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**Agenda of the Meeting of the Children’s Aid College Prep Charter School Trustees
 January 7, 2026**

*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 **December 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 December 2025 minutes	Draft Minutes
5:05-5:15PM	Brown	Head of School Report	Dashboard and Head of School Report
5:10– 5:30PM	Rumph	Finance Committee 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>CACPCS Board of Trustees Executive Committee 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

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
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>
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Welcome

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

Trustee Bershadker moved to approve the October 2025 meeting minutes. Trustee Leventhal seconded the motion. The October 2025 meeting minutes were unanimously approved. There was no November 2025 meeting due to scheduling conflicts.

Connection to Purpose

The Community School Director, Shanda Holt, provided a comprehensive overview of the community school team’s programming and its 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. The Community School Director explained that Success Mentors and Life Coaches conduct daily absentee outreach, including phone calls and home visits when necessary. The Community School Director 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. The Community School Director shared that after-school program enrollment has more than doubled over the last two years. She also shared family support efforts based on survey data, emphasizing ongoing assistance with food, basic needs, and community engagement. Overall, the Community School 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.

The Head of School, Dr. Drema Brown noted that although attendance rates are currently trending up at 93%, it remains below the SUNY benchmark of 95%. Chronic absenteeism continues to be a challenge despite overall gains.

Head of School Report

Dr. Drema Brown shared highlights from a recent trip to Harvard during which four CACPCS recent graduates presented their YPAR study and data to graduate students 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. In their feedback on the presentation, some of the graduate students noted the transformational impact of learning from our graduates.

Finance and Audit Committee

Trustee Rumph reported that the school is projected to end the year ahead of budget due to increased enrollment based on the December financial report and budget forecast. She noted that the CA Finance team is closely reviewing expenses and revenue in anticipation of potential enrollment changes. Overall, the financial outlook is positive, however, with continued implementation of more structured financial review processes.

Governance Committee

Trustee Leventhal provided an update from the Governance Committee's December meeting noting that the committee will serve as the board's student council and YPAR liaisons. She shared plans to distribute a Trustee skill self-assessment and emphasized the need to recruit an additional Trustee. The committee is also seeking members with Bronx ties, finance or city government experience. Led by the Head of School, the committee is continuing a review of the school's vision and mission in preparation for the 2027 charter renewal application.

Learning, Achievement, and Evaluation Committee

Dr. Brown provided an update on what was discussed during the November Learning, Achievement and Evaluation Committee meeting. The committee reviewed 2025 NYS ELA and Math results. The committee learned more about highlighted instructional priorities for targeted grades and noted the school's placement in the lowest "need" category under new NYSED 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 to discuss personnel issues.

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

The meeting was adjourned at 6:07 pm.