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
September 11, 2024
Trustee Meeting will be held via Zoom 10027

Planned Outcomes: Trustees will:
1. Approve July 2024 Meeting Minutes there was no meeting in August 2024
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00-5:30PM	Rumph	**Finance Committee meets** at start of meeting to review 401K Plan Proposed Amendments	
5:30-5:35 PM	DeLong	**Approval of July 20204 minutes**	Draft Minutes
5:35 – 5:50PM	Brown	**Connection to Purpose and Head of School Report** School Year 2024-25 Updates and Head of School Management Plan	DRAFT District Safety Plan linked here.
5:50 – 5:35PM	Rumph	**Finance Committee Report**	
5:35-5:40PM	Leventhal/Boyer	**Governance Committee**	
5:40-6:00PM	Goldman	**Learning and Achievement Committee Update**	
6:00 – 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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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
July 10, 2024
Via Zoom

Trustees in Attendance	**Others in Attendance**
Nina Bershadker Michelle DeLong Michelle Rumph Sandra Escamilla Anita Velazquez Beth Leventhal Jane Goldman Phoebe Boyer Lolita Jackson	• Drema Brown, Head of School • Jakia Bland, Manager of Recruitment

Welcome
Trustee DeLong called the meeting to order at 5:05PM.

Trustee Goldman offered the following changes to the Learning, Achievement and Evaluation report included in the June minutes. Trustee Goldman asked that the minutes be corrected from, "The timeline will be much earlier next year and will include an adaption of the Children's Aid evaluation" to "The timeline will be much earlier next year. An adaption of the Children's Aid evaluation will be provided for the missed Head of School Evaluation in the missed academic year 2022-23."

Trustee Goldman made a motion to approve the June minutes with those changes. Trustee Leventhal seconded the motion. The minutes were unanimously approved.

Connection to purpose
The Head of School provided the Trustees with an overview of the Summer 2024 program opportunities for CACPCS families.

- Summer Boost (Rising 1st-5th grade): 94 enrolled in tutoring. Eighty eight students remain for enrichment.
    - 20 Rising 2nd graders had the opportunity to attend free swimming lessons at Lehman College through Asphalt Green's Wavemakers program as part of a citywide initiative. Trustees Boyer and Bershadker noted that the Gray Foundation funded this initiative.
    - 5 elementary scholars attend a small summer robotics program

- Summer Boost (Rising 6-9th grade): 113 scholars enrolled for tutoring. Seventy-six remain for enrichment programming
- 181 scholars reported to the program at least one day during the first week which included the 4th of July holiday.
- Bronx House: 15 scholars enrolled. 10 regularly attend.
- Wagon Road Camp: 42 scholars enrolled. 36 scholars attend.
- Alvin Ailey: 100 campers. Three CACPCS scholars are enrolled.

Head of School Report:

The Head of School briefed the Trustees on the requirements related to the approval of the school's District Safety Plan each year and new requirements for remote learning plans. She also described feedback received from parents related to implementing active shooter protocols into the District Safety Plan.

The Head of School also provided the Trustees with several reminders regarding submissions for the NYSED Annual report and dates for upcoming meetings.

Finance Committee

Trustee Rumph reported that there was no Finance and Audit Committee meeting in July because the summer is the busiest time of the year for CA Fiscal and school staff who are closing out the 2023-24 school year and prepping for the audit.

Governance:

Trustee Leventhal reported that the Governance Committee did not meet in July.

Learning, Achievement, and Evaluation:

Trustee Goldman further corrected her correction to the minutes to reference the missing Head of School evaluation in 2022-23 (last year). She then asked Trustee Escamilla to provide the Trustees with an update on the Head of School evaluation process.

Trustee Escamilla shared that the Committee is setting up interviews with school staff and leadership as a part of the Head of School's 360 evaluation. The interviews should be completed by the end of the summer.

Trustee Boyer shared her experience at the 8th grade graduation which she described as "beautiful" and "inspiring". She noted the significance of the moment when CACPCS's alumni

who were high school seniors who are going to college walked across stage at the 8th grade graduation.

Executive Session

The Trustees went into Executive Session at 5:41PM

The Trustees returned from Executive session at 5:47. Trustee DeLong noted that the Trustees has discussed individual employees and specific students during the Executive Session.

The meeting was adjourned at 5:48PM.