



**Cardinal McCloskey Charter School
Board of Trustees**

Board Meeting Minutes

August 6, 2019

1.0 The meeting was called to order by Mr. George Grace, Chairperson, at 6:15 p.m.

2.0 Attendance taken by Mr. Grace

Present: Dr. William Ursillo, Peter Quinn, Joan Magoolaghan, Dunica Charles, Joy DeVries and James McCarthy, Dr. Reva Gershen Lowy

Videoconference: George Grace

Charter School Staff: Jennifer Fedele

3.0 Sanctuary Community Meeting was held.

4.0 Motion to approve the minutes of the July 9th, 2019 Board Meeting

A motion to approve the minutes of the July 9th, 2019 Board Meeting was made by George Grace, seconded by Dr. William Ursillo and approved unanimously.

5.0 Chair Report – Mr. Grace reviewed the status of the school opening preparations and spoke of the need to plan tracking/monitoring systems to evaluate the success of the school. Additionally he raised the issue of plans needed in anticipation of issues that may arise on the first day of classes.

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 approve The Family Handbook and the Employee Handbook

A motion to approve Family Handbook and the Employee Handbook, as amended by the Executive Committee, was made by Ms. DeVries, seconded by Dr. Gershen Lowy and carried unanimously, the motion was approved and accepted.

8.2 A motion to approve policies

A motion to approve to approve, as amended by the Executive Committee, the Open Meetings Law Policy; Growth for Success Policy; School Safety Plan; Discipline Policy; Discipline Policy for Students with Disabilities; Health Policy; Violence Protection Policy was made by Ms. DeVries , seconded by Ms. Charles 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** Status of issues relating to the opening of the school
- 9.2** NYS audit scheduled for August 13, 2019
- 9.3** Space in the school for Wrap-around Services
- 9.4** Lease negotiations

10.0 Reports

- 10.1 Executive Committee Report** – No report.
- 10.2 Academic Committee Report** – No report.
- 10.3 Sanctuary Sub-Committee Meeting** – No report
- 10.4 Finance Committee Report** - Mr. Quinn distributed a Pre-Opening Financial Report and a Report of Assets/Liabilities. On other issues he noted:
 - CMCCS has an outstanding note to CMCS relating to the lease. That should be satisfied shortly.
 - Mr. Quinn reported that the Committee has launched a search for an auditor, and that they received 4 responses already from their RFP. The Committee will follow up once the deadline for applications has passed.
- 10.5 Fundraising Committee Report** – Ms. DeVries reported on grants and other various fundraising ideas and opportunities.
 - Ms. DeVries reported that an agreement has been reached to bring the “Studio in a School” art program to CMCCS for the first year. The cost of the program is \$20,000 vs. the \$50,000 cost for an art teacher. The cost includes art supplies, and the philosophy of the program is in harmony with the Sanctuary model. The program will start in October, and has a professional development element for the teachers.
 - Regarding the CMCCS website Ms. DeVries reorted that an E-commerce site is being drafted that will allow for donations to be made via the website. The site will also allow for donors to commit to the sponsoring of events.
 - Ms. DeVries explained plans to obtain sponsors for school supplies, including back-to-school supplies.

- Employees from the NY Hilton will be volunteering at the school.
- Ms. DeVries is investigating the possibility of obtaining a grant from the office of City Council Lopez for the “Studio in a School” program.
- Mr. Grace recommended that we should add an option to the donations page that would allow donors to note their donations on Facebook;
- Mr. Grace offered two suggestions for the website: add the Fundraising Committee meetings to the calendar and list the names of the Board members.

10.6 Principal’s Report

- Ms. Fedele confirmed that the teachers and teachers’ assistants have been hired and are ready to start with their orientation, and the students are in place. Specifically, all General Education teachers have been hired, and three Special Education teachers have been hired, and all of the teachers are certified. Further interviews with Special Education teacher applicants are scheduled. Mr. McCarthy raised the issue of whether the Board should approve all hires, and it was agreed that Ms. Fedele would check on that issue and place the matter on the agenda for the next meeting.
- Ms. Fedele reported that the enrollment was up to 170 at one point, but is now back to 153, which is a natural event. She noted that recruitment efforts remain ongoing.

10.7 Partner’s Report

- Dr. Ursillo reported that Cardinal McCloskey Community Services is thrilled by the progress that has been made in preparing for the school’s opening. He particularly highlighted the Plan for Success training that will be made available to the teachers and the ongoing committee to train everyone in the Sanctuary Model. He thanked Ms. Fedele for the opportunity to tour one of the classrooms.

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

12.0 Next Steps – Next steps were discussed in the above reports.

13.0 Adjournment

A motion duly made by Peter Quinn, seconded by Joan Magoolaghan and carried unanimously, the meeting was adjourned at 7:36 p.m.