



**Cardinal McCloskey Charter School  
Board of Trustees**

**Board Meeting Minutes**

**September 24, 2018**

**1.0** The meeting was called to order by Mr. George Grace, Chairperson, at 6:12 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

**CMCS Partners:** Beth Finnerty, Dr. Reva Gershen Lowy, Christine Monroe and Kamlesh Singh

**Guests:** Jennifer Fedele and Margie Medina

**3.0 Sanctuary Community Meeting** was facilitated by Ms. Phyllis Thorne.

**4.0 Motion to approve the minutes of the August 20, 2018 Board Meeting**

*A motion to approve the minutes of the August 20, 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 discussed the following items:

- Everything is set up for the first Sanctuary Training for the Board members. It will be held this Friday, September 28<sup>th</sup> from 9:00 a.m. – 5:00 p.m. at 529 Courtlandt Avenue, Bronx, NY. The second day of training will be discussed at a later date.
- Mr. Grace attended a Legal Education class that discussed in detail the Open Meetings Law. He provided highlights of the class and will forward the information he received to the Board for their review. Board members should refrain from discussing Charter School issues outside Board and Committee meetings as this will be subject to the Open Meetings Law.

Mr. Grace stated Executive Session is only used for personnel issues (discipline, harassment, salaries, legal issues) and the outcome of the session is to be made available to the public.

## **6.0 Proposed Executive Session – N/A**

## **7.0 Action Item Following Executive Summary – N/A**

## **8.0 Actions Items**

### **8.1 Motion:** The Board will discuss and approve the Initial Statement and Audit

Mr. Grace discussed the documents received from PKF O'Connor Davies regarding the Initial Statement and Audit for the Charter School. It was recommended the Principal's spending threshold on day to day expenditures be increased from \$7,500 to \$15,000. Mr. Grace explained this could be updated periodically when the need arises. Mr. Peter Quinn stated this is not a financial audit but an audit of procedures. Mr. Quinn also stated once this has been approved it will be set to the Charter School Institute (CSI).

*A motion to approve the Initial Statement of Financial Procedures, the Audit and the Representation Letter was duly made by Ms. Joan Magoolaghan, seconded by Ms. Phyllis Thorne and carried unanimously, the motion was approved and accepted.*

### **8.2 Motion:** The Board will approve the spending authorization of the Principal from \$7,500 to \$15,000

*A motion to approve the recommendation of PKF O'Connor Davies to increase the spending authorization of the Principal from \$7,500 to \$15,000 was duly made by Ms. Joy DeVries, seconded by Ms. Phyllis Thorne and carried unanimously, the motion was approved and accepted.*

### **8.3 Motion:** The Board will approve the Sublease to CMCS and advance for arrears

Mr. Grace stated the Sublease has been signed. It has been agreed that CMCS will pick up the rent for the month of July 2018 and for half of August 2018. A promissory note will be signed by the Charter School Board and when funds are received CMCS will be reimbursed.

Because of her affiliation with CMCS, Ms. Joan Magoolaghan would like more clarification on abstaining from voting on select motions. The Board discussed what conflict of interest would prevent a Board member from voting on a motion. It was decided that a lawyer should be contacted to provide more detailed information. Because of their affiliation with CMCS, Ms. Magoolaghan and Dr. Ursillo abstained from voting on the motion.

*A motion to approve the Sublease to CMCS of the Aquinas High School space and a promissory note for the rent for July and half of August in the amount of \$31,087.50 was*

*duly made by Ms. Joy DeVries, seconded by Ms. Phyllis Thorne and carried, the motion was approved and accepted.*

#### **8.4 Motion:** The Board will approve the Budget

Mr. Quinn provided a review of the monthly budget in detail explaining the revenue and expenditures. We are still in the start-up phase of the budget through June 30, 2019. The school budget will begin on July 1, 2019. This revenue does not include the Walton Foundation Grant. For audit purpose, as we move forward Charter School Business Management (CSBM) will fine tune the categories in the budget with more specific information. Mr. Quinn suggested the budget be approved as is now and is flexible enough to be amended as we move forward. Mr. Grace stated the expenditures have been sent to CSI and, once received, will be used to reimburse CMCS. We should receive this money in two to three weeks.

*A motion to approve the Budget was duly made by Ms. Phyllis Thorne, seconded by Ms. Dunica Charles and carried unanimously, the motion was approved and accepted.*

### **9.0 Discussion**

#### **10.0 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** –

- Ms. Finnerty discussed the addition of two new affiliated Board members for the Charter School. She has a few people in mind that would be good candidates and would be willing to contact them. The Board continued to discuss what they are looking for in new Board members and all agreed an educator should be top priority. Also, a candidate with fundraising experience should be considered.
- Ms. Finnerty emphasized how important the CMCS mission is and how invested the CMCS Board is in making the school succeed. Ms. Finnerty and the CMCCS Board agreed that the goals between the two partners are aligned and everyone is working toward the opening of the school. Mr. Grace stated communication is most important to resolve any conflicts that develop.
- Ms. Finnerty mentioned that Executives from Children’s Aid Society and Mott Haven Academy Charter School have offered to come speak at one of the CMCCS Board Meeting. The Board members are definitely interested and Ms. Charles suggested we attend their Charter School Board meetings as well to see how they are run. Ms. Finnerty offered to arrange for Executives from Children’s Aid Society and Mott Haven Academy Charter School to attend the October Board meeting.

**11.0 Public Participation** – Public Participation was made available to the public

**12.0 Next Steps**

- Change the By-Laws to include the terms (one, two or three year)
- Binders should be used for the documents presented at the Board meetings
- Ms. Monroe will provide Mr. Quinn with the expiration date of the insurance for the Charter School and will also provide the insurance benefit information to CSBM.
- Reconvene Standing Committees and Sanctuary Sub-Committee after October meeting
- Add Development & Fundraising Committees
- Mr. Grace stated the Memorandum of Understanding (MOU) needs to be changed. A few members should work together to review and update the MOU.
- Ms. Magoolaghan suggested periodic emails be sent to the Board members to provide status updates on grants and other important news.
- Mr. Grace will send the Board members the information he received on the Open Meetings Law. Dr. Ursillo suggested the Open Meetings Law be reviewed at the next meeting.
- Dr. Ursillo recommended at the next meeting the Board members should review the members on the Standing Committees and arrange to schedule dates for the meetings
- Ms. Magoolaghan would like Ms. Jennifer Fedele to provide a vision of her role as Principal. Ms. Fedele stated she would like to visit other successful Charter Schools. A list of schools will be provided at the next meeting.
- Dr. Gershen-Lowy will assist Human Resources with the hiring process for Ms. Fedele
- Invite Executives from Children’s Aid Society and Mott Haven Academy Charter School to the next Board meeting and look into Board members visiting other Charter Schools

**13.0 Adjournment**

*A motion duly made by George Grace, seconded by Phyllis Thorne and carried unanimously, the meeting was adjourned at 7:46 p.m.*