CHILDREN'S AID
college prep charter school

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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**	

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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

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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.