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**Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees
 August 13, 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 July Meeting Minutes
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00–5:10 PM	DeLong	Approval of July 2025 minutes	Draft Minutes
5:10– 5:30PM	Brown	Head of School Report <ul style="list-style-type: none"> • 2025-26 Enrollment updates • Distraction-Free Schools Board Resolution • District Safety Plan Board Review 	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 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) Jane Goldman Beth Leventhal Michelle Rumph</p>	<p>Board of Trustees Class 2 (2024-2026) 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
Dec		12/10	12/2 @8am		12/8 @4pm

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance and Audit
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 2025		7/8			
August 2025		8/12			8/10 @4pm

Meeting Minutes of Children’s Aid College Prep Charter School Board of Trustees
July 9th, 2025
Trustee Meeting held via Zoom

<p>Trustees via Zoom Phoebe Boyer Michelle DeLong Beth Leventhal Anita Velasquez Michelle Rumph Sandra Escamilla</p> <p>Trustees not in attendance: Jane Goldman Nina Bershadker</p>	<p>Others in Attendance via Zoom Drema Brown, Head of School Luisana Olivo, Senior Manager of Operations Shanda Holt, Community School Director Ashley Brown, Dean of Students and Culture Ahn Thao Nguyen, Data Analyst</p>
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Welcome

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

Trustee Leventhal moved to approve the June minutes. Trustee Rumph seconded the motion. The June minutes were unanimously approved.

Head of School Report

- Dean Ashley Brown provided an update on high school placement outcomes for the Class of 2025.
 - Dean Brown shared that 72% of the school’s 8th grade graduates were accepted into their first-choice high schools.
 - The 2025 cohort had a strong preference for schools located in the Bronx, accounting for 67% of all acceptances.
 - The 2025 cohort’s application trends showed a shift away from highly competitive schools, with students opting for a broader range of options. Interest in STEM programs, particularly in computer science and engineering, increased significantly.
 - As of July, 60% of students had committed to DOE schools, 35% to charter schools, and two students had committed to Catholic schools.
 - To support families exploring alternative options, the school plans to host a charter school fair next year.
 - Dean Brown shared that parent engagement and student motivation were challenges during the year. In response, the school is initiating earlier outreach to parents beginning in the 7th grade.

Connection to Purpose

Shanda Holt, the Community School Director, and the Head of School shared updates on 2025 summer programs and enrollment.

- The Summer Boost program is currently serving 181 students. The program provides academic support and enrichment.

- The Summer Boost program theme is “New York City Travelers”. The scholars achieved 76% average daily attendance in its first week.
- Activities this summer will include trips to Legoland, the Bronx Zoo, and Nickelodeon Universe, along with themed events and creative projects.
- Other scholars are attending programs hosted by partners including: Children’s Aid’s Wagon Road Camp (42 scholars), Bronx House (14 scholars), and Ailey Camp (5 scholars).

Head of School Report (continued)

Anh Thao Nguyen, Data Analyst, presented a comprehensive update on enrollment and retention for the upcoming school year.

- 87% of families who accepted lottery offers have started or completed enrollment packets, marking a strong improvement from the previous year.
- Dr. Brown highlighted the need to consider both new enrollees and returning students to prevent enrollment shortfalls. To support accurate projections and ongoing enrollment efforts, the school is leveraging new tools like SchoolMint while also focusing on relationship-building and year-round recruitment strategies.
- Ms. Nguyen explained the methodology behind retention calculations, addressing questions from Trustees throughout the discussion.
- An 82% retention rate and 16% open enrollment rate from the previous year are being used to inform projections, with a target enrollment of 676 students to account for anticipated attrition.
- Ms. Nguyen shared that the school will continue to use the detailed enrollment workbook shared with the Trustees to monitor registration totals, analyze historical data, and project future trends.

Finance and Audit Committee

The Finance Committee will not meet during the month of July to provide the team with time to focus on closing out the financials for the 2024-25 school year and to prepare for the year-end audit.

Learning, Achievement, and Evaluation

Trustees reported that the Learning and Achievement Committee has provided input for the Head of School evaluation. Trustee Escamilla is compiling the input. The evaluation is expected to be completed by the end of July or mid-August.

Governance

There were no additional updates.

Executive Session

The Trustees went into Executive Session to discuss personnel matters.

The meeting was adjourned at 6:27PM.