

**Cardinal McCloskey Charter School**

**Board of Trustees**

**Meeting Minutes**

**April 12, 2018**

1. **The meeting was called to order by Anne Lillis, Vice-Chairperson, at 6:11 p.m.**
2. **Attendance taken by Dr. Anne Lillis**

**Present:** Anne Lillis, Jason Acosta, Dunica Charles, George Grace and Peter Quinn

**Teleconference:** Mary Larkin

**Absent:** Phyllis Thorne and Sharon Gross

**Guests:** Beth Finnerty, Dr. William Ursillo, Dr. Reva Gershen Lowy, Margie Medina, Christine Monroe, Kamlesh Singh, Frank San Felice and Arthur Pritchard

1. **Sanctuary Activity was facilitated by Anne Lillis with the Trustees**
2. **Board Chair Report** – Dr. Anne Lillis opened the meeting and thanked everyone for attending. The objective of this meeting is to work together for the common goal in the opening of the Charter School.

* Dr. Lillis discussed the Committee meetings and what will be accomplished at the meetings.
* Dr. Lillis provided a Board/Committee structure that included who was on each Committee and when they would meet. Ms. Beth Finnerty noted that according to the By-Laws the Executive Committee needs to have a minimum of five members and each other Committee has to have a minimum of three members. Dr. Lillis stated the Board will look into expanding the Committees as well as look to expand the Board.
* With the assistance of Mr. Christopher Hazeltine, Charter School Principal, one of the goals is to create a timeline to identify dates and tasks that need to be accomplished.

1. **Approval of Minutes**
   1. **Motion to approve the minutes of the February 2018 Regular Meeting**

***A motion to approve the amended minutes was duly made by Mr. George Grace, seconded by Mr. Peter Quinn and carried unanimously, the February 8, 2018 minutes were approved and accepted.***

* 1. **Motion to approve the minutes of the March 2018 Regular Meeting**

***A motion to approve the minutes was duly made by Mr. George Grace, seconded by Mr. Peter Quinn and carried unanimously, the March 8, 2018 minutes were approved and accepted.***

1. **Proposed Executive Session:** At 6:30 p.m. a motion was made by George Grace to enter an executive session. The executive session concluded at 6:49 p.m. and the Board meeting resumed.
2. **Reports:** Dr. Lillis explained that minutes need to be provided from each Committee meeting. The Committee will approve the minutes before presenting them at the next Board meeting. Mr. Arthur Pritchard, JPS Consultant, stated the Committee meetings need to be open to the public and publicized in advance. The Board discussed when and how the minutes will be approved and how to deal with the public participation. Mr. San Felice suggests contacting Mr. Ralph Rossi, CSI Attorney, to discuss what would be the most efficient way for the Committee to handle these issues.
   1. **Finance Committee Report –** Mr. Peter Quinn, Treasurer/Chair of the Finance Committee, provided a detailed summary of the finance report that was previously reviewed with Ms. Christine Monroe, CMCS CFO. Mr. Quinn provided an overview of expenses incurred through the end of February 2018. There were no significant expenses incurred. Ms. Finnerty, CMCS President & CEO, stated the CSP grant has been approved and we should receive the funds in about a month. Until then CMCS will continue to assume responsibility for all expenses. Mr. Quinn asked if the School had a separate bank account. Ms. Finnerty stated there is a bank account in the name of the Charter School Board however, since there is no 501c3, it is under the CMCS corporation. The application process for the 501c3 has been completed and we are waiting for approval. Currently, CMCS has signing authority but once the 501c3 has been received the Board will designated their authorized signatures.
   2. **Academic Committee Report** – No Academic Committee Report was presented.
   3. **Executive Committee Report –** No Executive Committee Report was presented.
   4. **Principal’s Report** – Dr. Hazeltine stated there are 292 kindergarten applications and 105 first grade applications for the lottery selection. Dr. Hazeltine discussed the lottery selection process and welcomed all Board members to attend. The lottery will take place at 685 East 182nd Street, Bronx, NY at 5:00 p.m. SchoolMint will oversee the lottery and will notify the children once they are selected. Dr. Hazeltine provided an update on the hiring of staff for the Charter School. CMCS HR staff is assisting with recruitment.
   5. **Partner’s Report -** Ms. Beth Finnerty, provided an overview of what CMCS has done, and will continue to do, to assist with the opening of the Charter School.

* The negotiations for the lease have been completed and waiting approval from the Board at this evening’s meeting.
* The Directors and Officers Liability Insurance has been completed and waiting approval from the Board at this evening’s meeting.
* CMCS HR is working with Dr. Hazeltine to assist in recruitment (advertising, reviewing applications and resumes) for the Charter School staff positions.
* Weekly meetings have been set up with Mr. San Felice, Dr. Hazeltine, Ms. Finnerty, Dr. Ursillo, Dr. Lowy, Ms. Monroe and Dr. Lillis to review ongoing progress and prioritize next steps. Dr. Lowy and the team continue to work directly with Dr. Hazeltine under the guidance of the Board Chair, Dr. Lillis. Ms. Finnerty stated the weekly meetings help to guide the team and CMCS is looking forward to working with the Charter School Board as we move ahead with the MOU and partner activities.
* Collaborating with Dr. Hazeltine to identify consultants that will assist with the Charter School and then bring to the Board for approval. Dr. Lillis stated this should be presented at appropriate Committee Meetings first and then brought to the Board for approval.
* All payments are continued to be processed through CMCS.
* In the near future CMCS will be focusing on how Strategies and Sanctuary, which are part of the proposal model, funnel into the curriculum. The Board discussed Sanctuary training for all Charter School staff and how it will be implemented in the school setting.
* At the next meeting CMCS will provide a project timeline which will contain any construction and progress that need to be completed.
* Ms. Finnerty noted the amazing job the CMCS Ambassadors accomplished in the community outreach for the school.

1. **Board Training & Development** – Mr. Frank San Felice and Mr. Arthur Pritchard, JPS Solutions Consultants, discussed the Board Policies that will be approved at tonight’s meeting. The policies listed below are being approved today and were previously approved by SUNY CSI during the Charter process.

* Admissions Policy (amended)
* Complaint Policy (amended)
* Discipline Policy
* Dress Code (amended)
* NYC DOE Student Bill of Rights (amended)
* Personnel Policies (amended)
* Special Education Policy
* Whistleblower Policy

Additional policies are being created and will be approved at future Board meetings. This will continue until CMCCS has a full set of policies. Mr. Pritchard discussed the policy on how Board Members adopt policies and what policies will be created to be approved at future meetings. Mr. San Felice stated he will provide a list of the policies next week that will be approved at a later date. All approved polices should be kept in a binder and will be uploaded in a folder in Boardpaq. Mr. Pritchard also discussed how to prepare and conduct public meetings.

1. **Public Participation -** The Public Participation period was made available to the community.
2. **Action Items**
   1. ***A motion* *to approve the Initial Set of Board Policies was duly made by Mr. George***

***Grace, seconded by Ms. Dunica Charles, and carried unanimously, were approved and***

***accepted.***

**10.2** Mr. George Grace, Board Secretary, reviewed the lease for the Charter School facility.

Mr. Grace provided an overview of the lease and gave his recommendation to the Board to

sign the lease. Mr. Grace requested a detailed list of construction/renovations that will

need to be completed be presented at the next meeting. Mr. Grace also requested a copy of

the asbestos report for his records.

***A motion to approve the Board Chairperson Signing the Lease for the Charter School***

***Facility, pending approval by SUNY, was duly made by Mr. George Grace, seconded by***

***Mr. Jason Acosta, and carried unanimously, was approved and accepted.***

**10.3** Dr. Lillis provided an overview of the contract for JPS Solutions. The contract details the

scope of work that will be provided to assist the Board and the Charter School. Ms.

Finnerty stated two other agreements for approval will be presented at upcoming meetings.

***A motion to approve the Principal engaging JPS Solutions to provide consulting services***

***pursuant to its March 2018 proposal, was duly made by Mr. George Grace, seconded by***

***Ms. Dunica Charles, and carried unanimously, was approved and accepted.***

**10.4** Ms. Monroe provided an overview of the Directors and Officers Liability Insurance that

will provide coverage to the Charter School.

***A motion to approve the Directors and Officers Liability Insurance was duly made by***

***Mr. George Grace, seconded by Mr. Peter Quinn, and carried unanimously, was***

***approved and accepted.***

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