



Join Zoom Meeting
<https://us06web.zoom.us/j/82853804609?pwd=F0sewUPZxEdicWLj9ObgfLqzxH7evv.1>
 Meeting ID: 828 5380 4609
 Passcode: 031776
 Dial by your location
 +1 929 205 6099 US (New York)
 +1 253 205 0468 US
 Meeting ID: 828 5380 4609
 Passcode: 031776

**Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees
 December 10, 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 **August 2025** Meeting Minutes
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00–5:05 PM	DeLong	Approval of August 2025 minutes	Draft Minutes
5:05-5:15PM	Brown	Connection to Purpose: SY 2025-26 Kick-Off Updates	
5:10– 5:30PM	Brown	Head of School Report	Dashboard and Head of School Report
5:30-5:35PM	Rumph	Finance Committee Report	
5:35-5:40PM	Leventhal	Governance Committee Report	
5:40–5:45PM	Goldman	Learning and Achievement Committee Report	
5:45–5:50PM	DeLong/Brown	Executive Session	

Current Committee Assignments

<p><i>CACPCS Board of Trustees Executive Committee</i> Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph</p>	
<p>Finance Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal <i>with Children’s Aid</i> <i>Milagros Rodriguez</i></p>	<p>Learning, Achievement & Evaluation Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Anita Velazquez, Parent Trustee</p>
<p>Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer</p>	
<p>Executive Committee Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer</p>	
<p>Board of Trustees Class 1 (2025-2027)</p> <p>Jane Goldman Beth Leventhal Michelle Rumph</p>	<p>Board of Trustees Class 2 (2024-2026)</p> <p>Nina Bershadker Phoebe Boyer Michelle DeLong Sandra Escamilla</p>
<p>Parent Trustee (2025 -2026) Anita Velazquez</p>	

Board of Trustees 2025-26 Proposed Meeting Calendar

drafted: July 16, 2025

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Trustees	<i>(*)denotes change in date due to holidays or other reasons</i>	All	Chair: Leventhal	Chair: Goldman	Chair: Rumph
NOTES	Reporting requirements due on the 1 st of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15 th 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 124 th Street or via Zoom (if needed).	Meetings are held at 8am quarterly.	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		7/9			
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/13			8/11 @4pm
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies; Title funding financial policies and procedures; parent engagement	9/10	9/10 @ 8am	9/15 (@9:30AM	9/8 @4pm
Oct	10/3 Board Members Bio/Resume Packet 10/15 District and School Safety Plans	10/29*			10/27* @4pm • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit and 990 11/15 – Q1 Financial Report	11/19*		11/24 (@2PM)	11/17* @4pm

Trustees - Michelle DeLong, Chair • Beth Leventhal, Vice-Chair • Nina Bershadker, Secretary • Michelle Rumph, Treasurer
• Jane Goldman • Phoebe Boyer • Sandra Escamilla • Anita Velazquez, Parent Trustee

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
Dec		12/10	12/2 @8am		12/8 @4pm
Jan	1/2 – Student Application Form	1/7		1/26 (@2PM)	1/5 @4pm <ul style="list-style-type: none"> • Orient Committee to CA/CACPCS budget launch priorities • Review and approve any recommended school Fiscal Policies and Procedures Manual changes
Feb	2/15 – Q2 Financial Report	2/11			2/9 @4pm <ul style="list-style-type: none"> • Initial FY27 Wraparound Budget Review • Uniform Guidance Federal Audit (tentative)
Mar		3/11	3/4 @8am	3/23 (@9:30AM)	3/9 @4pm <ul style="list-style-type: none"> • Budget Review • Final approval of FY27 wraparound budget
Apr	4/15 – Facilities Reporting Questionnaire	4/8			4/6 @4pm <ul style="list-style-type: none"> • Review Full FY27 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	5/13		5/18 (@2PM)	5/11 @4pm <ul style="list-style-type: none"> • Review and finalize FY27 full budget
June	6/30 – Annual Budget	6/10 (ANNUAL MEETING)	6/3 @8am		6/8 @4pm <ul style="list-style-type: none"> • FY27 Budget Final Review
July 2026		7/8			
August 2026		8/12			8/10 @4pm

Meeting Minutes of Children’s Aid College Prep Charter School Board of Trustees

December 10, 2025

Trustee Meeting held via Zoom

<p>Trustees via Zoom Phoebe Boyer Michelle DeLong Nina Bershadker Beth Leventhal Michelle Rumph Sandra Escamilla Anita Velasquez</p> <p>Trustees not in attendance: Jane Goldman</p>	<p>Others in Attendance via Zoom Drema Brown, Head of School Luisana Olivo, Senior Manager of Operations Shanda Holt, Community School Director Regina Little, Parent</p>
--	--

Welcome

Trustee DeLong called the meeting to order at 5:03PM.

Trustee Bershadker moved to approve the October minutes. Trustee Leventhal seconded the motion. The October minutes were unanimously approved.

Connection to Purpose

Community School Director, Shanda Holt provided a comprehensive overview of the community school team’s programming and its positive impact on student success. The presentation highlighted how the team addresses barriers to learning and fosters conditions for success beyond academics through targeted attendance strategies, social-emotional learning, youth engagement, after-school enrichment, and family support services. Shanda explained that success mentors and life coaches conduct daily absentee outreach, including phone calls and home visits when necessary. She also shared that after-school program enrollment has more than doubled, increasing from 139 students in 2023 to 287 students currently. Overall, the team continues to make meaningful progress in supporting the whole child, with attendance improving to 93% and family engagement remaining a key priority through ongoing events and support initiatives.

Head of School, Dr. Drema Brown shared attendance data showing improvement to 93%, though it remains below the SUNY benchmark of 95%. Chronic absenteeism continues to be a challenge despite overall gains. Shanda reviewed social-emotional learning and life coach supports provided to students, noting that 457 scholars have been served this year. She highlighted targeted group programs and individual interventions to support student well-being. Ms. Holt also shared family support efforts based on survey data, emphasizing ongoing assistance with food, basic needs, and community engagement.

Head of School Report

Dr. Drema Brown shared highlights from a successful trip to Harvard, where four CACPCS students presented their YPAR project at the Harvard Graduate School of Education. The students toured the campus, presented to a large audience, and received a standing ovation for their work. Team members noted the transformational impact of the experience and shared additional examples of alumni success. Overall, the trip demonstrated meaningful exposure to higher education and the long-term impact of the school's work.

Finance and Audit Committee

Trustee Rumph provided a financial update from the December finance committee meeting, reporting that the school is projected to end the year ahead of budget due to increased enrollment. She noted that the fiscal team is closely reviewing expenses and revenue in anticipation of potential enrollment changes. Overall, the financial outlook is positive, with continued implementation of more structured financial review processes.

Governance

Trustee Leventhal provided an update from the governance committee, noting that the committee will serve as the board's YPAR liaison. She shared plans to distribute a trustee skill self-assessment and emphasized the need to recruit an additional trustee with finance expertise. The committee is also seeking members with Bronx or city government experience and is beginning a review of the school's vision and mission in preparation for the 2027 charter renewal.

Learning, Achievement, and Evaluation

Dr. Brown updated on the Learning Achievement and Evaluation Committee, reviewing 2025 NYS ELA and math results. She highlighted instructional priorities for targeted grades and noted the school's placement in the lowest "need" category under new state accountability measures. The committee also discussed the head of school evaluation process and succession planning.

Executive Session

The Trustees went into Executive Session at 5:53 pm.

The Committee returned from Executive session at 6:10 pm.

The meeting was adjourned at 6:10 pm.