

Cardinal McCloskey Charter School
Board of Trustees

Board Meeting Minutes

June 11, 2019



1.0 The meeting was called to
at 6:00 p.m.

order by Mr. George Grace, Chairperson,

2.0 **Attendance** taken by Mr. Grace

Present: George Grace, Dr. William Ursillo, Dr. Reva Gershen Lowy, Peter Quinn, Phyllis Thorne,
Joan Magoolaghan, Joy DeVries, Jim McCarthy and Dunica Charles

Charter School Staff: Jennifer Fedele

CMCS Partners: Beth Finnerty, Christine Monroe and Kamlesh Singh

Guests: Margie Medina

3.0 **Sanctuary Community Meeting** was facilitated by Mr. Grace.

4.0 **Motion to approve the minutes of the May 7, 2019 Board Meeting**

A motion to approve the minutes of the May 7, 2019 Board Meeting was made by Dr. William Ursillo, seconded by Peter Quinn and carried unanimously, the motion was approved and accepted.

5.0 **Chair Report** – Mr. George Grace introduced and welcomed Mr. Jim McCarthy and Dr. Reva Gershen-Lowy as the newest members to the Charter School Board. The oath was recited and signed by Mr. McCarthy and Dr. Gershen-Lowy. Mr. Grace and Ms. Jennifer Fedele will discuss student enrollment and provide an update on the progress of the Sanctuary and Wraparound polices.

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

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

8.0 **Actions Items** –

8.1 **A motion to extend the terms for George Grace, Peter Quinn and Dr. William Ursillo to June 2022**

A motion to approve the terms for George Grace, Peter Quinn and Dr. William Ursillo to June 2022 was made by Joan Magoolaghan, seconded by Joy DeVries and carried unanimously, the motion was approved and accepted.

8.2 **A motion to approve the Conflict of Interest Policy**

A motion to approve to approve the Conflict of Interest Policy was made by Phyllis Thorne, seconded by Peter Quinn and carried unanimously, the motion was approved and accepted.

9.0 Discussion – The following items were discussed in the Chair and Committee Reports

- 9.1** Update on Student Enrollment
- 9.2** Update on Teacher Recruitment
- 9.3** Update on Handbooks and outstanding policies

10.0 Reports

10.1 Partner's Report - Ms. Finnerty provided some highlights and points of interest from CMCS.

- Ms. Finnerty congratulated the Charter School and CMCS team on the hard work done on the enrollment process.
- The CMCS Board Meeting is scheduled for Wednesday, June 26, 2019
- Ms. Fedele has been meeting with CMCS staff to coordinate the Wraparound Services
- At the August Board meeting Ms. Finnerty should have a report on the progress of the fundraising efforts by CMCS that pertain to the Charter School
- Ms. Finnerty and Mr. Grace will meet to discuss the Charter School ByLaws

10.2 Executive Committee Report - Mr. Grace provided the following highlights that were discussed at the Executive Committee meeting:

- Discussed the policies and procedures that need to be completed
- Discussed the various tasks/tracking that should be completed by staff on a daily, weekly or monthly basis. Ms. DeVries mentioned we should look into the DOE guidelines.

10.3 Academic/Sanctuary Committee Report – Ms. Thorne provided the following highlights from the Academic/Sanctuary Committee Meeting:

- The Academic Committee and Sub-Sanctuary Committee have combined and are now the Academic/Sanctuary Committee
- Furniture for the classrooms have been purchased
- Sanctuary Policy is in progress. Booster trainings will be held periodically for staff.
- Preparing Sanctuary Training for parents. Ms. Dunica Charles suggested that monthly workshops be conducted for parents.

10.4 Finance Committee Report - Mr. Peter Quinn reviewed the minutes from the April and May Finance Committee meeting.

- Mr. Quinn thanked the Board for approving the FY1 Budget
- Mr. Quinn provided a breakdown of the financial statement that was distributed to the Board
- Paperwork submitted to CSI on June 14, 2019 for the per pupil reimbursement which should be received in mid-July
- Meeting scheduled next week with CSBM to adjust the budget if needed
- Next Finance Committee will be scheduled for June 24, 2019
- Mr. Quinn and Ms. Fedele noted since the school opens on August 26th the Charter School will cover the cost of bussing until the NYC DOE opens on September 5, 2019.

10.5 Fundraising Committee Report – Ms. DeVries and Ms. Fedele meet and discussed fundraising and what the needs of the school are. Ms. Joy DeVries discussed fundraising ideas and opportunities that could cover additional costs for the school students. Dr. Gershen-Lowy noted there is an after-school grant available for schools. This will pay for kids to attend after-school programs. Ms. Fedele will look and forward the information to Ms. DeVries to review and complete if the charter school is eligible.

10.6 Principal’s Report – Ms. Fedele updated the Board on the following items:

- Update on Student Enrollment – Ms. Fedele noted that currently there are 140 children registered. There will be four kindergarten classes and 2 first grade classes. Applications are still being accepted. Looking to have 20% over enrollment.
- Update on Teacher Recruitment - Ms. Fedele stated that teacher and staff recruitment is ongoing. Currently 6 Teachers, 6 Assistant Teachers, 1 Multi-Language Teacher, 1 English Language Teacher and 1 Special Education Teacher have been hired. Still recruiting for at least 4 more Special Ed Teachers.
- The official start date for staff will be August 12, 2019. Sanctuary Training for staff will be held August 19th, 20th and 21st. The first day of school for children will be August 28, 2019.
- Ms. Fedele is working on completing the Start-Up Checklist for the school. The goal is to have everything completed by July 15, 2019.
- No visit from CSI has been scheduled yet. Ms. Fedele will look into this and inform the Board once a date has been arranged. Dr. Ursillo noted that all paperwork and equipment should be in order before the visit.

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

12.0 Next Steps

- Mr. Grace had a discussion with the Sisters from Aquinas High School and a tentative agreement has been reached where Aquinas will take care of the cost of the work needed to be done for the Charter School and, in turn, the Charter School will reimburse Aquinas by including the costs

in the monthly rent. At the next Board meeting an amendment to the lease will be presented for approval. The amendment will include the construction costs and the cost of the additional space the Charter School will need to rent.

- The next Board meeting is scheduled for July 9, 2019

13.0 Adjournment

A motion duly made by Joan Magoolaghan, seconded by Peter Quinn and carried unanimously, the meeting was adjourned at 7:11 p.m.