



**Cardinal McCloskey Community Charter School
Board of Trustees**

Board Meeting Minutes

July 12, 2022

1.0 The meeting was called to order by Phyllis Thorne, Chairperson, at 6:00 p. m.

2.0 Attendance: Was taken by Dr. Reva Gershen-Lowy

Board Members: Ms. Phyllis Thorne, Ms. Joy DeVries, Dr. Reva Gershen-Lowy, Dr. William Ursillo, Mr. Jim McCarthy, Ms. Dunica Charles and Sister Patricia

Excused: N/A

Charter School Staff: Jennifer Fedele, Grace Bendick, Allyn Thompson, Eleanor Hurdle, Frances Garcia and Christian Adamkiewicz

CMCS Partners: Kamlesh Singh and Chris Monroe

Guests: Margie Medina and Leslie Cruz

3.0 Sanctuary Community Meeting was facilitated by Phyllis Thorne

4.0 Motion to approve today's agenda – July 12, 2022

A motion to approve the July 12, 2022 agenda was duly made by Dr. William Ursillo, seconded by Sister Patricia and carried unanimously; the agenda was approved and accepted.

5.0 Motion to approve the minutes of the June 14, 2022 meeting – The minutes from the June 14th Charter School Board meeting will be reviewed and approved at the next scheduled Board meeting.

6.0 Sanctuary Commitment – Sister Patricia presented an overview on the Growth and Change Sanctuary Commitment. She discussed the changes and challenges everyone is faced with each day and how we grow and change because of these challenges. As a Board, we need to assist Ms. Jennifer Fedele with implementing the changes in creating a more successful curriculum and staff following the suggestions given by the CSI Review Team. This will ensure that the School will continue to grow and change as we move forward. Dr. Reva Gershen-Lowy will present one of the seven Sanctuary Committees at the next Board meeting.

7.0 Finance Committee Report – Ms. Leslie Cruz, CSBM Representative, provided the Board members with an overview of the most recent FY 22 Burn Rate. The Burn Rate report is based on the months of May and June. Also provided were copies of the budget vs. actuals summary for fiscal year ending June 30, 2022. Copies of the reports are included in the Board meeting packet.

Ms. Cruz stated there were no changes to the May 2022 monthly report and noted the School continues to show a surplus. The total revenue was projected at \$7.2 million and the annual budget was \$6.4 million. The surplus was approximately \$840,000 for the year. Ms. Cruz also reviewed the budget savings and over-budget items that were provided in the report summary. Dr. Gershen-Lowy asked where the CSP Grant funds were allocated. Ms. Cruz explained since the \$300,000 wasn't received in the FY 22 budget, if received after June 30, 2022, it will be included in FY23.

8.0 Chair Report – Ms. Thorne reviewed the items below:

8.1 Date and time of upcoming Board Meetings – Ms. Thorne informed the Board there will be no Board meeting in the month of August. The next meeting will be in September, 2022. The Board members discussed what day and time to hold the Board meeting for the next school year. It was decided the Board meetings will continue to be held the first Tuesday of each month at 6:00 p.m. The Committee meetings will also continue to be conducted prior to the Board meetings.

Mr. McCarthy requested that all Board meetings for the school year be posted on the School website. Mr. McCarthy and Dr. Gershen-Lowy also noted all documents and reports that will be presented at the Board meeting should be sent to the Board Secretary a week before the meeting. This will ensure that the Board members receive the documents the Friday before the scheduled meeting.

8.2 Governance Compliance – Ms. Thorne reviewed the process in place regarding the governance responsibilities shared between CMCS and CMCCS. Staff from both entities will work together to provide the Board with the recording and transcription of Board minutes and will also collaborate on updating the school website with the documentation needed to be in compliance with the CSI guidelines. Additional tasks will be shared as needed. Dr. Gershen-Lowy noted, included with the Board meeting material, there is a document that lists the services that are currently being provided by CMCS.

8.3 MOU (Memorandum of Understanding) – Ms. Thorne explained the MOU is an agreement between the Charter School and CMCS and is reviewed by both parties annually. Ms. Thorne will be working with Dr. Gershen-Lowy, Dr. Ursillo and members of the Academic Committee to review and make changes to the document as needed. Feedback will be provided to the Board as the process moves forward.

8.4 Election of Officers - To be discussed at the next meeting

8.5 Slate of Trustees for the Coming School Year – Ms. Thorne noted that CMCS has submitted their approval for the new Slate of Trustees for the upcoming school year. Included on the Charter School Board will include Jim McCarthy, Dr. Reva Gershen-Lowy, Dr. William Ursillo, Dunica Charles, Sister Patricia and Phyllis Thorne. The CMCS Board of Directors has decided that Ms. Joy DeVries' term of office would not be renewed. Ms. Thorne also noted that the

CMCS Board of Directors has approved Mr. Angel Audiffred, Dr. Audrey Erazo-Trivino and Ms. Jennifer Vasquez as new Board members to the Charter School Board.

Ms. Thorne took this time to inform the Charter School Board that she is resigning as a member of the Board at the end of today's meeting. Ms. Thorne and the Board members had an in-depth discussion on her decision. Ms. Thorne thanked everyone for sharing their feelings and understanding her decision. The Board members conveyed their appreciation for the time and commitment Ms. Thorne has shown during her tenure on the Board.

9.0 Previous Meeting – Action Items

10.0 Principal's Report – Ms. Fedele provided the Board members with the Principal's Report for their review. Below are some highlights from the report.

- Ms. Fedele provided the Board members with a draft of the revised Accountability Plan that was based on feedback received from the CSI visit in June. Revisions were made to the curriculum focused on data driven instruction and staff professional development. The plan is due to be submitted to CSI by July 24, 2022.
- The Charter School has received funds from the Bloomberg Boost Grant that will be used to provide academic and enrichment summer programs for approximately 130 students. We have also received an additional 25 slots for students who have registered to start kindergarten in September. Bussing services for the students will be provided.
- Student Enrollment - There are currently 80 new students enrolled for the 2022-2023 school year. Kindergarten has 52 students enrolled with the balance of students enrolled in the other classes. Student recruitment is on-going.

11.0 Discussion –

12.0 Motions

11.1 Motion to approve the Services CMCS Provides to the Charter School

A motion to approve the Services CMCS Provides to the Charter School was duly made by Jim McCarthy, seconded by Dr. William Ursillo and carried unanimously; the motion was approved and accepted.

13.0 Proposed Executive Session (if necessary, subject to Board approval) - N/A

14.0 Action Following Executive Session – N/A

15.0 Reports

15.1 Executive Committee Report – No report submitted

15.2 Academic/Sanctuary Committee Report – No report submitted

15.3 Finance Committee Report – The Finance Committee Report was discussed by Ms. Leslie Cruz at the beginning of the meeting.

15.4 Fundraising Committee Report – No report submitted

15.5 Ad Hoc Governance Committee – Mr. McCarthy noted the July 7, 2022 minutes stand as submitted.

15.6 Partner’s Report – Dr. Ursillo noted the July 2022 Partner’s Report stands as submitted. The report details the collaboration of various tasks that were accomplished between CMCS and CMCCS.

15.0 Public Comment – N/A –The Board meeting was held by remote access only.

16.0 Action Items

17.0 Adjournment

A motion duly made by Phyllis Thorne, seconded by Dunica Charles and carried unanimously; the meeting adjourned at 7:05 p.m.