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
January 8, 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 December Meeting Minutes
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00–5:10 PM	DeLong	**Approval of December 2024 minutes**	Draft Minutes
5:10– 5:35PM	Shanda Holt, Community School Director	**Connection to Purpose:** 2024-25 Community School Program Updates	
5:35–5:55PM	Brown	**Head of School Report**	Dashboard and Head of School Report
5:55–6:05PM	Rumph	**Finance and Audit Committee Report**	
6:05-6:10PM	Leventhal	**Governance Committee**	
6:10–6:15PM	Goldman/Brown	**Learning and Achievement Committee Update**	
6:15-6:30PM	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
December 11, 2024
Via Zoom

Trustees in Attendance	**Others in Attendance**
Michelle DeLong Nina Bershadker Anita Velazquez Beth Leventhal Phoebe Boyer Jane Goldman Michelle Rumph	Drema Brown, Head of School Luisana Olivo, Senior Manager of Operations Dr. Robin Fleshman, CACPCS Middle School Principal Casey Vier, CACPCS Elementary School Principal Betzaida Lamourtte-Disla, CACPCS Teacher and Parent Jennifer Reyes, CACPCS Parent Djenabou Diallo, CACPCS Parent Gabrielle Perez, CACPCS Parent Fatmata Barrie, CACPCS Parent Francois Badenock, CACPCS Parent Adizetou boudoulaye, CACPCS Parent Diana Reyes, CACPCS Parent Khadi Ceesay, CACPCS Parent Regina Little, CACPCS Parent

Welcome

Trustee DeLong called the meeting to order at 5:01PM.

Trustee Boyer moved to approve the November 2024 meeting minutes. Trustee Goldman seconded the motion. The minutes were unanimously approved.

Connection to Purpose

- The Head of School reviewed the school's demographics. She noted a growing number of multilingual learners while there has been little change in the number of students with additional needs.

- The school currently serves 588 students, with a high percentage from economically disadvantaged backgrounds.

- The school's strong academic performance in English Language Arts (ELA) and Math compared to the local district, New York City and New York State was reviewed. This data is important for the school's charter renewal application in 2027.

- Principal Vier discussed key drivers of academic success in ELA and Math, over the years. She noted the significant changes in curriculum including the full adoption of Close Reading in ELA, the switch to the Insight Humanities curriculum, and the introduction of targeted reading groups across grades. More recently, the use of Lavinia Group's "Red Thread" for reading and writing, which brings together close reading and writing around thematic essential questions has been an important update. In math, the school has upgraded to Eureka Squared, which supports differentiation and promotes teacher-student discussions. In Science, the school is working with a consultant and using the Amplify curriculum to support both progression and formative assessments, particularly around graphs and scientific models.

- Principal Vier emphasized the importance of teacher training with the Lavinia group, particularly in phonics for early grades and strategy development for Math. In math, the transition from Math in Focus to Eureka Math, alongside a focus on teacher development were key.

- Teacher retention and consistent professional growth are major factors in maintaining strong instruction and connections with students. Vier noted the importance of investing in teachers' intellectual preparation and using student work to refine teaching practices.

- Vier described the two main instructional priorities at the elementary school including: (1) improving the quality of feedback provided to students; and, (2) putting children at the center of their learning. This includes providing relevant and transferable feedback, ensuring that students can apply their learning independently, and increasing opportunities for student leadership, autonomy, and collaboration.

- There was a slight decrease in performance for grades 3 and 4 in ELA in 2024, particularly with the transition to computer-based assessments. This has led to a focus on improving annotation and writing quality, particularly in typing. In math, students exceeded benchmarks, with a focus on improving open responses and explanations of their thinking. In Science, fourth graders exceeded their benchmark, while fifth graders were nearing it, with an emphasis on reinforcing models, graphs, and tables.

- Dr. Fleshman discussed the focus on the team's work on building a strong middle school experience, emphasizing the importance of student learning, achievement, engagement, and school culture.
- Dr. Fleshman highlighted the significant changes made in the curriculum since 2021, which included adopting new programs in ELA, Science, Math, and Social Studies. In ELA, the middle school also switched to the Insight Humanities curriculum and Close Reading, with a shift toward more complex texts and academic language.
- In Math, the school transitioned to Illustrative Math which focuses on a conceptual understanding and application skills to prepare students for high school. This year, the school introduced its first Algebra Regents class and plans to add a Science Regents class next year.
- In Science, the curriculum shifted to a more investigative approach, using the Amplify Science curriculum, while Social Studies placed more emphasis on informational texts and document-based questioning, using the New York State Passport to Social Studies curriculum. Dr. Fleshman also emphasized the importance of supporting middle school students through these changes to ensure success in high school and beyond.
- The middle school team has been focused on developing the high-level skills necessary for success in high school and beyond, particularly in writing, academic discourse, and critical thinking. Middle School teachers aim to give students actionable and transferable feedback, set goals, and coaches students around these goals. There is also an emphasis on having students do the majority of the cognitive work, including explaining, making connections, and engaging in evidence-based student-to-student discourse.
- Middle School Science and Social Studies assessments focus on unit concepts, document-based questions, and investigative assessments, while ELA focuses on historical texts and traditional literature.
- The 6th-grade students performed well in key areas such as understanding ratios and solving unit rate problems. Seventh-grade students outperformed expectations in both ELA and Math, particularly with regards to informational historical texts and multiplication and division of fractions.
- Eighth-grade students showed a strong understanding of poetry and made significant progress in Algebra, with 87% of students in the current Algebra Regents class showing proficiency in a challenging standards on equations and inequalities.
- Across all grades, there is a continued effort to track student work, align pedagogy, and support students in building critical academic skills for future success.

When asked about the future of the Regents classes at CACPCS given the eventual elimination of the Regents requirement for graduation, Principal Fleshman added that the Regents exam will still be available in 2027, but it will no longer be a requirement for graduation. For students who pass the Regents, such as those in 8th grade Algebra Regents this year, they will receive high school credit and will move on to Geometry in 9th grade. As the requirement for the Regents exam changes, schools may explore alternative assessments, such as portfolio-based assessments. CACPCS is considering adopting more advanced approaches to content, such as the International Baccalaureate (IB) program.

Head of School Report

The Head of School reported that enrollment remains steady at 588-589 students, slightly below the budgeted enrollment of 600. The school continues to accept new students, especially for Kindergarten and third grade. Attendees were encouraged to refer any families who may be looking for a school to contact Miss Bland or the Main Office for assistance.

The Head of School also shared an exciting new partnership focused on improving attendance, particularly addressing chronic absenteeism. In partnership with the Early Childhood Division, the school introduced the Pajama Program, which would be holding workshops for Kindergarten through Grade 3 students. These workshops will focus on the importance of sleep and bedtime routines to help students be better prepared for the school day. Each participating student will receive a new pair of pajamas, a book, and a bedtime routine magnet for their home.

Additionally, the Head of School highlighted ongoing training for Deans of Students and staff on the Collaborative and Proactive Solutions (CPS) framework from Lives in the Balance. This training focused on scholar support planning and building staff skills to address behaviors that may hinder student learning. The report concluded with anticipation for the continued impact of these initiatives.

Finance Committee

The Finance and Audit Committee met on December 9th and reviewed the October financial statements, which continued to project the school will end the year on budget. The school will monitor enrollment and conduct a detailed review of salary and compensation projections over the next few weeks. Any necessary adjustments will be flagged early, and the findings will be shared with the Finance and Audit Committee. No other major updates were provided.

Trustee DeLong provided a Development update, noting that an email was sent to board members to share with their networks. Donations have started to come in as a result. Board members who have not yet sent the emails or wish to reach out to additional contacts were encouraged to do so.

Governance

There were no updates.

Learning, Achievement, and Evaluation

The Learning, Achievement and Evaluation Committee provided updates on the process and timing of the Head of School evaluation. At their last meeting, the Committee members provided final input on the Head of School evaluation. This feedback was incorporated into the 360 evaluation which included interviews with the two principals, a Dean, two teachers, the Community School Director, and the Director of Data and Compliance. The comprehensive evaluation was led by Sandra Escamilla, with assistance from Kerry Odom, and has been sent to Head of School. After the Head of School debriefs with Sandra Escamilla, the report will be available for the full board to review.

Executive Session

The Trustees went into Executive Session at 6:11PM

The Trustees returned from the Executive session at 6:16PM. Trustee DeLong noted that the Committee discussed confidential matters related to staff.

The meeting was adjourned at 6:16PM.