

**Cardinal McCloskey Charter School**

**Board of Trustees**

**Board Meeting Minutes**

**November 19, 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 and Joan Magoolaghan

**Teleconference:** Dunica Charles and Joy DeVries

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

**Guests**: Jennifer Fedele and Margie Medina

1. **Sanctuary Community Meeting** was facilitated by Dr. William Ursillo
2. **Motion to approve the minutes of the October 15, 2018 Board Meeting**

*A motion to approve the minutes of the October 15, 2018 Board Meeting was made by Ms. Joan Magoolaghan, seconded by Ms. Phyllis Thorne 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:

* Community Outreach
* Recruitment of Students
* Recruitment of Staff
* Policies and Procedures Handbooks
* Finance
* Curriculum

At future meetings Ms. Jennifer Fedele should provide a report on the status of the above items.

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

1. **Action Item Following Executive Summary –** N/A
2. **Presentation by Ralph Rossi, Esq. of the Charter School Institute –** Mr. Ralph Rossi discussed his role within the Charter School Institute (CSI). He also reviewed the following areas that the Charter School Board and Principal should be aware of. Mr. Rossi suggested the Board members utilize the information located on the CSI website.

* Mr. Rossi distributed the “Guide to Board Governance” handout for the Board members to review.
* Open Meetings Law – Mr. Rossi provided information on the Open Meetings Law and how it pertains to the Board and Committee meetings. Mr. Rossi discussed the Committees structure (Executive, Finance and Academic) and who should be on the Committees. Motions can be approved at public meetings if there is a quorum. If meetings are not made public, or a quorum is not met, motions will have to be approved at the next public meeting.
* The importance of attendance of Board members at meetings was discussed. Members physically in attendance at public locations can vote on motions. Members on conference call are not allowed to vote. The same law applies to Committee meetings.
* Executive Session - Mr. Rossi discussed the steps that take place when entering Executive Session. A motion needs to be made by a Board member. A specific description of what will be discussed during the session should be noted in the minutes. A motion also needs to be made to exit Executive Session and resume the public session. The outcome of the session does not have to be made available to the public unless voting on public issues.
* Affiliated and unaffiliated members – Mr. Rossi discussed the roles of the affiliated and unaffiliated members of the Board. Affiliated members must abstain from voting on items pertaining to CMCS issues as stated on page 23 of the “Guide to Board Governance” handout. Affiliated Board members can provide input if requested by the unaffiliated Board members. When voting takes place affiliated members should leave the room (see page 18 of the handout).
* Recruitment of Staff – Discussion ensued on the difficulty in hiring qualified teachers. It’s very important to make sure the total benefits package has been secured before hiring.
* By Laws Approval - Mr. Rossi noted when the By Laws have been revised and approved by the Board, a copy should be sent to CSI for their records.
* For full financial disclosure the Audit Report should be posted on the Charter School website.
* Mr. Rossi noted that a copy of the 501c3 should be sent to CSI.
* The Student Application is due before January 1, 2019. CSI needs to approve it before distribution.
* Mr. Quinn asked if there was any update on the Initial Statement that was submitted. Mr. Rossi stated he would look into it and provide feedback.
* Mr. Quinn noted two checks have been received from the Charter School Planning grant. Mr. Quinn provided a summary of the disbursement of funds used to cover expenses.

**9.0 Actions Items**

* + Motion to confirm Joy Devries as the Chair of the Development Committee

*A motion to approve Joy Devries as the Chair of the Development Committee was made by Joan Magoolaghan, seconded by Peter Quinn and carried unanimously, the motion was approved and accepted.*

* + Motion to confirm Phyllis Thorne as the Chair of the Sanctuary Sub-Committee

*A motion to approve Phyllis Thorne as the Chair of the Sanctuary Sub-Committee was made by Joan Magoolaghan, seconded by Peter Quinn and carried unanimously, the motion was approved and accepted.*

* + Motion to confirm meeting dates for the Standing Committees (Finance, Executive and Academic)

*A motion to approve the meeting dates for the Standing Committees was made by Joan Magoolaghan, seconded by Peter Quinn and carried unanimously, the motion was approved and accepted.*

**10.0 Presentation by Jill Shahen, Empire Charter Group –** Ms. Jill Shahen introduced herself and her team from Empire Charter Group and discussed what their role will be in assisting Ms. Jennifer Fedele, Charter School Principal, with the opening of the school. Below are highlights and suggestions from the discussion.

* + Ms. Shahen asked why there was a delay in opening the school. A discussion ensued on the various issues that lead to the postponement of the school opening. Hiring the appropriate individual as Principal was a major problem. Ms. Fedele’s Sanctuary background, as well as her qualifications, led to hiring her as Principal.
  + The relationship between the Charter School Board and the CMCS Partners was discussed. Mr. Grace noted all the work that was done by CMCS and, moving forward, what they will continue to do to assist Ms. Fedele and the Board.
  + Ms. Shahen mentioned Ms. Fedele should fully understand the application and learn how to adjust the budget.
  + Ms. Shahen stated there is a huge gap in recruitment and student outreach. Mr. Grace stated the Charter School relies heavily on the CMCS Charter School Ambassadors whose role is to outreach to the community and various agencies and schools in the area. Dr. William Ursillo stated, as well as outside agencies, CMCS programs (Foster Care, Preventive Services and ECED Services) are also involved.
  + Ms. Shahen stated the Director of Curriculum and Instruction should be hired as soon as possible. The individual hired needs to understand the application and the SUNY requirements. The Board should have a plan in place to assist Ms. Fedele. Dr. Ursillo stated that Dr. Reva Gershen Lowy will be assisting Ms. Fedele as well as the CMCS Finance and Human Resources Departments. A discussion ensued on the help CMCS has done to help launch the school.
  + Ms. Finnerty asked Ms. Shahen what will Empire Charter Group do to assist Ms. Fedele. Ms. Shaden stated she would start out by coaching Ms. Fedele in depth on prioritizing items, hiring the Director of Curriculum and Instruction, enrollment, and developing the recruitment plan. Dr. Lowy mentioned that there is a comprehensive timeline that Ms. Fedele can share with the Group.

**Reports**

* 1. **Executive Report** – No report
  2. **Academic Report** – No report
  3. **Finance Committee Report –** No report
  4. **Principals Report –** No report
  5. **Partners Report** – No Report

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

*A motion duly made by Dr. William Ursillo, seconded by Ms. Joan Magoolaghan and carried unanimously, the meeting was adjourned at 7:52 p.m.*