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
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**	

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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	
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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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.