

**Cardinal McCloskey Charter School**

**Board of Trustees**

**Board Meeting Minutes**

**November 12, 2019**

1. The meeting was called to order by Mr. George Grace, Chairperson, at 6:13 p.m.
2. **Attendance** taken by Mr. Grace

**Present:** George Grace, Dr. William Ursillo, Dr. Reva Gershen-Lowy, Phyllis Thorne, Joan Magoolaghan and Joy DeVries

**Teleconference:** Peter Quinn, Jim McCarthy and Dunica Charles

**Excused:** N/A

**Charter School Staff:** Jennifer Fedele

**CMCS Partners**: Christine Monroe and Kamlesh Singh

**Guests**: Ralph Rossi, Barbara Acenowr and Margie Medina

1. **Sanctuary Community Meeting** was facilitated by Ms. Phyllis Thorne
2. **Motion to approve the minutes of the October 15, 2019 Board Meeting**

*A motion to approve the minutes of the October 15, 2019 Board Meeting was made by Phyllis Thorne, seconded by Joy DeVries; Joan Magoolaghan abstained, the motion was approved and accepted.*

**5.0 Chair Report –**

* **Mr. Ralph Rossi, attorney from SUNY, joined the meeting to discuss the Charter School’s adherence to the original application and the consolidation of financial statements with CMCS.**
* Mr. Rossi discussed the consolidation and sharing of the financial statement between the Charter School and CMCS. The discussion continued on the advantages it would be if both parties exchanged quarterly statements.
* Mr. Rossi asked about the number of foster care children in the school and the other category of children enrolled. Dr. William Ursillo explained the other category are children from preventive services who reside with their parents and who are at risk of being in foster care and receive services from CMCS. Dr. Ursillo also stated we weren’t allowed to ask if a child is in foster care on the enrollment application. Ms. Fedele noted the number of foster care children in the school has yet to be determined. Dr. Ursillo discussed the need to provide services to all children who attend the Charter School and would benefit from the services that CMCS could provide to the school. Mr. Rossi suggests there be an optional section on the application where parents can voluntarily provide pertinent information regarding their child. Mr. Rossi also suggested Ms. Fedele review the SUNY website for additional resources. Mr. Rossi told the Board he could provide guidance on how to handle the requirements of the MOU but would leave the final decision to the Charter School and CMCS.
* **Review Growth for Success Plan** – Ms. Phyllis Thorne noted the Academic Committee discussed the following next steps in the Growth for Success Plan.
* Ms. Fedele will write up a plan to incorporate CMCS in the plan.
* CMCS staff should be more visible to children and staff
* Dr. Reva Gershen-Lowy reviewed areas in the Charter School application and what CMCS is responsible for. It was noted that CMCS is responsible for performing the evaluations for all students. The Board continued to discuss how to implement the assessments and evaluations. Mr. Jim McCarthy noted the application was created by CMCS to help certain groups of children learn and in the future an amendment to the Charter can be included to specifically include foster children. Dr. Gershen-Lowy suggested that Ms. Fedele provide the Board with the percentage of foster care children who are enrolled in the school and also report on the current enrollment. Ms. Fedele agreed.
* The Academic Committee will continue to work on the Growth for Success Plan and report back to the Board
* **Review Volunteer Handbook and Policy** – Ms. Magoolaghan presented the Volunteer Handbook and the Volunteer Policy to the Board to review and make a motion to approve. The Board voted to approve the Volunteer Handbook and will review the Volunteer Policy at a later date. Ms. Joy DeVries noted there is an organization that will come to the school and train volunteers for a small fee. More information will be presented at a later date. Also the Hilton organization wants to partner with the school to provide volunteers at school events and functions. Ms. DeVries can reach out to them and provide them with our volunteer policy and see if they’re interested.

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

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

**8.0 Actions Items –**

**8.1 A motion to approve Reva Gershen Lowy as Secretary** – The Board will present the motion at the next meeting.

**8.2 A motion to approve the Lease Agreement** – The Board reviewed the terms of the lease agreement extension and agreed to present it at the next meeting.

**8.2 A motion to approve the Volunteer Handbook and Volunteer Policy** - The Board voted to approve the Volunteer Handbook and will review the Volunteer Policy at a later date.

*A motion to approve the Volunteer Handbook was made by Phyllis Thorne, seconded by Joy DeVries and carried unanimously, the motion was approved and accepted.*

**9.0 Discussion** – Covered in the Chair Report

**10.0 Reports**

**10.1 Partner’s Report –** No report

**10.2 Executive Committee Report** - The Executive Committee Report was discussed in the Chair Report.

**10.3 Academic/Sanctuary Committee Report** – The Academic/Sanctuary Report was discussed in the Chair Report.

**10.4 Finance Committee Report** - Mr. Peter Quinn reviewed the Q1 Financial Statement and provided the following highlights:

* Mr. Quinn discussed the importance of executing the lease as it will significantly impact the revenue and enhancements to the school
* Mr. Quinn discussed student enrollment and how it affects the budget. There are currently 139 children enrolled.
* Mr. Quinn noted we are filing for an extension for the Form 990
* The Walton Foundation Grant will be discussed at the next Finance Committee meeting

**10.5 Fundraising Committee Report** – Ms. DeVries provided the following highlights:

* Ms. DeVries is trying to set up a meeting with Bruce and his group, who would be able to assist with providing contacts for fundraising needs and grant writers. Mr. Grace would like to attend meeting.
* Ms. Fedele has been in contact with the City Council representative for the area in hopes of applying for a $25,000 grant for next year.
* A school trip has been planned for the students to attend a performance at the New Victory Theater located near 42nd Street and Broadway.
* The Aquinas Chorus and Band will perform an assembly for the children
* Puppet shows have been arranged for the children

**10.6** **Principal’s Report** – Ms. Fedele updated the Board on the following items:

* There are currently nine children on the 1st grade waiting list and applications are being receiving next year. Mr. McCarthy mentioned not to overload one grade with students and try to keep a balance between grades to avoid issues in the following years.
* An Open House is scheduled for November 19th for enrollment for the current year students and for next year’s lottery
* Parent/Teacher conferences are scheduled for November 13th and 14th in the afternoon and evening
* The students will perform a Winter Concert scheduled for December 17th
* Parents have been volunteering in the school and are always accompanied by staff
* NWEA testing has not been completed yet but should be finished by the end of November. Mr. McCarthy asked Ms. Fedele to provide the outcome of the testing to the Board.

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

*A motion duly made by Dr. Reva Gershen-Lowy, seconded by Joy DeVries and carried unanimously, the meeting was adjourned at 7:18 p.m.*