

**Cardinal McCloskey Charter School**

**Board of Trustees**

**Board Meeting Minutes**

**December 17, 2018**

1. The meeting was called to order by Mr. George Grace, Chairperson, at 6:10 p.m.
2. **Attendance** taken by Mr. Grace

**Present:** George Grace, Dr. William Ursillo, Peter Quinn, Phyllis Thorne, Joan Magoolaghan, Joy DeVries

**Teleconference:** Dunica Charles

**Charter School Staff:** Jennifer Fedele and Edrick Browne

**CMCS Partners**: Beth Finnerty, Dr. Reva Gershen Lowy, Christine Monroe and Kamlesh Singh

**Guests**: Patricia Brown

1. **Sanctuary Community Meeting** was facilitated by Dr. William Ursillo
2. **Motion to approve the minutes of the November 19, 2018 Board Meeting**

*A motion to approve the minutes of the November 19, 2018 Board Meeting was made by Dr. William Ursillo, seconded by Joan* *Magoolaghan and carried unanimously, the motion was approved and accepted.*

1. **Chair Report –** Mr. George Grace discussed the goals and the items that need to be addressed before the opening of the Charter School.

Mr. George Grace bought up the possibility of branding (changing) the name of the school. Ms. Phyllis Thorne stated the Board needs to think hard before making the change. Ms. Beth Finnerty mentioned the vision of the school is to serve children in foster care and not just another school. The Board agreed to study and consider re-branding in the future.

**6.0 Proposed Executive Session –** N/A

1. **Action Item Following Executive Summary –** N/A

**8.0 Actions Items**

* A motion to approve Dr. William Ursillo to the Executive Committee

*A motion to approve Dr. William Ursillo to the Executive Committees was made by Joan Magoolaghan, seconded by Peter Quinn and carried unanimously; the motion was approved and accepted*

* A motion to adopt a Vision Statement

*A motion to adopt a Vision Statement was made by Joan Magoolaghan, seconded by Peter Quinn and carried unanimously; the motion was approved and accepted.*

Our vision is to create a school that empowers students to find and reach their unlimited potential in a safe and supportive environment, using the *Sanctuary Model*, where each student, the faculty and the administration strives for excellence in all of our endeavors.

**9.0 Reports**

**9.1 Executive Committee Report**

* The Charter School’s website should be updated to include Spanish, as well as adding pictures of school, uniforms and classrooms
* The Executive team should be given access to the website (Peggy Masiello will provide information)
* Ms. Jennifer Fedele should be given the administration login to add updates
  + A section should be added to the Charter School’s website incorporating the documentation that is presently on BoardPaq

**9.2 Academic Committee Report**

* + Focus on Interviews and hiring for Office Manager and Director of Curriculum
  + Insurance should be available first day for new hire.
    - Finance Committee will check if Insurance for hired staff from day one will be feasible with the Charter School’s budget. This is needed for teacher recruitment.
* A Temp Clerical Assistant has been hired to contact parents from previous lottery and to carry out various clerical tasks
* Mr. Todd Baldwin should be contacted regarding setting up the Charter School Admin office.
  + The Board discussed ideas to implement the curriculum—Preventing Academic Failure (“PAF”) for use at the Charter School
  + A discussion of what specific tasks are included in wrap-around services and their expected cost.
  + The Sanctuary Committee will be meeting on a quarterly basis

**9.3 Finance Committee Report**

* The Charter School has received $325,000 from the Walton Foundation, leaving the budget on strong footing
* ADP has been approved as the Charter School’s payroll vender
* Monies in the budget will be made available for recruitment as needed

**9.4 Principal’s Report**

* Recruiting for Office Manager position
* The Director of Operations (Edrick Browne) has started and introduced himself to the board
* Ms. Fedele will contact Phyllis Burton of PAF to discuss curriculum
* SchoolMint is in place
* Ms. Fedele will provide Ms. Joy DeVries with a wish list of potential donations
* Colocation request was sent to the DOE
* Ms. Fedele is to meet with CMCS Ambassadors to help in student recruitment at head start locations
* Ms. Fedele was optimistic about recruitment because there are few charter school options in the district
* Ads have been placed in various local papers for student recruitment
* Ms. Fedele is reaching out to local Councilman and Borough President

**9.5 Partner’s Report**

* Dr. Ursillo and Dr. Gershen-Lowy met with Ms. Fedele to discuss certain tasks that need to be accomplished
* Deadline to apply for DOE space is December 31, 2018
* CMCS Ambassadors should have been contacted to begin recruitment
* CMCS Head Start and Foster children will be recruited
* District 10 will remain the focus
* Ms. DeVries will contact Ms. Finnerty and Dr. Ursillo to discuss City Council monies
* Schoolmint and Charter School advertisements will be a large part of the budget

1. **Public Participation** – Public Participation was made available to the public
2. **Next Steps**

* Ms. Laura Silverstein (CMCS Grant Writer) and Ms. Devries should meet with Ms. Finnerty and Dr. Ursillo to discuss grants and councilmatic money for the Charter School
* Board members are encouraged to donate to the Charter School
* The Board will discuss whether committees shall remain as standing committees
* Term limits for the Board members have to be set

1. **Adjournment**

*A motion duly made by Joan Magoolaghan, seconded by Peter Quinn and carried unanimously, the meeting was adjourned at 8:00 p.m.*