

Application: Children's Aid College Prep Charter School

Drema Brown - dbrown@childrensaidcollegeprep.org
2021-2022 Annual Report

Summary

ID: 0000000286

Labels: SUNY Trustees

Entry 1 School Info and Cover Page

Completed Jul 31 2022

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2021-2022 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2022)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

CHILDREN'S AID COLLEGE PREPARATORY CHARTER SCHOOL 800000071164

a1. Popular School Name

CACPCS

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

d. DISTRICT / CSD OF LOCATION

CSD #12 - BRONX

e. DATE OF INITIAL CHARTER

6/2011

f. DATE FIRST OPENED FOR INSTRUCTION

8/2012

c. School Unionized

Is your charter school unionized?

No

h. SCHOOL WEB ADDRESS (URL)

<https://www.cacpcs.org/>

i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

648

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

572

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6, 7, 8

I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2022-2023?

	Yes, 2 sites
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CHILDREN'S AID COLLEGE PREPARATORY CHARTER SCHOOL 800000071164

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	1232 Southern Blvd., Bronx, NY 10459	347-871-9002	NYC CSD 12	K-5	3-5

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Casey Vier	Principal	347-871-9002		cvier@childrensaidcollegeprep.org
Operational Leader	Steven Soto	Operations Manager	347-871-9002		ssoto@childrensaidcollegeprep.org
Compliance Contact	Drema Brown	Head of School	347-871-9002		dbrown@childrensaidcollegeprep.org
Complaint Contact	Drema Brown	Head of School	347-871-9002		dbrown@childrensaidcollegeprep.org
DASA Coordinator	LeRon Barrino	Dean of Students	347-871-9002		lbarrino@childrensaidcollegeprep.org
Phone Contact for After Hours Emergencies	Drema Brown	Head of School	347-401-3109		dbrown@childrensaidcollegeprep.org

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

Site 1 Certificate of Occupancy (COO)

[Final COO 2021.pdf](#)

Filename: Final COO 2021.pdf **Size:** 46.6 kB

Site 1 Fire Inspection Report

[NYC Inspection Report 2022.pdf](#)

Filename: NYC Inspection Report 2022.pdf **Size:** 440.1 kB

CACPCS

School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	1919 Prospect Ave. Third Floor, Bronx, NY 10457	347-871-9002	NYC CSD 12	6-8	No

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Robin Fleshman	Principal	347-871-9002		rfleshman@childrensaidcollegeprep.org
Operational Leader	Andre Clarke	Operations Manager	347-871-9002		aclarke@childrensaidcollegeprep.org
Compliance Contact	Drema Brown	Head of School	347-871-9002		dbrown@childrensaidcollegeprep.org
Complaint Contact	Drema Brown	Head of School	347-871-9002		dbrown@childrensaidcollegeprep.org
DASA Coordinator	Ashley Brown	Dean of Students	347-871-9002		abrown@childrensaidcollegeprep.org
Phone Contact for After Hours Emergencies	Drema Brown	Head of School	347-401-3109		dbrown@childrensaidcollegeprep.org

m2b. Is site 2 in public (co-located) space or in private space?

Co-located Space

m2c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 2	Permanent	No		No		Yes

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Drema Brown
Position	Head of School
Phone/Extension	347-401-3109
Email	dbrown@childrensaidcollegeprep.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES to agree.**

Responses Selected:

Yes

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature appears to read "Anne Korman" in a cursive style.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature appears to read "Michelle Delleg" in a cursive style.

Date

Jul 31 2022

Thank you.



Entry 3 Accountability Plan Progress Reports

Incomplete

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at

[Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the SUNY Epicenter system by **September 15, 2022**. SUNY CSI will forward to NYSED CSO.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Report Template" at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4c - Additional Financial Documents

Incomplete Hidden from applicant

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4d - Financial Services Contact Information

Incomplete Hidden from applicant

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2022-2023 Budget

Incomplete

SUNY-authorized charter schools should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Aug 1 2022

Due on August 1, 2022, each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

2021_22 MDeLong Financial Disclosure form_signed

Filename: 2021_22 MDeLong Financial Disclosu J2hQXvh.pdf **Size:** 430.5 kB

2021_22 NYSED BLeventhal Financial Disclosure form

Filename: 2021_22 NYSED BLeventhal Financial vUVHydn.pdf **Size:** 1.5 MB

Jane Goldman NYSED Financial Disclosure

Filename: Jane Goldman NYSED Financial Disclosure.pdf **Size:** 914.1 kB

2021_22 Financial Disclosure_NBershadker

Filename: 2021_22 Financial Disclosure NBershadker.pdf **Size:** 524.3 kB

2021_22 NYSED Financial Disclosure form_PBoyer

Filename: 2021 22 NYSED Financial Disclosure qPLoAne.pdf **Size:** 215.7 kB

2021 22 NYSED Financial CACPCS Form Lolita Jackson

Filename: 2021 22 NYSED Financial CACPCS For bD4Gfyr.pdf **Size:** 318.0 kB

CACPCS 2021-22 Financial Disclosure MRumph

Filename: CACPCS 2021 22 Financial Disclosure MRumph.pdf **Size:** 430.5 kB

MMercado - 2021-22-Annual Report trustee-financial-disclosure-form_blank

Filename: MMercado 2021 22 Annual Report t QxZxBGv.pdf **Size:** 559.2 kB

2021 22 NYSED Financial Disclosure SEscamilla

Filename: 2021 22 NYSED Financial Disclosure JPouPGi.PDF **Size:** 3.6 MB

Entry 7 BOT Membership Table

Completed Jul 31 2022

Instructions

Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

CHILDREN'S AID COLLEGE PREPARATORY CHARTER SCHOOL 800000071164

Authorizer:

Who is the authorizer of your charter school?

SUNY

1. 2021-2022 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	Michelle DeLong		Chair	Executive, Learning, Achievement and Evaluation, Governance and Finance and Audit Committee	Yes	5	06/30/2020	6/30/2022	12
2	Beth Leventhal		Vice Chair	Executive, Learning, Achievement and Evaluation, Governance and Finance and Audit Committee	Yes	4	6/30/2021	6/30/2023	11

				tee					
3	Jane Goldmann		Secretary	Executive, Learning, Achievement and Evaluation	Yes	4	6/30/2020	6/30/2022	11
4	Nina Bershadker		Treasurer	Executive, Finance	Yes	4	6/30/2020	6/30/2022	12
5	Michelle Rumph		Trustee/Member	Finance	Yes	2	6/30/2021	6/30/2023	12
6	Phoebe Boyer		Trustee/Member	Executive, Governance	Yes	3	6/30/2020	6/30/2022	10
7	Maribel Mercado		Parent Rep	Learning, Achievement and Evaluation	Yes		6/30/2021	1/12/2022	5 or less
8	Sandra Escamilla		Trustee/Member	Learning, Achievement and Evaluation	Yes	1	04/16/2021	6/30/2022	11
9	Lolita Jackson		Trustee/Member	Governance	Yes		03/11/2022	6/30/2023	5 or less

1a. Are there more than 9 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2022	8
b.Total Number of Members Added During 2021-2022	9
c. Total Number of Members who Departed during 2021-2022	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5-15

3. Number of Board meetings held during 2021-2022

12

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

8

Total number of Voting Members added during the 2021-2022 school year:

1

Total number of Voting Members who departed during the 2021-2022 school year:

1

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

15

Thank you.

Entry 8 Board Meeting Minutes

Completed Jul 31 2022 Hidden from applicant

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

CACPCS Minutes 07

Filename: CACPCS Minutes 07.14.2021 APPROVED.pdf **Size:** 1.1 MB

CACPCS Minutes 09

Filename: CACPCS Minutes 09.08.2021.pdf **Size:** 1.1 MB

CACPCS Minutes 10

Filename: CACPCS Minutes 10.27.2021 APPROVED.pdf **Size:** 1.0 MB

Agenda 12

Filename: Agenda 12.08.21 CACPCS Minutes 1 0wPKFQD.pdf **Size:** 1.1 MB

Agenda 1

Filename: Agenda 1.12.22 CACPCS Minutes 12. ZW2GYRa.pdf **Size:** 1.1 MB

Agenda 2

Filename: Agenda 2.9.22 CACPCS Minutes 1.12 fmUQHQC.pdf **Size:** 1.1 MB

CACPCS Agenda 3922 Minutes 0292022 APPROVED

Filename: CACPCS Agenda 3922 Minutes 0292022 qcfsUd1.pdf **Size:** 1.2 MB

Agenda04132022_CACPCS Minutes 03092022 Approved

Filename: Agenda04132022 CACPCS Minutes 0309 rc2Pyy9.pdf **Size:** 527.5 kB

Agenda 5-9-22 CACPCS Minutes 4-13-22

Filename: Agenda 5 9 22 CACPCS Minutes 4 13 22.pdf **Size:** 1.2 MB

Agenda 6-8-22 CACPCS Minutes 5-11-22

Filename: Agenda 6 8 22 CACPCS Minutes 5 11 22.pdf **Size:** 1.2 MB

Agenda 06-08-22_CACPCS Minutes 060822 APPROVED

Filename: Agenda 06 08 22 CACPCS Minutes 060 CffWoAX.pdf **Size:** 1.3 MB

CACPCS Minutes 08182021 Approved

Filename: CACPCS Minutes 08182021 Approved.pdf **Size:** 850.7 kB

Entry 9 Enrollment & Retention

Completed Aug 1 2022

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

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	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>CACPCS utilized the following outreach strategies to engage families from this target group in 2021-22:</p> <ol style="list-style-type: none"> 1) Posted flyers and placed notices in supermarkets, communities of faith, community centers, and apartment complexes in CSD 12 neighborhoods; 2) Displayed advertisements on MTA buses that have routes in CSD 12; 3) Hosted recruitment presentations at preschools and day care centers in the community, including Children's Aid (CA) early childcare centers and programs run by other preschool providers; 4) Provided electronic and hardcopy CACPCS applications to preschools in the community; 5) Conducted virtual and in-person school tours and open houses at both CACPCS school locations; 6) Leveraged the relationships and network of community contacts of the CACPCS Board, CACPCS staff, and Children's Aid (CA) leadership and staff, including staff at multiple CA program sites in close proximity to the CACPCS school buildings such as the CA Bronx Family Center (which runs foster care and preventive services), the CA Next 	<p>In addition to repeating the strategies used in 2021-22 that yielded the best results, CACPCS will also host focus groups of parents and caregivers of students from this target group to learn more about how to adjust and refine our recruitment strategies for this population.</p>

	<p>Generation Center (which runs adolescent and young adult programming), the CA licensed medical clinic, and multiple CA community schools;</p> <p>7) Ran social media ad campaigns year-round rather than at the height of the recruitment season;</p> <p>8) Enrolled students over-the-counter in grade levels with no waiting lists;</p> <p>9) Utilized CACPCS's existing parent body to conduct outreach in their neighborhoods and serve as volunteer Ambassadors.</p>	
English Language Learners	<p>Although CACPCS has consistently made investments in its recruitment efforts over the years, a focus for 2021-22 was to increase investments in the recruitment of ELLs through:</p> <ul style="list-style-type: none"> • Increased investment in translation services to ensure timely translation of all recruitment materials into Spanish, Arabic, and French, which are three of the most dominant languages for elementary and middle school students in CSD 12. • Increased investment in a multilingual, year-round marketing and communication strategy focused specifically on recruiting ELL families. • Increased investment in multilingual, year-round marketing materials and ads pushed out across the Bronx via 	<p>In addition to repeating the strategies used in 2021-22 that yielded the best results, CACPCS will:</p> <p>1) host focus groups of parents and caregivers of students from this target group to learn more about how to adjust and refine our recruitment strategies for this population; and,</p> <p>(2) increase social media presence throughout the year across all major social media platforms with a focus on telling the stories of the experiences of our ELL students at CACPCS year-round.</p>

	ads on public transportation and in publications valued by the local community.	
Students with Disabilities	<p>CACPCS utilized the following outreach strategies to engage SWD youth and their parents:</p> <p>(1) Hosted recruitment presentations at preschools and day care centers in the community, including Children's Aid (CA) early childcare centers and programs run by other preschool providers in which we highlight the range of services we provide to Students with Disabilities;</p> <p>(2) Conducted virtual and in-person school tours and open houses at both CACPCS school locations to provide prospective families with an opportunity to see our learning environment;</p> <p>(3) Leveraged the relationships and network of community contacts of the CACPCS Board, CACPCS staff, and CA leadership and staff, including staff at multiple CA program sites in close proximity to the CACPCS school buildings such as the CA Bronx Family Center (which runs foster care and preventive services), the CA Next Generation Center (which runs adolescent and young adult programming), the CA licensed medical clinic, and multiple CA community schools to connect with families of Students with Disabilities.</p>	<p>In addition to repeating the strategies used in 2021-22 that yielded the best results, CACPCS will also host focus groups of parents and caregivers of students from this target group to learn more about how to adjust and refine our recruitment strategies for this population.</p>

	<p>(4) Enrolled students over-the-counter in grade levels with no waiting lists so that opportunities remain available throughout the year to Students with Disabilities.</p> <p>(5) Hosted focus groups of parents and caregivers of SWDs to learn more about how to adjust and refine our recruitment strategies for this population of students; and</p> <p>6) Utilized CACPCS's existing parent body, especially parents whose children are classified as SWD to conduct outreach in their neighborhoods and serve as volunteer Ambassadors.</p>	
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
	<p>CACPCS focused its retention efforts on the following four strategies:</p> <p>(1) Connecting with community partners - Outreach and engagement of community partners to deepen the school's connections to organizations and community leaders who are most connected to CACPCS's target communities.</p> <p>(2) Increased investments in retention strategies - Increased investments in a marketing and communications strategy that tells our unique school story.</p>	<p>CACPCS plans to continue the</p>

Economically Disadvantaged	<p>(3) Increased parent engagement - To increase parent engagement CACPCS's school leadership, specifically the Principals, Academic Deans, Director of Special Education and Interventions and Community School Director (supported by the Head of School, Operations Managers and Operations Assistants), were responsible for increasing parent engagement efforts that would support retention (e.g. parent focus group, family incentive programs, etc.).</p> <ul style="list-style-type: none"> • Improved the school experience - CACPCS's plans to deepen the school culture work, especially at the middle school level by creating positive campus-wide experiences for students and their families in collaboration with the two other schools on the campus. 	retention strategies utilized in 2021-22 during the 2023 school year. Focus group discussions with parents and caregivers from this target group will continue to inform any changes to CACPCS's retention strategies.
English Language Learners	<p>CACPCS implemented strategies to increase ELL enrollment and the school continued to serve larger groups of non-native English speakers and recognized a need to focus on targeted ELL supports to maintain a high ELL retention rate.</p> <p>In 2021-22 there was a specific focus on hiring staff with training, expertise and/or were native language speakers to support CACPCS's ELL students.</p>	CACPCS plans to continue the retention strategies utilized in 2021-22 during the 2023 school year. Focus group discussions with parents and caregivers from

	<p>The school hired one full-time ESL Interventionist to work directly with students, with classroom teachers as a co-teacher in classrooms with large numbers of ELLs and as a trainer to help teachers incorporate specific ELL-focused strategies in their practice.</p> <p>CACPCS focused staff recruitment to bring in more bilingual applicants for instructional positions to improve the experience of ELL students.</p>	<p>this target group will continue to inform any changes to CACPCS's retention strategies.</p>
Students with Disabilities	<p>The CACPCS school model provides support to Students with Disabilities that has positively influenced their return to CACPCS at high rates each year. However, continued improvements to the school experience further supported CACPCS's retention efforts. More specifically, understanding that students thrive in the school's highly responsive environment that promotes individualized student supports, CACPCS continued its focus on delivering the comprehensive range of school day and integrated support services. These services were designed and coordinated by a team that included the Community School Director, the Director of Special Education and Interventions, and other members of the school's leadership team. These</p>	<p>CACPCS plans to continue the retention strategies utilized in 2021-22 during the 2023 school year. Focus group discussions with parents and caregivers from this target group will continue to inform any changes to CACPCS's</p>

	<p>comprehensive supports included a range of academic intervention programs available to students, leveraged the school's co-teaching and small group instructional approach, and prioritized ensuring that all students' needs were understood and addressed. This team of professionals also coordinated regular communication with parents and caregivers throughout the year and planned experiences to build connections between parents and staff in support of SWD students' transitions from elementary school to middle school and from middle school to high school.</p>	retention strategies.
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Entry 10 - Teacher and Administrator Attrition

Completed Jul 31 2022

Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee_fingerprintoct19.pdf or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Incomplete Hidden from applicant

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category A: 5 or 30% whichever is less	0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. Mathematics	
ii. Science	
iii. Computer Science	
iv. Technology	
v. Career and Technical Education	
Total Category B: not to exceed 5	0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category C: not to exceed 5	0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	

Thank you.



Entry 12 Organization Chart

Incomplete Hidden from applicant

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

Entry 13 School Calendar

Completed Jul 31 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools “... *unless the school’s charter requires more instructional time than is required under the regulations.*”

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

2022-2023 CACPCS Calendar

Filename: 2022 2023 CACPCS Calendar.pdf Size: 77.2 kB

Entry 14 Links to Critical Documents on School Website

Completed Aug 1 2022

Instructions

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the [link](#) from the school’s website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

Form for Entry 14 Links to Critical Documents on School Website

School Name: Children's Aid College Prep Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	https://www.cacpcs.org/Content2/financials
2. Board meeting notices, agendas and documents	https://www.cacpcs.org/DistrictBoardEd.aspx?archived=true
3. New York State School Report Card	https://www.cacpcs.org/Content2/financials
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.cacpcs.org/Content2/resources
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.cacpcs.org/Content2/resources
6. Authorizer-approved FOIL Policy	https://www.cacpcs.org/docs/district/document/freedom%20of%20information%20law%20policy_2021_22.pdf?id=303
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.cacpcs.org/Content2/resources

Thank you.



Entry 15 Staff Roster

Incomplete Hidden from applicant

INSTRUCTIONS

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees.

Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders: Please use the notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Staff Roster Template will result in a resubmission of a fully corrected roster.

Please note the roster should include all staff employed any point from July 1, 2021 to June 30, 2022, including those employed on June 30th.

Financial Statements and Report of
Independent Certified Public
Accountants

Children's Aid College Prep Charter School

June 30, 2022 and 2021

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REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

To the Board of Trustees of
Children's Aid College Prep Charter School

Report on the financial statements**Opinion**

We have audited the financial statements of Children's Aid College Prep Charter School (the "Charter School"), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Charter School as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for opinion

We conducted our audits of the financial statements in accordance with auditing standards generally accepted in the United States of America (US GAAS) and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States (Government Auditing Standards). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Charter School and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of management for the financial statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Charter School's ability to continue as a going concern for one year after the date the financial statements are issued.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable

assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with US GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with US GAAS and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Charter School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Charter School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other reporting required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31 2022, on our consideration of the Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Charter School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Charter School's internal control over financial reporting and compliance.



New York, New York
October 31, 2022

Children's Aid College Prep Charter School

STATEMENTS OF FINANCIAL POSITION

As of June 30,

	<u>2022</u>	<u>2021</u>
ASSETS		
Current assets		
Cash and cash equivalents	\$ 4,844,736	\$ 6,051,869
Government grants receivable	1,414,666	561,578
Prepaid expenses and other assets	<u>117,195</u>	<u>111,739</u>
Total current assets	6,376,597	6,725,186
Property and equipment, net	<u>162,942</u>	<u>254,776</u>
Total assets	<u><u>\$ 6,539,539</u></u>	<u><u>\$ 6,979,962</u></u>
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable and accrued expenses	\$ 196,515	\$ 490,480
Accrued payroll and benefits	1,460,883	1,370,505
Deferred revenue	283,575	-
CARES Act Paycheck Protection Plan loan payable	-	1,400,000
Due to affiliated entities	<u>827,577</u>	<u>382,541</u>
Total liabilities	<u>2,768,550</u>	<u>3,643,526</u>
Net assets		
Without donor restrictions	3,720,989	3,202,698
With donor restrictions	<u>50,000</u>	<u>133,738</u>
Total net assets	<u>3,770,989</u>	<u>3,336,436</u>
Total liabilities and net assets	<u><u>\$ 6,539,539</u></u>	<u><u>\$ 6,979,962</u></u>

The accompanying notes are an integral part of these financial statements.

Children's Aid College Prep Charter School

STATEMENT OF ACTIVITIES

For the year ended June 30, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
Operating revenue and support			
Public school district			
Resident student enrollment	\$ 9,722,241	\$ -	\$ 9,722,241
Students with disabilities	1,845,631	-	1,845,631
Grants and contracts			
State and local	757,104	-	757,104
Federal - Title 1 and IDEA	477,073	-	477,073
Support			
Contributed space	423,695	-	423,695
Rental Assistance	1,024,980	-	1,024,980
Net assets released from restrictions	83,738	(83,738)	-
PPP Loan Forgiveness	1,400,000		1,400,000
Other	29,011	-	29,011
	<u>15,763,473</u>	<u>(83,738)</u>	<u>15,679,735</u>
Operating expenses			
Program services			
Regular education	13,833,148	-	13,833,148
Special education	1,086,797	-	1,086,797
	<u>14,919,945</u>	<u>-</u>	<u>14,919,945</u>
Supporting services			
Management and general	987,048	-	987,048
Fundraising	422	-	422
	<u>987,470</u>	<u>-</u>	<u>987,470</u>
	<u>15,907,415</u>	<u>-</u>	<u>15,907,415</u>
Deficit from school programs	<u>(143,942)</u>	<u>(83,738)</u>	<u>(227,680)</u>
Other revenue			
Contribution from Children's Aid Society	500,000	-	500,000
Contributions from others	162,234	-	162,234
	<u>662,233</u>	<u>-</u>	<u>662,233</u>
CHANGES IN NET ASSETS	<u>518,291</u>	<u>(83,738)</u>	<u>434,553</u>
Net assets - beginning of the year	<u>3,202,698</u>	<u>133,738</u>	<u>3,336,436</u>
Net assets - end of the year	<u>\$ 3,720,989</u>	<u>\$ 50,000</u>	<u>\$ 3,770,989</u>

The accompanying notes are an integral part of this financial statement.

Children's Aid College Prep Charter School

STATEMENT OF ACTIVITIES

For the year ended June 30, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
Operating revenue and support			
Public school district			
Resident student enrollment	\$ 10,134,497	\$ -	\$ 10,134,497
Students with disabilities	1,723,116	-	1,723,116
Grants and contracts			
State and local	125,277	-	125,277
Federal - Title 1 and IDEA	648,903	-	648,903
Support			
Contributed space	360,000	-	360,000
Rental Assistance	1,086,610	-	1,086,610
Net assets released from restrictions	206,405	(206,405)	-
Other	1,592	-	1,592
	<u>14,286,400</u>	<u>(206,405)</u>	<u>14,079,995</u>
Total operating revenue and support			
Operating expenses			
Program services			
Regular education	12,681,489	-	12,681,489
Special education	1,153,601	-	1,153,601
	<u>13,835,090</u>	<u>-</u>	<u>13,835,090</u>
Total program expenses			
Supporting services			
Management and general	885,006	-	885,006
Fundraising	290	-	290
	<u>885,296</u>	<u>-</u>	<u>885,296</u>
Total supporting expenses			
Total operating expenses	<u>14,720,386</u>	<u>-</u>	<u>14,720,386</u>
Deficit from school programs	<u>(433,986)</u>	<u>(206,405)</u>	<u>(640,391)</u>
Other revenue			
Contribution from Children's Aid Society	500,000	-	500,000
Contributions by others	224,655	27,250	251,905
	<u>724,655</u>	<u>27,250</u>	<u>751,905</u>
Total other revenue			
CHANGES IN NET ASSETS	<u>290,669</u>	<u>(179,155)</u>	<u>111,514</u>
Net assets - beginning of the year	<u>2,912,029</u>	<u>312,893</u>	<u>3,224,922</u>
Net assets - end of the year	<u>\$ 3,202,698</u>	<u>\$ 133,738</u>	<u>\$ 3,336,436</u>

The accompanying notes are an integral part of this financial statement.

Children's Aid College Prep Charter School

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended June 30, 2022

	Program Services			Supporting Services		Total Supporting Services	Total 2022
	Regular Education	Special Education	Total Program Services	Management and General	Fundraising		
Salaries	\$ 6,932,069	\$ 491,259	\$ 7,423,328	\$ -	\$ -	\$ -	\$ 7,423,328
Fringe benefits and payroll taxes	1,360,366	131,400	1,491,766	-	-	-	1,491,766
Retirement	78,340	4,816	83,156	-	-	-	83,156
Management company fees - contracted services	1,117,359	297,019	1,414,378	934,323	-	934,323	2,348,701
Accounting/audit services	189	-	189	46,750	-	46,750	46,939
Other purchased/professional/consulting services	356,580	1,486	358,066	-	-	-	358,066
Building and land rent/lease	2,000,000	-	2,000,000	-	-	-	2,000,000
Repairs and maintenance	299,174	34,803	333,977	-	-	-	333,977
Insurance	103,074	-	103,074	-	-	-	103,074
Utilities	128,230	2,212	130,442	-	-	-	130,442
Supplies/materials	538,346	8,312	546,658	-	-	-	546,658
Staff development	38,904	-	38,904	-	-	-	38,904
Marketing/recruitment	75,438	-	75,438	-	-	-	75,438
Technology	181,949	156	182,105	-	-	-	182,105
Food service	63,372	-	63,372	-	-	-	63,372
Student services	29,744	-	29,744	-	-	-	29,744
Office expense	56,810	-	56,810	-	-	-	56,810
Depreciation and amortization	65,896	25,938	91,834	-	-	-	91,834
Other	72,589	420	73,009	5,975	422	6,397	79,406
In-kind donations	334,719	88,976	423,695	-	-	-	423,695
Total expenses	\$ 13,833,148	\$ 1,086,797	\$ 14,919,945	\$ 987,048	\$ 422	\$ 987,470	\$ 15,907,415

The accompanying notes are an integral part of this financial statement.

Children's Aid College Prep Charter School

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended June 30, 2021

	Program Services			Supporting Services		Total Supporting Services	Total 2021
	Regular Education	Special Education	Total Program Services	Management and General	Fundraising		
Salaries	\$ 6,439,748	\$ 590,187	\$ 7,029,935	\$ -	\$ -	\$ -	\$ 7,029,935
Fringe benefits and payroll taxes	1,313,377	97,516	1,410,893	-	-	-	1,410,893
Retirement	72,643	5,343	77,986	-	-	-	77,986
Management company fees - contracted services	897,247	253,070	1,150,317	862,344	-	862,344	2,012,661
Accounting/audit services	-	-	-	19,396	-	19,396	19,396
Other purchased/professional/consulting services	152,097	4,250	156,347	-	-	-	156,347
Building and land rent/lease	2,000,000	-	2,000,000	-	-	-	2,000,000
Repairs and maintenance	157,851	33,788	191,639	-	-	-	191,639
Insurance	83,273	-	83,273	-	-	-	83,273
Utilities	148,424	1,678	150,102	-	-	-	150,102
Supplies/materials	379,728	14,991	394,719	-	-	-	394,719
Staff development	323,997	-	323,997	-	-	-	323,997
Marketing/recruitment	31,889	-	31,889	-	-	-	31,889
Technology	98,037	18,075	116,112	-	-	-	116,112
Food service	20,639	-	20,639	-	-	-	20,639
Student services	-	-	-	-	-	-	-
Office expense	41,493	-	41,493	-	-	-	41,493
Depreciation and amortization	71,144	28,487	99,631	-	-	-	99,631
Other	158,302	37,816	196,118	3,266	290	3,556	199,674
In-kind donations	291,600	68,400	360,000	-	-	-	360,000
Total expenses	\$ 12,681,489	\$ 1,153,601	\$ 13,835,090	\$ 885,006	\$ 290	\$ 885,296	\$ 14,720,386

The accompanying notes are an integral part of this financial statement.

Children's Aid College Prep Charter School

STATEMENTS OF CASH FLOWS

For the years ended June 30,

	<u>2022</u>	<u>2021</u>
Cash flows from operating activities:		
Changes in net assets	\$ 434,553	\$ 111,514
Adjustments to reconcile net assets to net cash provided by operating activities:		
Depreciation and amortization	91,834	99,631
Changes in operating assets and liabilities:		
(Increase) decrease in net assets		
Government grants receivable	(853,088)	(1,263)
Prepaid expenses and other current assets	(5,456)	(98,846)
Accounts payable and accrued expenses	(293,965)	226,214
Accrued payroll and benefits	90,378	(273,815)
Paycheck protection program loan forgiveness	(1,400,000)	-
Due to affiliated entities	445,036	-
Deferred revenue	<u>283,575</u>	<u>(689,529)</u>
Net cash used in operating activities	<u>(1,207,133)</u>	<u>(626,094)</u>
 NET DECREASE IN CASH AND CASH EQUIVALENTS	 <u>(1,207,133)</u>	 <u>(626,094)</u>
 Cash and cash equivalents, beginning of year	 <u>6,051,869</u>	 <u>6,677,963</u>
 Cash and cash equivalents, end of year	 <u><u>\$ 4,844,736</u></u>	 <u><u>\$ 6,051,869</u></u>

The accompanying notes are an integral part of these financial statements.

Children's Aid College Prep Charter School

NOTES TO FINANCIAL STATEMENTS

June 30, 2022 and 2021

NOTE 1 - DESCRIPTION OF THE ORGANIZATION

Children's Aid College Prep Charter School (the "Charter School") is an educational corporation formed to operate a charter school located in the City of New York, County of the Bronx. On September 13, 2011, the Board of Regents of the University of the State of New York, for and on behalf of the State Education Department, granted a provisional charter ("Charter Agreement"), incorporating the Charter School. This agreement was renewed on June 28, 2022 and is valid until July 31, 2027.

The Charter School's mission is to ensure that children achieve academic success by providing them with the best instructional practices, advancing their physical, emotional, and social needs, fostering a sense of pride and hope, and serving as a safe and engaging community hub. The Charter School serves over 630 scholars, including students enrolled in kindergarten through eighth grade and prioritizes students who are English language learners, at risk of academic failure and/or currently involved in the child welfare system. The Charter School is exempt from federal income tax under Section 501(a) of the Internal Revenue Code (the "Code") and is classified as an organization described in Section 501(c)(3).

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accompanying financial statements have been prepared using the accrual basis of accounting and conform to accounting principles generally accepted in the United States of America ("U.S. GAAP"), as applicable to not-for-profit organizations. In the statements of financial position, assets are presented in order of liquidity or conversion to cash and liabilities are presented according to their maturity resulting in the use of cash.

Net Asset Classification

The classification of the Charter School's net assets and its support, revenue and expenses is based on the existence or absence of donor-imposed restrictions. It requires that the amounts for each of the classes of net assets (with donor restrictions and without donor restrictions) be displayed in a statement of financial position and that the amounts of change in each of those classes of net assets be displayed in a statement of activities.

Net assets and changes in net assets are classified based on the existence or absence of donor-imposed restrictions, if any. Accordingly, net assets are classified and reported as follows:

Without Donor Restrictions - The part of net assets that is neither permanently nor temporarily restricted by donor-imposed stipulations and/or the net assets which the Board of Trustees has to use in carrying on the operations of the Charter School.

With Donor Restrictions - Net assets resulting from contributions and other inflows of assets whose use by the Charter School is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Charter School pursuant to those stipulations.

Cash and Cash Equivalents

Cash equivalents include all highly liquid instruments purchased with original maturities of 90 days or less.

Children's Aid College Prep Charter School
NOTES TO FINANCIAL STATEMENTS - CONTINUED
June 30, 2022 and 2021

Contributions/Pledges

Contributions and bequests received are recorded at fair value as with donor restrictions and without donor restrictions support depending on the existence or nature of any donor-imposed restrictions, and are recognized in the period received.

Unconditional promises to give that are expected to be collected within one year are recorded at their net realizable value. Conditional promises to give are not included as support until such time as the conditions on which they depend are substantially met.

Government Support

Revenue from state and local governments resulting from the Charter School's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the Charter Agreement.

Revenue from federal, state and local government grants and contracts are recorded by the Charter School when qualifying expenditures are incurred and billable.

Allowance for Uncollectible Receivables

An allowance is recorded based on prior years' collection experience and management's analysis and evaluation of specific promises received. While management uses the best information available to make its evaluation, future adjustments to the allowance may be necessary if there are significant changes in economic conditions. The Charter School determined that no allowance for doubtful accounts was necessary as of June 30, 2022 and 2021. This estimate is based on management's assessment of the aged basis of its government funding sources, current economic conditions and creditworthiness of its donors and grantors.

Property and Equipment

The Charter School capitalizes expenditures for buildings and building improvements, furniture and equipment having a cost of \$5,000 or more and with useful lives greater than one year. Depreciation is recognized using the straight-line method over the estimated useful lives of the respective assets.

Amortization of leasehold improvements is charged at the lesser of the life of the improvements or the term of the lease to which the betterments pertain.

The range of estimated useful lives follows:

Furniture and equipment	5 - 10 years
Leasehold improvements	Lesser of life of lease or economic life

Impairment of Long-Lived Assets to be Disposed of

Accounting Standards Codification ("ASC") 360-10, *Accounting for the Impairment or Disposal of Long-Lived Assets*, provides a single accounting model for long-lived assets to be disposed of. ASC 360-10 also changes the criteria for classifying an asset as held for sale, and broadens the scope of businesses to be disposed of that qualify for reporting as discontinued operations and changes the timing of recognizing losses on such operations.

Children's Aid College Prep Charter School

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2022 and 2021

In accordance with ASC 360-10, long-lived assets, such as property, plant and equipment, and purchased intangibles subject to amortization are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Recoverability of assets to be held and used is measured by a comparison of the carrying amount of an asset to estimated undiscounted future net cash flows expected to be generated by the asset. If the carrying amount of an asset exceeds its estimated future cash flows, an impairment charge is recognized by the amount by which the carrying amount of the asset exceeds the fair value of the asset. Assets to be disposed of would be separately presented in the statements of financial position and reported at the lower of the carrying amount or fair value less costs to sell, and are no longer depreciated. The assets and liabilities of a disposed group classified as held for sale would be presented separately in the appropriate asset and liability sections of the statements of financial position. There were no impairment charges for the years ended June 30, 2022 and 2021.

Revenue Recognition

The Charter School recognizes revenue from contributions in accordance with Financial Accounting Standards Board ("FASB") Accounting Standards Update ("ASU") 2018-08, *Not-For-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. In accordance with ASU 2018-08, the Charter School evaluates whether a transfer of assets is (1) an exchange transaction in which a resource provider is receiving commensurate value in return for the resources transferred or (2) a contribution. If the transfer is determined to be an exchange transaction, the Charter School applies guidance under FASB, ASC 606. If the transfer of assets is determined to be a contribution, the Charter School evaluates whether the contribution is conditional based upon whether the agreement includes both (1) one or more barriers that must be overcome before the Charter School is entitled to the assets transferred and promised and (2) a right of return of assets transferred or a right of release of a promisor's obligation to transfer assets.

The Charter School reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. Restricted contributions received in the same year in which the restrictions are met are recorded as an increase to net assets without donor restrictions. Unconditional promises to give with payments due in future years are presumed to be time restricted by the donor until received and are reported as part of net assets with donor restrictions.

The Charter School recognizes gifts of land, buildings and equipment at fair value on the date of gift. Gifts of land, buildings and equipment are reported as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long such long-lived assets must be maintained, the Charter School reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

The Charter School recognizes grants as revenue with donor restrictions when they are committed and releases such amounts into net assets without donor restrictions as related grant expenses are incurred to a maximum of the grant award.

The Charter School recognizes revenue from donor list rentals, conference fees and rental income, when earned.

Children's Aid College Prep Charter School
NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2022 and 2021

Measure of Operations

The Charter School includes in its definition of operations all revenues and expenses that are an integral part of its programs and supporting activities, except for contributions.

Donated Services

The fair value of voluntary-donated services are reported in the financial statements if those services create or enhance non-financial assets or require specialized skills provided by individuals possessing those skills and which would typically be purchased if not otherwise provided by donation.

Functional Allocation of Expenses

The cost of providing the various program and supporting services has been summarized on a functional basis in the accompanying statements of activities and functional expenses. Accordingly, certain costs have been allocated among the program and supporting services benefited based on time and effort.

Use of Estimates

The preparation of financial statements in conformity with US GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, revenues, expenses and disclosures in the financial statements. Actual results could differ from those estimates.

Income Taxes

The Charter School follows guidance that clarifies the accounting for uncertainty in tax positions taken or expected to be taken in a tax return, including issues relating to financial statement recognition and measurement. This guidance provides that the tax effects from an uncertain tax position can only be recognized in the financial statements if the position is more-likely-than-not to be sustained if the position were to be challenged by a taxing authority. The assessment of the tax position is based solely on the technical merits of the position, without regard to the likelihood that the tax position may be challenged.

The Charter School is exempt from federal income tax under the Code section 501(c)(3), though it is subject to tax on income unrelated to its exempt purpose, unless that income is otherwise excluded by the Code. The Charter School has processes presently in place to ensure the maintenance of its tax-exempt status, to identify and report unrelated income, to determine its filing and tax obligations in jurisdictions for which it has nexus, and to identify and evaluate other matters that may be considered tax positions. The Charter School has determined that there are no material uncertain tax positions that require recognition or disclosure in the financial statements for the year ended June 30, 2022.

New Pronouncements

In February 2016, the FASB issued ASU No. 2016-02, *Leases (Topic 842)*, which requires entities that lease assets (lessees) to recognize the assets and related liabilities for the rights and obligations created by the leases on the statements of financial position for leases with terms exceeding 12 months. ASU No. 2016-02 defines a lease as a contract or part of a contract that conveys the right to control the use of identified assets for a period of time in exchange for consideration. The lessee in a lease will be required to initially measure the right-of-use ("ROU") asset and the lease liability at the present value of the remaining lease payments, as well as capitalize initial direct costs as part of the ROU asset. In June 2020, the FASB issued ASU No. 2020-05, *Revenue from Contracts with Customers (Topic 606) and Leases (Topic 842): Effective Dates for Certain Entities*, which deferred the effective date of ASU 2016-02. The guidance is effective for the Charter School for fiscal year 2023. Early adoption is permitted. The Charter School is in the process of evaluating the impact this standard will have on its financial statements.

Children's Aid College Prep Charter School

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2022 and 2021

NOTE 3 - LIQUIDITY AND AVAILABLE RESOURCES

The Charter School regularly monitors liquidity to meet its operating needs and other contractual commitments. The Charter School has various sources of liquidity at its disposal, including cash and cash equivalents, and receivables.

The following table presents the total financial assets held by the Charter School as of June 30, 2022 and 2021 that could be readily made available within one year of the statement of financial position date to meet general expenditures:

	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$ 4,844,736	\$ 6,051,869
Government grants receivables	<u>1,414,666</u>	<u>561,578</u>
Total financial assets	6,259,402	6,613,447
Receivables scheduled to be collected in more than one year contractual or donor-imposed restrictions:		
Other donor restrictions	<u>(50,000)</u>	<u>(133,738)</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 6,209,402</u>	<u>\$ 6,479,710</u>

In addition to financial assets available to meet general expenditures over the next 12 months, the Charter School operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures.

NOTE 4 - GOVERNMENT GRANTS RECEIVABLE

Government grants receivables consist of the following as of June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Due from the State of New York	\$ 261,083	\$ 248,168
Due from federal sources	<u>1,153,583</u>	<u>313,410</u>
	<u>\$ 1,414,666</u>	<u>\$ 561,578</u>

Children's Aid College Prep Charter School
NOTES TO FINANCIAL STATEMENTS - CONTINUED
June 30, 2022 and 2021

NOTE 5 - PROPERTY AND EQUIPMENT, NET

Property and equipment, net, consists of the following as of June 30, 2022 and 2021:

	2022	2021
Furniture and equipment	\$ 812,164	\$ 812,164
Leasehold improvements	57,569	57,569
	869,733	869,733
Less: accumulated depreciation and amortization	(706,791)	(614,957)
	<u>\$ 162,942</u>	<u>\$ 254,776</u>

Depreciation and amortization expense for the years ended June 30, 2022 and 2021 amounted to \$91,834 and \$99,631, respectively.

NOTE 6 - NET ASSETS WITH DONOR RESTRICTIONS

The Charter School's net assets with donor restrictions as of June 30, 2022 and 2021 consist of the following:

	2022	2021
Life coaching	\$ 50,000	\$ 117,000
Middle school expansion	-	16,738
	<u>\$ 50,000</u>	<u>\$ 133,738</u>

Net assets with donor restrictions released as of June 30, 2022 and 2021, were \$67,000 and \$181,000 for the Life Coaching program, respectively. Net assets with donor restrictions released as of June 30, 2022 and 2021 were \$16,738 and \$13,155 for the Middle School Expansion program, respectively. Net assets with donor restrictions released as of June 30, 2022 and 2021 were \$0 and \$12,250, respectively, for the Summer Tutoring program.

NOTE 7 - RETIREMENT PLAN

Effective August 1, 2014, the Charter School sponsors a defined contribution retirement plan covering eligible employees. Pursuant to the plan, all employees can contribute up to the maximum allowed by law, and for eligible employees, the Charter School may make matching contributions equal to a discretionary percentage, to be determined by the Charter School. Eligible employees are all employees who have attained the age of at least 21 years of age, continuously employed for at least one full year and working a schedule of at least 1,000 hours per year. Employees become fully vested in the Charter School's contributions to the plan on their behalf upon three years of service. Total retirement plan expense for the years ended June 30, 2022 and 2021 amounted to \$83,156 and \$77,986, respectively.

Children's Aid College Prep Charter School

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2022 and 2021

NOTE 8 - SCHOOL FACILITY

In fiscal year 2022, the Charter School operated in two Bronx locations: 1232 Southern Boulevard LLC ("1232 LLC") and a site provided by the City of New York Department of Education ("DOE") at 1919 Prospect Avenue. Beginning October 15, 2017, the Charter School leased approximately 35,000 square feet from 1232 Southern Boulevard LLC, which is a consolidating entity of Children's Aid. The building was put into service on October 9, 2017 and rental payments from the Charter School to Children's Aid commenced on October 15, 2017. The facilities and services provided by 1232 Southern Boulevard LLC to the Charter School are outlined in a Facility Use Agreement. The Charter School is paying market-rate rent of \$2,000,000 in each of fiscal years 2022 and 2021.

As part of the New York City Chancellor's Charter School Initiative, the DOE committed space to the Charter School at no charge. The facilities and services provided by the DOE to the Charter School are outlined in a Shared Facility Use Agreement. During fiscal years 2022 and 2021, the Charter School quantified and recognized the fair value of the contributed space it receives for its instructional purposes, totaling \$423,695 and \$360,000, respectively, and recognized it as a component of contributed services revenue and allocated the related expense amongst the functional expense categories benefitted in its statements of activities and functional expenses.

NOTE 9 - COMMITMENTS AND CONTINGENCIES

The Charter School is obligated under several operating leases for rentals of equipment that expire at various dates through 2025. The minimum annual rental payments under noncancelable operating leases are as follows:

Years Ending June 30,

2023	\$ 22,571
2024	22,571
2025	<u>6,035</u>
	<u>\$ 51,177</u>

Office and school space expenses under one-year operating leases totaled \$2,000,000 for the years ended June 30, 2022 and 2021.

Certain grants and contracts may be subject to audit by funding sources. Such audits might result in disallowances of certain costs previously submitted for reimbursement by the Charter School. Management is of the opinion that such disallowances, if any, will not have a material effect on the accompanying financial statements.

NOTE 10 - CONCENTRATIONS

The Charter School receives a majority of its revenues from the New York State Education Department through the State University of New York Office of Charter Schools. The DOE provides general operating support to the Charter School based upon the location and the number of students enrolled. For the years ended June 30, 2022 and 2021, such operating support provided to the Charter School by the DOE totaled \$11,567,872 and \$11,857,612, respectively. The Charter School is dependent upon this level of funding in order to continue its operations.

Children's Aid College Prep Charter School

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2022 and 2021

Cash accounts that potentially subject the Charter School to a concentration of credit risk include cash accounts with banks that exceed the Federal Deposit Insurance Corporation ("FDIC") insurance limits. Cash accounts are insured up to \$250,000 per depositor. As of June 30, 2022 and 2021, there was approximately \$4,595,000 and \$5,802,000, respectively, of cash and cash equivalents held by a bank that exceeded FDIC limits.

NOTE 11 - AFFILIATED-PARTY TRANSACTIONS

The Charter School and Children's Aid Society ("Children's Aid"), a not-for-profit organization, are affiliated through certain Board of Directors commonality. Children's Aid provides administrative support services and other enrichment programs and services to the students of the Charter School ("wrap-around services") under an agreement between the two entities. The Charter School pays an administrative fee equal to 7.5% of total operating expenses, excluding rent and depreciation, to Children's Aid for the administrative services, which amounted to \$934,323 and \$862,344 for the years ended June 30, 2022 and 2021, respectively. In addition, the Charter School was charged a fee for wrap-around and other services totaling \$1,414,378 and \$1,150,317 for the years ended June 30, 2022 and 2021, respectively.

Children's Aid routinely receives contributions from private donors that are earmarked for the Charter School. These contributions are recorded as contribution revenue passed through by Children's Aid to the Charter School. The Charter School received \$162,234 and \$251,905 of contributions passed through from Children's Aid for the years ended June 30, 2022 and 2021, respectively. The Charter School has a payable to Children's Aid in the amount of \$808,071 and \$356,172 as of June 30, 2022 and 2021, respectively.

The Charter School and 1232 LLC, a limited liability company, are affiliated through Children's Aid, the sole member of 1232 LLC. The Charter School has a payable to 1232 LLC in the amount of \$19,507 and \$26,369 as of June 30, 2022 and 2021, respectively.

NOTE 12 - DEBT

On April 13, 2020, the Charter School received loan proceeds in the amount of \$1,400,000 through JPMorgan Chase bank under the U.S. Small Business Administration's Paycheck Protection Plan ("PPP"). The PPP, established, as part of the Coronavirus Aid, Relief and Economic Securities Act ("CARES Act"), provides for loans to qualifying businesses for amounts up to 2.5 times of the average monthly payroll expenses of the qualifying business. The loan and accrued interest are forgivable as long as the borrower uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities.

The unforgiven portion of the PPP loan is payable over two years at an interest rate of 0.98%, with a deferral of payment for the first six months. The Charter School received notice from the Small Business Association that the Loan was forgiven on August 10, 2021. The forgiveness of the loan was recorded as supporting revenues on the statement of activities for year end June 30, 2022.

NOTE 13 - CONTINGENCIES

The Charter School, in the normal course of its operations, could be a party to various legal proceedings and complaints, some of which would be covered by insurance. While it is not feasible to predict the ultimate outcomes of such matters, management of the Charter School is not aware of any claims or contingencies which, if asserted, would not be covered by insurance and would have a material adverse effect on the Charter School's financial position, changes in net assets or cash flows.

The COVID-19 pandemic, whose effects first became known in January 2020, is having a broad and negative impact on commerce and financial markets around the world. The extent of the impact of COVID-

Children's Aid College Prep Charter School

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 2022 and 2021

19 on the Charter School's operational and financial performance will depend on certain developments, including the duration and spread of the outbreak and its long-term impact on the Charter School's donors, employees and vendors, all of which at present, cannot be determined. Accordingly, the extent to which COVID-19 may impact the Charter School's financial position and changes in net assets and cash flows is uncertain, and the accompanying financial statements include no adjustments relating to the effects of this pandemic.

NOTE 14 - SUBSEQUENT EVENTS

Management has performed subsequent events procedures through October 31, 2022, which is the date the financial statements were available to be issued. Management is not aware of any subsequent events which would require recognition or disclosure in the accompanying financial statements.

REPORT REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

GRANT THORNTON LLP

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**REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS ON
INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT
AUDITING STANDARDS**

To the Board of Trustees of
Children's Aid College Prep Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of Children's Aid College Prep Charter School (the "Charter School"), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 31, 2022.

Report on internal control over financial reporting

In planning and performing our audit of the financial statements, we considered the Charter School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of the Charter School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Charter School's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on compliance and other matters

As part of obtaining reasonable assurance about whether the Charter School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Charter School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Charter School's internal control and compliance. Accordingly, this report is not suitable for any other purpose.



New York, New York
October 31, 2022

Videoconferencing Details:

1. Join Zoom Meeting
2. <https://us06web.zoom.us/j/91266458083?pwd=UWFiVlly-cWFWMkIK1YrTXplWWh2Zz09>

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – January 12, 2022

Trustee Meeting will be held by Zoom.

Planned Outcomes: Trustees will:

1. Approve December meeting minutes
2. Receive School Report

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of December minutes	Draft Minutes
5:05 – 6:15PM	Brown	Connection to Purpose: Social and Emotional Development; Update on DEI work Head of School Report	Head of School Report
6:15– 6:20	Berhsadker	Finance Committee Update	
6:20 – 6:25	Leventhal	Governance Committee Update	
6:25 – 6:40 PM	DeLong/Brown	Executive Session	

Board of Trustees 2021- 2022 Planning Calendar
 (To be updated)

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Trustees		All	DeLong, Leventhal	DeLong, Goldman, Leventhal	Bershadker, DeLong, Leventhal, 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 6:00PM on the second Wednesday of every month.	Meetings are held at 4:00PM on the third Thursday of every month.	Meetings are held at 2:00PM on the fourth Monday of every other month beginning in September.	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		7/31 *	7/18		
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/08	8/15		8/12 • Review and approve school Fiscal Policies and Procedures Manual
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/19	9/23	9/9
Oct	10/15 District and School Safety Plans	10/27	10/24*		10/21 • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/10	11/21	11/29* (2pm)	11/7

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Dec		12/08	12/1		12/6
Jan	1/2 – Student Application Form	1/12	1/5	1/24* (2 pm)	1/10 <ul style="list-style-type: none"> CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared
Feb	2/15 – Q2 Financial Report	2/09	2/2		2/7 <ul style="list-style-type: none"> Initial FY22gover Wrap-around Budget Review
Mar		3/09	3/2	3/28 (2 pm)	3/7 <ul style="list-style-type: none"> Budget Review Final approval of FY22 wraparound budget General Liability Insurance Review
Apr	4/15 – Facilities Reporting Questionnaire	4/12 990 Approval with full Board	4/6		4/11 <ul style="list-style-type: none"> Review Full FY22 Budget draft Medical insurance Review Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/11	5/3	5/16 * (9:30 am)	5/9 <ul style="list-style-type: none"> Review and finalize FY22 full budget
June	6/30 – Annual Budget	6/08 (ANNUAL MEETING)	6/2		6/6 <ul style="list-style-type: none"> Budget Final Review Review SY 2021-22 contracts

Current Committee Assignments

<p align="center">CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
<p align="center">Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with Children's Aid Toussaint Gauvin</i> <i>Milagros Lora</i></p>	<p align="center">Learning, Achievement & Evaluation Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Maribel Mercado</p>
<p align="center">Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Sandra Escamilla</p>	<p align="center">Facilities Steering Jane Goldman Beth Leventhal</p>
<p align="center">Ad Hoc (Annual Retreat Actions Follow-up)</p>	<p align="center">Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal Phoebe Boyer</p>

MINUTES
Meeting of Children's Aid College Prep Charter School Board of Trustees
December 8, 2021

Trustees in Attendance Others in Attendance

Nina Bershadker Drema Brown, HoS, CACPCS
Michelle DeLong Robin Fleshman, Principal MS *
Sandra Escamilla Alison Suggs, Elem Academic Dean
Jane Goldman Joanna Ozoria, Elem Academic Dean
Beth Leventhal Denise Wright, Director SPED *
Michelle Rumph Meenu Jagtiani, MS Academic Dean*

Not in Attendance

Phoebe Boyar
Maribel Mercado

**** Via zoom***

Opening remarks

DeLong called the meeting to order at 5:06 p.m. Upon motion by Bershadker and seconded by Leventhal to approve the Minutes from the November 10, 2021 Board meeting, the minutes were approved.

Connection to Purpose: School Performance Check-in

-Elementary team Ozaria and Suggs reviewed F & P for 1st grade; A-Net A1 data for gr 2-5.
Goal to reduce tier 3; move toward proficiency.

-MS team Wright and Jagtiani reviewed A-Net1 data for grades 6-8.
Goal to move scholars to grade level and above. In ELA, the data is used to form groups for guided reading. First year implementing guided reading in MS to mitigate learning loss. Focus on open-ended and extended response questions. In Math, focusing on conceptual and application.

Fleshman and Brown described the depth of data analysis required in middle school, to get at how the scholars think and determine misconceptions. Then instruction can be adjusted accordingly. Weekly planning time provided for the teachers includes 40 minutes given back at the end of each day and stipends offered if teachers choose to stay longer. A great deal of work is involved; trying to avoid teacher burnout.

HoS Report

-581 total enrollment - lost 3 scholars, gained 1. Families all over are on the move: to Ct, Texas, VA, back to countries of origin. We run digital ads, send out e-blasts.

-Student attendance in Nov. 90% - challenging. All our attendance follow-ups are in place.

-School Culture: Discipline. 19 out-of-school suspensions across grades. A lot of youth involved violence in the Bx. Asking parents to pick up their children at school or arrange for pick-up to ensure safety.

-Trying to retain staff during "The Great Resignation." Addressing morale issues and burn-out on all fronts. Offering pay increases, shorter school day, stipends available, added positions for additional support, retention bonuses, mindfulness training, staff appreciation events.

Finance Committee, Bershadker

Current surplus about \$1 million. However, re-forecasts are necessary, based on updated actual enrollment numbers. Then we'll have a better understanding of where we are. Fortunately, we do have reserves.

Learning Achievement Committee, Goldman

- Committee met on Nov 29th
- Goldman did not report on A-Net 1, given the Connection to Purpose discussion.
- 45% of core content teachers are currently certified. Some teachers are approaching certification. "Carrots" offered include tuition reimbursement (5 teachers applied), and movement up the salary scale. There is a timeline and action plan for every uncertified teacher.

Governance, Leventhal

- Committee is exploring tools for evaluation of our Board. We may select an existing tool and edit it for our own needs and goals.
- DeLong and Leventhal are looking at a prospective trustee (formerly with CA).
- Committee working on an on-boarding process for new trustees.
- Planning a retreat for next fall.

No executive session agenda.

Motion to adjourn the public meeting was made by Goldman, seconded by Rumph at 6:40 p.m.

Videoconferencing Details:

1. Please join the meeting at: Join Zoom Meeting
<https://uso6web.zoom.us/j/83312513763?pwd=aE1mTjdzWFJRS1NsVWRNdCgEVFEoQTog>

Meeting ID: 833 1251 3763 Passcode: 141508

2. Call using your telephone: 1 929 205 6099 Meeting ID: 833 1251 3763 Passcode: 141508

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – January 12, 2022

Trustee Meeting will be held by Zoom.

Planned Outcomes: Trustees will:

1. Approve January meeting minutes
2. Receive School Report

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of January minutes	Draft Minutes
5:05 – 6:15PM	Brown	Connection to Purpose: Attendance Head of School Report	Head of School Report
6:15– 6:25	Berhsadker	Finance Committee Update	
6:20 – 6:25	Leventhal	Governance Committee Update	
6:25 - 6:35	Goldman	Learning and Achievement Committee Update	
6:35 – 6:50 PM	DeLong/Brown	Executive Session	

Board of Trustees 2021- 2022 Planning Calendar
 (To be updated)

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Trustees		All	DeLong, Leventhal	DeLong, Goldman, Leventhal	Bershadker, DeLong, Leventhal, 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 6:00PM on the second Wednesday of every month.	Meetings are held at 4:00PM on the third Thursday of every month.	Meetings are held at 2:00PM on the fourth Monday of every other month beginning in September.	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		7/31 *	7/18		
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/08	8/15		8/12 • Review and approve school Fiscal Policies and Procedures Manual
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/19	9/23	9/9
Oct	10/15 District and School Safety Plans	10/27	10/24*		10/21 • Annual Financial Audit Review

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/10	11/21	11/29* (2pm)	11/7
Dec		12/08	12/1		12/6
Jan	1/2 – Student Application Form	1/12	1/5	1/24* (2 pm)	1/10 <ul style="list-style-type: none"> CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared
Feb	2/15 – Q2 Financial Report	2/09	2/2		2/7 <ul style="list-style-type: none"> Initial FY22gover Wrap-around Budget Review
Mar		3/09	3/2	3/28 (2 pm)	3/7 <ul style="list-style-type: none"> Budget Review Final approval of FY22 wraparound budget General Liability Insurance Review
Apr	4/15 – Facilities Reporting Questionnaire	4/12 990 Approval with full Board	4/6		4/11 <ul style="list-style-type: none"> Review Full FY22 Budget draft Medical insurance Review Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/11	5/3	5/16 * (9:30 am)	5/9 <ul style="list-style-type: none"> Review and finalize FY22 full budget

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
June	6/30 – Annual Budget	6/08 (ANNUAL MEETING)	6/2		6/6 <ul style="list-style-type: none"> Budget Final Review Review SY 2021-22 contracts

Current Committee Assignments

<p align="center">CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
<p align="center">Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with Children's Aid Toussaint Gauvin</i> Milagros Lora</p>	<p align="center">Learning, Achievement & Evaluation Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla</p>
<p align="center">Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Sandra Escamilla</p>	<p align="center">Facilities Steering Jane Goldman Beth Leventhal</p>

Ad Hoc (Annual Retreat Actions Follow-up)	Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal Phoebe Boyer
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<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Phoebe Boyer* Michelle DeLong* Sandra Escamilla* Jane Goldman* Beth Leventhal* Nina Bershadker* Michelle Rumph*	Drema Brown*, Head of School Aliana Contreras*, Sr. Operations Manager
<i>Trustees not in Attendance</i>	
Maribel Mercado	

* Via video-conference

** Via phone

Welcome

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

Michelle DeLong and all the members in attendance congratulated the Head of School and the CACPCS leadership and staff for the five-year SUNY renewal recommendation.

Trustee DeLong moved to approve the December minutes. Several Trustees seconded the motion. The minutes were unanimously approved.

Connection to Purpose: Social and Emotional Learning and DEI:

The Head of School shared the results of the administration of the DESSA-Mini in December. The Trustees were reminded that the DESSA is a social and emotional skills screening tool used by CACPCS to understand scholars' SEL strengths and needs. This data established a useful baseline to inform the school's on-going strategy for providing social and emotional support for scholars for the remainder of the school year. The Trustees were provided with baseline DESSA data from 2019 to provide a useful reference point for the 2021 data. The Head of School noted that while there are grade levels where larger numbers of scholars are in the Needs category that the difference between 2019 and 2021 was not as significant as the school team had anticipated given the impact of the COVID-19 crisis on scholars over the last two years.

16% scholars “in need” 2019; 20% in 2021

24% scholars “showing strengths” 2019; 25% in 2021

Action Plan includes life skill classes, involving the life coaches, pushing into classrooms for support.

The Head of School provided the Trustees with an update on the school’s diversity, equity, and inclusion work ahead for the second half of the school year indicating that the Trustees would be more formally engaged later in the year. The Assistant Community School Director is serving as a point person for work ahead and has begun outreach to staff to re-establish the school’s DEI advisory committee, which lost a number of members the previous year. The DEI plan for the remainder of this school year will focus on rebuilding the advisory committee and developing their capacity to facilitate discussions with different stakeholders around topics of importance within the school community. The Trustees shared their support for this on-going work and discussed ways they can support and be involved.

The Head of School reviewed the monthly report, which included updates on year-to-date detention and suspension data, COVID case numbers, enrollment, and the projected impact of lower enrollment on school revenue for FY22. The head of school informed the Board that scholars who had received detentions and suspensions were across all categories but that this was something the team has begun looking at more carefully.

Finance Committee: Bershadker

The committee met on Monday and reviewed the November budget to actuals. Spending was lower than budgeted due to current staff vacancies.

The committee began discussing plans for FY’23 budget.

Governance:

Trustee Leventhal nominated Lolita Jackson to the CACPCS Board of Trustees. After a full board discussion Trustee DeLong seconded the motion. The nomination of Lolita Jackson was unanimously approved. The board is excited to work with Ms. Jackson in the coming years.

Trustee DeLong announced that Maribel Mercado, the board's parent trustee, resigned effective on January 12, 2022. The board will work with the Head of School to identify and nominate another parent trustee in the coming months.

Trustee DeLong adjourned the meeting at 6:47 pm.

Videoconferencing Details:

1. Please join the meeting at: Join Zoom Meeting

<https://us06web.zoom.us/j/83312513763?pwd=aElmTjdzWFJRS1NsVWRNdC9EVFE0QT09>

Meeting ID: 833 1251 3763 Passcode: 141508

2. Call using your telephone: 1 929 205 6099 Meeting ID: 833 1251 3763 Passcode: 141508

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – May 11, 2022

Trustee Meeting will be held by Zoom.

Planned Outcomes: Trustees will:

1. Approve April meeting minutes
2. Receive School Report

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of April minutes	Draft Minutes
5:05 – 6:15PM	Brown	Connection to Purpose: Staffing Updates Head of School Report	Head of School Report
6:15– 6:25	Berhsadker	Finance Committee Update	
6:20 – 6:25	Leventhal	Governance Committee Update	
6:25 - 6:40	DeLong/Brown	Executive Session	

Board of Trustees 2021- 2022 Planning Calendar

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Trustees		All	DeLong, Leventhal	DeLong, Goldman, Leventhal	Bershadker, DeLong, Leventhal, Rumph
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July		7/31 *	7/18		
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/08	8/15		8/12 • Review and approve school Fiscal Policies and Procedures Manual
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/19	9/23	9/9
Oct	10/15 District and School Safety Plans	10/27	10/24*		10/21 • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/10	11/21	11/29* (2pm)	11/7
Dec		12/08	12/1		12/6
Jan	1/2 – Student Application Form	1/12	1/5	1/24* (2 pm)	1/10 • CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Feb	2/15 – Q2 Financial Report	2/09	2/2		2/7 <ul style="list-style-type: none"> Initial FY22gover Wrap-around Budget Review
Mar		3/09	3/2	3/28 (2 pm)	3/7 <ul style="list-style-type: none"> Budget Review Final approval of FY22 wraparound budget General Liability Insurance Review
Apr	4/15 – Facilities Reporting Questionnaire	4/12 990 Approval with full Board	4/6		4/11 <ul style="list-style-type: none"> Review Full FY22 Budget draft Medical insurance Review Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/11	5/3	5/16 * (9:30 am)	5/9 <ul style="list-style-type: none"> Review and finalize FY22 full budget
June	6/30 – Annual Budget	6/08 (ANNUAL MEETING)	6/2		6/6 <ul style="list-style-type: none"> Budget Final Review Review SY 2021-22 contracts

Current Committee Assignments

<p align="center">CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
<p align="center">Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with Children's Aid Toussaint Gauvin</i> <i>Milagros Lora</i></p>	<p align="center">Learning, Achievement & Evaluation Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla</p>
<p align="center">Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson</p>	<p align="center">Facilities Steering Jane Goldman Beth Leventhal</p>
<p align="center">Ad Hoc (Annual Retreat Actions Follow-up)</p>	<p align="center">Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal Phoebe Boyer</p>

MINUTES
Meeting of Children's Aid College Prep Charter School Board of Trustees
April 13, 2022
Via Zoom

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Phoebe Boyer*	Drema Brown*, Head of School
Michelle DeLong*	Aliana Contreras*, Sr. Operations Manager
Sandra Escamilla*	
Beth Leventhal*	
Nina Bershadker*	
Michelle Rumph*	
Lolita Jackson*	
<i>Trustees not in Attendance</i>	
Jane Goldman	

* Via video-conference

** Via phone

Welcome

Trustee DeLong called the meeting to order at 5:04 PM

Trustee DeLong moved to approve the March minutes. Trustee Leventhal seconded the motion. The minutes were unanimously approved.

Connection to Purpose:

The Head of School provided updates on school management's follow-up to the Compressed Work Week proposal shared during the March meeting.

- The Head of School reiterated that the plan is a pilot and all of school leadership and staff are aware it is a pilot and that if changes are required school management will adjust.
- The Head of School briefly reviewed the guiding principles the Trustees brainstormed during the last meeting.
- The Head of School shared in more detail the staff's feedback and concerns about the proposal and key decisions the principals and she have made as a result of that feedback and those concerns.
- The Trustees provided feedback to these decisions and an updated work schedule based on the feedback from staff and Trustees during the previous weeks.
- The Trustees provided three main points of feedback which included:
 - Ensuring work schedules reflect a 40hr work week (minimum). Achieve a compressed work week but
 - not a shortened work week.
 - Isolate the additional costs to the compressed week specifically to help everyone understand the additional costs of this plan.
 - Identify where we would pull back expenses when variables change (e.g. hiring challenges, enrollment challenges, staff performance issues, etc.)

FY23 Budget Updates

- The FY23 per pupil revenue rate increased to \$17,633 from the \$ 17,150 projected previously.
- Williams E. Simon funds are coming to an end. They have funded CACPCS since 2012 at the \$15k -25K level per year.
- Children's Aid development projects \$364K in foundation support, donations, and other contributions.
- CACPCS has entered the final round for the Templeton Foundation's grant application. The grant is for \$1.69M over three years to support character education and DEI initiatives at the school.
- CACPCS will continue to utilize approximately \$3M in federal funding over the next couple of years to help alleviate the impact of COVID-19 over the last several years.
- The Head of School also shared preliminary expense priorities for FY23 across all of the major budget categories.

Head of the school Report:

The Head of School shared additional updates as a part of her monthly report to the board including the following:

- CACPCS's 5-Year Renewal was unanimously approved by the Charter School Committee of the SUNY Trustees on March 17, 2022.
- The Head of School, Principal Fleshman and the Community School Director have been working with local CBOs to create an "outside-in" strategy to community safety surrounding our Prospect location given the uptick in community violence citywide.
- The Community School team on-boarded an additional Life Coach leaving one remaining position to fill on this team.
- The Diversity, Equity, and Inclusion Advisory Board launched an initiative with the staff to engage the students in discussing their own identities this Spring. The Board also disseminated a staff survey to learn more about their perceptions of DEI strengths and areas of improvement at CACPCS.
- The Head of School provided an update on the 22-23 Lottery application process. She reported that 380 applications were received for 138 available seats for the upcoming school year through the following avenues:
 - Paper Applications = 90
 - Charter Center =149
 - Website =141
- CACPCS will continue to enroll students until all open seats are filled. The Operations team has begun making phone calls to the families chosen during the lottery. In addition, the Principals and the Community School Director have been working on transition activities between the elementary and middle school to support enrollment between 5th and 6th grade which has historically been a challenge.

Finance Committee

Trustee Bershadker shared the following updates on behalf of the Committee:

- The Committee spent most of the previous meeting discussing the draft of the FY23 budget.
- The Committee reviewed the February budget vs. actuals noting that not much had changed.
- Year to date, CACPCS was still running a surplus due to the timing of per pupil revenue and PPP loan proceeds.
- The 990 is complete. The Board has one week (until April 20th) to provide any feedback to the Head of School or Board Chair. After that comment period the CA Fiscal team will upload the 990 to the IRS.

Governance:

Trustee Leventhal provided the following updates:

- The Trustees are working on a board survey that will not take more than 10-15 to complete.
- The Committee will go over the results during the June meeting.
- SUNY formally approved Lolita Jackson for membership on the CACPCS Board of Trustees.

Trustee DeLong adjourned the meeting at 6:26 pm.

Videoconferencing Details:

1. Please join the meeting at: Join Zoom Meeting
<https://us06web.zoom.us/j/81898240873?pwd=a2p1SjN2MDliV1hRWUZXBUNUZCtUQT09>

Meeting ID: 818 9824 0873 Passcode: 310377

2. Call using your telephone: 1 929 205 6099 US (New York) Meeting ID: 818 9824 0873 Passcode: 310377

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – July ~~27~~¹³, 2022

Trustee Meeting will be held via Zoom.

Planned Outcomes: Trustees will:

1. Approve June meeting minutes
2. Receive School Report
3. Receive Committee Updates

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of June minutes	Draft Minutes
5:05 – 6:15PM	Brown	Connection to Purpose: Staffing Updates	
		Head of School Report	Head of School Report
6:15– 6:25	Rumph	Finance Committee Update	
6:20 – 6:25	Leventhal	Governance Committee Update <ul style="list-style-type: none"> • Open Meetings resolution • 2022-23 Calendar • Survey follow-up • Parent Trustee search update • Annual Board member information update forms 	
6:25 - 6:35	Goldman	Learning and Achievement Committee Update	
6:35 – 6:50 PM	DeLong/Brown	Executive Session	

TENTATIVE Board of Trustees 2022- 2023 Planning Calendar

	SUNY and NYSED Re- porting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Trustees		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 *.	Meetings are held at 4:00PM on the third Thursday of every month. (*denotes change in date due to holidays.	Meetings are held at 2:00PM on the fourth Monday of every other month beginning in September. (*denotes change in date due to holidays.	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). (*denotes change in date due to holidays.
July		7/27			7/11
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/10			8/8 • Review and approve school Fiscal Policies and Procedures Manual
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies; Title funding financial policies and procedures; parent engagement	9/14		9/19*	9/12
Oct	10/15 District and School Safety Plans	10/26			10/24 • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/9		11/28	11/7
Dec		12/7			12/5

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Jan	1/2 – Student Application Form	1/11		1/23	1/9 <ul style="list-style-type: none"> CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared
Feb	2/15 – Q2 Financial Report	2/8			2/6 <ul style="list-style-type: none"> Initial FY23 Wrap-around Budget Review
Mar		3/8		3/27	3/6 <ul style="list-style-type: none"> Budget Review Final approval of FY23 wraparound budget General Liability Insurance Review
Apr	4/15 – Facilities Reporting Questionnaire	4/12 990 Approval with full Board			4/10 <ul style="list-style-type: none"> Review Full FY23 Budget draft Medical insurance Review Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/10		5/22	5/8 <ul style="list-style-type: none"> Review and finalize FY23 full budget
June	6/30 – Annual Budget	6/7 (ANNUAL MEETING)			6/5 <ul style="list-style-type: none"> Budget Final Review
July 2023		7/26			7/25

Current Committee Assignments

<p align="center">CACPCS Board of Trustees Executive Committee</p> <p align="center">Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Nina Bershadker Treasurer- Michelle Rumph</p>	
<p align="center">Finance</p> <p align="center">Michelle Rumph (Treasurer) Nina Bershadker Michelle DeLong Beth Leventhal <i>with Children's Aid Toussaint Gauvin</i> <i>Milagros Lora</i></p>	<p align="center">Learning, Achievement & Evaluation</p> <p align="center">Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla</p>
<p align="center">Governance</p> <p align="center">Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson</p>	
<p align="center">Executive Committee</p> <p align="center">Michelle DeLong Michelle Rumph Nina Bershadker Beth Leventhal Phoebe Boyer</p>	

MINUTES
Meeting of Children's Aid College Prep Charter School Board of Trustees
June 8, 2022
Via Zoom

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Phoebe Boyer*	Drema Brown*, Head of School
Michelle DeLong*	Aliana Contreras*, Sr. Operations Manager
Sandra Escamilla*	
Jane Goldman*	
Beth Leventhal*	
Nina Bershadker*	
Michelle Rumph*	
Lolita Jackson*	
<i>Trustees not in Attendance</i>	

* Via video-conference

** Via phone

Welcome

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

Trustee DeLong made a motion to approve the minutes. Trustee Leventhal seconded the motion. The minutes were approved unanimously.

Connection to Purpose:

The Head of School provided the Trustees with an update on CACPCS safety measures given the recent events of school violence in Uvalde and the increase in crime throughout NYC.

CACPCS Safety Measures

- School management views safety as more than drills. Management believes in building community connections so school management has more information that will allow them to plan and respond in preventative ways as a school community to potential safety issues.
- School management has also taken an “inside out” and “outside in” approach to school safety. A partnership with TCIONY (focused on the “inside out”) has allowed CACPCS to provide additional supports to approximately twenty of our highest need middle schoolers resulting in fewer disciplinary issues at the middle school this past spring than during the pre-pandemic years.
- Before the pandemic, we started active shooter training for staff. We are working with the head of security of Children's Aid to do a refresher for leadership this summer and training for all the team in the fall.
- School management has also worked with Children's Aid to secure additional security for the end of the year events like graduations.

- Parent relationship-building has continued to be critical for the “outside-in” approach. Parents know and report what is happening in the community and sometimes between scholars.
- CACPCS has limited visitor access to the buildings, which was heightened because of COVID, but CACPCS still has these procedures in place because it has helped us keep potential incidents down. We also conduct fire drills and lockdown drills frequently.
- Partnerships with the DOE school safety, TCIONY, and NYPD have helped us keep our lines of communication open, allowing school management to be proactive. TCIONY has helped us get more involved, build a partnership with NYPD, and increase their awareness of our issues.
- TCIONY also provides surveillance of the perimeter of our Prospect location with five of their staff, ensuring lots of eyes are on the hotspots in the community where our middle school scholars like to gather after dismissal. The middle schoolers travel home alone, and more incidents had been occurring because there are a lot of middle schools in the area. There is a methadone clinic near the school and a community park adjacent to the school. Although the park is not available to the community during school hours, a lot happens there during the afternoon and on weekends and the presence of school safety, TCIONY staff and CACPCS staff and leadership helped us keep incidents very low this past spring.
- School uniforms and school swag help with the visibility of the scholars and staff. Everyone loves the swag, but it also helps the community identify us as a school community.

Head of the school Report:

Enrollment

- This month we added a new tab on enrollment updates as we fill seats for the upcoming school year.
- The most accurate enrollment picture will be available in September.
- As of Jun 06, 2022, there were 24 open seats.
 - Only 57% of acceptances have completed paperwork. 66% of K families have completed paperwork. 23% declined, and it will increase as parents finalize decisions.
 - We had 60 open seats as of May 31. We had 65 kindergarteners, leaving us with ten empty seats for 1st grade.
 - 21 of the 60 applications received are siblings. The early childhood program has contributed to that. We are more confident that these scholars will show up in August. After the lottery, we received 66 applications through the NYC Charter Center’s common application and those applicants were placed on the waiting list and will be called in the coming days.
 - We will over-enroll where possible and feasible.
- CACPCS continues recruiting through digital ads, social media ads and word-of-mouth between parents and prospective families. CACPCS shares student recruitment information with the families in our weekly bulletin. In addition, CAPCS continues to host events in which the parents whose children have been accepted are able to tour the buildings and receive support completing the paperwork.

Attendance

- Severe chronic absenteeism decreased from 13% in April to 12% in May, the lowest of the year.

Transitions, School Events and Summer 2022

- We had a transition event for the rising sixth graders where they were able to interact with the teachers and spent the day having fun and interacting with the six grade teachers.
- CACPCS Summer Program begins Tuesday, Jul 05.

- Summer Boots at 1232 Southern Blvd. 115 scholars
- Summer Boots at 1919 Prospect Ave. 50 scholars.
- Ailey Camp at 1232 Southern Blvd Approx. 52 total # of CACPCS scholars TBD
- Wagon Road Camp 43 scholars
- Bronx House 20 scholars.

FY23 Budget Updates

- The FY23 per pupil revenue rate increased to \$17,633 from the \$ 17,150 projected previously.
- William E. Simon funds are coming to an end. They have funded CACPCS since 2012 at the \$15k -25K level per year.
- Children's Aid development projects \$364K in foundation support, donations, and other contributions.
- CACPCS has entered the final round for the Templeton Foundation's grant application. The grant is for \$1.69M over three years to support character education and DEI initiatives at the school.
- CACPCS will continue to utilize approximately \$3M in federal funding over the next couple of years to help alleviate the impact of COVID-19.
- The Head of School also shared preliminary expense priorities for FY23 across all of the major budget categories.

Finance Committee

Trustee Bershadker shared the following updates on behalf of the Committee:

- April's BvA report showed nothing remarkable to report. CACPCS continues to be on track to show a surplus roughly equal to our forgiven PPE loan.
 - We closed April with a surplus of \$1.2M.
 - The Operating Revenue was slightly over budget due to the timing of the per-pupil payments.
- The Finance committee recommended the approval of the FY23 budget, which includes a planned deficit of ~\$2.3M. Federal ESSER and ARP funds will offset the majority of the deficit.
 - The Finance committee will work with CA fiscal to adjust CACPCS's five-year budget and better understand the feasibility of continuing the staffing innovations beyond the pilot year and once federal relief funding ends.
- The budget is based on the enrollment of 630 students. However, a version with lower enrollment was shared with the Finance Committee. The Finance Committee noted the importance of identifying key indicators by which to track the budget and understand the impact of the pilot staffing initiative and enrollment, so that adjustments can be made at the right time.
- The per-pupil rate increased to \$17,626. As a result, the rental assistance will also increase. If enrollment target is not achieved, we will not benefit from the increases in the per-pupil payment and rental assistance.
- Summer Boost, Bloomberg Philanthropies funding of \$162,750 reflects focus on providing a high-quality summer experience for 165 of our most academically vulnerable students.
-

Trustee Bershadker asked for a motion to approve the FY 23 budget. Trustee DeLong seconded it, and the budget was approved unanimously by the Board.

Governance Committee:

Trustee Leventhal led the Board through the processes of electing Board members to terms and confirming committee assignments.

The following term and committee assignments were discussed:

CLASS 1 (current term ends June 30, 2022; new term ends June 30, 2024)	CLASS 2 (term ends June 30, 2023)
<ul style="list-style-type: none"> • Michelle DeLong • Jane Goldman • Phoebe Boyer • Sandra Escamilla 	<ul style="list-style-type: none"> • Nina Bershadker • Beth Leventhal • Michelle Rumph • Lolita Jackson

Executive Committee

Board Chair: Michelle DeLong

Vice-Chair/ member at large: Beth Leventhal

Secretary: Nina Bershadker

Treasurer: Michelle Rumph

Member at Large: Phoebe Boyer

Finance Committee:

Chair: Michelle Rumph

Nina Bershadker

Michelle DeLong

Beth Leventhal

Governance Committee:

Chair: Beth Leventhal

Phoebe Boyer

Michelle DeLong

Lolita Jackson

Learning and Achievement

Chair: Jane Goldman

Michelle DeLong

Beth Leventhal

Sandra Escamilla

Trustee Boyer made a motion to approve the terms and committee assignments as listed above. Trustees DeLong and Bershadker seconded this motion. The motion was unanimously approved.

Trustee Leventhal explained that the board surveys had been submitted. She summarized the feedback. Notably members of the Board expressed high engagement and improvements in financial reporting and compliance matters. Moving forward they would like more regular fundraising reports and while the data is useful that is shared at each meeting it can be overwhelming so further streamlining of what data is presented when, how and to whom should be a focus.

During the July meeting, the Board will revisit the questions about the changes to the Open Meetings law.

Learning and Achievement

Trustee Goldman provided the following updates:

- The focus is the Head of School evaluation.
- The staff surveys are due on Jul 1, and the results will be available on Jul 15 with feedback from the Principals, Deans, Operations staff, Teachers, Student Support staff, and Children's Aid staff who have been identified to complete the survey.

Trustee DeLong adjourned the meeting at 6:31 pm.

Videoconferencing Details:

Join Zoom Meeting

<https://us06web.zoom.us/j/83312513763?pwd=aE1mTjdzWFJRS1NsVWRNdC9EVFE0QT09>

Meeting ID: 833 1251 3763 Passcode: 141508

OR Call using your telephone: 1 929 205 6099 US (New York) Meeting ID: 833 1251 3763 Passcode: 141508

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – June 8, 2022

Trustee Meeting will be held by Zoom.

Planned Outcomes: Trustees will:

1. Approve May meeting minutes
2. Receive School Report
3. Review trustee evaluation
4. Approve 2022-23 Budget

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of May minutes	Draft Minutes
5:05 – 6:15PM	Brown	Connection to Purpose: Community and School Safety Initiatives Head of School Report	Head of School Report
6:15– 6:25	Berhsadker	Finance Committee Update	Draft Budget 2022-23
6:25 – 6:45	Leventhal	Governance Committee Update	Evaluation summary
6:45 - 6:50	Goldman	Learning and Achievement Committee Update	
6:50 – 7:00 PM	DeLong/Brown	Executive Session	

Board of Trustees 2021- 2022 Planning Calendar

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Trustees		All	DeLong, Leventhal	DeLong, Goldman, Leventhal	Bershadker, DeLong, Leventhal, 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 6:00PM on the second Wednesday of every month.	Meetings are held at 4:00PM on the third Thursday of every month.	Meetings are held at 2:00PM on the fourth Monday of every other month beginning in September.	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		7/31 *	7/18		
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/08	8/15		8/12 •Review and approve school Fiscal Policies and Procedures Manual
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/19	9/23	9/9
Oct	10/15 District and School Safety Plans	10/27	10/24*		10/21 •Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/10	11/21	11/29* (2pm)	11/7
Dec		12/08	12/1		12/6

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Jan	1/2 – Student Application Form	1/12	1/5	1/24* (2 pm)	1/10 <ul style="list-style-type: none"> • CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared
Feb	2/15 – Q2 Financial Report	2/09	2/2		2/7 <ul style="list-style-type: none"> • initial FY22gover Wraparound Budget Review
Mar		3/09	3/2	3/28 (2 pm)	3/7 <ul style="list-style-type: none"> • Budget Review • Final approval of FY22 wraparound budget • General Liability Insurance Review
Apr	4/15 – Facilities Reporting Questionnaire	4/12 990 Approval with full Board	4/6		4/11 <ul style="list-style-type: none"> • Review Full FY22 Budget draft • Medical insurance Review • Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/11	5/3	5/16 * (9:30 am)	5/9 <ul style="list-style-type: none"> • Review and finalize FY22 full budget
June	6/30 – Annual Budget	6/08 (ANNUAL MEETING)	6/2		6/6 <ul style="list-style-type: none"> • Budget Final Review • Review SY 2021-22 contracts

Current Committee Assignments

<p align="center">CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
<p align="center">Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with Children's Aid Toussaint Gauvin</i> <i>Milagros Lora</i></p>	<p align="center">Learning, Achievement & Evaluation Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla</p>
<p align="center">Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson</p>	<p align="center">Facilities Steering Jane Goldman Beth Leventhal</p>
<p align="center">Ad Hoc (Annual Retreat Actions Follow-up)</p>	<p align="center">Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal Phoebe Boyer</p>

MINUTES
Meeting of Children's Aid College Prep Charter School Board of Trustees
May 11, 2022
Via Zoom

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Phoebe Boyer*	Drema Brown*, Head of School
Michelle DeLong*	Aliana Contreras*, Sr. Operations Manager
Sandra Escamilla*	
Jane Goldman*	
Beth Leventhal*	
Nina Bershadker*	
Michelle Rumph*	
Lolita Jackson*	
<i>Trustees not in Attendance</i>	

* Via video-conference

** Via phone

Welcome

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

Trustee Boyer moved to approve the April minutes. Trustees Leventhal seconded the motion. The minutes were unanimously approved.

Trustee Boyer congratulated the Head of School for the thought behind the compressed work week pilot effort towards implementing changes for staff and our families and highlighting how complex navigating an iterative process across different stakeholder can be when the information is evolving. The Head of School thanked the Trustees for their feedback and input throughout the process.

Connection to Purpose:

The Head of School provided updates on school management's follow-up to the Compressed Work Week proposal shared in the last meeting.

- Based on input from the Trustees, school leadership, and staff, the plan has shifted to a plan for a hybrid work week instead of a compressed work week.

- Management no longer describes it as a compressed workweek but instead as a hybrid work week during which staff and leadership work four days per week in-person and one day remotely while completing and submitting a set of deliverables weekly. Under this hybrid work week plan, staff work 42.5 hours.
- The Head of School reiterated that the plan is a pilot and all of school leadership and staff are aware it is a pilot. If changes are required based on management and Trustee monitoring of a set of benchmarks, school management will adjust.
- The Head of School briefly reviewed the guiding principles the Trustees brainstormed during the last meeting, outlined the details of the plan for remote work one day per week for all staff and leadership, and heard Trustee feedback.
- Trustee feedback included the need to include further expectations for staff availability during the remote work day.

FY23 Budget Updates

- The FY23 per pupil revenue rate will increase to \$17,633 from the \$17,150 projected previously.
- Williams E. Simon funds are coming to an end. They have funded CACPCS since 2012 at the \$15k -25K level per year.
- Children's Aid development projects \$364K in foundation support, donations, and other contributions.
- CACPCS has entered the final round for the Templeton Foundation's grant application. The grant is for \$1.69M over three years to support character education and DEI initiatives at the school.
- CACPCS will continue to utilize approximately \$3M in federal funding over the next couple of years to help alleviate the impact of COVID-19 over the last several years.
- The Head of School also shared preliminary expense priorities for FY23 across all of the major budget categories.

Finance Committee

Trustee Bershadker shared the following updates on behalf of the Committee:

- The Committee reviewed the Q3 budget versus actuals report which indicated a deficit of \$1.3M at the end of Q3 due to the timing of revenue during the school year.
- CA Fiscal and school management are anticipating a surplus of \$1.6M driven mainly by the for-giving PPP loan of \$1.4M.

Learning and Achievement:

- The Committee will be working on the 360 evaluation of the Head of School led by Trustee Escamilla.

Governance:

Trustee Leventhal provided the following updates:

- Most of the board surveys have been completed. The Governance Committee will review the results during their next meeting.

The Head of School noted for the Trustees that based on changes to the Open Meetings Law that the June meeting will be the last meeting the Trustees will have remotely. The Governance Committee, and ultimately, the Board will spend some time reviewing and deciding if any changes are needed moving forward based on the changes to the law.

Trustee DeLong adjourned the meeting at 6:26 pm.

Videoconferencing Details:

1. Join Zoom Meeting
2. <https://us06web.zoom.us/j/91266458083?pwd=UWFiVlly-cWFWMkIK1YrTXplWWh2Zz09>

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – December 8, 2021

Trustee Meeting will be held at 1232 Southern Blvd.

Planned Outcomes: Trustees will:

1. Approve November meeting minutes
2. Receive School Report

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of November minutes	Draft Minutes
5:05 – 6:15PM	Brown	Connection to Purpose: School Performance Check-in Number 1 Head of School Report	Head of School Report
6:15– 6:20	Berhsadker	Finance Committee Update	
6:20 – 6:30	Goldman	Learning and Achievement Committee	
6:30 – 6:40	Leventhal	Governance Committee Update	
6:35 – 6:50 PM	DeLong/Brown	Executive Session	

Board of Trustees 2021- 2022 Planning Calendar
(To be updated)

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Trustees		All	DeLong, Leventhal	DeLong, Goldman, Leventhal	Bershadker, DeLong, Leventhal, 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 6:00PM on the second Wednesday of every month.	Meetings are held at 4:00PM on the third Thursday of every month.	Meetings are held at 2:00PM on the fourth Monday of every other month beginning in September.	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		7/31 *	7/18		
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/08	8/15		8/12 • Review and approve school Fiscal Policies and Procedures Manual
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/19	9/23	9/9
Oct	10/15 District and School Safety Plans	10/27	10/24*		10/21 • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/10	11/21	11/29* (2pm)	11/7

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Dec		12/08	12/1		12/6
Jan	1/2 – Student Application Form	1/12	1/5	1/24* (2 pm)	1/10 <ul style="list-style-type: none"> CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared
Feb	2/15 – Q2 Financial Report	2/09	2/2		2/7 <ul style="list-style-type: none"> Initial FY22gover Wrap-around Budget Review
Mar		3/09	3/2	3/28 (2 pm)	3/7 <ul style="list-style-type: none"> Budget Review Final approval of FY22 wraparound budget General Liability Insurance Review
Apr	4/15 – Facilities Reporting Questionnaire	4/12 990 Approval with full Board	4/6		4/11 <ul style="list-style-type: none"> Review Full FY22 Budget draft Medical insurance Review Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/11	5/3	5/16 * (9:30 am)	5/9 <ul style="list-style-type: none"> Review and finalize FY22 full budget
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Current Committee Assignments

<p align="center">CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
<p align="center">Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with Children's Aid Toussaint Gauvin</i> <i>Milagros Lora</i></p>	<p align="center">Learning, Achievement & Evaluation Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Maribel Mercado</p>
<p align="center">Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Sandra Escamilla</p>	<p align="center">Facilities Steering Jane Goldman Beth Leventhal</p>
<p align="center">Ad Hoc (Annual Retreat Actions Follow-up)</p>	<p align="center">Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal Phoebe Boyer</p>

MINUTES
Meeting of Children's Aid College Prep Charter School Board of Trustees
November 10, 2021
1232 Southern Blvd. Bronx, NY

Trustees in Attendance

Nina Bershadker *
Phoebe Boyer*
Michelle DeLong *
Sandra Escamilla *
Jane Goldman *
Michelle Rumph *

Not in Attendance

Maribel Mercado, Trustee
Beth Leventhal, Trustee
Drema Brown, HOS

Others in Attendance

Shandra Holt, Community School Director *
Steven Roberts, Life Coach Director *
Ms. Tingman, Assistant Community School Director *

**** Via zoom***

Opening remarks

Michelle DeLong called the meeting to order at 5:03 pm. Motion was made by Phoebe Boyer and seconded by Jane Goldman to approve the Minutes from the last Board meeting. The minutes were unanimously approved. Introductions were made and our visitors welcomed: Shandra Holt (new Community School Director), Steven Roberts (new Life Coach Director), and Ms. Tingman (Assistant Community School Director).

Connection to Purpose: Community School Team Scholar Supports

Strategic functions of the team, how they track data, assessments, attendance strategies, academic supports and social/emotional practices were introduced and discussed.

Attendance strategies to deal with chronic absence include phone calls to scholars' homes, weekly attendance meetings, incentives, and home visits.

Academic supports provided during the school day, after school and in summer enrichment include STEM/ Literacy activities, Kids Create, Book Buddies, Social Hour and Theatre. Physical activities include yoga, dance, Go Chef, fitness and softball. Academic supports include tutoring.

Mr. Roberts then introduced the discipline and cultural improvement supports that provide a bridge for scholars between teachers, parents, and the community school. He discussed the vital role of life coaches to our school community, especially now as we begin to emerge from covid.

Referrals to a life coach can be initiated by a staff member or a parent if there's an issue with a scholar. For example, a scholar may seem low, or reportedly not sleeping well at night. The coach meets with the scholar and investigates the situation/needs. Color coding is utilized to flag the severity of the problem and the breadth of services needed: **Red** means a lot of services needed; 2 or more weekly sessions and often outside referrals. **Yellow** generally calls for weekly or biweekly services. **Green** shows improvement; scholar is engaged. **Blue** signals just check-ins required and case being closed. Life Coaches have 15-20 active cases at any given time.

Compliments were given to the entire Community School Team, particularly since they are all new to their positions and have managed to integrate so well, so early in the school year. Of particular note are the letters from middle school scholars to elementary scholars. Those letters have had great impact.

Some questions were raised about the challenges staff face in trying to help families in crisis. Is it financial resources that are required, or other kinds of solutions? Mr. Roberts spoke about gift cards to stores that are sometimes helpful. Some situations are unique and require other kinds of problem solving too — for example families who faced severe flooding in the recent storm. How success mentors are recruited was addressed by Ms. Holt. And movement toward starting up sports again was discussed. Since students must be vaccinated to participate in sports, some parents have become motivated to make that happen. Mamba League has not resumed yet this year, but there will be sports.

HOS Report

Drema Brown was out ill, but did send her written HOS Report for November. At next month's meeting we would like to address enrollment numbers and strategies to increase numbers, particularly in grades K, 1, 4, 5.

We would also like to revisit the benchmark in MS which states that "60% of teachers provide space for student voice and student work." Was the intention to say that **60% of the time** teachers will provide space for student voice and student work?

Finance Committee, Bershadker

Trustee Bershadker reported that the committee met on Monday to review Q1 budget to actuals. We ended the 1st quarter significantly ahead of the budget due to timing of payments and bills. We anticipate the budget gap closing in the coming months.

Learning and Achievement Committee, Goldman

The committee last met on September 20, 2021. Committee members visited classrooms using the Learning Environment Observation Tool to evaluate how well scholars were mastering procedures and expectations at the start of the school year. Overall, students were very engaged. The balance of the meeting was spent on the HOS evaluation for 2020-21. NYS Test results were briefly discussed. They were not yet printed or in digital sharing format.

Next meeting is Nov 29, 2 pm, Southern Blvd to discuss A1 results; instructional priorities and teacher certification updates. Remaining committee meeting dates for the school year:

Jan 24 (2pm), March 28 (2pm), May 16 (9:30 am). These dates should replace last year's dates on the monthly Agenda.

No executive session agenda.

Motion to adjourn the public meeting was made by DeLong; seconded by Goldman, at 6 pm.

Videoconferencing Details:

1. Please join the meeting at: Join Zoom Meeting
<https://us06web.zoom.us/j/83312513763?pwd=aE1mTjdzWFJRS1NsVWRNdC9EVFE0QT09>

Meeting ID: 833 1251 3763 Passcode: 141508

2. Call using your telephone: 1 929 205 6099 Meeting ID: 833 1251 3763
 Passcode: 141508

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – April 13, 2022

Trustee Meeting will be held by Zoom.

Planned Outcomes: Trustees will:

1. Approve March meeting minutes
2. Receive Committee Updates

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of March meeting minutes	Draft Minutes
5:05 – 6:15PM	Brown	Connection to Purpose: SY22-23 Planning/Compressed Workweek Follow-up Head of School Report	Head of School Report
6:15– 6:25	Berhsadker	Finance Committee Update 990 Review	990 for review
6:20 – 6:25	Leventhal	Governance Committee Update	
6:25 - 6:35	Goldman	Learning and Achievement Committee Update	
6:35 – 6:50 PM	DeLong/Brown	Executive Session	

Board of Trustees 2021- 2022 Planning Calendar

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Trustees		All	DeLong, Leventhal	DeLong, Goldman, Leventhal	Bershadker, DeLong, Leventhal, Rumph
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Oct	10/15 District and School Safety Plans	10/27	10/24*		10/21 • Annual Financial Audit Review
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	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
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Current Committee Assignments

<p align="center">CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
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<p align="center">Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Lolita Jackson</p>	<p align="center">Facilities Steering Jane Goldman Beth Leventhal</p>
<p align="center">Ad Hoc (Annual Retreat Actions Follow-up)</p>	<p align="center">Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal Phoebe Boyer</p>

MINUTES
Meeting of Children's Aid College Prep Charter School Board of Trustees
March 9, 2022
Via Zoom

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Phoebe Boyer* Michelle DeLong* Sandra Escamilla* Jane Goldman* Beth Leventhal* Nina Bershadker* Michelle Rumph* Lolita Jackson*	Drema Brown*, Head of School Aliana Contreras*, Sr. Operations Manager Casey Vier * Principal Robin Fleshman* Principal
<i>Trustees not in Attendance</i>	

* Via video-conference

** Via phone

Welcome

Trustee DeLong called the meeting to order at 5:02 PM

Ms. Bershadker moved to approve the February minutes. Ms. Goldman seconded the motion which was unanimously approved.

Connection to Purpose School Performance Check In # 3

Principals Vier and Fleshman provided the Trustees with a student academic performance update in advance of this year's NYS ELA tests in March. The Principals also shared relevant staffing and professional development updates.

Elementary School (Principal Casey Vier)

- Principal Vier described how the team is using Foundations to provide phonics support in the early grades that allows the teachers and leaders to monitor the scholars progress while receiving additional support from consultants from the curriculum company.
- The elementary team transitioned a classroom teacher to an ESL interventionist role, and she has begun working with a caseload of K-1 scholars.
- The elementary team has also been implementing an after-school tutoring program for a group of Kindergartners.

- With regard to interim assessment and practice test results prior to this year's NYS ELA tests, Principal Vier noted that in Grades 3 and 4, large numbers of scholars (36% and 32 % respectively) have been scoring at Level 2, but many of these scholars are scoring on the higher end of Level 2. These scholars are two or three questions away from achieving a Level 3 score. The elementary team is working with scholars who are very close to proficiency and are studying their booklets and analyzing the trends to provide individual support.
- In ELA, there was a need across Grades 3-5 to work with the scholars on going back into the text to find evidence for answering specific questions. Teachers have been scoring student work each day by quickly looking at what questions scholars missed most often in a given class, analyzing, and adjusting instruction accordingly to what is understood to be mastery instruction. We are not focusing on test prep but helping scholars master their new learning to ensure it is firmly in place to build on for future instruction.
- To date, the 5th grade has been closest to achieving our goal to have 75% of scholars score a Level 3 or 4 on practice tests. Grades 3 and 4 have a bit more work to do.

Middle School (Dr. Robin Fleshman)

- Principal Fleshman described the growth in ELA in Grades 6-8 in the most recent ELA ANet interim assessments. CACPCS outperformed the Network at all three grades.
- The middle school's goal was to see 50% of the scholars achieve proficiency on the last ELA interim assessment. The middle school team was able to meet that goal in each grade. However, the goal is to see 60% of the scholars achieve proficiency while reducing scholars scoring at Level 1 to 10% or lower.
- Dr. Fleshman also provided some updates on the scholars' Math progress since her last presentation to the Trustees.

Head of the School Report: Drema Brown

The Head of School shared a proposal for a return to the 4pm school day and a compressed workweek for staff in 2022-23. Specifically, the proposal included the following:

- The school day returns to 4PM Monday-Friday for all students.
- The proposal aims to improve staff hiring, retention, attendance, satisfaction and to improve teacher performance, all in service of improved student achievement.
- The proposal responds to some of the issues raised by teachers who have left CACPCS for other charters or the NYC DOE where they have expressed an interest in having a more extended summer, shorter work-days, and different expectations with similar pay.
- Under the proposal the Head of School shared, the staff is working the same number of hours (if not slightly more), but in fewer days. Their hours are compressed to create for them more flexibility on a fifth day. This will allow some teachers additional time to complete coursework and other certification requirements, practice self-care and/or take care of other critical appointments and family matters.
- Before even deciding if this proposal was feasible, the leadership team conducted an analysis of instructional minutes needed each week to ensure that students with IEPs or English Language Learners would have their mandates met. This analysis showed that CACPCS could meet and/or exceed their instructional minutes for mandates including co-teaching within three days.

- The leadership will ultimately have to decide the schedules. They will have final authority to make decisions about “off days.”
- This schedule would not apply to weeks that are already shortened by holidays or school breaks.
- Although, most of the staff seemed excited by the idea of a compressed workweek, there were questions about the logistics and some concerns about the longer days being proposed.
- Staff would still receive sick and personal days.
- We are working towards starting our recruitment in advance to obtain several qualified candidates.
- We want to make sure that we have the resources available that we need. This proposal would require staffing up in some key areas to ensure enough support in some of the highest need classrooms on Mondays and Fridays (e.g. K-2, classrooms with more novice co-teaching pairs).

The Trustees shared questions and concerns which were noted by the Head of School as a set of guiding principles for the implementation of a compressed workweek.

The Finance Committee will approve a budget that will reflect the financial implications of this plan.

The Learning, Achievement and Evaluation Committee will continue to provide feedback on the school's plans to ensure continuity of learning and the Governance Committee will be reviewing any staff policy changes required as a result of this plan.

The Head of School will provide updates on the planning for a compressed workweek during the monthly Trustee meetings and/or during Committee meetings.

Trustee DeLong adjourned the meeting at 7:05pm.

Videoconferencing Details:

Join Zoom Meeting

<https://us06web.zoom.us/j/83312513763?pwd=aE1mTjdzWFJRS1NsVWRNdC9EVFE0QT09>

Meeting ID: 833 1251 3763

Passcode: 141508

Call using your telephone: Dial by your location: 1 929 205 6099 US (New York) Meeting ID: 833 1251 3763 Passcode: 141508

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – March 9, 2022

Trustee Meeting will be held by Zoom.

Planned Outcomes: Trustees will:

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of February minutes	Draft Minutes
5:05 – 6:30PM	Brown	Connection to Purpose: Academic Performance Update 2022-23 Plan	Principal Vier/ Principal Fleshman
		Head of School Report	Head of School Report
6:30– 6:40 PM	Berhsadker	Finance Committee Update	
6:40 – 7:00 PM	DeLong/Brown	Executive Session	

Board of Trustees 2021- 2022 Planning Calendar

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Trustees		All	DeLong, Leventhal	DeLong, Goldman, Leventhal	Bershadker, DeLong, Leventhal, 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 6:00PM on the second Wednesday of every month.	Meetings are held at 4:00PM on the third Thursday of every month.	Meetings are held at 2:00PM on the fourth Monday of every other month beginning in September.	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		7/31 *	7/18		
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/08	8/10		8/12 • Review and approve school Fiscal Policies and Procedures Manual
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/21	9/23	9/9
Oct	10/15 District and School Safety Plans	10/27	10/27		10/21 • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/10		11/29* (2pm)	11/7
Dec		12/08	12/1		12/6

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Jan	1/2 – Student Application Form	1/12	1/5	1/24* (2 pm)	1/10 <ul style="list-style-type: none"> CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared
Feb	2/15 – Q2 Financial Report	2/09	2/2		2/7 <ul style="list-style-type: none"> Initial FY22gover Wraparound Budget Review
Mar		3/09	3/2	3/28 (2 pm)	3/7 <ul style="list-style-type: none"> Budget Review Final approval of FY23 wraparound budget General Liability Insurance Review
Apr	4/15 – Facilities Reporting Questionnaire	4/12 990 Approval with full Board	4/6		4/11 <ul style="list-style-type: none"> Review Full FY23 Budget draft Medical insurance Review Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/11	5/3	5/16 * (9:30 am)	5/9 <ul style="list-style-type: none"> Review and finalize FY23 full budget
June	6/30 – Annual Budget	6/8 (ANNUAL MEETING)	6/2		6/6 <ul style="list-style-type: none"> Budget Final Review Review SY 2022-23 contracts

Current Committee Assignments

<p align="center">CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
<p align="center">Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with Children's Aid Toussaint Gauvin</i> <i>Milagros Lora</i></p>	<p align="center">Learning, Achievement & Evaluation Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla</p>
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<p align="center">Ad Hoc (Annual Retreat Actions Follow-up)</p>	<p align="center">Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal Phoebe Boyer</p>

MINUTES
Meeting of Children's Aid College Prep Charter School Board of Trustees
February 9, 2022
Via Zoom

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Phoebe Boyer* Michelle DeLong* Sandra Escamilla* Jane Goldman* Beth Leventhal* Nina Bershadker** Michelle Rumph	Drema Brown*, Head of School Aliana Contreras*, Sr. Operations Manager
<i>Trustees not in Attendance</i>	

* Via video-conference

** Via phone

Welcome

Trustee DeLong called the meeting to order at 5:03

Trustee Leventhal moved to approve the February minutes. Trustee Escamilla seconded the motion. The minutes were unanimously approved.

Connection to Purpose:

- Ms. Shonda Holt (Community School Director) and Tamara Tingman (Assistant Community School Director) shared updates on their team's attendance improvement work and the role of the Success Mentors in support of attendance and other school priorities.
 - All their team's work is aligned with the school's community school the logic model.
 - For example, staff works in cross strategic functions to support our attendance, reducing chronic absenteeism and increase daily attendance. The elementary school has two Success Mentors with the support of one Assistant Dean of Students and the middle school has three Success Mentors supported by the Assistant Dean.
 - Success Mentors log daily attendance notes on an internal data system called ETO.
 - CACPCS hosts weekly attendance meetings with Success Mentors, Deans and Life Coaches to identify attendance trends, share information and identify chronically absent scholars collaboratively. The Life Coaches support those chronic absence cases that may need family supports or other interventions.
 - The primary purpose of the meeting is to decrease the number of students chronically absent and improve best practices.

- After three absences, Success Mentors send an email to school leadership to place the students on their radar; after five days, the Life coach and Life Coach Director conduct a home visit; and after five or more days, the Dean will send a request for a parent meeting.
- Success Mentors are an excellent potential pipeline to recruit teachers. Three of our current teachers are former success mentors.
- Average daily attendance for August to January is 88.06%
- Families of chronically absent students often cite unforeseen situations, extended travel time, and difficulties adjusting to routines as barriers to regular school attendance.
 - Success mentors have helped to improve the relationship with the parents of these students in order to support attendance improvement.

Head of School Report

- The Head of School provided an update on lottery applications.
 - CACPCS will be returning to participation in the NYC Charter Center's common application program to create an opportunity for parents to apply to the school through their platform.
 - The team has begun collecting applications from families from the CA Early Childhood program and has scheduled recruitment events with local Early Childhood programs.
- Ms. Brown provided the Board with an update on interim assessment results for A2 and shared ANet A2 Network comparison data which showed CACPCS outperforming the Network in every grade in ELA and in every grade where there were comparison schools in Math.

Finance Committee: Trustee Bershadker

- Trustee Bershadker provided the Board with a Q2 report. She noted that CACPCS ended Q2 with a surplus of approximately \$570K. This surplus was driven primarily by the timing of the per-pupil payments and lower-than-budgeted expenses.
- Trustee Bershadker shared FY22 budget forecast projections which are currently projecting a sizeable surplus due to PPP loan forgiveness and lower than projected expenses.
- The Head of School and Finance Committee have begun the budget process by setting the priorities for next year's Wraparound programming with the key priority being a fully staff program.

Governance: Trustee Leventhal

- New Trustee Orientation is scheduled for February 14 for Lolita Jackson.
- The Head of School and Community School Director are looking for a new Parent Trustee to potentially join the Board by June.
- The Board's self-evaluation will be administered later in spring.

Learning, Achievement, and Evaluation Committee: Trustee Goldman

- The Learning, Achievement and Evaluation Committee met on January 24th. The Director Special Education and Intervention updated the Committee on the demographics of our population of students with special needs.
- The Director is working on implementing a Professional Learning Community that will meet after school to build the skills of the 10-12 Special Education and Interventionist staff who have volunteered to participate after school several times throughout the second half of the school year.

Trustee DeLong adjourned the meeting at 6:48 PM.

Videoconferencing Details:

1. Please join my meeting at: <https://global.gotomeet-ing.com/join/415385461>
2. Call in using your telephone. Please mute the microphone on your computer to prevent feedback and echoes.
3. Dial +1 (872) 240-3212, Access Code: 415-385-461.

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – August 18, 2021

Trustee Meeting will be held at 1232 Southern Blvd.

Planned Outcomes: Trustees will:

1. Approve July meeting minutes
2. Receive School Report
3. Approve Proposed Calendar
4. Receive Finance and Governance Updates

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of July minutes	Draft Minutes
5:05 – 5:30 PM	Brown	Connection to Purpose: CACPCS Reopening HOS Report including ESSA plan	HOS Report/Proposed Calendar
5:30 – 5:40 PM	Leventhal	Governance Update: Renewal Update	
5:40 – 5:50	Bershadker	Finance Update/Q4 Report	
5:50 – 6:30	DeLong	Executive Session	

Board of Trustees 2021- 2022 Planning Calendar
 (To be updated)

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Trustees		All	DeLong, Leventhal	DeLong, Goldman, Leventhal	Bershadker, DeLong, Leventhal, Rumph
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July		7/31 *	7/18		
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14	8/15		8/12 • Review and approve school Fiscal Policies and Procedures Manual
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/19	9/23	9/9
Oct	10/15 District and School Safety Plans	10/23	10/24* 10/26 Full Board Retreat		10/21 • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/13	11/21	11/21*	11/7

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Dec		12/11	12/19		12/9
Jan	1/2 – Student Application Form	1/8	1/16	1/22*	1/6 <ul style="list-style-type: none"> CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared
Feb	2/15 – Q2 Financial Report	2/12	2/20		2/10 <ul style="list-style-type: none"> Initial FY21 Wrap-around Budget Review
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Apr	4/15 – Facilities Reporting Questionnaire	4/8 990 Approval with full Board	4/16		4/6 <ul style="list-style-type: none"> Review Full FY21 Budget draft Medical insurance Review Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/13	5/21	5/19 *	5/11 <ul style="list-style-type: none"> Review and finalize FY21 full budget
June	6/30 – Annual Budget	6/10 (ANNUAL MEETING)	6/18		6/8 <ul style="list-style-type: none"> Budget Final Review Review SY 2020-21 contracts

Current Committee Assignments

<p align="center">CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
<p align="center">Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with Children's Aid Toussaint Gauvin</i> <i>Milagros Lora</i></p>	<p align="center">Learning, Achievement & Evaluation Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla</p>
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<p align="center">Ad Hoc (Annual Retreat Actions Follow-up)</p>	<p align="center">Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal Phoebe Boyer</p>

Minutes of the Meeting of the Children's Aid College Prep Charter School Trustees – July 14, 2021

Trustee Meeting held via GoTo Meeting video conferencing due to Coronavirus Pandemic

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Nina Bershadker Phoebe Boyer Michelle DeLong Sandra Escamilla Jane Goldman* Beth Leventhal Maribel Mercado* Michelle Rumph	Drema Brown, Head of School & CA VP of Education Christina Pinks, CACPCS Community School Director
<i>Trustees Not in Attendance</i>	

* Via video-conference

** Via phone

Opening remarks

Ms. DeLong called the meeting to order at 5 p.m. Motion was made by Beth Leventhal, seconded by Michelle DeLong to approve the Minutes from the June 16, 2021 Board meeting. The minutes were unanimously approved.

Connection to purpose: Summer 2021

Ms. Pinks informed the board of the hiring of a new Community School Assistant Director: Tamara Tingman. She is a licensed social worker with years of experience with families in the Bronx.

Pinks updated attendance at summer programs:

- Bronx House: 15 scholars-entire summer
- Wagon Road 60 scholars-2-week sessions
- Southern Blvd location-100 scholars 8am-12pm (many remain 12-4pm). Note: 3 of 30 scholars who were in Learning Lab were in summer enrichment. Highlights: huddle and review the day, ice breakers, team building, field trips to Crotona Park, Gun Hill bowling, social hour, Go Chef. Scholars seemed happy to be back in our building.

HoS Brown complimented Pinks and her team on the great energy they brought to the summer program, and particularly their goal of getting scholars on a positive track for the fall.

HoS Brown reported that about 1/2 of the learning lab scholars participated in revitalizing the garden at Southern Blvd. Recovering the space symbolic that we're back and growing. There were many academic learning opportunities regarding what to plant where, pollination concepts etc.

HoS report

- Enrollment - 645 on register currently for 2021-22 school year. Numbers generally decline before school opening — currently we are aware of 16 families that plan to move, most out of state. We will continue to try to enroll year round — bus ads, shelter ads, social media.
- Student attendance for June 89%, down 1% from May —middle school scholars in particular.
- End of Year Assessments - Testing the week before the last 5 days. Gathered rich information for startup in fall. Scholars did improve, but particularly those in bottom third. See HoS report pg 6-8 for details. Proficiency levels created with Lavinia and ANet help provide a clearer story, demonstrating growth and that teaching and learning are going in the right direction.
 - Question raised about 6th/7th grade scores. Brown says 6th grade instructional team is strong. Scholars are catching up. 7th grade team is growing quickly and taking responsibility for its work.
- Planning for next year
 - Scholar events and parent surveys in spring/summer provide a path for return in September. Excitement generated among scholars, staff and parents.
 - 22 staff members taught this summer - engaging, intense work - e.g. read and discussed "To Kill a Mockingbird."
 - Expecting 73 ELLs, mostly K-2. Shifting some positions to get full time ESL support in the elementary school.
 - Elem school fully staffed (all new hires certified); MS needs to hire 6th gr math teacher; 6-7gr science teacher; three part time positions - dance, theatre, HS transition coordinator

Ms. De Long acknowledged the dedication and hard work by HoS Brown and the staff.

Finance Committee, Bershadker

- YTD surplus; we're at \$14.6 million
- Expecting to end this year with a balanced budget
- Fiscal policies and procedures manual being developed

Governance Committee, Leventhal

- Caitlin Robisch working with HoS Brown on renewal process - will be sending Governance Committee the Executive summary.
- Education program and Governance structure documents will be reviewed before sent to SUNY — all due August 16th.
- Board members reminded to return bios and financial disclosure forms to Caitlin
- Committee considering prospective board members

Adjourned to executive session at 6:35 p.m. to discuss employment issues.

Resumed public meeting at 6:51 p.m. Motion to adjourn by Goldman; seconded by Leventhal.

Videoconferencing Details:

1. Join Zoom Meeting
2. <https://us06web.zoom.us/j/91266458083?pwd=UWFiVlly-cWFWMkIK1YrTXplWWWh2Zz09>

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – October 27, 2021

Trustee Meeting will be held at 1232 Southern Blvd.

Planned Outcomes: Trustees will:

1. Approve September meeting minutes
2. Receive School Report
3. Approve CACPCS Audit
4. Meet with SUNY representatives re: Renewal

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of September minutes	Draft Minutes
5:05 – 5:25 PM	Bershadker	Approval of 2020 Audit	Draft Audit
5:30 – 6:30	SUNY	Board Interview re: Renewal	
6:35 – 6:50 PM	DeLong	Executive Session	

Board of Trustees 2021- 2022 Planning Calendar
 (To be updated)

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
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July		7/31 *	7/18		
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	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
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MINUTES
Board Meeting of Trustees Meeting
Children's Aid College Prep Charter School
September 8, 2021

Trustees in Attendance Others in Attendance

Nina Bershadker *Drema Brown, HoS, CACPCS *
Phoebe Boyer*
Michelle DeLong *
Sandra Escamilla *
Jane Goldman *
Beth Leventhal *
Maribel Mercado *
Michelle Rumph *

- *Via video-conference*

Opening remarks

Ms. DeLong called the meeting to order at 5:08 p.m. Board meeting took place by video because of the holiday and school closure. Motion was made by Jane Goldman, seconded by Nina Bershadker to approve the Minutes from the last Board meeting, with one correction: meeting date was August 18th.

Connection to purpose: Leadership Focus and SY 2021-22 Priorities

Last week was the first week of school. We continue to look at priorities based on 5 areas: Academics, School Culture and Climate, Community School Strategy and Parent Engagement, Operations, Strategy and Leadership.

Academics: 2 buckets: Clear goals and data to monitor progress; and Purposeful teaching. We want to ensure that instructional leaders are building a rigorous K-8 learning continuum, with supports for SPED and ELLs.

School Culture and Climate: 1 indicator is reduction in suspensions and detentions.

- Re-build school cultures at both locations, with clear expectations and community-building events.
- Ensure Scholar Success Meetings provide timely supports
- Ensure services and programs are deployed to support school culture
- Continue to develop day and wraparound staff capacity to respond to behavioral incidents and crises.

Community School Strategy and Parent Engagement

- Shore up and build out our programs, working with PAC
- Social emotional learning focus
- Attendance focus
- MS/HS transition work
- Academic support and enrichment programs
- Diversity, equity, inclusion initiatives
- Data tracking and cohesion

Operations

- Operate safely within covid requirements
- Leadership holds all accountable to follow procedures and systems
- Refine communication and data management, with support from CA
- Ensure operating fiscally responsibly, with support from CA

Strategy and Leadership

- Build cohesive and high functioning leadership and OPS teams in 2 locations
- Coordinate renewal
- Ensure community school team and supports are in place, and aligned with logic model, clear outcomes.

DeLong added a focus on recruitment to Operations — always have needs in that area.

Boyer suggested notations as we accomplish priorities, flag progress as well.

HoS Report

School Opening: great energy, staff positive and upbeat

- Some issues around arrival, dismissal since no busing available yet
- 640 still enrolled; discharge paperwork now being processed
- Attendance 84-85%, based on full register, not on actual #s present
- Storm was unexpected disruption, very severe. We went from delayed opening to closing. Not much direction from the city. CA helped make the decision.
- Reported covid cases - 2 (unvaccinated) staff before opening, 2 students (only 1 had been in school). State mandate for vaccination begins 9/27. Question remains if regular testing schedule will be permitted as alternative.

Leventhal noted value of having a parent trustee. Mercado shares her own son's experiences, as well as concerns of other parents.

New Hires: Shandra Holt, new School Community Director; Steven Roberts, new Director of Life Coaching (excellent background/expertise, man of color); Alane Contreras, Senior Manager of Operations (from Community School in Washington Heights).

Also MS SS, Science and PT Dance teachers.

Vacancies: MS 6th gr Math; MS Specials; 2 paras, ES Interventionist ESL Interventionist

Finance Committee, Bershadker

- Meeting Monday

Governance Committee, Leventhal

- Our next full Board meeting is October 27th, when we will meet with SUNY.

No executive session agenda.

Motion to adjourn the public meeting made by DeLong; seconded by Goldman at 6:45 p.m.

Videoconferencing Details:

1. Join Zoom Meeting
2. <https://us06web.zoom.us/j/91266458083?pwd=UWFiVlly-cWFWMkIK1YrTXplWWh2Zz09>

Agenda of the Meeting of the Children's Aid College Prep Charter School Trustees – November 10, 2021

Trustee Meeting will be held at 1232 Southern Blvd.

Planned Outcomes: Trustees will:

1. Approve October meeting minutes
2. ;Connection to Purpose
3. Receive Head of School Report

Time	Lead	Item	Materials
5:00-5:05 PM	DeLong	Approval of October minutes	Draft Minutes
5:05 – 6:15 PM	Brown	Connection to Purpose: Scholar Supports Head of School Report: Including Enrollment and Demographic Data	HOS Report
6:15 – 6:25 PM 6:25 – 6:35 PM 6:35 – 6:55 PM	Bershadkar Goldman DeLong	Finance Committee: Quarterly Report Learning and Achievement Update Executive Session	

(To be updated)

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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 6:00PM on the second Wednesday of every month.	Meetings are held at 4:00PM on the third Thursday of every month.	Meetings are held at 2:00PM on the fourth Monday of every other month beginning in September.	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		7/31 *	7/18		
Aug	8/1 – Annual Report 8/1 – Q4 Financial Report 8/30 Policy reviews -child abuse reporting, whistleblower, complaint policy	8/14	8/15		8/12 • Review and approve school Fiscal Policies and Procedures Manual
Sept	9/15 – Accountability Plan Progress Report Review and approve Title funding policies: Title funding financial policies and procedures; parent engagement	9/11	9/19	9/23	9/9
Oct	10/15 District and School Safety Plans	10/23	10/24*		10/21 • Annual Financial Audit Review
Nov	11/1 – Annual Financial Audit 11/15 – Q1 Financial Report	11/13	11/21	11/21*	11/7
Dec		12/11	12/19		12/9

	SUNY and NYSED Reporting Deadlines	General Board Meeting	Governance	Learning, Achievement & Evaluation	Finance
Jan	1/2 – Student Application Form	1/8	1/16	1/22*	1/6 <ul style="list-style-type: none"> CA Fiscal orients Finance Committee to CA Budget launch priorities; fringe rates and other CA budget assumptions shared
Feb	2/15 – Q2 Financial Report	2/12	2/20		2/10 <ul style="list-style-type: none"> Initial FY21 Wrap-around Budget Review
Mar		3/11	3/19	3/23	3/9 <ul style="list-style-type: none"> Budget Review Final approval of FY21 wraparound budget General Liability Insurance Review
Apr	4/15 – Facilities Reporting Questionnaire	4/8 990 Approval with full Board	4/16		4/6 <ul style="list-style-type: none"> Review Full FY21 Budget draft Medical insurance Review Review 990
May	5/1 – Application and Admissions Summary 5/15 – Facility reporting 5/15 – Q3 Financial Report	5/13	5/21	5/19 *	5/11 <ul style="list-style-type: none"> Review and finalize FY21 full budget
June	6/30 – Annual Budget	6/10 (ANNUAL MEETING)	6/18		6/8 <ul style="list-style-type: none"> Budget Final Review Review SY 2020-21 contracts

Current Committee Assignments

<p align="center">CACPCS Board of Trustees Executive Committee Chair – Michelle DeLong Vice Chair – Beth Leventhal Secretary – Jane Goldman</p>	
<p align="center">Finance Nina Bershadker (Treasurer) Michelle DeLong Beth Leventhal Michelle Rumph <i>with Children's Aid Toussaint Gauvin</i> <i>Milagros Lora</i></p>	<p align="center">Learning, Achievement & Evaluation Jane Goldman (Chair) Michelle DeLong Beth Leventhal Sandra Escamilla Maribel Mercado</p>
<p align="center">Governance Beth Leventhal (Chair) Michelle DeLong Phoebe Boyer Sandra Escamilla</p>	<p align="center">Facilities Steering Jane Goldman Beth Leventhal</p>
<p align="center">Ad Hoc (Annual Retreat Actions Follow-up)</p>	<p align="center">Executive Committee Michelle DeLong Nina Bershadker Jane Goldman Beth Leventhal Phoebe Boyer</p>

MINUTES

Meeting of Children's Aid College Prep Charter School Board of Trustees
October 27, 2021

Trustees in Attendance Others in Attendance

Nina Bershadker
Drema Brown, HoS, CACPCS
Phoebe Boyer
Michelle DeLong
Sandra Escamilla
Jane Goldman
Beth Leventhal
Michelle Rumph *

Not in Attendance

Maribel Mercado

**** Via audio***

Opening remarks

Ms DeLong called the meeting to order at 5 p.m. A motion was made by Phoebe Boyer, seconded by Nina Bershadker to approve the Minutes from the last Board meeting. The motion was unanimously approved.

Finance Committee, Bershadker

Trustee Bershadker reported that the Finance and Audit Committee met on October 25 to review the audit with representatives from Children's Aid and Grant Thornton. The Finance and Audit Committee recommends that the board receive and accept this audit for fiscal year 2021. The trustees, having previously received the audit for review and questions, unanimously concurred.

Bershadker further reported that this year's audit process was smooth and easier than in the past. Our partnership with Children's Aid's was extremely helpful in this regard. Next year may be more complicated since we received a new stream of federal funding.

August YTD numbers were reviewed at Monday's meeting. We ended the month with a surplus over \$1 million. However, most of the surplus is the result of timing and how expenses accrued.

The re-accreditation visit by SUNY immediately followed the board meeting. Accordingly, the board agreed to postpone non-pressing matters to the November 10 board meeting.

No executive session agenda.

Motion to adjourn the public meeting for the SUNY re-accreditation visit was made by DeLong; seconded by Goldman, at 5:15 p.m.

Minutes of the Meeting of the Children's Aid College Prep Charter School Trustees – August 18, 2021

Trustee Meeting held via GoTo Meeting video conferencing due to Coronavirus Pandemic

<i>Trustees in Attendance</i>	<i>Others in Attendance</i>
Nina Bershadker Michelle DeLong* Jane Goldman* Beth Leventhal Maribel Mercado* Michelle Rumph	Drema Brown, Head of School & CA VP of Education
<i>Trustees Not in Attendance</i>	
Phoebe Boyer Sandra Escamilla	

* Via video-conference

** Via phone

Opening remarks

Ms. DeLong called the meeting to order at 5 p.m. Motion was made by Nina Bershadker, seconded by Jane Goldman to approve the Minutes from the July 14, 2021 Board meeting. The motion was unanimously approved

Connection to purpose: CACPCS Re-Opening Plan, Brown

Goal is for every scholar to be in-person, in school, daily. No new guidance available from CDC, but NYS offered guidelines. Our protocols:

- schools should continue to offer online learning if needed; up to the school
- 3' social distancing approved, with flexibility. Priority to get all children in school
- Masks required (vaccinated or not), continue hand washing, good ventilation required
- 6' rule for eating (exploring use of hallways, classrooms, etc. to comply)
- staff vaccination requirement begins 10/15, or weekly PCR tests on same days
- DOE will be providing covid tests to our students.
- Increased cleaning will occur at Prospect, nights.

Leadership was polled: 60/40 in favor of requiring vaccinations. The 40 don't approve of a mandate. Leadership and other staff will be informed that there is consensus on the Board and this will be a requirement. Staff can request an accommodation re vaccine which will be evaluated by TMHR (at CA).

Maribel Mercado shared parent concerns about mandatory school attendance. Some children are immune compromised, some families worry about expense of buying uniforms if schools may close. Requests for accommodations for children will also be evaluated by TMHR.

Facilities and WiFi upgrades at Southern and Prospect. Improved ventilation at Prospect.

Remote learning requests: fewer than 10 thus far.

Photos shared of MS desks 3' apart.

DOE has undertaken playground renovation outside MS - will take about a year.

Community building activities planned, beginning with staff next week. Partnership with Brain Power to build mindfulness, visualizing success, getting back to goals. Similar will follow for scholars.

Life coaches, deans, SPED teams preparing and collaborating to support scholars. Will use DESSA for baseline social/emotional supports.

No team sports initially, but there will be recess, dance, PE. Efforts to maintain cohorts.

HOS Report, Brown

640 scholars on record now, expect 20 discharges (moves out of nyc)

Ads still running on social media, train lines, etc to recruit. May use common app again — re-evaluating issues.

Renewal applications received by SUNY. Visit dates: October 27 (regular scheduled Bd meeting) and Oct 28.

Next meeting Drema will share academic benchmarks and priorities for the year.

Funding streams and planned allocations reviewed for Title I, II, IV, + 2 more because of covid.

- Title I: another interventionist at elem school for high # ELLs
- Title II: professional development and coaching
- Title IV: support success mentoring; assistant dean

Governance, Leventhal

Regarding SUNY renewal, the educational programming and executive summary told a powerful story. Committee reviewed and agreed it was well organized and compelling. Thank you Caitlin and Drema.

Renewal will be 5 yrs or not, or 5 yrs + conditions.

Tests not used for accountability at this time.

Financial Report, Bershadker

Q4 financials reviewed. Some changes to final statement expected in September

\$2.5 million current deficit based on timing of revenue

\$100,000+ surplus expected to come down

Committee reviewed title funding

Calendars reviewed for Board meetings and Committee meetings. Learning Achievement Committee meetings scheduled 9:30 a.m. when classroom observations occur, other dates 2 p.m. Meeting day confirmed as Mondays.

Adjourned to executive session at 6:12 p.m. to discuss employment issues.

Resumed public meeting at 6:45 p.m. Motion to adjourn by Goldman; seconded by Leventhal.

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Michelle DeLong

Name of Charter School Education Corporation:

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

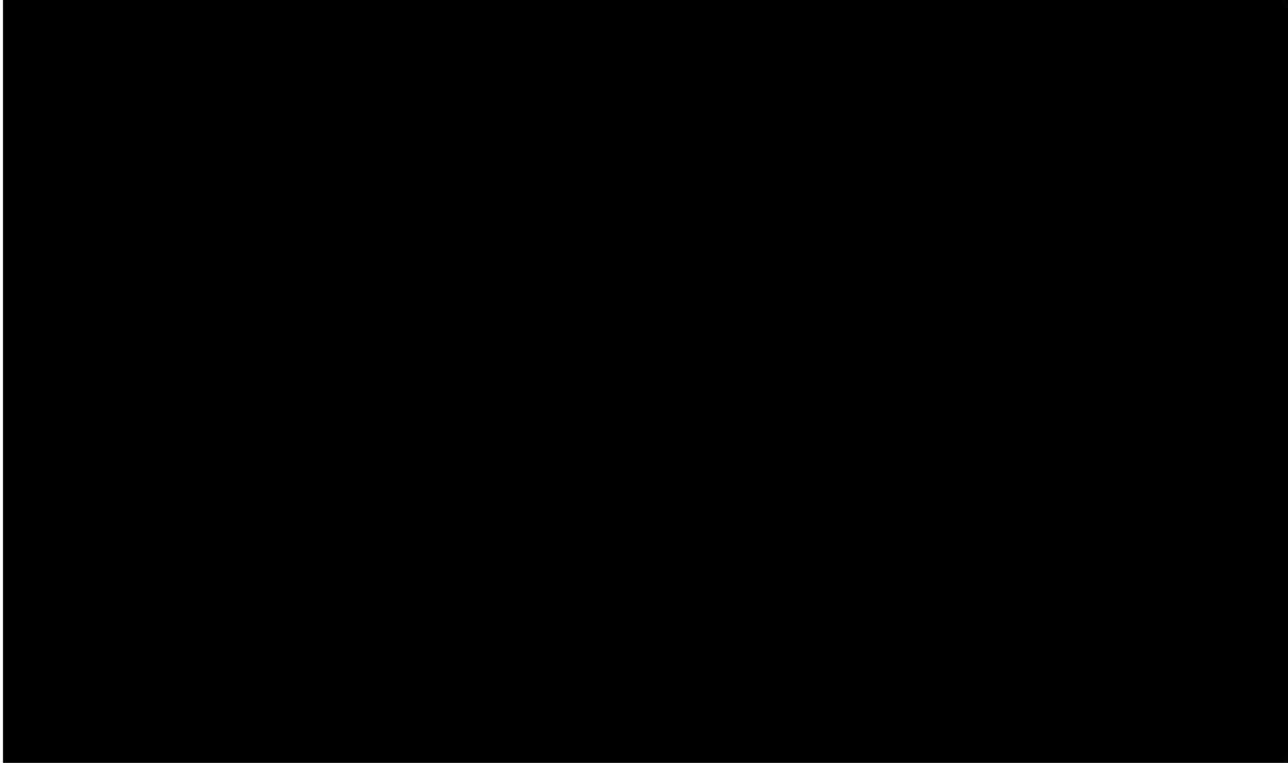
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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8/29/22

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Beth Leventhal

Name of Charter School Education Corporation:

Children's Aid College Prep Charter School
CACPCS

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Vice chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

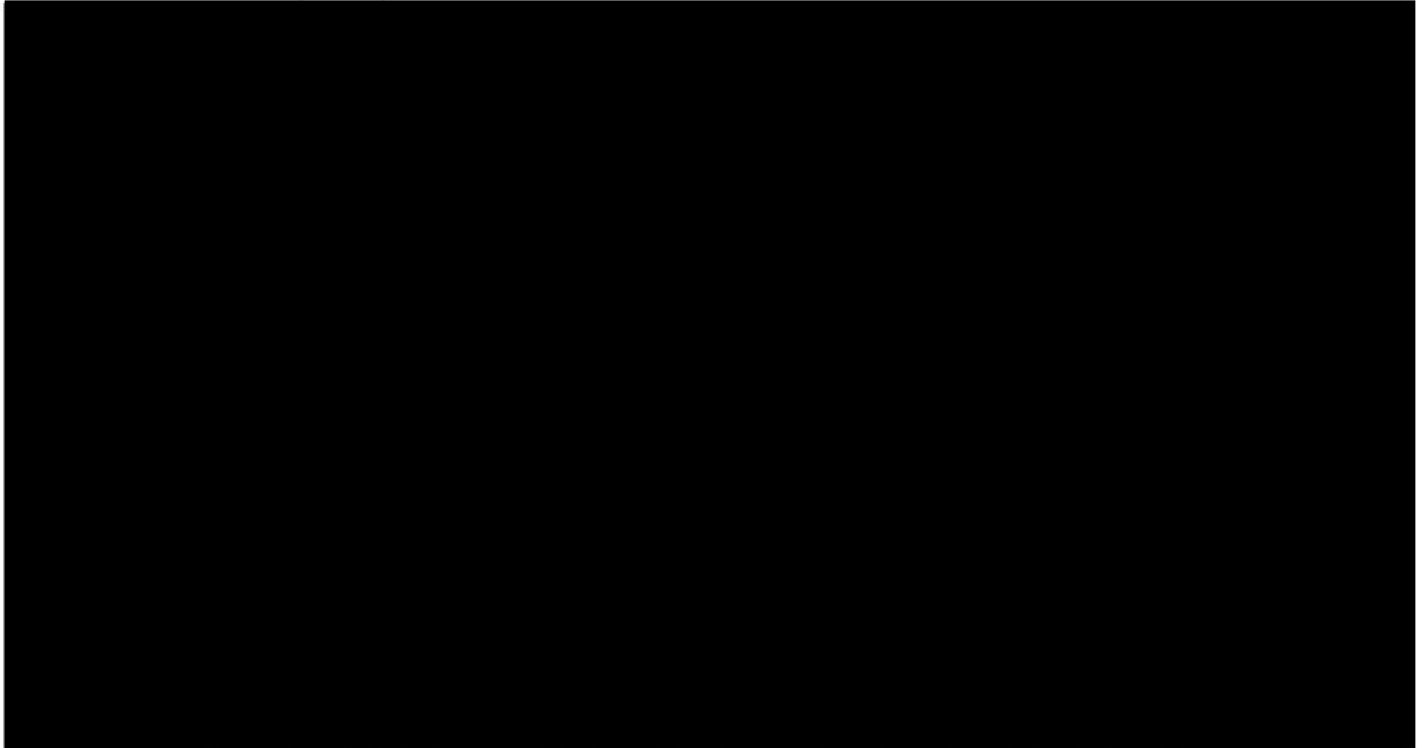
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☐ None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Children's Aid			I am a trustee of Children's Aid	

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Bell Leventhal

7/31/22

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
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last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Michelle DeLong

Name of Charter School Education Corporation:

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

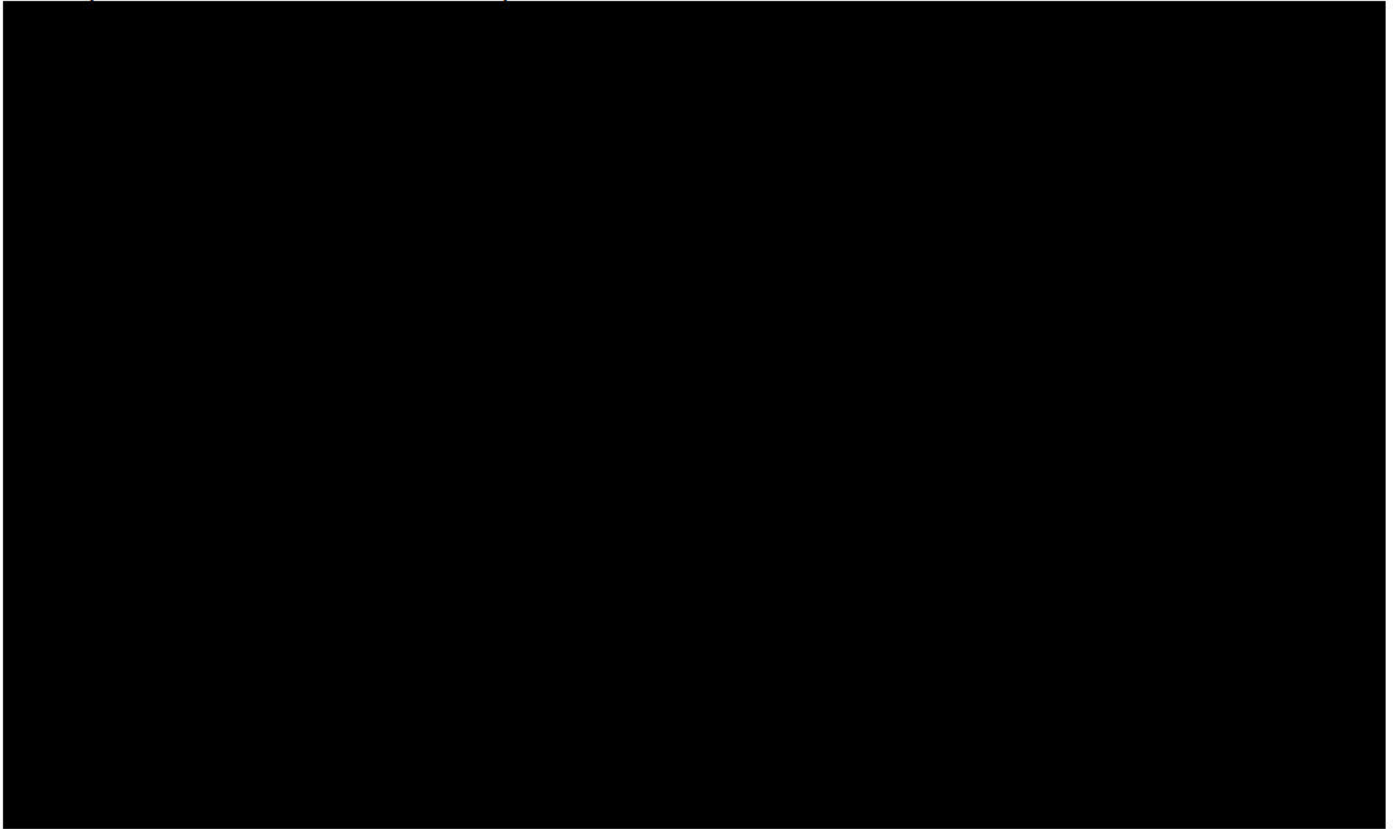
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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8/29/22

Signature

Date

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last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Sandra Escamilla

Name of Charter School Education Corporation:

Children's Aid College Prep

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.)
board member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person who is able to directly or indirectly benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If Yes, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☒ Yes ☐ No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

I am the Executive VP of Children's Aid

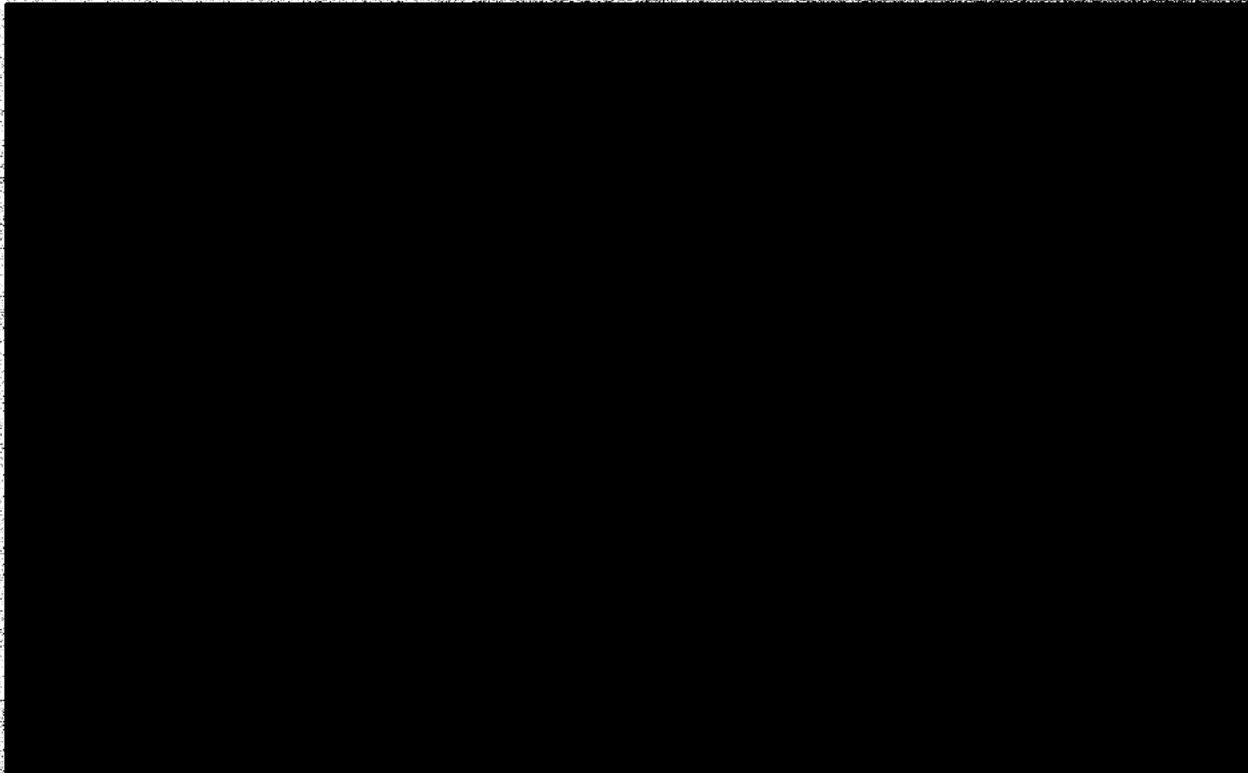
6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you have or have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ None[illegible]

- ☒
- None

[illegible]

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A handwritten signature in dark ink, appearing to read "Linda Feller", is written over a horizontal line.

Signature

A handwritten date "10/1/22" is written in dark ink.

Date

Acceptable signature formats include:

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- Print form, manually sign, scan to PDF

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Phoebe Boyer

Name of Charter School Education Corporation:

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☒ Yes ☐ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

Children's Aid Society provides comprehensive management services (CMO) to Children's Aid College Prep Charter School.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

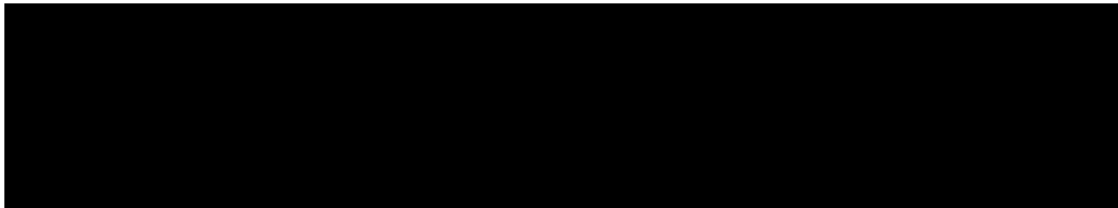
☐ **None**


Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Children's Aid Society	Children's Aid Society provides services to Children's Aid College Prep Charter School through a management Services Agreement	\$2,000,000	Phoebe C. Boyer President & CEO of Children's Aid Society	Recusal from voting on any transaction involving Children's Aid Society

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Home Telephone:



 8/1/2022
Signature **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
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last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Jane Goldman

Name of Charter School Education Corporation:

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Member of Board

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

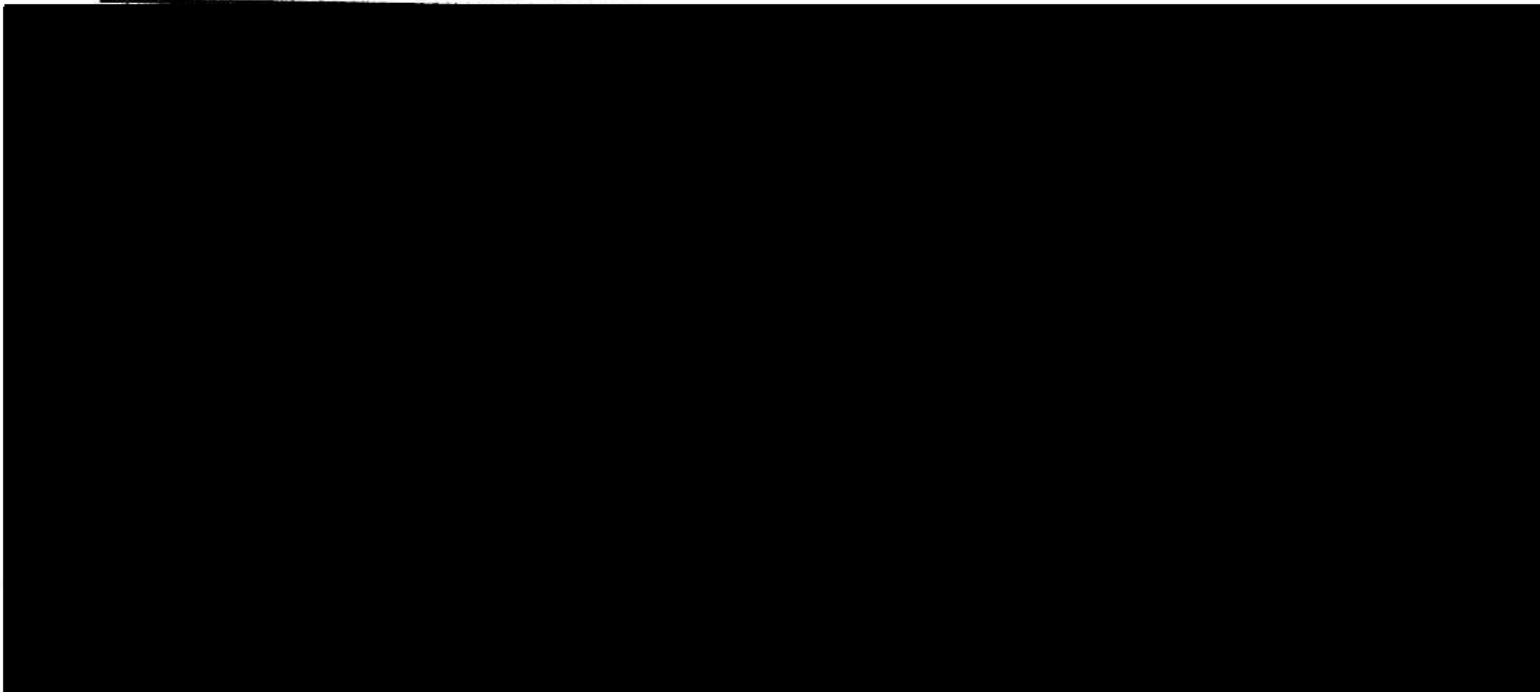
☒ **None**

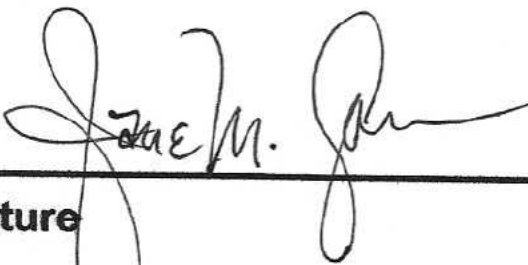
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:




Signature

7/28/2022
Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Michelle DeLong

Name of Charter School Education Corporation:

Children's Aid College Prep Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☐ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☐ **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☐ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☐ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



8/29/22

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022



System is Compliant



System is Non-Compliant

THIS FORM WILL BE FILED WITH THE LOCAL AHJ



77 Water Street, 8th Floor
New York, NY 10005
Phone: 646-415-7707
Inspections@reliablefirepro.com

Master Fire Suppression
Piping Contractor #151C

KITCHEN SYSTEM REPORT

WO#		DATE		HAZARD AREA PROTECTED	
[REDACTED]		6/15/2022		3rd Floor Kitchen	
SYSTEM MFG & SYSTEM TYPE				CAPACITY	NUM OF CYLS
Ansul R-102 System				6.00	2
COMPANY	CONTACT	PHONE		EMAIL	
Children's Aid - Bronx		(347) 871-9002			
ADDRESS	CITY	STATE	ZIP	CUSTOMER NUMBER	
1232 Southern Blvd	Bronx	NY	10459	[REDACTED]	
AHJ / FIRE PROTECTION DISTRICT	INSPECTION TYPE			SYSTEM ID	
	Semi-Annually			[REDACTED]	

Initial Actions / Observations		Yes	No	N/A
1	Last Serviced By? Reliable Fire Protection			
2	Were building personnel notified of the inspection?	✓		
3	Was the monitoring company notified?	✓		
4	System found charged and functioning at time of technician's arrival?	✓		
5	System un-tampered with since last visit?	✓		
6	System found to be at proper pressure upon arrival?	✓		

Visually Check System		Yes	No	N/A
7	Baffle-type filters installed in hood?	✓		
8	System [and appliance layout] appear unchanged since last service?	✓		
9	Were the nozzle caps in place at the time of arrival?	✓		
10	Visible piping and nozzles properly connected, braced, and free of damage?	✓		
11	Piping/conduit/cabling free from observable obstructions	✓		
12	Nozzle(s) inspected and found to be clear of obstructions?	✓		
13	Correct nozzle type(s) for protected equipment, plenum and ducts?	✓		
14	Nozzle(s) properly positioned over appliances?	✓		
15	Nozzle(s) properly positioned in duct(s) and plenum(s)?	✓		
16	Is there a fan warning sign on hood?	✓		
17	Flow points/extinguishing agent within mfg's allowed maximums?	✓		

Hazard Inspection		Yes	No	N/A
18	Hazard configuration appeared to remain unchanged?	✓		
19	Are all observable penetrations to the hood and duct sealed?	✓		
20	No readily observable obstructions or interference that could impact effectiveness of the suppression system?	✓		

System Functional Test		Yes	No	N/A
21	System disarmed per manufacturer's recommendations?	✓		
22	Detection line tested and found to operate properly?	✓		
23	Proper number and placement of detectors/links?	✓		
24	Did the system operate properly from activation of a manual pull station?	✓		
26	Replaced links with proper temperature rating?	✓		
Quantity		Temperature and Type		
6		450 degree SL Fus ble Link		
32	Did control head(s)/cylinder releasing device(s) operate properly?	✓		
Asco 2" Electric Gas Valve Ceiling Behind Hood				
25	Electric gas shut-off valve installed and working properly?	✓		
27	Is the manual reset for electrical gas valves operational?	✓		
29	Did all gas appliances shut off upon system operation? (Electric Gas Valve)	✓		
Building Fire Alarm Connection 018662				
31	Did the alarm system activate when the system tripped?	✓		

Cylinders and Agent		Yes	No	N/A
Ansul 3.0 gal System Tank RFP021503 Left of Hood				
33	Cylinder Pressure 0 psi	✓		
34	Hydrostatic test date of cylinder checked. Due: 1/1/2029	✓		
35	Were all cylinders free of signs of external corrosion and/or damage?	✓		
36	Are all cylinders securely mounted?	✓		
Ansul 3.0 gal System Tank RFP021504 Left of Hood				
33	Cylinder Pressure 0 psi	✓		
34	Hydrostatic test date of cylinder checked. Due: 1/1/2029	✓		
35	Were all cylinders free of signs of external corrosion and/or damage?	✓		
36	Are all cylinders securely mounted?	✓		
Ansul Double Tank Cartridge RFP025447				
37	Cartridge inspected or replaced with mfg's recommended interval (if applicable)? Weight 116.00	✓		

System Reactivation		Yes	No	N/A
38	Test adapters/links, keeper pins, etc., removed from the system?	✓		
39	Detection (link) line has proper tensioning?	✓		
40	Was the control head reset?	✓		
41	Were all fuel sources and power restored?	✓		
42	Were all pilot lights supplied by the gas valve relit?	✓		
43	Microswitch/relay(s) reset -- electrical appliances "on"?	✓		
44	Are all nozzle caps in place?	✓		
45	Were all filters reinstalled?	✓		
46	Were all cartridges reinstalled? (if applicable)	✓		
47	Tandem/slave releasing device(s) reset properly?	✓		

Final		Yes	No	N/A
48	Operator's manual on site?	✓		
49	Class K portable extinguisher available and properly serviced?	✓		
50	Remote manual release free from obstructions?	✓		
51	Has the system been placed back in service?	✓		
52	Monitoring company notified that the system is back in full service?	✓		
53	Were building personnel notified of the system condition?	✓		
54	Have you received a signature from the building personnel?	✓		
55	Inspection tag affixed to system?	✓		

NOTIFICATION OF DEFICIENCIES

Customer Initials :

☐ A mark made in the adjacent box indicates that deficiencies exist with the current condition of the Fire Suppression System. If this is the case, the customer's authorized representative, by his or her signature and initials acknowledges these deficiencies represent an IMMEDIATE AND SERIOUS SAFETY CONCERN that the customer must correct. Service Company shall not be responsible if the Fire Suppression System malfunctions or fails to function. It is the owner's responsibility to ensure that all deficiencies are removed or repaired.

NOTIFICATION OF EXHAUST SYSTEM GREASE BUILD UP

Customer Initials :

☐ A mark made in the adjacent box indicates that we recommend that the entire exhaust and ventilation control system as well as all appliances be inspected by a properly trained, qualified, and certified company or person(s) acceptable to the authority having jurisdiction to determine if cleaning is required. Any visual observations or comments noted by our Service Technician regarding grease build up are for informational purposes only and are based on readily observable conditions at the time of service.

Authorized Customer Representative	Authorized Company Representative
Signature :	Signature :
Print Name :	Print Name :
	Certification Number : P00049

Description of Deficiencies

Comments and Recommendations

Equip Lineup								
HD	Appliance Type	Appliance Sub Type	Length	Width	Nozzle Qty	Nozzle Type	Nozzle2 Qty	Nozzle2 Type
A	Plenum			89.00	1	1N		
A	Duct		10.00	18.00	1	2W		

A	Range	w/ Obstruction - High Prox	24.00	36.00	3	1F		
A	Other	Oven	38.00	38.00				
B	Plenum			89.00	1	1N		
B	Duct		10.00	18.00	1	2W		
B	Other	Steamer	24.00	24.00				
B	Tilt Skillet / Braising Pan		24.00	39.00	3	3N		

**Ansul R-102 System
018559**



**Ansul R-102 System
018559**



**Ansul R-102 System
018559**



**Ansul R-102 System
018559**



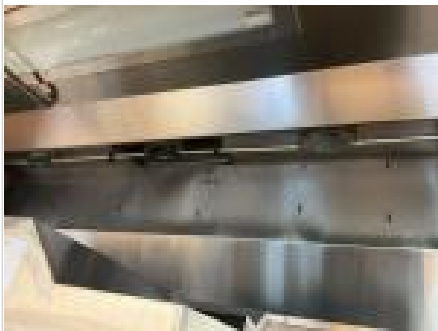
**Ansul R-102 System
018559**



**Ansul R-102 System
018559**



**Ansul R-102 System
018559**



**Ansul R-102 System
018559**



ALL CONDITIONS NOTED ARE LIMITED TO ONLY THOSE THAT COULD BE OBSERVED AT THE TIME OF THIS INSPECTION

Certificate of Occupancy

CO Number: 220405176F

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A.	Borough: Bronx Address: 1232 SOUTHERN BOULEVARD Building Identification Number (BIN): 2117981	Block Number: 02979 Lot Number(s): 14 Building Type: New	Certificate Type: Final Effective Date: 05/01/2019
This building is subject to this Building Code: 2008 Code			
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification: 1-B (2014/2008 Code) Building Occupancy Group classification: E (2014/2008 Code) Multiple Dwelling Law Classification: None		
No. of stories: 6 Height in feet: 74 No. of dwelling units: 0			
C.	Fire Protection Equipment: Standpipe system, Fire alarm system, Sprinkler system, Fire Suppression system		
D.	Type and number of open spaces: None associated with this filing.		
E.	This Certificate is issued with the following legal limitations: None		
Borough Comments: None			



Borough Commissioner



Acting

Commissioner

Certificate of Occupancy

CO Number: 220405176F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL	399	100	A-3		3	
CEL	16	50	B		3	
CEL	27	40	E		3	
CEL	6	75	F-2		3	
CEL	3	100	S-1		3	
001 001 308		100	A-3		3	
001 001 7		50	B		3	
001 001 28		60	E		3	
001 001 1		75	F-2			
001 001 1		100	S-1		3	
002 002 149		100	A-3		3	



Borough Commissioner



Acting

Commissioner

Certificate of Occupancy

CO Number: 220405176F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
002 002 15	50	B		3		
002 002 198	100	E		3		
002 002 1	75	F-2		3		
003 003 1	100	S-1		3		
003 003 150	100	E		3		
003 003 189	100	A-3		3		
003 003 1	75	F-2		3		
003 003 7	50	B		3		
003 003 1	100	S-1		3		
003 003 1	100	U		3		
003 003 2	50	B		3		
004 004 1	100	S-1		3		
004 004 19	50	B		3		



Borough Commissioner



Acting

Commissioner

Certificate of Occupancy

CO Number: 220405176F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
004 004 29		100	A-3		3	
004 004 229		40	E		3	
004 004 1		75	F-2		3	
005 005 58		100	A-3		3	
005 005 259		40	E		3	
005 005 1		75	F-2		3	
005 005 2		50	B		3	
005 005 2		100	S-1		3	
006 006 9		50	B		3	
006 006 1		75	F-2		3	
006 006 126		40	E		3	
006 006 196		100	A-3		3	
ROF 6		75	F-2		3	



Borough Commissioner



Acting

Commissioner

Certificate of Occupancy

CO Number: 220405176F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
ROF	2	100	S-1		3	
BICYCLE PARKING FOR 7 BIKES AT 1 PER 10,000 SF.						
END OF SECTION						



Borough Commissioner



Acting

Commissioner

END OF DOCUMENT

CACPCS Academic Calendar 2022 - 2023

August 2022

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

First Day of School for All Scholars (K-8)

September 2022

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Last Day of School for All Scholars K - 8

Key

- First Day of School - August 29, 2022
- Last Day of School - June 1, 2023
- First Day of Afterschool Programming
- Early Dismissal/Staff Professional Development
- Holidays/School Closings
- Parent Teacher Conferences
- Testing Days - Grades 3-8
- Saturday Academy - Grades 3-8
- Progress Report Distribution
- School Orientation Dates
- Picture Day - Elementary School
- Picture Day - Middle School

School Hours
Monday through Friday
7:45AM - 4:10PM

School Office Hours
7:30AM - 5:30PM