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
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**	

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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
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.