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**	

CHILDREN'S AID
college prep charter school

Current Committee Assignments

<table>
<tr><td colspan="2">CACPCS Board of Trustees Executive Committee
Chair – Michelle DeLong
Vice Chair – Beth Leventhal
Secretary – Nina Bershadker
Treasurer- Michelle Rumph</td></tr>
<tr><td>Finance
Michelle Rumph (Treasurer)
Nina Bershadker
Michelle DeLong
Beth Leventhal
with Children's Aid
Milagros Rodriguez</td><td>Learning, Achievement & Evaluation
Jane Goldman (Chair)
Michelle DeLong
Beth Leventhal
Sandra Escamilla
Anita Velazquez, Parent Trustee</td></tr>
<tr><td colspan="2">Governance
Beth Leventhal (Chair)
Michelle DeLong
Phoebe Boyer
Lolita Jackson</td></tr>
<tr><td colspan="2">Executive Committee
Michelle DeLong
Michelle Rumph
Nina Bershadker
Beth Leventhal
Phoebe Boyer</td></tr>
</table>

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