Blvd, or at Children's Aid Headquarters at 117 West 124th Street, NY, NY 10027 or via Zoom

Planned Outcomes: Trustees will:
1. Approve October Meeting Minutes
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00–5:10 PM	DeLong	**Approval of October 2024 minutes**	Draft Minutes
5:10– 5:25PM	Brown	**Connection to Purpose:** Update on SUNY Accountability Benchmarks	
5:25–5:35PM	Brown	**Head of School Report** 2024-25 District Safety Plan	Dashboard and Head of School Report District Safety plan linked here.
5:35–5:45PM	Rumph	**Finance and Audit Committee Report**	
5:45–5:50PM	Leventhal	**Governance Committee**	
5:50PM–5:55PM	Goldman/Brown	**Learning and Achievement Committee Update**	
5:55-6:10PM	DeLong/Brown	**Executive Session**	

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

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid* *Milagros Rodriguez*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

Board of Trustees 2024-2025 Proposed Meeting Calendar

drafted: August 7, 2024

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Trustees	*(*)denotes change in date due to holidays or other reasons*	All	Chair: Leventhal	Chair: Goldman	Chair: Rumph
NOTES	Reporting requirements due on the 1st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15th 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 124th Street or via Zoom (if needed).		Meetings are held at 9:30AM 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).
July		7/10			
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14			8/12
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/4 9am-10am	9/16 (@9:30AM	9/9
Oct	10/3 Board Members Bio/Resume Packet 10/15 District and School Safety Plans	10/30*	10/2 9am-10am		10/28* • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit and 990 11/15 – Q1 Financial Report	11/20*	11/6 9am-10am	11/25 (@2PM)	11/18*
Dec		12/11	12/4 9-10AM		12/9

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Jan	1/2 – Student Application Form	1/8	9am-10am	1/27 (@2PM)	1/6 • CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared • Review and approve any recommended school Fiscal Policies and Procedures Manual changes
Feb	2/15 – Q2 Financial Report	2/12	2/5 9am-10am		2/10 • Initial FY26 Wraparound Budget Review • Uniform Guidance Federal Audit (tentative)
Mar		3/12	3/5 9am-10am	3/24 (@9:30AM)	3/10 • Budget Review • Final approval of FY26 wraparound budget
Apr	4/15 – Facilities Reporting Questionnaire	4/9 990 Approval with full Board	4/2 9am-10am		4/7 • Review Full FY26 Budget draft • Medical insurance Review • General Liability Insurance Review • Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/14	5/7 9-10AM	5/19 (@2PM)	5/12 • Review and finalize FY26 full budget
June	6/30 – Annual Budget	6/11 (ANNUAL MEETING)	6/4 9am-10am		6/9 • FY26 Budget Final Vote
July 2025		7/9	7/2 9-10AM		
August 2025		8/13			8/11

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid Toussaint Gauvin* *Milagros Lora*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

MINUTES
Meeting of Children's Aid College Prep Charter School Board of Trustees
October 30, 2024
Via Zoom

Trustees in Attendance via Zoom	**Others in Attendance via Zoom**
Nina Bershadker Michelle Rumph Anita Velazquez Beth Leventhal Phoebe Boyer Jane Goldman Sandra Escamilla	Drema Brown, Head of School Luisana Olivo, Senior Manager of Operations Jakia Bland, Manager of Recruitment Thao Nguyen, Data Analyst

Welcome

Trustee Leventhal called the meeting to order at 5:04M.

Trustee Bershadker moved to approve the September minutes. Trustee Goldman seconded the motion to approve the minutes. The September 2024 meeting minutes were unanimously approved.

Finance Committee

Trustee Rumph provided a Finance and Audit Committee meeting report. The Committee met on October 28, 2024. Grant Thornton auditors reported a clean audit with no significant findings. The Finance and Audit Committee approved the audit for submission to SUNY. The Committee expressed gratitude to the CA Fiscal team and the school staff for their hard work. Next steps include preparing for the single audit of any federal funding equal to or in excess of $750,000 and preparation of the 990.

Connection to Purpose

- The Head of School, the Data Analyst and Manager of Recruitment provided the Trustees with an update on the school's enrollment. They also shared updates on enrollment and discharge trends as well as enrollment challenges. They provided a demographic overview of our current students.

Head of School Report

The Head of School updated the Trustees on school culture. She noted that life coaches and the deans of students are collaborating on restorative practices to better support students with relationship issues in the classroom.

Instructional management plans are in full implementation already this year due to strong engagement by leaders and teachers.

The after-school program has reached 215 students, representing 36% of the active student body, marking its largest enrollment ever.

Board members were asked to review the 2024-25 District Safety Plan ahead of the November meeting for approval. The Head of School also shared that Community feedback is being solicited to refine the plan.

Ongoing alignment with Children's Aid practices includes the Head of School's participation in Compliance Committee meetings to ensure effective collaboration. The school is also set to launch its first HRIS system in December, which will enhance HR reporting and streamline processes.

Governance

The Governance Committee will be meeting quarterly going forward. The committee continues to review of the school's mission statement. The school community will also be involved in this process. The Committee is assessing the current skill sets of board members and exploring ways to develop a pipeline for future board candidates.

Learning, Achievement, and Evaluation

The Learning and Achievement Committee met on October 16th at the Southern Blvd. location for classroom visits.

The priorities described at the start of the visit included increasing student voice and choice, fostering more student-to-student interactions, and enhancing coaching and feedback from teachers. During classroom visits, Committee members noted improvements in classroom engagement and climate, with teachers actively circulating and providing varied feedback to students.

Overall, the visits reflected positive progress in alignment with the school's instructional priorities for the 2024-25 year.

Executive Session

The Trustees did not go into Executive Session.

The meeting was adjourned at 6:02pm.

CHILDREN'S AID
college prep charter school

Join Zoom Meeting
https://us06web.zoom.us/j/83730202459?pwd=bxet6A7h5ISnUFz5AGb2Z0AwLuWcFO.1

Meeting ID: 837 3020 2459
Passcode: 464596

Dial by your location
1 929 205 6099 US (New York)
Meeting ID: 837 3020 2459
Passcode: 464596

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees
December 11, 2024
Trustee Meeting will be in-person at 1232 Southern Blvd, or at Children's Aid Headquarters at 117 West 124th Street, NY, NY 10027 or via Zoom

Planned Outcomes: Trustees will:
1. Approve November Meeting Minutes
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00–5:10 PM	DeLong	**Approval of November 2024 minutes**	Draft Minutes
5:10– 5:25PM	Brown	**Connection to Purpose:** 2024-25 Academic Progress Updates	Principal Vier and Principal Fleshman
5:25–5:35PM	Brown	**Head of School Report**	Dashboard and Head of School Report
5:35–5:45PM	Rumph	**Finance and Audit Committee Report**	
5:45–5:50PM	Leventhal	**Governance Committee**	
5:50PM–5:55PM	Goldman/Brown	**Learning and Achievement Committee Update**	
5:55-6:10PM	DeLong/Brown	**Executive Session**	

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

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid* *Milagros Rodriguez*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

Board of Trustees 2024-2025 Proposed Meeting Calendar

drafted: August 7, 2024

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Trustees	*(*)denotes change in date due to holidays or other reasons*	All	Chair: Leventhal	Chair: Goldman	Chair: Rumph
NOTES	Reporting requirements due on the 1st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15th 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 124th Street or via Zoom (if needed).		Meetings are held at 9:30AM 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).
July		7/10			
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14			8/12
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/4 9am-10am	9/16 (@9:30AM	9/9
Oct	10/3 Board Members Bio/Resume Packet 10/15 District and School Safety Plans	10/30*	10/2 9am-10am		10/28* • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit and 990 11/15 – Q1 Financial Report	11/20*	11/6 9am-10am	11/25 (@2PM)	11/18*
Dec		12/11	12/4 9-10AM		12/9

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Jan	1/2 – Student Application Form	1/8	1/8* 9am-10am	1/27 (@2PM)	1/6 • CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared • Review and approve any recommended school Fiscal Policies and Procedures Manual changes
Feb	2/15 – Q2 Financial Report	2/12	2/5 9am-10am		2/10 • Initial FY26 Wraparound Budget Review • Uniform Guidance Federal Audit (tentative)
Mar		3/12	3/5 9am-10am	3/24 (@9:30AM)	3/10 • Budget Review • Final approval of FY26 wraparound budget
Apr	4/15 – Facilities Reporting Questionnaire	4/9 990 Approval with full Board	4/2 9am-10am		4/7 • Review Full FY26 Budget draft • Medical insurance Review • General Liability Insurance Review • Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/14	5/7 9-10AM	5/19 (@2PM)	5/12 • Review and finalize FY26 full budget
June	6/30 – Annual Budget	6/11 (ANNUAL MEETING)	6/4 9am-10am		6/9 • FY26 Budget Final Vote
July 2025		7/9	7/2 9-10AM		
August 2025		8/13			8/11

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid Toussaint Gauvin* *Milagros Lora*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

MINUTES
Meeting of Children's Aid College Prep Charter School Board of Trustees
November 20, 2024
1232 Southern Blvd.

Trustees in Attendance	**Others in Attendance**
Michelle DeLong Nina Bershadker Anita Velazquez Beth Leventhal Phoebe Boyer Jane Goldman Sandra Escamilla **Trustees in Attendance via Zoom** Michelle Rumph	Drema Brown, Head of School Luisana Olivo, Senior Manager of Operations Sarah Bernal, CACPCS Parent Betzaida Lamourtte-Disla, CACPCS Teacher and Parent **Others in Attendance via Zoom** Khadi Ceesay, CACPCS Parent

Welcome

Trustee DeLong called the meeting to order at 5:11PM.

Trustee Bershadker made a motion to approve the October 2024 meeting minutes. Trustee Boyer seconded the motion, which was unanimously approved.

Connection to Purpose

The Head of School reviewed the school's academic progress based on the SUNY accountability benchmarks which will be used to assess the school's renewal application in 2027. The Head of School emphasized the importance of the principals' strategy of aligning daily decisions with long-term academic goals to ensure measurable outcomes.

- SUNY utilizes five key measures to evaluate the school's academic performance in ELA, Math and Science, including an absolute performance measure, a performance index (MIP), a district comparison measure, an effect size measure, and a mean growth target.
    - The absolute performance measure requires 75% of students enrolled for at least two years to score at or above proficiency.
    - The MIP is determined by annual targets set by New York State. District comparison evaluates whether students in their second year perform better than those in similar schools.
    - The effect size measure adjusts for certain student population demographics like economic disadvantage. This measure lags a year in reporting and is based on data from the previous school year.

- The mean growth target was set at 50 points. CACPC recently reported growth at 49.7, slightly below target.
- The 2021–2022 academic year, affected by post-COVID reopening challenges, does not count toward SUNY's accountability measures. Instead, 2022–2023 has been established as the baseline year for evaluation.

- CACPCS met three of its five performance measures in ELA in 2024 and four of its five measures in Math. CACPCS did not meet the absolute performance measure in either ELA or Math despite strong academic growth across grades 3-8 in both subjects in 2024 compared to 2023.
- To address areas for improvement, the team will continue to focus on interventions for those grades whose progress continues to lag behind the rest of the school, including Grades 5 and 6 in both ELA and Math, while continuing to build on the momentum in both ELA and Math across all grades.

Head of School Report

- Current enrollment has been holding steady with approximately 588-589 students actively attending. There are still 21 pending discharges.
- The Head of school shared data from a recently released report by the New York City Charter Center highlighting charter school performance across NYC.
- The scatterplot analyses of ELA and Math proficiency rates placed CACPCS favorably within the independent charter sector.

Finance Committee

Trustee Rumph provided updates on the school's financial status based on reports shared by CA Fiscal and school management at the Committee's November meeting. Key highlights included:

- Current projections indicate the school will end the year within budget, based on September financials and per-pupil billing. However, student enrollment will continue to be closely monitored as fluctuations could significantly impact the budget.
- The Finance team will conduct a detailed review of salaries compared to the budget in the coming weeks, aiming to address discrepancies early to maintain financial stability for the school year.
- Preparations are underway for the federal audit, with plans to complete it within the next few weeks. Additionally, the team's work on filing Form 990 is set to begin shortly.

Governance

Trustee Leventhal reported that the Governance Committee did not meet in October given the Committee's decision to meet on a quarterly basis.

Learning, Achievement, and Evaluation

The Learning, Achievement and Evaluation Committee provided updates on the process and timing of the Head of School evaluation.

Trustee Bershadker made a motion to approve the 2024-25 District Safety Plan. Trustee Boyer seconded the motion, which was unanimously approved.

Executive Session

The Trustees went into Executive Session at 6:07PM

The Trustees returned from Executive session at 6:26PM Trustee DeLong noted that the Trustees used the Executive Session to discuss issues pertaining to the employment of individual employees.

The meeting was adjourned at 6:27PM.

CHILDREN'S AID
college prep charter school

Join Zoom Meeting
https://us06web.zoom.us/j/83730202459?pwd=bxet6A7h5ISnUFz5AGb2Z0AwLuWcFO.1

Meeting ID: 837 3020 2459
Passcode: 464596

Dial by your location
1 929 205 6099 US (New York)
Meeting ID: 837 3020 2459
Passcode: 464596

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees
January 8, 2025

Trustee Meeting will be in-person at 1232 Southern Blvd, or at Children's Aid Headquarters at 117 West 124th Street, NY, NY 10027 or via Zoom

Planned Outcomes: Trustees will:
1. Approve December Meeting Minutes
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00–5:10 PM	DeLong	**Approval of December 2024 minutes**	Draft Minutes
5:10– 5:35PM	Shanda Holt, Community School Director	**Connection to Purpose:** 2024-25 Community School Program Updates	
5:35–5:55PM	Brown	**Head of School Report**	Dashboard and Head of School Report
5:55–6:05PM	Rumph	**Finance and Audit Committee Report**	
6:05-6:10PM	Leventhal	**Governance Committee**	
6:10–6:15PM	Goldman/Brown	**Learning and Achievement Committee Update**	
6:15-6:30PM	DeLong/Brown	**Executive Session**	

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid* *Milagros Rodriguez*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

Board of Trustees 2024-2025 Proposed Meeting Calendar

drafted: August 7, 2024

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Trustees	*(*)denotes change in date due to holidays or other reasons*	All	Chair: Leventhal	Chair: Goldman	Chair: Rumph
NOTES	Reporting requirements due on the 1st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15th 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 124th Street or via Zoom (if needed).		Meetings are held at 9:30AM 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).
July		7/10			
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14			8/12
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; ~~parent engagement~~	9/11	9/4 9am-10am	9/16 (@9:30AM	9/9
Oct	10/3 Board Members Bio/Resume Packet 10/15 District and School Safety Plans	10/30*	10/2 9am-10am		10/28* • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit and 990 11/15 – Q1 Financial Report	11/20*	11/6 9am-10am	11/25 (@2PM)	11/18*
Dec		12/11	12/4 9-10AM		12/9

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Jan	1/2 – Student Application Form	1/8	1/8* 9am-10am	1/27 (@2PM)	1/6 • CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared • Review and approve any recommended school Fiscal Policies and Procedures Manual changes
Feb	2/15 – Q2 Financial Report	2/12	2/5 9am-10am		2/10 • Initial FY26 Wraparound Budget Review • Uniform Guidance Federal Audit (tentative)
Mar		3/12	3/5 9am-10am	3/24 (@9:30AM)	3/10 • Budget Review • Final approval of FY26 wraparound budget
Apr	4/15 – Facilities Reporting Questionnaire	4/9 990 Approval with full Board	4/2 9am-10am		4/7 • Review Full FY26 Budget draft • Medical insurance Review • General Liability Insurance Review • Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/14	5/7 9-10AM	5/19 (@2PM)	5/12 • Review and finalize FY26 full budget
June	6/30 – Annual Budget	6/11 (ANNUAL MEETING)	6/4 9am-10am		6/9 • FY26 Budget Final Vote
July 2025		7/9	7/2 9-10AM		
August 2025		8/13			8/11

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid Toussaint Gauvin* *Milagros Lora*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

MINUTES
Meeting of Children's Aid College Prep Charter School Board of Trustees
December 11, 2024
Via Zoom

Trustees in Attendance	**Others in Attendance**
Michelle DeLong Nina Bershadker Anita Velazquez Beth Leventhal Phoebe Boyer Jane Goldman Michelle Rumph	Drema Brown, Head of School Luisana Olivo, Senior Manager of Operations Dr. Robin Fleshman, CACPCS Middle School Principal Casey Vier, CACPCS Elementary School Principal Betzaida Lamourtte-Disla, CACPCS Teacher and Parent Jennifer Reyes, CACPCS Parent Djenabou Diallo, CACPCS Parent Gabrielle Perez, CACPCS Parent Fatmata Barrie, CACPCS Parent Francois Badenock, CACPCS Parent Adizetou boudoulaye, CACPCS Parent Diana Reyes, CACPCS Parent Khadi Ceesay, CACPCS Parent Regina Little, CACPCS Parent

Welcome

Trustee DeLong called the meeting to order at 5:01PM.

Trustee Boyer moved to approve the November 2024 meeting minutes. Trustee Goldman seconded the motion. The minutes were unanimously approved.

Connection to Purpose

- The Head of School reviewed the school's demographics. She noted a growing number of multilingual learners while there has been little change in the number of students with additional needs.
- The school currently serves 588 students, with a high percentage from economically disadvantaged backgrounds.
- The school's strong academic performance in English Language Arts (ELA) and Math compared to the local district, New York City and New York State was reviewed. This data is important for the school's charter renewal application in 2027.

- Principal Vier discussed key drivers of academic success in ELA and Math, over the years. She noted the significant changes in curriculum including the full adoption of Close Reading in ELA, the switch to the Insight Humanities curriculum, and the introduction of targeted reading groups across grades. More recently, the use of Lavinia Group's "Red Thread" for reading and writing, which brings together close reading and writing around thematic essential questions has been an important update. In math, the school has upgraded to Eureka Squared, which supports differentiation and promotes teacher-student discussions. In Science, the school is working with a consultant and using the Amplify curriculum to support both progression and formative assessments, particularly around graphs and scientific models.

- Principal Vier emphasized the importance of teacher training with the Lavinia group, particularly in phonics for early grades and strategy development for Math. In math, the transition from Math in Focus to Eureka Math, alongside a focus on teacher development were key.

- Teacher retention and consistent professional growth are major factors in maintaining strong instruction and connections with students. Vier noted the importance of investing in teachers' intellectual preparation and using student work to refine teaching practices.

- Vier described the two main instructional priorities at the elementary school including: (1) improving the quality of feedback provided to students; and, (2) putting children at the center of their learning. This includes providing relevant and transferable feedback, ensuring that students can apply their learning independently, and increasing opportunities for student leadership, autonomy, and collaboration.

- There was a slight decrease in performance for grades 3 and 4 in ELA in 2024, particularly with the transition to computer-based assessments. This has led to a focus on improving annotation and writing quality, particularly in typing. In math, students exceeded benchmarks, with a focus on improving open responses and explanations of their thinking. In Science, fourth graders exceeded their benchmark, while fifth graders were nearing it, with an emphasis on reinforcing models, graphs, and tables.

- Dr. Fleshman discussed the focus on the team's work on building a strong middle school experience, emphasizing the importance of student learning, achievement, engagement, and school culture.
- Dr. Fleshman highlighted the significant changes made in the curriculum since 2021, which included adopting new programs in ELA, Science, Math, and Social Studies. In ELA, the middle school also switched to the Insight Humanities curriculum and Close Reading, with a shift toward more complex texts and academic language.
- In Math, the school transitioned to Illustrative Math which focuses on a conceptual understanding and application skills to prepare students for high school. This year, the school introduced its first Algebra Regents class and plans to add a Science Regents class next year.
- In Science, the curriculum shifted to a more investigative approach, using the Amplify Science curriculum, while Social Studies placed more emphasis on informational texts and document-based questioning, using the New York State Passport to Social Studies curriculum. Dr. Fleshman also emphasized the importance of supporting middle school students through these changes to ensure success in high school and beyond.
- The middle school team has been focused on developing the high-level skills necessary for success in high school and beyond, particularly in writing, academic discourse, and critical thinking. Middle School teachers aim to give students actionable and transferable feedback, set goals, and coaches students around these goals. There is also an emphasis on having students do the majority of the cognitive work, including explaining, making connections, and engaging in evidence-based student-to-student discourse.
- Middle School Science and Social Studies assessments focus on unit concepts, document-based questions, and investigative assessments, while ELA focuses on historical texts and traditional literature.
- The 6th-grade students performed well in key areas such as understanding ratios and solving unit rate problems. Seventh-grade students outperformed expectations in both ELA and Math, particularly with regards to informational historical texts and multiplication and division of fractions.
- Eighth-grade students showed a strong understanding of poetry and made significant progress in Algebra, with 87% of students in the current Algebra Regents class showing proficiency in a challenging standards on equations and inequalities.
- Across all grades, there is a continued effort to track student work, align pedagogy, and support students in building critical academic skills for future success.

When asked about the future of the Regents classes at CACPCS given the eventual elimination of the Regents requirement for graduation, Principal Fleshman added that the Regents exam will still be available in 2027, but it will no longer be a requirement for graduation. For students who pass the Regents, such as those in 8th grade Algebra Regents this year, they will receive high school credit and will move on to Geometry in 9th grade. As the requirement for the Regents exam changes, schools may explore alternative assessments, such as portfolio-based assessments. CACPCS is considering adopting more advanced approaches to content, such as the International Baccalaureate (IB) program.

Head of School Report

The Head of School reported that enrollment remains steady at 588-589 students, slightly below the budgeted enrollment of 600. The school continues to accept new students, especially for Kindergarten and third grade. Attendees were encouraged to refer any families who may be looking for a school to contact Miss Bland or the Main Office for assistance.

The Head of School also shared an exciting new partnership focused on improving attendance, particularly addressing chronic absenteeism. In partnership with the Early Childhood Division, the school introduced the Pajama Program, which would be holding workshops for Kindergarten through Grade 3 students. These workshops will focus on the importance of sleep and bedtime routines to help students be better prepared for the school day. Each participating student will receive a new pair of pajamas, a book, and a bedtime routine magnet for their home.

Additionally, the Head of School highlighted ongoing training for Deans of Students and staff on the Collaborative and Proactive Solutions (CPS) framework from Lives in the Balance. This training focused on scholar support planning and building staff skills to address behaviors that may hinder student learning. The report concluded with anticipation for the continued impact of these initiatives.

Finance Committee

The Finance and Audit Committee met on December 9th and reviewed the October financial statements, which continued to project the school will end the year on budget. The school will monitor enrollment and conduct a detailed review of salary and compensation projections over the next few weeks. Any necessary adjustments will be flagged early, and the findings will be shared with the Finance and Audit Committee. No other major updates were provided.

Trustee DeLong provided a Development update, noting that an email was sent to board members to share with their networks. Donations have started to come in as a result. Board members who have not yet sent the emails or wish to reach out to additional contacts were encouraged to do so.

Governance

There were no updates.

Learning, Achievement, and Evaluation

The Learning, Achievement and Evaluation Committee provided updates on the process and timing of the Head of School evaluation. At their last meeting, the Committee members provided final input on the Head of School evaluation. This feedback was incorporated into the 360 evaluation which included interviews with the two principals, a Dean, two teachers, the Community School Director, and the Director of Data and Compliance. The comprehensive evaluation was led by Sandra Escamilla, with assistance from Kerry Odom, and has been sent to Head of School. After the Head of School debriefs with Sandra Escamilla, the report will be available for the full board to review.

Executive Session

The Trustees went into Executive Session at 6:11PM

The Trustees returned from the Executive session at 6:16PM. Trustee DeLong noted that the Committee discussed confidential matters related to staff.

The meeting was adjourned at 6:16PM.

CHILDREN'S AID
college prep charter school

Join Zoom Meeting
https://us06web.zoom.us/j/83730202459?pwd=bxet6A7h5ISnUFz5AGb2Z0AwLuWcFO.1

Meeting ID: 837 3020 2459
Passcode: 464596

Dial by your location
1 929 205 6099 US (New York)
Meeting ID: 837 3020 2459
Passcode: 464596

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees
February 12, 2025

Trustee Meeting will be in-person at 1232 Southern Blvd, or at Children's Aid Headquarters at 117 West 124th Street, NY, NY 10027 or via Zoom

Planned Outcomes: Trustees will:
1. Approve January Meeting Minutes
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00–5:10 PM	DeLong	**Approval of January 2025 minutes**	Draft Minutes
5:10– 5:25PM	Brown	**Connection to Purpose:** Social and Emotional Learning (SEL) Community of Practice and Youth Participatory Action Research (YPAR) Update	
5:25–5:35PM	Brown	**Head of School Report**	Dashboard and Head of School Report
5:35–5:45PM	Rumph	**Finance and Audit Committee Report**	
5:45–5:50PM	Leventhal	**Governance Committee**	
5:50PM–5:55PM	Goldman/Brown	**Learning and Achievement Committee Update**	
5:55-6:10PM	DeLong/Brown	**Executive Session**	

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

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid* *Milagros Rodriguez*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

Board of Trustees 2024-2025 Proposed Meeting Calendar

drafted: August 7, 2024

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Trustees	*(*)denotes change in date due to holidays or other reasons*	All	Chair: Leventhal	Chair: Goldman	Chair: Rumph
NOTES	Reporting requirements due on the 1st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15th 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 124th Street or via Zoom (if needed).		Meetings are held at 9:30AM 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).
July		7/10			
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14			8/12
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/4 9am-10am	9/16 (@9:30AM	9/9
Oct	10/3 Board Members Bio/Resume Packet 10/15 District and School Safety Plans	10/30*	10/2 9am-10am		10/28* • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit and 990 11/15 – Q1 Financial Report	11/20*	11/6 9am-10am	11/25 (@2PM)	11/18*
Dec		12/11	12/4 9-10AM		12/9

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Jan	1/2 – Student Application Form	1/8	1/8* 9am-10am	1/27 (@2PM)	1/6 • CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared • Review and approve any recommended school Fiscal Policies and Procedures Manual changes
Feb	2/15 – Q2 Financial Report	2/12	2/5 9am-10am		2/10 • Initial FY26 Wraparound Budget Review • Uniform Guidance Federal Audit (tentative)
Mar		3/12	3/5 9am-10am	3/24 (@9:30AM)	3/10 • Budget Review • Final approval of FY26 wraparound budget
Apr	4/15 – Facilities Reporting Questionnaire	4/9 990 Approval with full Board	4/2 9am-10am		4/7 • Review Full FY26 Budget draft • Medical insurance Review • General Liability Insurance Review • Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/14	5/7 9-10AM	5/19 (@2PM)	5/12 • Review and finalize FY26 full budget
June	6/30 – Annual Budget	6/11 (ANNUAL MEETING)	6/4 9am-10am		6/9 • FY26 Budget Final Vote
July 2025		7/9	7/2 9-10AM		
August 2025		8/13			8/11

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid Toussaint Gauvin* *Milagros Lora*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

MINUTES
Meeting of Children's Aid College Prep Charter School Board of Trustees
January 8, 2025
Via Zoom

Trustees in Attendance	**Others in Attendance**
Sandra Escamilla Phoebe Boyer **Trustees via Zoom** Nina Bershadker Lolita Jackson Beth Leventhal Jane Goldman Michelle DeLong	Drema Brown, Head of School Luisana Olivo, Senior Manager of Operations Betzaida Lamourtte-Disla, CACPCS Teacher and Parent Gabrielle Perez, CACPCS Parent **Others via Zoom** Shonda Holt, Community School Director Tamara Tingman, Life Coach Director Khadi Ceesay, CACPCS Parent Lety Vieyro, CACPCS Parent

Welcome

Trustee DeLong called the meeting to order at 5:09PM.

Trustee Goldman moved motion to approve the December 2024 meeting minutes. Trustee Bershadker seconded the motion. The minutes were unanimously approved.

Community School Programs Overview

Ms. Holt, the Community School Director, provided an overview of the community school programs, including academic supports, enrichment, attendance strategies, life coaching, social-emotional learning, youth engagement, family support, and partnerships. She highlighted a 35% increase in after-school enrichment enrollment (139 to 212 students) but noted challenges in staffing part-time positions given this growth.

The Community School remains focused on improving school-day attendance to meet or exceed the 95% SUNY benchmark and reduce chronic absenteeism.

Ms. Tingman, the Life Coach Director, discussed the various small groups at the school aimed at providing safe and inclusive spaces for students to explore their identities and receive support. She highlighted the Sister to Sister group for girls, the Boys to Men group for young men, and the Bold Colors group for scholars who identify as LGBTQ+ or allies. She also described the various Youth Engagement projects, including a facilitator who provides workshops with scholars focused on principles of diversity, equity, inclusion and belonging. She also described the Youth Participatory Action Research Group in collaboration with Harvard. Ms. Tingman emphasized the importance of these groups in building leadership skills, encouraging critical thinking about identities, and fostering positive relationships among students and teachers.

Head of School Report

The Head of School provided enrollment updates, updates on lottery applications for the next school year, and provided an update on the school's implementation of a new human resources and payroll system, UKG. Specifically, Ms. Brown reported that five new kindergarten students have enrolled. These kindergarteners are coming from other Bronx charter schools. The school had received 121 lottery applications at the time of this meeting which was slightly more applications than at the same time last year. The Head of School noted that CACPCS parents are strong recruiters for the school.

Finance and Audit Committee

The Head of School provided the Finance and Audit Committee report on behalf of Trustee Rumph. During the January 6th meeting, the Committee discussed the November 2024 budget versus actuals report. The report highlighted a projected deficit of $339,000 largely driven by higher-than-budgeted salary projections. The Head of School mentioned that the vacancy factor, previously used in budget planning, would not be utilized moving forward and was contributing to the underbudgeting of salary expenses. The team is committed to remaining within budget and has contingency plans in place. The timeline for FY26 budget preparation is yet to be determined.

Governance

There were no updates.

Learning, Achievement, and Evaluation

There were no updates.

Development Update

Trustee DeLong provided a Development update. She noted that the appeal for donations was more successful than prior years, raising $66,000. The appeal went out mid-to-late November which was earlier than in previous years. The team plans to repeat the appeal at a similar time next year hopefully with more Trustees sending it out.

Executive Session

The Trustees went into Executive Session at 6:00PM

The Trustees returned from the Executive session at 6:19PM. Trustee DeLong noted that the Committee discussed confidential matters related to specific staff members and specific parents.

The meeting was adjourned at 6:20PM.

CHILDREN'S AID
college prep charter school

Join Zoom Meeting
https://us06web.zoom.us/j/83730202459?pwd=bxet6A7h5ISnUFz5AGb2Z0AwLuWcFO.1

Meeting ID: 837 3020 2459
Passcode: 464596

Dial by your location
1 929 205 6099 US (New York)
Meeting ID: 837 3020 2459
Passcode: 464596

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees
March 12, 2025

Trustee Meeting will be in-person at 1232 Southern Blvd, or at Children's Aid Headquarters at 117 West 124th Street, NY, NY 10027 or via Zoom

Planned Outcomes: Trustees will:
1. Approve February Meeting Minutes
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00–5:10 PM	DeLong	**Approval of February 2025 meeting minutes**	Draft Minutes
5:10– 5:30 PM	Shanda Holt, Community School Director	**Connection to Purpose:** Elementary to Middle School transition strategy updates	
5:30–5:45PM	Brown	**Head of School Report**	Dashboard and Head of School Report
5:45–5:55PM	Rumph	**Finance and Audit Committee Report**	
5:55–6:00 PM	Leventhal	**Governance Committee**	
6:00–6:05 PM	Goldman/Brown	**Learning and Achievement Committee Update**	
6:05-6:20 PM	DeLong/Brown	**Executive Session**	

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

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid* *Milagros Rodriguez*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

Board of Trustees 2024-2025 Proposed Meeting Calendar

drafted: August 7, 2024

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Trustees	*(*)denotes change in date due to holidays or other reasons*	All	Chair: Leventhal	Chair: Goldman	Chair: Rumph
NOTES	Reporting requirements due on the 1st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15th 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 124th Street or via Zoom (if needed).		Meetings are held at 9:30AM 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).
July		7/10			
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14			8/12
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/4 9am-10am	9/16 (@9:30AM	9/9
Oct	10/3 Board Members Bio/Resume Packet 10/15 District and School Safety Plans	10/30*	10/2 9am-10am		10/28* • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit and 990 11/15 – Q1 Financial Report	11/20*	11/6 9am-10am	11/25 (@2PM)	11/18*
Dec		12/11	12/4 9-10AM		12/9

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Jan	1/2 – Student Application Form	1/8	1/8* 9am-10am	1/27 (@2PM)	1/6 • CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared • Review and approve any recommended school Fiscal Policies and Procedures Manual changes
Feb	2/15 – Q2 Financial Report	2/12	2/5 9am-10am		2/10 • Initial FY26 Wraparound Budget Review • Uniform Guidance Federal Audit (tentative)
Mar		3/12	3/5 9am-10am	3/24 (@9:30AM)	3/10 • Budget Review • Final approval of FY26 wraparound budget
Apr	4/15 – Facilities Reporting Questionnaire	4/9 990 Approval with full Board	4/2 9am-10am		4/7 • Review Full FY26 Budget draft • Medical insurance Review • General Liability Insurance Review • Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/14	5/7 9-10AM	5/19 (@2PM)	5/12 • Review and finalize FY26 full budget
June	6/30 – Annual Budget	6/11 (ANNUAL MEETING)	6/4 9am-10am		6/9 • FY26 Budget Final Vote
July 2025		7/9	7/2 9-10AM		
August 2025		8/13			8/11

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid Toussaint Gauvin* *Milagros Lora*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

MINUTES
Meeting of Children's Aid College Prep Charter School Board of Trustees
February 12, 2025
Via Zoom

Trustees in Attendance	**Others in Attendance**
Nina Bershadker Michelle Rumph Michelle DeLong Beth Leventhal Antita Velasquez **Trustees via Zoom** Lolita Jackson Jane Goldman Sandra Escamilla Phoebe Boyer	Drema Brown, Head of School Luisana Olivo, Senior Manager of Operations **Others via Zoom** Gabrielle Perez, CACPCS Parent Regina Little, CACPCS Parent Diana Vargas, CACPCS Parent Betzaida Lamourtte-Disla, CACPCS Teacher and Parent Khadi Ceesay, CACPCS Parent Nery Guttierez, CACPCS Parent

Welcome

Trustee DeLong called the meeting to order at 5:04PM.

Trustee Bershadker moved to approve the January 2025 meeting minutes. Trustee Leventhal seconded the motion, which was unanimously approved.

Connection to Purpose

The Head of School shared an update on the school's social and emotional learning (SEL) and youth participatory action research (YPAR) activities through the partnership with the Harvard EASEL team funded by the Templeton Foundation. The Head of School described the SEL Community of Practice (CoP), a group of teacher leaders and life coaches who meet quarterly to analyze classroom interactions and refine Social-Emotional Learning (SEL) activities at CACPCS. The CoP has taken the lead in identifying key areas for improvement, including parent involvement, teacher-life coach collaboration, and school transitions. They also seek meaningful ways to engage students in these efforts in order to address challenges in adult-student communication in order to continue creating a safe, healthy, and happy school environment for everyone. The Head of School concluded by outlining key deliverables for the Templeton-supported work, including a video library showcasing SEL practices in action.

Head of School Report

The Head of School provided enrollment updates and updates on lottery applications for the next school year.

Finance and Audit Committee

Trustee Rumph reported that a projected budget shortfall of approximately $443,000 was identified during the February Finance Committee meeting. She shared that the Head of School and CA Fiscal team has continued implementing the contingency plan to address the deficit and will provide an update at the next meeting. Additionally, the 2026 budget kickoff has begun, with early discussions underway. The Trustees discussed the need for long-term financial planning, including a five-year projection, considering staffing, enrollment, and federal funding. Specifically, Trustee Boyer recommended benchmarking with other independent charter schools to compare budgets and revenue. Trustee Rumph requested the team draft a 5-year budget in support of long-term planning.

Governance

Trustee Leventhal reported that the Governance Committee revisited the timeline for mission and vision updates and the Committee is developing a Trustee profile.

Learning, Achievement, and Evaluation

Trustee Goldman shared that a copy of the Head of School evaluation summary report for SY 2023-2024 is under review.

Trustee DeLong asked the parents in attendance if there were any items they would like to bring to the Trustees for discussion. Several of the parents raised questions about how the school will manage interactions with ICE. The Head of School noted that protocols are in place and key staff have been oriented to the protocols so that the school can be as prepared as possible.

Executive Session

The Trustees went into Executive Session at 5:51 PM

The Trustees returned from the Executive session at 6:07 PM. Trustee DeLong noted that the Committee discussed confidential matters related to specific staff members staff and parents of specific children.

The meeting was adjourned at 6:07PM.

CHILDREN'S AID
college prep charter school

Join Zoom Meeting
https://us06web.zoom.us/j/83730202459?pwd=bxet6A7h5ISnUFz5AGb2Z0AwLuWcFO.1

Meeting ID: 837 3020 2459
Passcode: 464596

Dial by your location
1 929 205 6099 US (New York)
Meeting ID: 837 3020 2459
Passcode: 464596

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees
April 9, 2025
Trustee Meeting will be via Zoom

Planned Outcomes: Trustees will:
1. Approve March 2025 Meeting Minutes
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00–5:10 PM	DeLong	**Approval of March 2025 minutes**	Draft Minutes
5:10– 5:25PM	Brown	**Head of School Report**	Dashboard and Head of School Report
5:25–5:35PM	Rumph	**Finance and Audit Committee Report**	
5:35–5:45PM	Leventhal	**Governance Committee**	
5:45PM-5:55PM	Goldman/Brown	**Learning and Achievement Committee Update**	
5:55-6:10PM	DeLong/Brown	**Executive Session**	

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid* *Milagros Rodriguez*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

Board of Trustees 2024-2025 Proposed Meeting Calendar

drafted: August 7, 2024

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Trustees	*(*)denotes change in date due to holidays or other reasons*	All	Chair: Leventhal	Chair: Goldman	Chair: Rumph
NOTES	Reporting requirements due on the 1st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15th 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 124th Street or via Zoom (if needed).		Meetings are held at 9:30AM 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).
July		7/10			
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14			8/12
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/4 9am-10am	9/16 (@9:30AM	9/9
Oct	10/3 Board Members Bio/Resume Packet 10/15 District and School Safety Plans	10/30*	10/2 9am-10am		10/28* • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit and 990 11/15 – Q1 Financial Report	11/20*	11/6 9am-10am	11/25 (@2PM)	11/18*
Dec		12/11	12/4 9-10AM		12/9

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Jan	1/2 – Student Application Form	1/8	1/8* 9am-10am	1/27 (@2PM)	1/6 • CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared • Review and approve any recommended school Fiscal Policies and Procedures Manual changes
Feb	2/15 – Q2 Financial Report	2/12	2/5 9am-10am		2/10 • Initial FY26 Wraparound Budget Review • Uniform Guidance Federal Audit (tentative)
Mar		3/12	3/5 9am-10am	3/24 (@9:30AM)	3/10 • Budget Review • Final approval of FY26 wraparound budget
Apr	4/15 – Facilities Reporting Questionnaire	4/9 990 Approval with full Board	4/2 9am-10am		4/7 • Review Full FY26 Budget draft • Medical insurance Review • General Liability Insurance Review • Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/14	5/7 9-10AM	5/19 (@2PM)	5/12 • Review and finalize FY26 full budget
June	6/30 – Annual Budget	6/11 (ANNUAL MEETING)	6/4 9am-10am		6/9 • FY26 Budget Final Vote
July 2025		7/9	7/2 9-10AM		
August 2025		8/13			8/11

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid Toussaint Gauvin* *Milagros Lora*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

MINUTES
Meeting of Children's Aid College Prep Charter School Board of Trustees
March 19, 2025
Via Zoom

Trustees via Zoom	**Others in Attendance via Zoom**
Michelle DeLong Beth Leventhal Anita Velasquez Jane Goldman Sandra Escamilla Phoebe Boyer **Trustees not in attendance:** Michelle Rumph Lolita Jackson	Drema Brown, Head of School Luisana Olivo, Senior Manager of Operations

Welcome

Ms. DeLong called the meeting to order at 5:07PM. Ms. Goldman moved to approve the February 2025 meeting minutes. Ms. Leventhal seconded the motion, which was unanimously approved.

Connection to Purpose

Ms. Brown provided an update on the school's elementary-to-middle school transition activities. The update included a review of 5th to 6th grade enrollment and retention trends over time, a review of the typical transition challenges for the age group, and a review of the school's most recent transition activities. Highlights from the presentation included:

- Typically, approximately 30% of CACPCS students on the school's register leave CACPCS between June and August each year with most attrition occurring in 6th and 8th grades due to competition from other charter schools serving Grades 6-12.
    - During the current school year, for example, approximately half of the current 6th-grade class is new to the school. Despite these trends, historically there have been no significant differences in academic performance between returning and new students given the profiles of the new students who tend to come to CACPCS and the high-level of supports in place for all students (e.g. daily small group instruction, intervention, after school support, etc.).
- Ms. Brown highlighted the difficulties students face during the transition from elementary to middle school, including difficulties managing the new academic expectations, navigating middle school procedures, and the social dynamics of middle school.

- Procedural differences such as independently managing homework assignments and deadlines were identified as key factors impacting success during the transition.
- More recently, the school's leadership has engaged instructional leaders, consultants and teachers across grades Grades 4-6 in team-based planning with an emphasis on developing ways to better support CACPCS students who tend to have the greatest difficulty during this transition.
- The Trustees and Head of School discussed the need for more parent tours of the middle school earlier and improved communication with parents to ensure improved parental involvement and understanding of the different academic, procedural and social differences between middle school and elementary school.

Head of School Report
There were no additional updates.

Finance and Audit Committee
Trustee DeLong noted that budget planning had begun for the 2025-206 school year. A more detailed discussion would occur during the upcoming meeting.

Governance
There were no updates from the Governance Committee.

Learning, Achievement, and Evaluation
The Learning and Achievement Committee announced an in-person meeting planned for Monday, March 24th, at 9:30 AM which will include visits to 6th-grade classrooms.

Executive Session
There was no Executive Session.

The meeting adjourned at 5:57PM.

CHILDREN'S AID
college prep charter school

Join Zoom Meeting
https://us06web.zoom.us/j/83730202459?pwd=bxet6A7h5ISnUFz5AGb2Z0AwLuWcFO.1

Meeting ID: 837 3020 2459
Passcode: 464596

Dial by your location
1 929 205 6099 US (New York)
Meeting ID: 837 3020 2459
Passcode: 464596

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees
May 14, 2025
Trustee Meeting will be via Zoom

Planned Outcomes: Trustees will:
1. Approve April 2025 Meeting Minutes
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00–5:10 PM	DeLong	**Approval of April 2025 minutes**	Draft Minutes
5:10– 5:45PM	Grade 6-8 Scholars, Shanda Holt, Community School Director and Bianca Farrow	**Connection to Purpose:** Youth Participatory Action Research (YPAR) Update	
5:45–6:00PM	Brown	**Head of School Report**	Dashboard and Head of School Report
6:00–6:10 PM	Rumph	**Finance and Audit Committee Report**	
6:10 – 6:15 PM	Leventhal	**Governance Committee**	
6:15 – 6:20 PM	Goldman/Brown	**Learning and Achievement Committee Update**	
6:20-6:40PM	DeLong/Brown	**Executive Session**	

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid* *Milagros Rodriguez*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

Board of Trustees 2024-2025 Proposed Meeting Calendar

drafted: August 7, 2024

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Trustees	*(*)denotes change in date due to holidays or other reasons*	All	Chair: Leventhal	Chair: Goldman	Chair: Rumph
NOTES	Reporting requirements due on the 1st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15th 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 124th Street or via Zoom (if needed).		Meetings are held at 9:30AM 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).
July		7/10			
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14			8/12
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/4 9am-10am	9/16 (@9:30AM	9/9
Oct	10/3 Board Members Bio/Resume Packet 10/15 District and School Safety Plans	10/30*	10/2 9am-10am		10/28* • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit and 990 11/15 – Q1 Financial Report	11/20*	11/6 9am-10am	11/25 (@2PM)	11/18*
Dec		12/11	12/4 9-10AM		12/9

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Jan	1/2 – Student Application Form	1/8	1/8* 9am-10am	1/27 (@2PM)	1/6 • CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared • Review and approve any recommended school Fiscal Policies and Procedures Manual changes
Feb	2/15 – Q2 Financial Report	2/12	2/5 9am-10am		2/10 • Initial FY26 Wraparound Budget Review • Uniform Guidance Federal Audit (tentative)
Mar		3/12	3/5 9am-10am	3/24 (@9:30AM)	3/10 • Budget Review • Final approval of FY26 wraparound budget
Apr	4/15 – Facilities Reporting Questionnaire	4/9 990 Approval with full Board	4/2 9am-10am		4/7 • Review Full FY26 Budget draft • Medical insurance Review • General Liability Insurance Review • Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/14	5/7 9-10AM	5/19 (@2PM)	5/12 • Review and finalize FY26 full budget
June	6/30 – Annual Budget	6/11 (ANNUAL MEETING)	6/4 9am-10am		6/9 • FY26 Budget Final Vote
July 2025		7/9	7/2 9-10AM		
August 2025		8/13			8/11

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid Toussaint Gauvin* *Milagros Lora*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

MINUTES
Meeting of Children's Aid College Prep Charter School Board of Trustees
April 9, 2025
Via Zoom

Trustees via Zoom	Others in Attendance via Zoom
Jane Goldman	Drema Brown, Head of School
Michelle DeLong	Luisana Olivo, Senior Manager of Operations
Beth Leventhal	Lindsay Jones, Parent
Anita Velasquez	Regina Little, Parent
Nina Bershadker	Micaury Fernandez, Parent
Michelle Rumph	Juleisy Perez, Parent
Sandra Escamilla	Francois Badinock, Parent
	Kashana Colemen, Parent
	Claudia Volquez, Parent
	Berniesha Coleman, Parent

Welcome

Trustee DeLong called the meeting to order at 5:04PM.

Trustee Bershadker moved to approve the March 2025 meeting minutes. Trustee Goldman seconded the motion. The minutes were unanimously approved.

Head of School Report
The Head of School updated the Trustees on the outcomes of the 2025-26 lottery application period. There were 404 applications, including 19 from Children's Aid Early Childhood programs. The Head of School also noted that NYSED computer-based testing had begun although the elementary school experienced a one day delay due to technical issues with the state's testing platform.

Finance and Audit Committee
Trustee Rumph provided updates about the Committee's review of the February budget versus actuals report and reported that the Finance and Audit Committee continued discussions about budget planning for the 2025-2026 school year.

Governance
Trustee Leventhal reported that the Committee will prepare a Trustee profile for review in May. She also informed the board that Trustee Lolita Jackson resigned on March 31, 2025.

Learning, Achievement, and Evaluation
Trustees DeLong, Leventhal and Velazquez, shared their take-aways from the Committee's classroom visits on Monday, March 24th. Student engagement was a highlight of their classroom visits as well as the continued improvements in teacher practice.

Executive Session
The Trustees went into Executive Session at 5:26PM to discuss individual staff members.
The meeting was adjourned at 5:38PM.

CHILDREN'S AID
college prep charter school

Join Zoom Meeting
https://us06web.zoom.us/j/83730202459?pwd=bxet6A7h5ISnUFz5AGb2Z0AwLuWcFO.1

Meeting ID: 837 3020 2459
Passcode: 464596

Dial by your location
1 929 205 6099 US (New York)
Meeting ID: 837 3020 2459
Passcode: 464596

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees
June 11, 2025

Trustee Meeting will be in-person at 1232 Southern Blvd, or at Children's Aid Headquarters at 117 West 124th Street, NY, NY 10027 or via Zoom.

Planned Outcomes: Trustees will:
1. Approve May Meeting Minutes
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00–5:10 PM	DeLong	**Approval of May 2025 minutes**	Draft Minutes
5:10– 5:25PM	Rumph/Brown	**Finance and Audit Committee Report** FY26 Budget Presentation	Draft Budget 2025-26
5:25–5:35PM	Leventhal	**Governance Committee** • Board Class Nominations and Elections	
5:35–5:45PM	Goldman	**Learning and Achievement Committee Update**	
5:45-5:55PM	Brown	**Head of School Report**	Dashboard and Head of School Report
5:55–6:10PM	DeLong/Brown	**Executive Session**	

CHILDREN'S AID
college prep charter school

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid* *Milagros Rodriguez*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	

Board of Trustees 2024-2025 Proposed Meeting Calendar

drafted: August 7, 2024

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Trustees	*(*)denotes change in date due to holidays or other reasons*	All	Chair: Leventhal	Chair: Goldman	Chair: Rumph
NOTES	Reporting requirements due on the 1st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15th 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 124th Street or via Zoom (if needed).		Meetings are held at 9:30AM 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).
July		7/10			
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14			8/12
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/4 9am-10am	9/16 (@9:30AM	9/9
Oct	10/3 Board Members Bio/Resume Packet 10/15 District and School Safety Plans	10/30*	10/2 9am-10am		10/28* • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit and 990 11/15 – Q1 Financial Report	11/20*	11/6 9am-10am	11/25 (@2PM)	11/18*
Dec		12/11	12/4 9-10AM		12/9

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Jan	1/2 – Student Application Form	1/8	1/8* 9am-10am	1/27 (@2PM)	1/6 • CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared • Review and approve any recommended school Fiscal Policies and Procedures Manual changes
Feb	2/15 – Q2 Financial Report	2/12	2/5 9am-10am		2/10 • Initial FY26 Wraparound Budget Review • Uniform Guidance Federal Audit (tentative)
Mar		3/12	3/5 9am-10am	3/24 (@9:30AM)	3/10 • Budget Review • Final approval of FY26 wraparound budget
Apr	4/15 – Facilities Reporting Questionnaire	4/9 990 Approval with full Board	4/2 9am-10am		4/7 • Review Full FY26 Budget draft • Medical insurance Review • General Liability Insurance Review • Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/14	5/7 9-10AM	5/19 (@2PM)	5/12 • Review and finalize FY26 full budget
June	6/30 – Annual Budget	6/11 (ANNUAL MEETING)	6/4 9am-10am		6/9 • FY26 Budget Final Vote
July 2025		7/9	7/2 9-10AM		
August 2025		8/13			8/11

CHILDREN'S AID
college prep charter school

Meeting Minutes of Children's Aid College Prep Charter School Board of Trustees
May 14, 2025
Trustee Meeting will be in-person at 1232 Southern Blvd, or at Children's Aid Headquarters at 117 West 124th Street, NY, NY 10027 or via Zoom

Trustees In Person	**Others in Attendance In Person**
Michelle DeLong	Drema Brown, Head of School
Michelle Rumph	Luisana Olivo, Senior Manager of Operations
Beth Leventhal	Shanda Holt, Community School Director
Nina Bershadker	Bianca Ferron, YPAR Facilitator
Jane Goldman	Zoraidy Ureña Escarraman, Life Coach
	Shameer Bucknor, Life Coach
Trustees Via Zoom	Daniela Castro, Life Coach Intern
Anita Velasquez	Adriana Liriano, YPAR Participant
Sandra Escamilla	Brandon Portilla, YPAR Participant
	Habiba Abdulnasir, YPAR Participant
	Journey Haskins, YPAR Participant
	Others in Attendance via Zoom
	Gabrielle Perez, Parent
	Lindsay Jones, Parent
	Francois Badinock, Parent
	Kashana Colemen, Parent
	Karen Henry, Parent
	Betzaida Lamourtte, Parent

Welcome

Trustee DeLong opened the meeting at 5:07PM.

Trustee Nina Bershadker moved to approve the May 2025 minutes. Trustee Beth Leventhal seconded the motion. The minutes were unanimously approved.

Connection to Purpose

The middle school's Youth Participatory Action Research group updated the Trustees on their research and their own experiences as student researchers. The YPAR group's most recent research focused on bullying's impact, coping strategies, and the school's culture. Students found that peers were honest in surveys and expressed a strong desire for safe spaces to share their feelings. The group recommended improving teacher communication, staff intervention, and year-round education on bullying. They also emphasized the importance of distinguishing between teasing, joking, and bullying and stressing respect for personal boundaries. Overall, the conversations highlighted the need for ongoing support, safe environments, and active involvement from both scholars as well as school staff and parents in addressing bullying.

Head of School Report

Thao Nguyen, CACPCS's Data Analyst, provided an update on the outcomes of the 2025-26 lottery process. She highlighted the use of the SchoolMint platform to collect application and enrollment information from families. While SchoolMint is new to CACPCS, many charter schools have used it for many years to further digitize the application and enrollment processes in their schools.

Ms. Nguyen noted some technical issues with the new SchoolMint platform that initially disrupted the enrollment process. Those issues have since been resolved with staff support. The Manager of Recruitment, Ms. Bland, has been assisting families individually to complete their enrollment/registration packets. The team is optimistic about enrollment and plans to extend offers to the final waitlisted applicants by the end of the week that this report was given. Discrepancies in application numbers were attributed to the transition from paper to online applications and manual data entry.

Finance and Audit Committee

Trustee Rumph reported that Form 990 for the tax year ending June 30, 2024 was reviewed, finalized and submitted by the deadline. A 401(k) plan document review was conducted, and some amendments were signed and approved by resolution by the Finance and Audit Committee. There were no major changes to the March financial report, except that the one-time contribution from Children's Aid to the Charter School was reflected in the financials. The first draft of the FY26 budget has been prepared. It is scheduled to be finalized before the June board meeting.

Governance

There were no updates to report at this time.

Learning, Achievement, and Evaluation

Trustee Goldman shared that a meeting is scheduled for May 19th, 2025 at 2 PM via Zoom. The agenda will include beginning the Head of School evaluation for the year. The group will also review the status of teacher certification and discuss budget implications on staffing.

Executive Session

The Trustees went into Executive Session to discuss specific staff members and a student disciplinary issue. The Board exited Executive Session at 6:46.

The meeting was adjourned at 6:47 PM.

CHILDREN'S AID
college prep charter school

Join Zoom Meeting
https://us06web.zoom.us/j/83730202459?pwd=bxet6A7h5ISnUFz5AGb2Z0AwLuWcFO.1

Meeting ID: 837 3020 2459
Passcode: 464596

Dial by your location
1 929 205 6099 US (New York)
Meeting ID: 837 3020 2459
Passcode: 464596

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees
July 9th, 2025

Trustee Meeting will be in-person at 1232 Southern Blvd, or at Children's Aid Headquarters at 117 West 124th Street, NY, NY 10027 or via Zoom.

Planned Outcomes: Trustees will:
1. Approve June Meeting Minutes
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00–5:10 PM	DeLong	**Approval of June 2025 minutes**	Draft Minutes
5:10– 5:25PM	Brown	**Connection to Purpose** Summer 2025 Programming Update	
5:25-5:35PM	Brown	**Head of School Report** • 2025-26 Enrollment updates • Class of 2025 High School placement updates	Dashboard and Head of School Report
5:35-5:45PM	Rumph	**Finance Committee Report**	
5:25–5:35PM	Leventhal	**Governance Committee Report**	
5:35–5:45PM	Goldman	**Learning and Achievement Committee Report**	
5:55–6:10PM	DeLong/Brown	**Executive Session**	

Current Committee Assignments

CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph	
Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal *with Children's Aid* *Milagros Rodriguez*	**Learning, Achievement & Evaluation** Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee
Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer	
Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer	
Board of Trustees Class 1 (2025-2027) Jane Goldman Beth Leventhal Michelle Rumph	**Board of Trustees Class 2 (2024-2026)** Nina Bershadker Phoebe Boyer Michelle DeLong Sandra Escamilla
Parent Trustee (2025 -2026) Anita Velazquez	

CHILDREN'S AID
college prep charter school

Board of Trustees 2025-26 Proposed Meeting Calendar

drafted: July 7, 2025

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Trustees	*(*)denotes change in date due to holidays or other reasons*	All	Chair: Leventhal	Chair: Goldman	Chair: Rumph
NOTES	Reporting requirements due on the 1st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15th 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 124th Street or via Zoom (if needed).		Meetings are held at 9:30AM 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).
July		7/9			
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/13			8/11
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/10		TBD (@9:30AM	9/8
Oct	10/3 Board Members Bio/Resume Packet 10/15 District and School Safety Plans	10/29*			10/27* • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit and 990 11/15 – Q1 Financial Report	11/19*	TBD	TBD (@2PM)	11/17*
Dec		12/10			12/8

CHILDREN'S AID
college prep charter school

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Jan	1/2 – Student Application Form	1/7		TBD (@2PM)	1/5 • Orient Committee to CA/CACPCS budget launch priorities • Review and approve any recommended school Fiscal Policies and Procedures Manual changes
Feb	2/15 – Q2 Financial Report	2/11	TBD		2/9 • Initial FY27 Wraparound Budget Review • Uniform Guidance Federal Audit (tentative)
Mar		3/11		TBD (@9:30AM)	3/9 • Budget Review • Final approval of FY27 wraparound budget
Apr	4/15 – Facilities Reporting Questionnaire	4/8			4/6 • Review Full FY27 Budget draft • Medical insurance Review • General Liability Insurance Review • Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/13	TBD	TBD (@2PM)	5/11 • Review and finalize FY27 full budget
June	6/30 – Annual Budget	6/10 (ANNUAL MEETING)			6/8 • FY27 Budget Final Review
July 2025		7/8			
August 2025		8/12	TBD		8/10

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

Meeting Minutes of Children's Aid College Prep Charter School Board of Trustees
June 11,2025
Trustee Meeting held via Zoom

Trustees via Zoom	**Others in Attendance via Zoom**
Jane Goldman	Drema Brown, Head of School
Michelle DeLong	Luisana Olivo, Senior Manager of Operations
Phoebe Boyer	Ezra Miller, CFO
Michelle Rumph	Jibri Nurridin, Teacher
Nina Bershadker	Gabrielle Perez, Parent
Beth Leventhal	Francois Badinock, Parent
Anita Velzsquez	Kashana Colemen, Parent
Sandra Escamilla	Betzaida Lamourtte, Parent

Welcome

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

Trustee Leventhal made a motion to approve the minutes which Trustee Goldman seconded. The May minutes were unanimously approved.

Finance and Audit Committee

- Trustee DeLong introduced the new Children's Aid CFO, Ezra Miller.
- Trustee Rumph reported that the Finance Committee reviewed the April Budget vs. Actuals report and is anticipating ending the year within budget. The team is not anticipating any other significant changes. Trustee Rumph also reported that the Head of School presented the final FY26 to the Finance and Audit Committee. Trustee Rumph noted that the FY26 budget was the result of a thoughtful and collaborative process between the Head of School, Finance Committee, school leadership and all school stakeholders. The goal of the FY26 budget is to ensure that it aligns with the school's priorities and reflects the long-term goal of ensuring the school's budget is sustainable.
- The Head of School, Dr. Brown, referred the Trustees to the budget presentation and materials. Trustee Boyer noted that the budget presentation was very clear and Trustee DeLong noted that while no one is happy about the budget cuts, the decisions made reflect the realities of enrollment as a resource driver and thoughtful planning on behalf of the team.
- Trustee Leventhal moved to approve the FY26 budget. Trustee Rumph seconded the motion. The Board unanimously approved the FY26 motion.

Governance

Trustee Leventhal reminded the board of the Trustee classes and informed the board that Class 1 and Trustee Valazquez (the parent trustee which is a one-year term) are up for re-election.

The Trustees reviewed both the Board classes and committee assignments for the upcoming year. It was noted that the committees remain unchanged for the upcoming year with the exception that Ms. Jackson is no longer serving on the board or the Governance Committee.

Trustee DeLong moved to re-elect Class 1 which includes Trustees Rumph, Goldman and Leventhal to a two year-term, to re-elect Trustee Velazquez to a one-year term, and to approve the Committee assignments. The motion was seconded by Trustee Boyer. The motion was unanimously approved.

Learning, Achievement, and Evaluation

The Learning, Achievement and Evaluation Committee met to discuss the 2024–25 Head of School evaluation and teacher certification updates. Given the time demands of the 360-evaluation process, the Committee agreed to conduct 360 evaluations of the Head of School every other year. This year, Sandra will lead the process from within CA.

Trustee Goldman shared details from the Head of School's budget review with the Committee and shared that the Committee reviewed teacher certification rates. The Committee learned that there has been a decline in teacher certification from 68% in the Fall of 2020 to 43% in the Fall of 2025 due to a number of factors including the challenge of retaining certified staff who have many options and budget reductions which affect both certified and uncertified staff.

Head of School Report

There were no additional updates.

Executive Session

The Trustees did not go into Executive Session.

The meeting was adjourned at 5:21PM.

Application: Children's Aid College Prep Charter School

Drema Brown - dbrown@childrensaidcollegeprep.org
2024-2025 Annual Report

Summary

ID: 0000000130
Status: Annual Report Submission

Entry 6 – Enrollment & Retention

Completed - Jul 31 2025

Instructions

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2024-2025 toward meeting targets to attract and retain the enrollment of students with disabilities (SWD), English language learners (ELL), and students who are economically disadvantaged (ED). In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2025-2026.

Entry 6 – Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2024-2025	Describe Recruitment Plans in 2025-2026
Students with Disabilities	In 2024-25 20% of CACPCS's students were Students with Disabilities compared to 18% in 2023-24. CACPCS implemented two strategies: (1) to reach out to new families and retain current families of Students with Disabilities while (2) increasing the school's capacity to serve the needs of Students with Disabilities by adding a full-time Special Education and Intervention Coordinator to support the needs of our middle school Students with Disabilities. CACPCS created a recruitment video focused on providing families of Students with Disabilities with more of a window into what a day in the life of a student is like at CACPCS. This video was completed at the end of the 2024-25 recruitment season and was used at enrollment events as families made their final decisions. Second, increasing supervision of our special education programs and services at both school locations, allowed our current Director of Special Education and Intervention to focus on CACPCS's Kindergarten through 5th Grade Students with Disabilities while the Coordinator focused on Grades 6-8 and the Deans of Students and SPED and Intervention Director and Coordinator supported the transition from 5th to 6th grade.	CACPCS will continue the successful recruitment practices implemented in 2024-25 during the 2025-26 school year. Additionally, CACPCS will continue its year-round recruitment efforts and encourage parent word-of-mouth which has been an important recruitment strategy.

	Lowering the case loads of our Special Education and Intervention supervisors allowed them to provide families with more direct support throughout the year. This supported retention of Students with Disabilities because the school was more responsive and engaged with families throughout the year.	
English Language Learners	CACPCS has consistently made investments in its recruitment efforts over the years. A focus for 2024-25 was to maintain/increase investments in the recruitment of ELLs/MLLs through: • Consistent investment in translation services to ensure timely translation of all recruitment materials into Spanish and French (where possible). • Increased investments in a multilingual, year-round marketing and communication strategy focused specifically on describing CACPCS to multilingual families including ads pushed out across the Bronx via ads on public transportation. • Ensuring the Community School Director and other key staff were made aware of trends in enrollment and school resources were made available to newcomer and migrant families in the community who may be looking for supportive school environments Recruitment and enrollment events were also held in languages other than English to support both recruitment and enrollment.	CACPCS will continue the successful recruitment practices implemented in 2024-25 during the 2025-26 school year. Additionally, CACPCS will continue its year-round ELL recruitment efforts and encourage parent word-of-mouth which has been an important recruitment strategy.

Economically Disadvantaged	CACPCS utilized the following outreach strategies to engage families from this target group in 2024-25: 1) Posted flyers and placed notices in visible locations throughout the community served year-round (e.g. community centers, local businesses) 2) Displayed print and digital advertisements on MTA buses and subway stations that have routes in CSD 12; 3) Hosted recruitment presentations at preschools and day care centers in the community, including Children's Aid (CA) early childcare centers and programs run by other preschool providers; 4) Provided electronic and hardcopy CACPCS applications to preschools in the community; 5) Conducted in-person school tours and open houses at both CACPCS school locations throughout the year; 6) Leveraged the relationships and network of community contacts of the CACPCS Board, CACPCS staff, and Children's Aid (CA) leadership and staff, including staff at multiple CA program sites in 7) Ran social media ad campaigns year-round rather than at the height of the recruitment season. 8) Enrolled students over-the-counter in grade levels with no waiting lists; 9) Utilized CACPCS's existing parent body to serve as ambassadors to spread the	CACPCS plans to continue the recruitment strategies utilized in 2024-25 during the 2025-26 school year. Enrollment data and focus group discussions with parents and caregivers will continue to inform any changes to CACPCS's recruitment strategies.

wordabout CACPCS.

10)Hosted open houses virtually and in-person and in many languages to make them more accessible to more parents and caregivers.

11) Connected with community partners - Conducted outreach and engagement of community partners to deepen the school's connections to organizations and community leaders who were most connected to CACPCS's target communities.

Good Faith Efforts To Meet Retention Targets

	Describe Retention Efforts in 2024-2025	Describe Retention Plans in 2025-2026
Students with Disabilities	The CACPCS school model provides support to Students with Disabilities that has positively influenced their return to CACPCS. However, continued improvements to the school experience further supported CACPCS's retention efforts in 2024-25. More specifically, CACPCS's students thrive in the school's highly responsive environment that promotes individualized student supports. CACPCS continued its focus on delivering the comprehensive range of school day and integrated support services. These services were designed and coordinated by a team that included the Community School Director, the Director of Special Education and Interventions, and other members of the school's leadership team. These comprehensive supports included a range of academic intervention programs available to students, leveraged the school's co-teaching and small group instructional approach, and prioritized ensuring that all students' needs were understood and addressed. This team of professionals also coordinated regular communication with parents and caregivers throughout the year and planned	CACPCS plans to continue the retention strategies utilized in 2024-25 during the 2025-26 school year for this population of students.

	experiences to build connections between parents and staff. In 2024-25 focused specifically on building its capacity to effectively serve ELLs as a way to retain ELLs. CACPCS assigned staff better-equipped to meet the needs of ELLs and who spoke the same native language to support CACPCS's ELL students.	
English Language Learners	CACPCS maintained one full-time ELL Interventionist to work one-on-one and in small groups with elementary ELLs. This staff person also pushed-in with classroom teachers in classrooms with large numbers of ELLs. This staff person also worked as a trainer to help teachers incorporate specific ELL-focused strategies in their practice. CACPCS focused on recruiting new staff which expertise in this area to make our school program as attractive as possible to ELL families.	CACPCS plans to continue the retention strategies utilized in 2024-25 during the 2025-26 school year for this population of students.
Economically Disadvantaged	CACPCS focused its retention efforts on the following four strategies in 2024-25: (1)Increased investments in retention strategies - Increased investments in a marketing and communications strategy that tells our unique school story. (2) Increased parent engagement - To increase parent engagement, CACPCS's school leadership, specifically the Principals, Academic Deans, Director of Special Education and Interventions and Community School Director (supported by the Head of School, Operations	CACPCS plans to continue the retention strategies utilized in 2024-25 during the 2025-26 school year for this population of students.

Managers and Operations Assistants), were responsible for increasing parent engagement efforts that would support retention including:

- Increased after school and summer program options; increased enrichment, school-wide community building events, etc.
- Improved the school experience - CACPCS deepened the school culture work, especially at the middle school including creating positive campus-wide experiences for students and their families in collaboration with the two other schools on the middle school campus and implementing a middle school transition program to support/retain students in the transition from 5th to 6th grade.

Application: Children's Aid College Prep Charter School

Drema Brown - dbrown@childrensaidcollegeprep.org
2024-2025 Annual Report

Summary

ID: 0000000130
Status: Annual Report Submission

Entry 7 – Employee Fingerprint Requirements Attestation

Completed - Jul 31 2025

Instructions

Required of ALL Charter Schools

Review and complete the Employee Fingerprint Requirements Attestation.

Entry 7 – Employee Fingerprint Requirements Attestation

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

Charter schools MUST ensure that all prospective employees[1] receive clearance through the NYSED Office of School Personnel Review and Accountability (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers**. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee.

Please note that all schools should maintain an electronic or hard copy of the clearance certification pulled from TEACH and dated PRIOR to the employee's start date. Clearance certifications pulled from TEACH at a later date will show that the staff member was cleared as of that date and may result in a finding of clearance violations against the school.

[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers**. See NYSED memorandum dated October 1, 2019 at NYSED CSO Employee Clearance and Fingerprint Memo or visit the NYSED website at Who Must Be Fingerprinted Charts for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at NYSED CSO Employee Clearance and Fingerprint Memo.

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Application: Children's Aid College Prep Charter School

Drema Brown - dbrown@childrensaidcollegeprep.org
2024-2025 Annual Report

Summary

ID: 0000000130
Status: Annual Report Submission

Entry 9 – School Calendar

Completed - Jul 31 2025

Instructions

Required of ALL Charter Schools

Charter schools must upload a final 2025-2026 calendar into the portal **no later than 11:59 PM on August 1, 2025**.

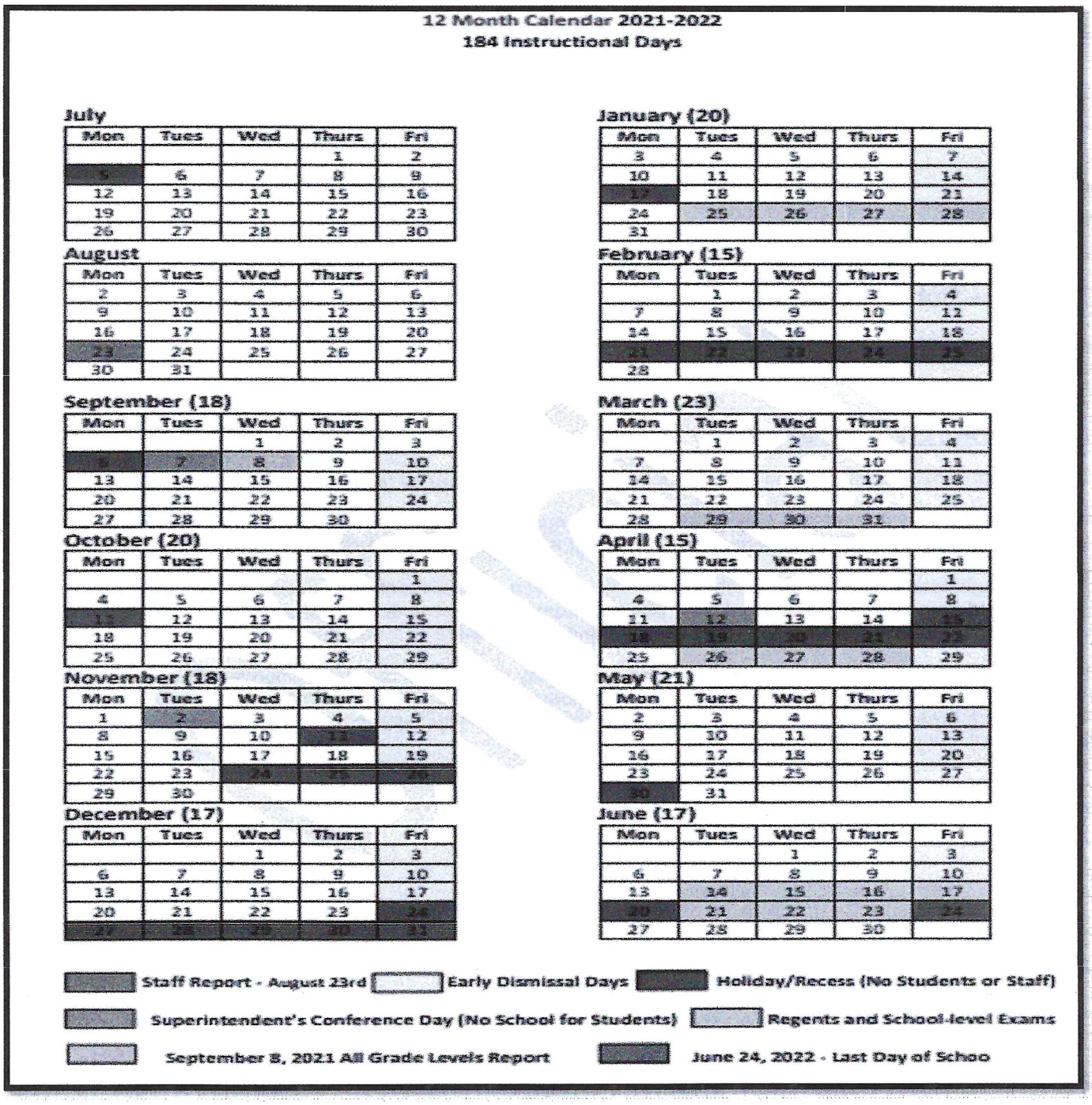
School calendars must meet the minimum instructional requirements as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools are also required to submit **school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month**. **Schools must use a calendar format and ensure there is a monthly tally of instructional days**.

Charter schools serving elementary and secondary levels may submit one combined calendar showing instructional hours and days for all building levels OR separate calendars uploaded as one PDF. *Note that school calendars will also provide evidence of alignment for schools with extended days/years referenced in their mission statements or key design elements.*

See below for an example of a calendar showing the requested information.

Sample Calendar:



12 Month Calendar 2021-2022
184 Instructional Days

July

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September (18)

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October (20)

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November (18)

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December (17)

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January (20)

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February (15)

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March (23)

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April (15)

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May (21)

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June (17)

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Staff Report - August 23rd | Early Dismissal Days | Holiday/Recess (No Students or Staff)

Superintendent's Conference Day (No School for Students) | Regents and School-level Exams

September 8, 2021 All Grade Levels Report | June 24, 2022 - Last Day of Schoo

SY 25-26 Calendar_uploaded

Filename: SY_25-26_Calendar_uploaded.pdf **Size:** 155.4 kB

CHILDREN'S AID
college prep charter school

CACPCS Academic Calendar
2025 - 2026 (183 days)

August 2025

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

First Day of School for All Scholars (K-8)

September 2025

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Last Day of School for All Scholars K - 8

Key

- First Day of School - August 26, 2025
- Last Day of School - June 26, 2026
- School Orientation Dates
- Graduations K/ 5/ 8
- Early Dismissal/Staff Professional Development
- Parent Teacher Conferences
- Testing Days - Grades 3-8
- Holidays/School Closings

School Hours
Monday through Friday
7:40AM - 3:30PM

School Office Hours
7:30AM - 4:30PM