



**Cardinal McCloskey Charter School
Board of Trustees**

Board Meeting Minutes

August 20, 2018

1.0 The meeting was called to order by Mr. George Grace, Chairperson, at 6:10 p.m.

2.0 Attendance taken by Mr. Grace

Present: George Grace, Dr. William Ursillo, Phyllis Thorne, Dunica Charles, Joan Magoolaghan and Joy DeVries

Teleconference: Peter Quinn

Guests: Dr. Reva Gershen Lowy, Christine Monroe, Kamlesh Singh, Jennifer Fedele and Margie Medina

3.0 Sanctuary Community Meeting was facilitated by Ms. Phyllis Thorne. Ms. Thorne provided a brief summary on the Sanctuary model.

4.0 Motion to approve the minutes of the July 9, 2018 Board Meeting

A motion to approve the minutes of the July 9, 2018 Board Meeting was made by Ms. Joan Magoolaghan, seconded by Ms. Phyllis Thorne and carried unanimously, the motion was approved and accepted.

5.0 Chair Report – Mr. George Grace introduced Ms. Joy DeVries and welcomed her as the newest member to the Charter School Board. Ms. DeVries provided a brief background bio and expressed her enthusiasm in becoming a member for the Board and is eager to bring her expertise and knowledge and make a difference in the opening of the Charter School.

Ms. Joy DeVries and Dr. William Ursillo recited the following oath as new Board members:

“I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of office of school board member according to the best of my ability.”

Mr. Grace thanked everyone for their participation and hard work towards the opening of the Charter School. Mr. Grace reviewed the agenda for the meeting which includes discussing the Charter School Budget, sub-leasing Aquinas to CMCS, updating the Board Meeting Calendar and reviewing the timeline for the planning year. Mr. Grace asked everyone to keep in mind how important our goal is to understand the needs of the children who are at a disadvantage so we can provide them with stability and tap into their unlimited potential.

Mr. Quinn asked what the status is for Sanctuary Training for the Board. A discussion ensued on when and where the training will be held. The Board agreed to a two day training to be held from 9:00 a.m. – 5:00 p.m. on Friday, September 14th and Friday, September 28th at 529 Courtlandt Avenue, Bronx, NY. A meeting notice will be sent out to the Board that will include parking availability in the area.

6.0 Proposed Executive Session – At 6:27 p.m. a motion was made by Ms. Magoolaghan to enter into Executive Session to a discuss personnel issues. At 6:36 p.m. Ms. Magoolaghan made a motion to end Executive Session and the Board meeting resumed.

7.0 Action Item Following Executive Summary – The Board discussed and approved increasing the Principal salary for Ms. Jennifer Fedele from \$125,000 to \$130,000.

8.0 Actions Items

8.1 Motion: The Board will review and approve Aquinas Sub-lease

The Board discussed CMCCS sub-leasing Aquinas to CMCS. CMCS will take over the lease from August 15, 2018 – July 31, 2019. The school will be utilized by ECED for their Head Start program. CMCS is proposing the Charter School pay two-thirds of the renovations and CMCS will pay for one-third. CMCS will pay the rent directly to Aquinas. Ms. Beth Finnerty, Mr. Grace and representatives from Aquinas will execute the lease as soon as possible. Mr. Quinn commented that the Charter School Board is very grateful and feel blessed that CMCS will be taking over the sub-lease.

A motion to approve Aquinas Sub-lease was duly made by Mr. Peter Quinn, seconded by Ms. Joan Magoolaghan and carried unanimously, the motion was approved and accepted.

9.0 Discussion

9.1 Review Charter School Budget -

- Mr. Quinn provided a summary regarding the transferring of the Charter School books to Charter School Business Management (CSBM.) With the assistance of Ms. Christine Monroe, CMCS CFO, the process is ongoing and should be completed soon.
- Mr. Quinn explained the reimbursement procedure between CSBM and Charter School Institute (CSI.)

- The grants the school receives will help cover other expenses not in the budget.
- The Board discussed the repayment of funds to CMCS. Dr. Ursillo requested that a timeframe schedule should be created. Mr. Grace agreed and noted the school has an obligation to reimburse CMCS.

9.2 Review CSP Funds – Mr. Quinn stated the start-up funds from the Charter School Planning budget is \$800,000. To date we have received an advance against the grant of \$131,000 which will leave \$679,000 depending on expenditures. CSBM will guide us to make sure the funds are properly allocated.

9.3 Update on Walton Foundation – Dr. Reva Gershen Lowy provided a brief summary on the interview she attended with Mr. Grace, Ms. Finnerty and Dr. Ursillo concerning the Walton Foundation grant. To date no feedback has been received. Ms. DeVries mentioned that the City Council and Borough Presidents offer funds and grants to assist programs. Dr. Lowy stated the Charter School has a Development Plan which identifies various politicians, agencies and organizations that are offering funds and grants. Dr. Lowy will send the Development Plan to the Board members.

9.4 Review Charter School Timeline – Mr. Grace and Ms. DeVries met to review the Charter School Timeline. Ms. DeVries has gracefully taken on the task of updating the timeline and will forward to Mr. Grace and Dr. Lowy for review. Once approved the timeline will be sent to Ms. Jennifer Fedele to review and update as needed for implementation. Dr. Lowy stated since this is a planning year tasks that were already completed for this past year will have to be done again. Mr. Grace asked Ms. Fedele to periodically provide an updated report to the Board.

9.5 Review Initial Statement and Audit – Mr. Quinn stated the Initial Statement is ongoing and should be completed by CSBM shortly. Mr. Quinn and Ms. Monroe discussed with the Board what should be included in the Initial Statement. Mr. Grace suggested that Mr. Quinn talk to CSBM and provide a more detailed report at the September meeting.

9.6 Updated Board Meeting Calendar – Due to conflicting schedules the September 17th meeting has been moved to Monday, September 24th. An updated Board meeting calendar was distributed.

10 Reports

- 10.1 Executive Report** – No report
- 10.2 Academic Report** – No report
- 10.3 Finance Committee Report** – No report
- 10.4 Principals Report** – No report
- 10.5 Partners Report** – No report

11 Public Participation – Public Participation was made available to the public

12 Adjournment

A motion duly made by George Grace, seconded by Phyllis Thorne and carried unanimously, the meeting was adjourned at 7:13 p.m.