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 Passcode: 031776  
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 +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  
 September 10, 2025**

*Trustee Meeting will be in-person at 1232 Southern Blvd, or at Children’s Aid Headquarters at 117 West 124<sup>th</sup> 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

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

## Current Committee Assignments

<p><b><i>CACPCS Board of Trustees Executive Committee</i></b>            Chair – Michelle DeLong            Vice Chair – Beth Leventhal            Secretary – Nina Bershadker            Treasurer- Michelle Rumph</p>	
<p><b>Finance</b>            Michelle Rumph (Treasurer)            Nina Bershadker            Michelle DeLong            Beth Leventhal  <i>with Children’s Aid</i>  <i>Milagros Rodriguez</i></p>	<p><b>Learning, Achievement &amp; Evaluation</b>            Jane Goldman (Chair)            Michelle DeLong            Beth Leventhal            Sandra Escamilla            Anita Velazquez, Parent Trustee</p>
<p><b>Governance</b>            Beth Leventhal (Chair)            Michelle DeLong            Phoebe Boyer</p>	
<p><b>Executive Committee</b>            Michelle DeLong            Michelle Rumph            Nina Bershadker            Beth Leventhal            Phoebe Boyer</p>	
<p><b>Board of Trustees Class 1 (2025-2027)</b></p> <p>Jane Goldman            Beth Leventhal            Michelle Rumph</p>	<p><b>Board of Trustees Class 2 (2024-2026)</b></p> <p>Nina Bershadker            Phoebe Boyer            Michelle DeLong            Sandra Escamilla</p>
<p><b>Parent Trustee (2025 -2026)</b>            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
<b>Trustees</b>	<i>(*)denotes change in date due to holidays or other reasons</i>	All	Chair: Leventhal	Chair: Goldman	Chair: Rumph
<b>NOTES</b>	Reporting requirements due on the 1 <sup>st</sup> of the month will be reviewed during the relevant committee meeting and full board meeting the month prior; reporting requirements due on the 15 <sup>th</sup> 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 <sup>th</sup> 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).
<b>July</b>		7/9			
<b>Aug</b>	8/1 – Annual Report <b>8/1 – Q4 Financial Report</b> 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/13			8/11 @4pm
<b>Sept</b>	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
<b>Oct</b>	10/3 Board Members Bio/Resume Packet  10/15 District and School Safety Plans	10/29*			10/27* @4pm • Annual Financial Audit Review
<b>Nov</b>	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 Bershader, 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
<b>Dec</b>		12/10	12/2 @8am		12/8 @4pm
<b>Jan</b>	1/2 – Student Application Form	1/7		1/26 (@2PM)	1/5 @4pm <ul style="list-style-type: none"> <li>Orient Committee to CA/CACPCS budget launch priorities</li> <li>Review and approve any recommended school Fiscal Policies and Procedures Manual changes</li> </ul>
<b>Feb</b>	2/15 – Q2 Financial Report	2/11			2/9 @4pm <ul style="list-style-type: none"> <li>Initial FY27 Wraparound Budget Review</li> <li>Uniform Guidance Federal Audit (tentative)</li> </ul>
<b>Mar</b>		3/11	3/4 @8am	3/23 (@9:30AM)	3/9 @4pm <ul style="list-style-type: none"> <li>Budget Review</li> <li>Final approval of FY27 wraparound budget</li> </ul>
<b>Apr</b>	4/15 – Facilities Reporting Questionnaire	4/8			4/6 @4pm <ul style="list-style-type: none"> <li>Review Full FY27 Budget draft</li> <li>Medical insurance Review</li> <li>General Liability Insurance Review</li> <li>Review 990</li> </ul>
<b>May</b>	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"> <li>Review and finalize FY27 full budget</li> </ul>
<b>June</b>	6/30 – Annual Budget	6/10 (ANNUAL MEETING)	6/3 @8am		6/8 @4pm <ul style="list-style-type: none"> <li>FY27 Budget Final Review</li> </ul>
<b>July 2026</b>		7/8			
<b>August 2026</b>		8/12			8/10 @4pm

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

August 13, 2025

Trustee Meeting held via Zoom

<b>Trustees via Zoom</b> Michelle DeLong Beth Leventhal Michelle Rumph Sandra Escamilla Jane Goldman Nina Bershadker Anita Velasquez  <b>Trustees not in attendance:</b> Phoebe Boyer	<b>Others in Attendance via Zoom</b> Drema Brown, Head of School Luisana Olivo, Senior Manager of Operations Ahn Thao Nguyen, Data Analyst
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### Welcome

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

Trustee Bershadker moved to approve the July minutes. Trustee Goldman seconded the motion. The July minutes were unanimously approved.

### Connection to Purpose

The Head of School and CACPCS’s Data Analyst, Thao Nguyen, provided the Trustees with an enrollment update for the 2025-26 school year. Ms. Nguyen reported that 153 scholars have registered out of 170 acceptances for the 2025–26 school year, including 77 kindergartners. Ms. Nguyen explained that the CACPCS team is monitoring pending discharges and relying on open enrollment to fill any unexpected gaps in enrollment. Overall, enrollment looks to be on track, but more accurate enrollment numbers will be available after the NYC DOE schools open on September 4<sup>th</sup> and yellow bus service begins. Another enrollment update is planned for the September 2025 board meeting.

### Head of School Report

Dr. Drema Brown reported that the Summer Boost program exceeded both its enrollment and attendance expectations during the summer with 181 students enrolled and an 88.65% attendance rate, surpassing the 171 enrollment target and 70% attendance rate required to meet grant requirements. The rising 9th graders maintained an 87% attendance and the Summer Boost Lavinia Group assessments showed strong growth across the grades. The Head of School noted some testing inconsistencies that may have skewed results in one particular grade.

### CACPCS’s Distraction-Free School Policy

The Head of School shared a summary of the public comments on the proposed policy with the Trustees. Comments were largely in favor of the policy with some noting questions about certain devices like smartwatches and concerns about the safe-keeping of devices during the school day. The Head of School

noted that these questions and concerns would be a focus of parent orientation to the policy and a focus of on-going communication with parents.

Trustee DeLong moved to approve the Distraction-Free School policy banning internet-enabled devices, including cell phones and smartwatches in line with Governor Hochul's mandate. Trustee Goldman seconded the motion. The policy was unanimously approved by the Trustees.

### **NYS Test Results**

The Head of School shared preliminary 2024–25 test results. CACPCS outperformed NYC by 12 points in ELA and 9 points in Math, with 68% and 66% proficiency overall respectively. Strong gains were seen in 5th grade ELA and 8th grade Math while performance was not as strong as anticipated in 6th and 7th grade Math and 6th and 8th grade ELA.

### **Learning, Achievement, and Evaluation**

Trustee Escamilla noted that the Committee's feedback was included in the Head of School's evaluation which is now with Trustee Boyer for final review after September 2nd. Trustee Escamilla is also working to align the evaluation with the new performance management system being used at Children's Aid to ensure continuity with the Children's Aid HR process.

### **Governance**

There were no additional updates.

### **Finance and Audit Committee**

Trustee Rumph reported that the committee reviewed preliminary June financial statements. The CA Fiscal team and the Head of School are working on answers to questions regarding fluctuations in the financial reports. Trustee Rumph also noted that the FY25 audit is currently underway. School management and the committee are closely tracking student enrollment for its impact on the FY26 budget.

### **Executive Session**

The Trustees went into Executive Session to discuss employee matters at 5:54 pm.

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

The meeting was adjourned at 6:10 pm.