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
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**	

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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
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.