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 Passcode: 031776

**Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees
 October 29, 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 September Meeting Minutes
2. Receive Head of School Report
3. Receive Committee Reports

Time	Lead	Item	Materials
5:00–5:10 PM	DeLong	Approval of September 2025 minutes	Draft Minutes
5:10-5:20PM	Rumph	Finance and Audit Committee Report <ul style="list-style-type: none"> • FY25 Audit 	
5:10– 5:30PM	Brown	Head of School Report <ul style="list-style-type: none"> • Enrollment • Student Demographics 	Dashboard and Head of School Report
5:30-5:35PM	Leventhal	Governance Committee Report	
5:35-5:40PM	Goldman	Learning and Achievement Committee Report	
5:40–5:45PM	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)</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
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 2026		7/8			
August 2026		8/12			8/10 @4pm

**Meeting Minutes of Children’s Aid College Prep Charter School Board of Trustees
September 10th, 2025**

Trustee Meeting was held in-person

<p>Trustees in Attendance: Sandra Escamilla Michelle DeLong Michelle Rumph Anita Velazquez Jane Goldman Nina Bershadker Beth Leventhal</p> <p>Trustees not in attendance: Phoebe Boyer</p>	<p>Others in Attendance: Drema Brown, Head of School Luisana Olivo, Senior Manager of Operations</p> <p>Others in Attendance via Zoom: Theresa Escobar, Parent Regina Little, Parent Amari Henry, Parent Danisha Bogle, Parent</p>
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Welcome

Trustee DeLong opened the meeting at 5:07pm.

Trustee Goldman moved to approve the August 2025 minutes. Trustee Leventhal seconded the motion. The minutes were unanimously approved.

Connection to Purpose & Head of School Report

- The Head of School provided updates on enrollment, staffing, and new instructional initiatives for the 2025-26 school year. Specifically, she shared the following:
 - While overall enrollment remained steady, concerns were noted about enrollment for 4th, 5th, and 7th grades largely due to competition from other charter schools.
 - Enrollment at the time of this meeting included 69 students in 4th grade, 75 in 5th, and 64 in 7th grade which was slightly down from last year. Grades 3-5 impact rental assistance.
- Since June 2025, six staff positions have been filled, including the replacement of two kindergarten teachers and a 4th grade Science teacher.
- The Head of School also highlighted several new instructional initiatives across grade levels including changes to interim assessments in Math for Grades 3-5, expanded Regents courses and the transition from IReady to Achieve 3000 at the middle school.
- The Head of School also highlighted the installation of a “buddy bench” on the 6th floor terrace to honor three deceased staff members.
- The Head of School also noted a new partnership with the New York Botanical Gardens to support the Prospect location’s garden.
- The Head of School shared findings from the student-led research project on bullying, which included recommendations for reframing the approach to addressing bullying to a focus on prevention, inclusivity, and student-defined experiences. The students emphasized the importance of training scholars and staff and identifying more relevant/more recent examples of resilience in the face of adversity. Several students will

be sharing their research and findings with graduate students at the Harvard Graduate School of Education in November.

Finance and Audit Committee

The Finance and Audit Committee meeting that occurred in September focused on student enrollment. The Committee was informed that the 2024-2025 audit is progressing as planned with the auditors scheduled to present the financial statements at the October Finance and Audit Committee meeting.

Governance

There were no Governance Committee updates.

Learning, Achievement, and Evaluation

The Learning, Achievement and Evaluation Committee reported that the Head of School evaluation is close to completion. The Committee was also scheduled to meet at the Prospect location on Monday, September 15th at 9:30 AM for classroom visits.

Executive Session

No executive session was held

The meeting was adjourned at 5:56pm