

**Cardinal McCloskey Charter School**

**Board of Trustees**

**Meeting Minutes**

**May 10, 2018**

1. **The meeting was called to order by Anne Lillis, Interim Acting Chairperson, at 6:00 p.m.**
2. **Attendance taken by Dr. Anne Lillis**

**Present:** Anne Lillis, Phyllis Thorne, Dunica Charles and George Grace

**Videoconference:** Peter Quinn

**Teleconference:** Mary Larkin

**Absent:** Jason Acosta and Sharon Gross

**CMCCS Staff:** Christopher Hazeltine, Crystal Lilly and Angel Lopez

**Guests:** Beth Finnerty, Dr. William Ursillo, Dr. Reva Gershen Lowy, Margie Medina, Christine Monroe, Kamlesh Singh, Audrey Erazo, Nancy Martin and Joan Magoolaghan

**Board Chair Report** – Dr. Anne Lillis opened the meeting and explained the agenda being used will be the one that is posted on the Charter School website. Moving forward the agenda will be uploaded into Boardpaq and posted on the website 72 hours before the scheduled Board meeting. Ms. Phyllis Thorne discussed Sanctuary and explained the community meeting should be held at the beginning of the meeting. Dr. Lillis provided a brief summary of the items on the agenda and what will take place at tonight’s meeting.

Dr. Christopher Hazeltine introduced Ms. Crystal Lilly, Director of Operations, and Angel Lopez, Office Manager, as two new employees for the Charter School.

1. **Sanctuary Activity was facilitated by Ms. Phyllis Thorne with the Trustees**
2. **Approval of Minutes**
   1. **Motion to approve the minutes of the May 2018 Regular Meeting –** Mr. Grace stated he had no changes to the minutes but is following up on items in the minutes that stated a timeline, information on the construction and renovations, and the asbestos report were to be provided to the Board. CMCS will follow up on these items.

*A motion to approve the minutes was duly made by Ms. Phyllis Thorne, seconded by Mr. George Grace and carried unanimously, the May 10, 2018 minutes were approved and accepted.*

1. **Action Items**

**5.2 Motion: Discharge Sharon Gross (Board Member)**

*A motion to approve the Discharge of Ms. Sharon Gross from the Cardinal McCloskey Community Charter School was duly made by Mr. George Grace, seconded by Ms. Dunica Charles, and carried unanimously the motion was approved and accepted.*

**5.3 Motion: Add two new Board members, Dr. William Ursillo and Ms. Joan Magoolaghan, to the Cardinal McCloskey Community Charter School Board**

*A motion to approve the addition of Dr. William Ursillo and Ms. Joan Magoolaghan to the Cardinal McCloskey Community Charter School Board was duly made by Mr. George Grace, seconded by Ms. Phyllis Thorne, and carried unanimously the motion was approved and accepted.*

**5.4 Motion: Approve Dr. Anne Lillis and Mr. Jason Acosta as members of the Finance Committee –** Ms. Dunica Charles expressed her interest in being a member of the Finance Committee. After a brief discussion the Board nominated Ms. Charles, and Ms. Christine Monroe and Mr. Peter Quinn as members of the Finance Committee.

*A motion to approve Dr. Anne Lillis, Mr. Jason Acosta, Ms. Dunica Charles, Ms. Christine Monroe and Mr. Peter Quinn to the Finance Committee was duly made by Mr. George Grace, seconded by Ms. Phyllis Thorne, and carried unanimously the motion was approved and accepted.*

**5.5 Motion: The Board will approve Mary Larkin and Jason Acosta as members of the Executive Committee –** Dr. Ursillo noted that generally the members that head the Committees are the members of the Executive Committee. The Board discussed who should be on the Executive Committee. It was determined that Mr. Acosta and Ms. Thorne will join the Executive Committee. Dr. Lillis stated that at the June Board Meeting the Board will review and reorganize the Committees.

*A motion to approve Mr. Jason Acosta and Ms. Phyllis Thorne to the Executive Committee was duly made by Mr. George Grace, seconded by Ms. Dunica Charles, and carried unanimously the motion was approved and accepted.*

**5.6 Motion: Approved revised Charter School Budget –** Dr. Lillis noted, and the Board agreed, that since the budget is still in development this item was not approved and will be presented at the next meeting.

**5.7 Motion: The Board will approve the use of Google for Education (G Suite) –** Dr. Lillis explained the use of Google for Education (G Suite) and how the Charter School will utilize the tools that are provided. It’s a free service that includes a suite of apps and resources, and it is the most commonly used application in most elementary schools. Dr. Ursillo stated in the future a brief explanation summary/presentation be provided to the Board before a motion is made. Mr. Grace agreed and also stated there needs to be a process in place for bids and procurements. Dr. Lillis explained this is in the process of being developed. Mr. Hazeltine stated he reached out to Mr. Marc DiGilio regarding utilizing the services of Comp-u-fit but will also speak to other schools to see which programs they use. Dr. Lillis stated the Board will be informed of the recommendations from the Charter School. Ms. Finnerty asked if he had spoken to Comp-u-fit to see how it could be supported. Mr. Hazeltine reported that he had not spoken to anyone from Comp-u-fit.

*A motion to approve the use of Google for Education (G Suite) for the Cardinal McCloskey Community Charter School was duly made by Mr. George Grace, seconded by Ms. Phyllis Thorne, and carried unanimously the motion was approved and accepted.*

**5.8 Motion: The Board will approve Charter School Business Management -** Mr. Quinn provided an overview of the proposal from Charter School Business Management (CSBM) that will provide the financial services for the Charter School. Dr. Lillis stated that CSBM are experts in the area of start-up charter schools. Ms. Dunica Charles asked why is the Charter School breaking away from Cardinal McCloskey Community Services now when they have been handling the financial area so far. Ms. Charles feels the school should be focusing on the areas that will get the school open and then deal with the financial services at a later date. Dr. Lillis and the Board discussed the Board’s responsibility for running the school and what Cardinal McCloskey Community Services role is. Ms. Beth Finnerty stated CMCS is an equal partner in the Charter School. Dr. Lillis relayed a conversation she had with Susan Briggs, Charter School attorney, who stated the Charter School is independent from CMCS and highly recommended the school move in the direction of working with CSBM. The meeting continued with a discussion on the role CMCS has in regard to the running of the school. Dr. Lillis thanked CMCS for the services they have provided so far but now is the opportunity for the Board to take on this responsibility with the experts in charter school business management. Due to the difference of opinion from both partners, Dr. Ursillo suggested we take a step back and discuss this situation further. Ms. Finnerty stated the services that CSBM will provide for $153,000 are now being provided by CMCS at no cost. Ms. Joan Magoolaghan advised the Board that the budget should be discussed at a public meeting or we will be violating NYS law and can be subjected to a lawsuit. Following a lengthy discussion on what the partnership between the Charter School and CMCS entails Dr. Lillis suggested, and the Board agreed, that this motion be postponed until a clear understanding is in place.

**5.9 Motion: The Board will approve Infinite Campus as the student information system** – Dr. Reva Gershen Lowy explained Infinite Campus is a program that provides communication between the teacher, parent and the staff. Dr. Lowy expressed the importance of approving this system and have it in place as soon as possible. Ms. Finnerty suggested that the procurement information be provided to the Board before the meeting to help facilitate them in the decision making for approval. Mr. Grace made a motion to approve Infinite Campus but back-up documentation needs to be sent out to the Board within the next few days.

*A motion to approve Infinite Campus for the Cardinal McCloskey Community Charter School was duly made by Mr. George Grace, seconded by Ms. Dunica Charles, and carried unanimously the motion was approved and accepted.*

**5.10 Motion: The Board will approve the hiring and salary increases for the Director of School Operations and Office Manager positions** – Dr. Lillis stated in the original CSI proposal there were estimated projections for the salaries for the Charter School staff. Mr. Hazeltine has requested a slight increase in the salaries for the Director of School Operations and Office Manager positions. Resumes were provided for the Board to review. Dr. Hazeltine also provided a brief summary for each staff member. The salary for the Director of Operations was increased from $80,000 to $90,000 and the Office Manager was increased from $45,000 to $55,000. Ms. Finnerty stated that these actions were already taken and the individuals were already hired and had already been given the increases so the Board could approve as long as they knew it was already done. Mr. Grace noted that since the positions were already filled, in the future, the Board should be informed before the decision is made.

*A motion to approve the hiring and salary increases for the Director of School Operations and Office Manager positions for the Cardinal McCloskey Community Charter School was duly made by Mr. George Grace, seconded by Ms. Phyllis Thorne, and carried unanimously the motion was approved and accepted.*

**5.11 Motion: Approve Walton Foundation Grant** – The proposal was submitted earlier in the week. Dr. Lowy stated at some point the Board will be interviewed by the Walton Foundation. A copy of the proposal was given to the Board for their review. Dr. Lillis thanked CMCS for their role in this endeavor. Ms. Finnerty mentioned SUNY wants CMCCS to participate in a pilot where we would be one of three schools that they will use for new data on alternative outcomes. This would provide national recognition for the school as well as CMCS. The Board will be informed as we move forward.

*A motion to approve the Walton Foundation Grant for the Cardinal McCloskey Community Charter School was duly made by Mr. George Grace, seconded by Ms. Dunica Charles, and carried unanimously the motion was approved and accepted.*

**5.12 CSI Facilities Work Plan** – Dr. Lillis provided an overview of the Facilities Work Plan that is due to SUNY CSI on May 15, 2018. Ms. Finnerty reviewed the standard letter that was sent to all CSI schools regarding what needs to be included in the work plan. CMCS answered questions 1, 2, 3 and 4 and Mr. Hazeltine is responsible for questions 5 and 6. A copy of the plan was provided to the Board for their review. Dr. Lowy suggested Dr. Hazeltine and Mr. Todd Baldwin meet to work on the numbers together for questions 5 and 6.

1. **Reports:**
   1. **Executive Committee Report -** No Executive Committee Report was presented.
   2. **Academic Committee Report –** No Academic Committee Report was presented.
   3. **Finance Committee Report (includes budget update) –** No Finance Committee Report was presented.
   4. **Principal’s Report –** Dr. Hazeltine provided updates on the following items:

* Final Budget is due to CSI by June 14, 2018.
* Utilities are included in the rent
* Custodial services will be provided by Aquinas saving approximately $100,000
* $25,000 from the Walton Foundation Grant will be used for Sanctuary professional development
* Quotes were received from curriculum specialists to provide workshops
* Considering uniforms for students
* Bids have been received for the classroom furniture. Ms. Finnerty had previously requested copies of the classroom layouts to ensure that the Sanctuary model is incorporated in the classroom. Dr. Lillis stated Dr. Hazeltine will share the floor plans with the partners. Dr. Ursillo suggested Dr. Hazeltine meet with Ms. Audrey Erazo and Ms. Jennifer Fedele to review the floor plans and share their recommendations. Dr. Lowy had met with a children’s furniture company who are looking for a school to provide a floor plan and use it as a model classroom for other schools. They will give the school the furniture for free as compensation. Dr. Lowy and Dr. Hazeltine will meet to discuss this option further. Dr. Hazeltine will provide procurement bids to the board.
* Mr. Hazeltine detailed the hiring process and noted that interviews are being setup
* Mr. Hazeltine noted the lottery went well. Currently 119 of the students selected have started the enrollment process. Ms. Lillie and Mr. Lopez are following up with students who have not responded yet. Dr. Lowy asked that a statistics report be provided at the next meeting.
  1. **Partner’s Report -** Ms. Beth Finnerty provided a brief overview her report.
* CSP has been approved but funds have not been received. CMCS is still funding all expenses for the school.
* Dr. Lowy will coordinate with Dr. Hazeltine with the submission of the Facilities Work Plan. Dr. Lowy will also send the asbestos report to Mr. Grace. The construction period will take place from June 1st – June 22nd. Mr. Grace requested a timeline for the construction be submitted to the Board.
* The annual Charter School Conference is being held in Austin, Texas at the end of June. Ms. Finnerty, Dr. Lowy, Dr. Hazeltine and Mr. Acosta are scheduled to attend.
* Mr. Hazeltine has told us that he is working on the curriculum and he should meet with CMCS to infuse the Sanctuary model. Dr. Ursillo, Ms. Erazo and Ms. Fedele will assist with this task.
* Ms. Finnerty noted the 501c3 is still pending but we should hear shortly.

1. **Public Participation** – Public Participation was made available to the public.
2. **Proposed Executive Session (if necessary, subject to approval) –** N/A
3. **Action Item following Executive Session (if necessary) –** N/A

**Recommendations:**

* Ms. Finnerty stated a meeting to review the MOU and ByLaws should be set up to gain a better understanding of the partnership and to work together on management agreements. Collaboration needs to be done to reach the goal.
* Mr. Grace noted that motions, questions and issues be discussed at the committee meetings before bringing them to the Board meetings.
* Mr. Grace stated plans should be made for the Sanctuary training.
* Mr. Grace requested a detailed timeline of all work and tasks that need to be accomplished before the school opens. Included in the timeline should be who is responsible, due date and date completed.
* Dr. Lillis noted moving forward the Principal’s Report and the Partner’s Report will be at the beginning of the meeting.
* Ms. Magoolaghan suggested that all reports and supporting documents be made available on Boardpaq to provide the Board and Partner with information before the Board meeting.

**10.0 Adjournment**

*On motion duly made by Mr. George Grace, seconded by Ms. Dunica Charles and carried unanimously, the meeting was adjourned at 8.29 p.m.*