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
December 11, 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 November Meeting Minutes
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00–5:10 PM	DeLong	**Approval of November 2024 minutes**	Draft Minutes
5:10– 5:25PM	Brown	**Connection to Purpose:** 2024-25 Academic Progress Updates	Principal Vier and Principal Fleshman
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

<table>
<tr><td colspan="2">CACPCS Board of Trustees Executive Committee
Chair – Michelle DeLong
Vice Chair – Beth Leventhal
Secretary – Nina Bershadker
Treasurer- Michelle Rumph</td></tr>
<tr><td>Finance
Michelle Rumph (Treasurer)
Nina Bershadker
Michelle DeLong
Beth Leventhal
with Children's Aid
Milagros Rodriguez</td><td>Learning, Achievement & Evaluation
Jane Goldman (Chair)
Michelle DeLong
Beth Leventhal
Sandra Escamilla
Anita Velazquez, Parent Trustee</td></tr>
<tr><td colspan="2">Governance
Beth Leventhal (Chair)
Michelle DeLong
Phoebe Boyer
Lolita Jackson</td></tr>
<tr><td colspan="2">Executive Committee
Michelle DeLong
Michelle Rumph
Nina Bershadker
Beth Leventhal
Phoebe Boyer</td></tr>
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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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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
November 20, 2024
1232 Southern Blvd.

Trustees in Attendance	**Others in Attendance**
Michelle DeLong Nina Bershadker Anita Velazquez Beth Leventhal Phoebe Boyer Jane Goldman Sandra Escamilla **Trustees in Attendance via Zoom** Michelle Rumph	Drema Brown, Head of School Luisana Olivo, Senior Manager of Operations Sarah Bernal, CACPCS Parent Betzaida Lamourtte-Disla, CACPCS Teacher and Parent **Others in Attendance via Zoom** Khadi Ceesay, CACPCS Parent

Welcome

Trustee DeLong called the meeting to order at 5:11PM.

Trustee Bershadker made a motion to approve the October 2024 meeting minutes. Trustee Boyer seconded the motion, which was unanimously approved.

Connection to Purpose

The Head of School reviewed the school's academic progress based on the SUNY accountability benchmarks which will be used to assess the school's renewal application in 2027. The Head of School emphasized the importance of the principals' strategy of aligning daily decisions with long-term academic goals to ensure measurable outcomes.

- SUNY utilizes five key measures to evaluate the school's academic performance in ELA, Math and Science, including an absolute performance measure, a performance index (MIP), a district comparison measure, an effect size measure, and a mean growth target.
    - The absolute performance measure requires 75% of students enrolled for at least two years to score at or above proficiency.
    - The MIP is determined by annual targets set by New York State. District comparison evaluates whether students in their second year perform better than those in similar schools.
    - The effect size measure adjusts for certain student population demographics like economic disadvantage. This measure lags a year in reporting and is based on data from the previous school year.

- The mean growth target was set at 50 points. CACPC recently reported growth at 49.7, slightly below target.
- The 2021–2022 academic year, affected by post-COVID reopening challenges, does not count toward SUNY's accountability measures. Instead, 2022–2023 has been established as the baseline year for evaluation.

- CACPCS met three of its five performance measures in ELA in 2024 and four of its five measures in Math. CACPCS did not meet the absolute performance measure in either ELA or Math despite strong academic growth across grades 3-8 in both subjects in 2024 compared to 2023.
- To address areas for improvement, the team will continue to focus on interventions for those grades whose progress continues to lag behind the rest of the school, including Grades 5 and 6 in both ELA and Math, while continuing to build on the momentum in both ELA and Math across all grades.

Head of School Report

- Current enrollment has been holding steady with approximately 588-589 students actively attending. There are still 21 pending discharges.
- The Head of school shared data from a recently released report by the New York City Charter Center highlighting charter school performance across NYC.
- The scatterplot analyses of ELA and Math proficiency rates placed CACPCS favorably within the independent charter sector.

Finance Committee

Trustee Rumph provided updates on the school's financial status based on reports shared by CA Fiscal and school management at the Committee's November meeting. Key highlights included:

- Current projections indicate the school will end the year within budget, based on September financials and per-pupil billing. However, student enrollment will continue to be closely monitored as fluctuations could significantly impact the budget.
- The Finance team will conduct a detailed review of salaries compared to the budget in the coming weeks, aiming to address discrepancies early to maintain financial stability for the school year.
- Preparations are underway for the federal audit, with plans to complete it within the next few weeks. Additionally, the team's work on filing Form 990 is set to begin shortly.

Governance

Trustee Leventhal reported that the Governance Committee did not meet in October given the Committee's decision to meet on a quarterly basis.

Learning, Achievement, and Evaluation

The Learning, Achievement and Evaluation Committee provided updates on the process and timing of the Head of School evaluation.

Trustee Bershadker made a motion to approve the 2024-25 District Safety Plan. Trustee Boyer seconded the motion, which was unanimously approved.

Executive Session

The Trustees went into Executive Session at 6:07PM

The Trustees returned from Executive session at 6:26PM Trustee DeLong noted that the Trustees used the Executive Session to discuss issues pertaining to the employment of individual employees.

The meeting was adjourned at 6:27PM.