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
October 30, 2024

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 September Meeting Minutes
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00–5:10 PM	DeLong	**Approval of September 2024 minutes**	Draft Minutes
5:10– 5:25PM	Rumph	**Finance and Audit Committee Report** • FY24 Audit	
5:25–5:40PM	School Team	**Connection to Purpose** • Enrollment/Discharge Updates • Student demographics	
5:40–5:50PM	Brown	**Head of School Report**	Dashboard and Head of School Report
5:50–6:00PM	Leventhal	**Governance Committee**	
6:00–6:10PM	Goldman/Brown	**Learning and Achievement Committee Update**	
6:10–6:20PM	Brown	**Executive Session**	

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* *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

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
September 11, 2024
In Person and via Zoom

Trustees in Attendance at 1232 Southern Blvd.	**Others in Attendance**
Nina Bershadker Michelle DeLong Michelle Rumph Anita Velazquez Beth Leventhal Phoebe Boyer **Via Zoom** Jane Goldman via Zoom Sandra Escamilla via Zoom	Drema Brown, Head of School Luisana Olivo, Senior Manager of Operations Brian Pinheiro Head of the Employee Benefits and Executive Compensation Group of Ballard *via Zoom*

Welcome

Trustee DeLong called the meeting to order at 5:30PM.

Trustee Leventhal moved to approve the July minutes. Trustee DeLong seconded the motion. The July 2024 meeting minutes were unanimously approved. (The August meeting was cancelled because Ms. Brown had Covid on the scheduled date).

Connection to Purpose

- The Head of School provided the Trustees with an overview of the 2024-2025 Head of School Management plan, which included an overview of 2024 NYS ELA and Math performance for Grades 3-8.
- The Head of School described the school's academic performance by reviewing the school's overall performance, growth, and progress, in comparison to NYC and NYS performance across Grades 3-8 in ELA and Math.
- She highlighted notable progress across all grades but especially in the middle school and concluded by emphasizing the ongoing growth in academic performance as a key point in the case for renewal with SUNY in 2027.

Head of School Report

The Head of School updated the Trustees on the opening of the new school year.
She provided the Trustees with an enrollment update which she acknowledged was significantly different from the update the Finance and Audit Committee had received two days earlier. As of noon on September 11, 2024, the school had 602 students active in ATS but as of the time of this

report there are 570 students who had attended at least one day of school. She noted that the team had already begun outreach to the parents and caregivers of the 32 scholars who were in the system as pending discharges. There were no students on the waiting list, so over-the-counter enrollment will be on-going for those grades that are still under-enrolled.

The Head of School reminded the Trustees of the school's contingency plans and strategies. The team will monitor enrollment very closely and implement mitigation strategies as necessary to ensure we remain on track to a balanced budget.

She noted that there was only one staff vacancy across the school and that vacancy was an Operations team position. She noted several internal promotions that occurred as the Director of Special Education and Intervention transitioned out of her position and the Operations Assistant from the Middle School was promoted to Senior Manager of Operations.

Trustee DeLong moved to approve the 2023-2024 District Safety Plan.
Trustee Bershadker seconded the motion to the plan. The plan was unanimously approved.

Finance Committee

Trustee Rumph provided a Finance and Audit Committee meeting report. The Committee met on September 9, 2024, and reviewed the July Budget vs. Actuals report. There was minimal activity in July due to the beginning of the school year, audit work, etc. The next financial report should include actual student enrollment totals based on upcoming billing.

Trustee Rumph also shared that the Committee had been provided with audit updates noting that the fiscal audit was in its final stages and that there was a 401K audit report forthcoming. In support of the 401K audit process, the Finance and Audit Committee approved a 401K plan amendment. The amendment updated the language on financial hardship withdrawals to ensure compliance. A Federal grant audit will be scheduled after the completion of the fiscal audit.

Governance

There was no Governance Committee meeting in September.

Learning, Achievement, and Evaluation

All interviews for the Head of School's review have been completed. Additional participants were added to the review process. The review is currently in the finalization stage.

Executive Session

The Trustees did not go into Executive Session.

The meeting was adjourned at 6:24pm.