

**Cardinal McCloskey Charter School**

**Board of Trustees**

**Board Meeting Minutes**

**January 28, 2019**

1. The meeting was called to order by Mr. George Grace, Chairperson, at 6:09 p.m.
2. **Attendance** taken by Mr. Grace

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

**Excused:** Joan Magoolaghan and Dunica Charles

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

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

**Guests**: Margie Medina

1. **Sanctuary Community Meeting** was facilitated by Mr. George Grace
2. **Motion to approve the minutes of the December 17, 2018 Board Meeting** – Mr. George Grace noted that changes need to be made to the December 17th minutes and will be approved at the next meeting.
3. **Chair Report –** Mr. Grace stated the Ms. Jennifer Fedele is doing a great job and is very optimistic that the school will be ready to open in September.

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

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

**8.0 Actions Items**

* A motion to approve Joy DeVries as a member of the Executive Committee

*A motion to approve Joy DeVries as a member of the Executive Committee was made by Dr. William Ursillo, seconded by Phyllis Thorne and carried unanimously; the motion was approved and accepted*

* A motion to approve Peter Quinn as a member of the Fundraising Committee and Joy DeVries as a member of the Finance Committee

*A motion to approve Peter Quinn as a member of the Fundraising Committee and Joy DeVries as a member of the Finance Committee was made by George Grace, seconded by Phyllis Thorne and carried unanimously; the motion was approved and accepted*

**9.0 Reports**

**9.1 Executive Committee Report** - Mr. Grace provided the following highlights that were discussed at the Executive Committee meeting:

* The Memorandum of Understanding (MOU) – The Committee discussed how the changes to the MOU will not affect the tasks that need to be completed as far as the opening of the school.
* The recruitment of students and teachers
* Ms. Jennifer Fedele noted there are 55 applications and mentioned an Open House is being held on 1/27/19 to recruit more students. Site visits to the various CMCS Early Childhood Education programs have been set up to meet with parents and provide information about the Charter School and the lottery process.
* The Director of Curriculum has been hired and will be on board full-time on June 28, 2019. The candidate will be available to assist with tasks before then. He is experienced in the Preventing Academic Failure (PAF) curriculum. An Office Manager has also been hired who has previous experience working in charter schools.
* The Executive Committee needs to recruit another member. After a brief discussion, Ms. Joy DeVries was nominated.
* Ms. Fedele mentioned that the Charter School website is being updated

**9.2 Academic Committee Report** – Ms. Phyllis Thorne provided highlights of the Academic Committee meeting:

* Ms. Phyllis Burton is interested in working with the Charter School to train teachers and provide follow up training
* The Charter School will offer a benefits package similar to the one offered by CMCS, with the difference being that it will be made available beginning on the first day of employment.
* Wrap around services will be provided by CMCS during the first school year and evaluated by CMCS and the Charter School at the end of the first year of school.
* The academic calendar will follow the NYC DOE calendar with the exception of the beginning and ending school dates.
* Ms. Fedele will meet with Ms. Jill Sheehan and Ms. Stacy Winick in an effort to have the employee manual completed so that it will be available when hiring staff.
* Ms. Fedele provided feedback on the CMCS Ambassadors meeting. Student applications for the lottery will be sent to all CMCS agency programs to assist with the recruitment. The last day for the application submission is April 5th and the lottery is scheduled for April 10th at 6:00 p.m. Ms. Fedele noted the lottery selection will take place in the school gym. Ms. Beth Finnerty suggested it would be better if more staff assistance was available to speak with the parents. Mr. Quinn noted it would be great if some of the Board members attend the lottery. The Board also discussed giving books to the children at the Open House and at the lottery selection. Ms. Fedele will meet with Ms. Finnerty to discuss any assistance CMCS can provide.

**9.3 Sanctuary Sub-Committee Meeting** - Ms. Phyllis Thorne provided highlights of the Sanctuary Sub-Committee meeting and discussed the roles and responsibilities of the committee members.

* Ms. Thorne noted that moving forward the Sanctuary Sub-Committee will be meeting on a monthly basis
* All members of the Board, Faculty and Staff will receive Sanctuary training and follow-up refreshers as necessary. Ms. Ibet Hernandez, CMCS Admin. Director for Training, will assist with the trainings.
* The Committee discussed creating Sanctuary inspired classrooms. Ms. Finnerty and Ms. Fedele will meet to discuss this further.

**9.4 Finance Committee Report** - Mr. Peter Quinn provided a breakdown of the financial statement that was distributed to the Board.

* Mr. Quinn, Ms. Fedele and Mr. Edrick Brown provided feedback from their meeting with CSBM. They discussed what funds have been spent, what needs to be spent and making sure the funds are allocated properly. In the future more detailed information will be provided in the financial report. Another meeting with CSBM is scheduled for next Monday (2/4/10) to discuss the year one budget.
* The Board discussed Charter School donations by Board members
* Ms. Fedele noted that the medical benefits package is almost complete. Currently waiting for information from Ms. Lydia Goldson to complete the transaction. Ms. Finnerty asked Ms. Monroe to assist Ms. Fedele.
* An email was received from CSP regarding non-reimbursable expenses. Mr. Quinn noted he is working on this and should be resolved by February 14, 2019.
* The 501c3 and the tax EIN have been received

**9.5 Principal’s Report**

* The date for the Sanctuary training was discussed. It was decided the training will be held at 529 Courtlandt Avenue on April 9th as the 1st choice or April 4th as the 2nd choice. It will be a full-day training session. More information will be provided at a later date.
* Ms. Fedele provided a summary from E-Rate Central consultants that the Charter School will be utilizing. The Board discussed how their services would benefit the Charter School.
* Ms. Fedele and Dr. Gershen-Lowy will meet with Councilman Ritchie Torres to discuss discretionary money. Ms. Joy DeVries also suggested meeting with other Bronx councilmen to assist in receiving equipment and materials for children.
* Open House to recruit students has been scheduled for January 29th and March 20th
* Ms. Fedele will be participating at a Charter School Job Fair on February 9th
* Work is being done to have the policies and manuals completed by June 30, 2019
* The next Board meeting will be held at the school and a walk-through of the facility will be conducted.

**9.6 Fundraising Committee Report –** Ms. Joy DeVries discussed the following items:

* Ms. DeVries and Ms. Thorne participated in a conference call with the CMCS Development Team. CMCS has been assisting the Charter School by sending out introduction letters to various corporations and foundations. The Charter School Fundraising Committee and CMCS Development Team will continue to work together in their joint fundraising efforts.
* Researching into corporations and foundations that offer corporate money that particularly pertain to charter schools
* Researching into public money through Bronx Borough President and Councilmen
* Ms. DeVries discussed writing grants which can be submitted by Ms. Fedele
* Ms. DeVries discussed obtaining donations from individual contributors and hosting fundraising events

**9.5 Partner’s Report** – Dr. Ursillo and Ms. Finnerty discussed the need to amend the Memorandum of Understanding (MOU). Ms. Finnerty, Mr. Grace and Ms. Thorne will meet with the CMCS attorney to review areas of the MOU that should be modified and come up with an agreement that will be beneficial to both parties. Mr. Grace and Ms. Thorne will report back to the full Charter School Board to review and provide their feedback. The Board members have agreed there is a need for the revisions but further discussions need to be held at a later date. Once an agreement has been met the document will be forwarded to the Charter School Institute (CSI) for their approval.

**10.0 Discussion** – Items were discussed in the above reports.

1. **Public Participation** – Public Participation was made available to the public
2. **Next Steps** – Next steps were discussed in the above reports.
3. **Adjournment**

*A motion duly made by George Grace, seconded by Dr. William Ursillo and carried unanimously, the meeting was adjourned at 7:50 p.m.*