

Cardinal McCloskey Charter School

Board of Trustees

Special Meeting Minutes

June 11, 2018

1. **The meeting** was called to order by Mr. George Grace, Chairperson, at 6.15p.m.
2. **Attendance** taken by Mr. Grace

**Present**: George Grace, Joan Magoolaghan, Peter Quinn, Phyllis Thorne

**CMCS Staff Present**: Dr. Reva Gershen-Lowy, Beth Finnerty, Christine Monroe, Dr. William Ursillo

**Videoconference**: Dunica Charles

**Conference call**: Kamlesh Singh

**Guests**: Susan Briggs, Esq.

**Absent**: Jason Acosta

1. **Community Meeting** Sanctuary, Statements and Goals enunciated by all participants.
2. The following policies were distributed to Board Meeting:
	1. Introduction of proposed Charter School Policy and Procedures
		1. 1001 Sexual Harassment Policy
		2. 1002 Family Educational Rights and Privacy Act (FERPA)
		3. 1003 Freedom of Information – FOIL
		4. 1005 School Wellness Policy
		5. 1007 Student Enrollment and Retention Plan
3. **Approval of Minutes**

4.1 Motion to approve the Minutes of the May 23, 2018 Special Meeting

*A motion to approve was duly made by Phyllis Thorne, seconded by Peter Quinn and carried unanimously, the May 23, 2018 minutes were approved and accepted.*

1. **Chair Report –** Mr. Grace discussed the current situation regarding the resignation of Dr. Hazeltine, Ms. Lilly and Mr Lopez. It was noted that they were obligated to attend the Board Meeting but decided not to. Mr Grace reiterated that this was an opportunity to set the organization towards its goals with a fresh perspective and new energy.
2. **Action Items**
	1. **Discussion of motions**
	2. **Motion:** The Board of Directors motion to approve CSBM’s proposed manual of financial policies and procedures with the change that $7,500 and above requires two signatures (see page 11).

*A motion to approve was duly made by George Grace, seconded by Dunica Charles, and carried unanimously, the motion was approved and accepted.*

**7.3 Motion:** The Board of Directors motion to approve the Initial Statement of Financial Controls with Paragraph 6(c) amended to allow the Vice Chair and One Trustee as additional signatories.

*A motion to approve was duly made by Phyllis Thorne, seconded by Joan Magoolaghan, and carried unanimously, the motion was approved and accepted.*

**7.4 Motion**: The Board of Directors motion to remove access to CMCCS data base/computers by Christopher Hazeltine, Crystal Lilly and Angel Lopez.

*A motion to approve was duly made by Joan Magoolaghan, seconded by Phyllis Thorne and carried unanimously, the motion was approved and accepted.*

**7.5 Motion:** The Board of Directors motion to approve speaking with CSI regarding opening the school: CMCS will perform tasks as authorized by The Board in order to open the school. Thereafter, The Board and CMCS will revise its understanding and relationship with CMCS consistent with the original mission and with approval from CSI.

*A motion to approve was duly made by Phyllis Thorne, seconded by Joan Magoolaghan, and carried unanimously, the motion was approved and accepted.*

**7.6 Motion:** The Board of Directors motion to approve hiring Charter School Business Management (CSBM) to perform accounting services.

*A motion to approve hiring was duly made by Joan Magoolaghan, seconded by Phyllis Thorne and carried unanimously, the motion was approved and accepted.*

**7.7 Motion:** The Board of Directors motion to approve Phyllis Thorme as a non-affilliated signatory on the Charter School Bank Account.

*A motion to approve was duly made by Peter Quinn, seconded by Dunica Charles and carried unanimously, the motion was approved and accepted.*

**7.8 Motion:** The Board of Directors motion to approve Dr. Reva Gershen-Lowy to serve as a non-voting member of the Academic Committee.

*A motion to approve was duly made by Phyllis Thorne, seconded by Peter Quinn and carried unanimously, the motion was approved and accepted.*

**7.9 Motion**: The Board of Directors motion to approve Joan Magoolaghan as Vice-Chair of the Charter School Board.

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

Joan Magoolaghan was given the oath which she recited to all present.

**7.10 Motion:** The Board of Directors motion to approve contact CSI with a proposal for opening the school and employing CMCS to perform tasks and then revise the agreement with CMCS.

*A motion to approve was duly made by Phyllis Thorne, seconded by Joan Magoolaghan and carried unanimously, the motion was approved and accepted.*

1. **Discussion**
	1. **Peter Quinn** discussed the outstanding invoice totaling approximately $110,000 submitted by CMCS. He mentioned that $25,000 of that invoice was to be paid. The June rent check was signed but being held. A deposit of $55,400 for construction of school was budgeted. The deposit for construction would be paid once the operating funds are received.
	2. **Susan Briggs** mentioned the importance of billing the state accurately. The school can always ask for more funds if the population is higher.You do not want to take excess money from the state. Current student estimate is 100 kindergarteners and 59 1st graders.
	3. **George Grace** discussed process for securing the school, student records and getting keys returned.
	4. **Joan Magoolaghan** added it would be prudent to accelerate the resignation date and request the return of all property and turning off access to all systems as well as getting an affirmative representation of terms.
	5. **Dr. Ursillo** is particularly concerned about the preservation of student information.
	6. **Susan Briggs, Esq.** suggested issuing a letter remind the former staff of confidentiality issues and accepting their resignations effective immediately but being paid through the 15th of June.
	7. **Peter Quinn** commented about the roll-over funds of initial start-up grant monies. The budget has a surplus of approximately $200,000. Mr. Quinn will speak to Steve at CSBM to finalize the budget and the roll-over of CSP funds. Peter Quinn and Christine Monroe will call CSBM regarding start-up grant funds.

**9.0 Executive Session -** At \_\_\_\_\_\_\_\_ p.m. a motion was made by Phyllis Thorne to enter an Executive Session. At \_\_\_\_\_\_\_ p.m. Dr. Reva Gershen Lowy, Ms. Beth Finnerty, Ms. Christine Monroe, Dr. William Ursillo and Ms. Kamlesh Singh were invited to join the Executive Session. The Executive Session concluded at \_\_\_\_\_\_\_\_ p.m. and the Board meeting resumed.

* 1. **Group discussion after Executive session**
		1. Beth Finnerty finds herself in an uncomfortable position, claiming CMCS was being asked to perform tasks outside of the scope of the MOU. The approved model must have Sanctuary services. There was confusion about how important tasks were being performed and by whom.
		2. Beth Finnerty expected the spirit of partnership to exists beyond any documentation. Changes are needed to the “constructs” and to ensure that the Sanctuary model is implemented correctly.
		3. Peter Quinn suggested the Sanctuary should be its own committee of the Board.
		4. Susan Briggs said the school will need an agreement with SUNY to allow CMCS to perform any required tasks outside of the MOU.
		5. Beth Finnerty and CMCS has engaged an attorney to speak to Susan Briggs because CMCS feels it needs to protect its interest and reputation. CMCS is concerned about recurring conflict of interest issues.
		6. George Grace hopes for equitable solutions to these issues. He wants an effort to try to perform the construction and other tasks to timely open the school and then re-examine the arrangements with CMCS.

10.0 **Adjournment**

On motion duly made by Mr. George Grace, seconded by Ms. Phyllis Thorne and carried unanimously, the meeting was adjourned at 7:55 p.m.