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
November 20, 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 October Meeting Minutes
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00–5:10 PM	DeLong	**Approval of October 2024 minutes**	Draft Minutes
5:10– 5:25PM	Brown	**Connection to Purpose:** Update on SUNY Accountability Benchmarks	
5:25–5:35PM	Brown	**Head of School Report** 2024-25 District Safety Plan	Dashboard and Head of School Report District Safety plan linked here.
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

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
October 30, 2024
Via Zoom

Trustees in Attendance via Zoom	**Others in Attendance via Zoom**
Nina Bershadker Michelle Rumph Anita Velazquez Beth Leventhal Phoebe Boyer Jane Goldman Sandra Escamilla	Drema Brown, Head of School Luisana Olivo, Senior Manager of Operations Jakia Bland, Manager of Recruitment Thao Nguyen, Data Analyst

Welcome

Trustee Leventhal called the meeting to order at 5:04M.

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

Finance Committee
Trustee Rumph provided a Finance and Audit Committee meeting report. The Committee met on October 28, 2024. Grant Thornton auditors reported a clean audit with no significant findings. The Finance and Audit Committee approved the audit for submission to SUNY. The Committee expressed gratitude to the CA Fiscal team and the school staff for their hard work. Next steps include preparing for the single audit of any federal funding equal to or in excess of $750,000 and preparation of the 990.

Connection to Purpose

- The Head of School, the Data Analyst and Manager of Recruitment provided the Trustees with an update on the school's enrollment. They also shared updates on enrollment and discharge trends as well as enrollment challenges. They provided a demographic overview of our current students.

Head of School Report
The Head of School updated the Trustees on school culture. She noted that life coaches and the deans of students are collaborating on restorative practices to better support students with relationship issues in the classroom.

Instructional management plans are in full implementation already this year due to strong engagement by leaders and teachers.

The after-school program has reached 215 students, representing 36% of the active student body, marking its largest enrollment ever.

Board members were asked to review the 2024-25 District Safety Plan ahead of the November meeting for approval. The Head of School also shared that Community feedback is being solicited to refine the plan.

Ongoing alignment with Children's Aid practices includes the Head of School's participation in Compliance Committee meetings to ensure effective collaboration. The school is also set to launch its first HRIS system in December, which will enhance HR reporting and streamline processes.

Governance

The Governance Committee will be meeting quarterly going forward. The committee continues to review of the school's mission statement. The school community will also be involved in this process. The Committee is assessing the current skill sets of board members and exploring ways to develop a pipeline for future board candidates.

Learning, Achievement, and Evaluation

The Learning and Achievement Committee met on October 16th at the Southern Blvd. location for classroom visits.

The priorities described at the start of the visit included increasing student voice and choice, fostering more student-to-student interactions, and enhancing coaching and feedback from teachers. During classroom visits, Committee members noted improvements in classroom engagement and climate, with teachers actively circulating and providing varied feedback to students.

Overall, the visits reflected positive progress in alignment with the school's instructional priorities for the 2024-25 year.

Executive Session

The Trustees did not go into Executive Session.

The meeting was adjourned at 6:02pm.