

**Cardinal McCloskey Charter School**

**Board of Trustees**

 **Special Meeting Minutes**

**May 23, 2018**

1. The meeting was called to order by Mr. George Grace, Chairperson, at 5.25 p.m.
2. **Attendance** taken by Mr. Grace

**Present:** Dunica Charles, Phyllis Thorne

**Videoconference**: Jason Acosta, George Grace and Peter Quinn

**Guests**: Dr. William Ursillo, Dr. Reva Gershen Lowy, Christine Monroe, Kamlesh Singh, Dr. Christopher Hazeltine and Vickia Tolla

1. **Community Meeting** was facilitated by Phyllis Thorne and discussion was held on purpose of community meeting and Phyllis Thorne presented the seven commitments of Sanctuary
2. **Approval of Minutes**
	1. Motion to approve the minutes of the May 10, 2018 Regular Meeting – minutes were changed to reflect the month of April

*A motion to approve the minutes was duly made by Mr. Peter Quinn, seconded by Mr. Jason Acosta and carried unanimously, the May 10, 2018 minutes were approved and accepted.*

* 1. Motion to approve the minutes of the May 17, 2018 Special meeting – minutes were changed to reflect Dr. William Ursillo as CMCS COO

*A motion to approve the minutes was duly made by Mr. Peter Quinn, seconded by Mr. Jason Acosta and carried unanimously, the May 17, 2018 minutes were approved and accepted.*

1. **Chair Report** – Mr. George Grace commented on the great progress of the team. There are still kinks to be worked out. Committees need have regularly schedule meetings. Mr. Grace will reach out to committee chairs to obtain schedules. Board meetings will become more structured and have regular reports from all committees.
2. **Actions Items**
	1. **Discussion of motions**
	2. **Motion:** The Board will vote to approve reimbursing CMCS for all expenses covered by CMCS on behalf of the Charter School Board after proper backup is provided (approval by non-affiliated members) – The Charter School has received confirmation that the CSP funds have been approved and 20% will be sent to the school.

*A motion to approve reimbursing CMCS for all expenses covered by CMCS on behalf of the Charter School Board after proper backup is provided was duly made by Ms. Phyllis Thorne, seconded by Mr. Peter Quinn and carried unanimously, the motion was approved and accepted.*

* 1. **Motion:** The Board will approve Charter School Business Management proposal to establish financial and organizational rules, procedures and structures for the Charter School, to complete the initial Statement of Procedure and address rollover of CSP funds.

*A motion to approve Charter School Business Management proposal to establish financial and organizational rules, procedures and structures for the Charter School, to complete the initial Statement of Procedure and address rollover of CSP funds was duly made by Mr. Peter Quinn, seconded by Mr. Jason Acosta and carried unanimously, the motion was approved and accepted.*

* 1. **Motion:** to discharge Sharon Gross from the Charter School Board – Copies of the letter from Mr. Grace and Ms. Sharon Gross’s response have been included

*A motion to discharge Sharon Gross from the Charter School Board was duly made by Ms. Phyllis Thorne, seconded by Ms. Dunica Charles and carried unanimously, the motion was approved and accepted.*

* 1. **Motion:** The Board will vote to adopt to fix the number of Charter School Board members to nine

*A motion to approve to adopt to fix the number of Charter School Board members to nine was duly made by Ms. Dunica Charles, seconded by Ms. Phyllis Thorne and carried unanimously, the motion was approved and accepted.*

* 1. Motion: The Board will approve the CMCCS Chairperson and Vice-Chairperson to sign all Charter School contracts.

*A motion to approve the CMCCS Chairperson and Vice-Chairperson to sign all Charter School contracts was duly made by Ms. Phyllis Thorne, seconded by Mr. Jason Acosta and carried unanimously, the motion was approved and accepted.*

* 1. **Motion:** The Board will vote to approve Ms. Joan Magoolaghan to fill the vacant position and serve as Vice-Chairperson of the Charter School Board pending CSI approval as a Board Member – The Board members discussed how many Board Members can be affiliated with CMCS. CMCS is the sole member of the Charter School Board and CSI has approved 50% of the Charter School Board as affiliated with CMCS.

*A motion to approve Ms. Joan Magoolaghan to fill the vacant position and serve as Vice-Chairperson of the Charter School Board pending CSI approval as a Board member was duly made by Ms. Dunica Charles, seconded by Mr. Pete Quinn and carried unanimously, the motion was approved and accepted.*

* 1. **Motion:** The Board will approve Ms. Dunica Charles as the Charter School Board Secretary

*A motion to approve Ms. Dunica Charles as the Charter School Board Secretary was duly made by Ms. Phyllis Thorne, seconded by Mr. Peter Quinn and carried unanimously, the motion was approved and accepted.*

* 1. **Motion:** to approve Dr. William Ursillo and Dr. Reva Gershen Lowy to serve as members of the Academic Committee - A brief discussion was held regarding the two vacant positions on the Academic Committee

*A motion to approve Dr. William Ursillo and Dr. Reva Gershen Lowy to serve as members of the Academic Committee was duly made by Ms. Phyllis Thorne, seconded by Ms. Dunica Charles and carried unanimously, the motion was approved and accepted.*

* 1. **Motion**: to approve Chairperson, Vice-Chairperson and Treasurer as signatories on the Charter School Bank account – It was determined that all checks will require two signatures to be valid.

*A motion to approve Chairperson, Vice-Chairperson and Treasurer as signatories on the Charter School Bank account was duly made by Mr. Peter Quinn, seconded by Ms. Dunica Charles and carried unanimously, the motion was approved and accepted.*

* 1. **Motion:** Principal must have the approval from the Finance Committee and Board to make any changes to the Charter School budget – The Board discussed the procedure for making changes to budget. It was determined that the Principal must seek approval from the finance committee and the Board before changes can be made.

*A motion to approve the Principal must have the approval from the Finance and Budget Committes to make any changes to the Charter School budget was duly made by Mr. Peter Quinn, seconded by Mr. Jason Acosta and carried unanimously, the motion was approved and accepted.*

* 1. **Motion:** The Board will approve the selection of Auditor to review Initial Statement documents - Three proposals were reviewed for an outside auditing agency, BDO Seidman, O’Connor Davies and Marks Paneth. The Charter School cannot use the same auditor as CMCS, which excludes Marks Paneth. The Board asked for Ms. Christion Monroe’ opinion on the other auditors and she recommended O’Connor Davies

*A motion to approve the selection of Auditor and authorize Ms. Christine Monroe to contact and facilitate a meeting with the Board Chairperson was duly made by Mr. Peter Quinn, seconded by Ms. Phyllis Thorne and carried unanimously, the motion was approved and accepted.*

* 1. **Motion:** The Board will approve PMG to complete the renovations to the Charter School – The Board reviewed the procurement documents and recommended moving forward with PMG.
	2.

*A motion to approve PMG to complete the renovations to the Charter School was duly made by Mr. Peter Quinn, seconded by Mr. Jason Acosta and carried unanimously, the motion was approved and accepted.*

* 1. **Motion:** The Board will approve JPS Solutions to provide consulting services as outlined in Exhibits C and D of their proposal – During a previous Charter School Board meeting JPS Solutions provided scope of work in Exhibits B. Exhibit B was approved during the April 24, 2018 Board meeting. The Board has requested clarification on the scope of services in Exhibits C & D before they can be voted on. Motion to have JPS Solutions come back and complete the work on Exhibit B and authorize Christopher Hazelton to reach out to them and review Exhibits C & D

*A motion to approve JPS Solutions come back and complete the work on Exhibit B and authorize Christopher Hazelton to reach out to them and review Exhibits C & D was duly made by Ms. Dunica Charles, seconded by Mr. Peter Quinn and carried unanimously, the motion was approved and accepted.*

1. **Reports**
	1. **Executive Report** – No report
	2. **Academic Report** – No Report
	3. **Finance Committee Report**
		1. First portion of CSP grant money is expected and there are three major deadlines approaching
	4. **Principals Report**
		1. Full report will be uploaded to budget pack. Main concern is hiring for the 25 open positions. Currently have 35 teacher resumes and 4 teaching assistants. Interviews scheduled for next week. There are currently 67 1st graders and 75 kindergarteners registered.
		2. Motion brought forth to approve using up to $500 for postings of vacant staff positions on the NYC Charter School Group job board was brought forth by George Grace and seconded by Phyllis Thorne – carried unanimously
		3. Discussed status of Furniture – The board authorized Christopher Hazelton to use CMCS’ Procurement Policy and have Reva Gershen Lowy assist with review of the furniture orders.
	5. **Partners Report**
		1. Please refer to report uploaded into Boardpaq
		2. Dr. Gershen Lowy highlighted various points outlined in the partner Report:
* JPS Solutions has agreed to provide services to the Charter School/Charter School Board
* The Charter School has received notice that the CSP funds will be released within the next few weeks
* The Charter School received notice that the Charter School corporate documents have been signed and sealed by the NYS Department of Education and the Principal should receive the original copy. Dr. Hazeltine will follow up if he does not receive documents within the next week.
* CMCS has asked for assistance from organizations that have similar charter school models – The Children’s Aid’s CEO, Phoebe Boyer, and the CEO of the Foundling. Bill Baccaglini. They have both agreed to spend some time with this Board. Phoebe Boyer has offered for us to visit with their Charter School Board and agreed that Bill Baccaglini would attend one of our Board meetings to share their experience with this Board. Their schools were just renewed for their second term and were extended to 8th grade. They represent 2 different structures and we should schedule these visits for some time in June.
1. **Public Participation** – Public Participation was made available to the public
2. **Proposed Executive Session** (if necessary, subject to Board approval) – N/A
3. **Action Item** following Executive Session, if necessary – N/A
4. **Action Items: Dr. Hazeltine**
	1. Resend the Infinite Campus proposal
	2. Speak with Frank San Felice about amendment C and D
	3. Complete the various school manuals – parent, student, staff, etc.
	4. Contact and vet Human Resources companies – this will be presented at the next

 Board meeting

* 1. Develop sliding scale for teacher salaries
	2. Budget review with Chris Monroe
	3. Curriculum review incorporating Sanctuary into all aspects of curriculum
	4. Work with Reva Gershen Lowy on furniture review and purchase
	5. Identifying what the Board needs help with
	6. Update the school timelines for opening – pre-operational and first year
	7. Staff hiring and next steps – this is a critical issue
1. **Adjournment**

*On motion duly made by Mr. George Grace, seconded by Ms. Phyllis Thorne and carried unanimously, the meeting was adjourned at 7:50 p.m.*