

**Cardinal McCloskey Charter School**

**Board of Trustees**

**Board Meeting Minutes**

**December 3, 2019**

1. The meeting was called to order by Mr. George Grace, Chairperson, at 6:04 p.m.
2. **Attendance** taken by Mr. Grace

**Present:** George Grace, Dr. William Ursillo, Dr. Reva Gershen-Lowy, Joan Magoolaghan, Peter Quinn, Jim McCarthy and Joy DeVries

**Teleconference:** Phyllis Thorne and Dunica Charles

**Excused:** N/A

**Charter School Staff:** Jennifer Fedele

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

**Guests**: Margie Medina

1. **Sanctuary Community Meeting** was facilitated by Ms. Jennifer Fedele
2. **Motion to approve the minutes of the November 12, 2019 Board Meeting**

*A motion to approve the minutes of the November 12, 2019 Board Meeting was made by Joan Magoolaghan, seconded by Joy DeVries, the motion was approved and accepted.*

**5.0 Chair Report –** Mr. George Grace discussed the following items:

* **School Performance** - The Executive Committee discussed School Performance which includes evaluations, the education process and reviewing metrics. Mr. Grace noted that evaluations for Ms. Jennifer Fedele and Mr. Edrick Brown need to be completed. Ms. Magoolaghan asked Mr. Jim McCarthy if he knew what materials and evaluation forms other charter school boards used. Mr. McCarthy and the Board discussed the evaluation process and academic performance reporting that could be developed and utilized for the school.
* Mr. Grace stated there needs to be more Board committee participants and a succession plan in place. The Board discussed adding advisory committee members to the Fundraising and Academic/Sanctuary Committees. They discussed the importance of having people with strong educational backgrounds (principals and teachers) added to the Academic Committee. Mr. McCarthy noted that advisory committee members can join the Board when there are open positions. The Board discussed the huge commitment being on the Board involves. Dr. William Ursillo suggests setting up meetings at various sites and open the meeting to the public. It was agreed by the Board that the January 7th meeting will take place at the school, at G.E. Grace & Company’s offices at 232 Madison Avenue, Suite 1202, New York, NY 10016 and 115 East Stevens Avenue, LL5, Valhalla, NY.
* Mr. Grace noted changes were made to the lease agreement. Mr. Grace provided copies of the lease agreement which highlighted the changes that were made. The Board discussed the changes and a motion was made to approve the new lease agreement.

**6.0 Principal’s Report** -Ms. Fedele updated the Board on the following items:

* Recruitment for a special education teacher is on-going
* There are currently 142 students enrolled
* The first Open House was very successful. The Board discussed the class structure for next year. Ms. Fedele stated there will be two second grade classes, four first grade classes and 3 kindergarten classes.
* Volunteers will be assisting with the Winter Concert on December 12th
* A meeting facilitated by CMCS with the Simon Foundation has been postponed until January 7th or 8th. Ms. DeVries asked if the grant was for the Charter School or for CMCS. Dr. Ursillo noted an application has not been completed yet and Ms. Laura Silberstein, CMCS Grants Manager, will have more information.
* A Holiday Party for staff is being scheduled on the fourth floor of the school
* Ms. Phyllis Thorne will meet with teachers on January 15th for PAF Training
* Dates for the upcoming Open Houses will be emailed to the Board
* Parent/Teacher Conferences will be conducted later in December
* The lottery selection will be held in April 2020
* Dental and eye screening were held at the school and was a big success

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

**8.0** **Actions Items –**

**8.1 A motion to approve the Lease Agreement**

*A motion to approve the Lease Agreement was made by Peter Quinn, seconded by Dr. Reva*

*Gershen-Lowy and carried unanimously, the motion was approved and accepted.*

**8.2 A motion to approve the Volunteer Policy –** The Executive Committee reviewed and recommended the approval of the Volunteer Policy

*A motion to approve the Volunteer Policy was made by Joan Magoolaghan, seconded by Joy DeVries*

*and carried unanimously, the motion was approved and accepted.*

**8.3 A motion to approve Dr. Reva Gershen Lowy as Secretary –** Ms. Dunica Charles resigned her position as Secretary of the Board. The Board made a motion to approve Dr. Reva Gershen-Lowy as the new Board Secretary.

*A motion to approve Dr. Reva Gershen-Lowy as Board Secretary was made by Joan Magoolaghan, seconded by Joy DeVries and carried unanimously, the motion was approved and accepted.*

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

**10.0 Action Item Following Executive Summary – N/A**

**11.0 Reports**

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

**11.2 Academic/Sanctuary Committee Report** – Ms. Phyllis Thorne provided the following items highlights:

* The Growth for Success Plan – Dr. Gershen-Lowy provided documentation from the Charter School application for the Committee to review. It was agreed that Ms. Fedele will write up a plan to incorporate CMCS’s responsibilities in the Growth for Success Plan and CMCS staff will be available to work with the school. Dr. Gershen-Lowy noted that the Academic Committee works very well together and have taken a lot of time to implement this plan.

**11.3 Finance Committee Report** - Mr. Peter Quinn stated a meeting was not held but provided the following highlights:

* Mr. Quinn noted we have filed for an extension for the Form 990
* The approval of the lease agreement was crucial for the reimbursement rate
* The Board discussed the importance of having all documents relating to the Charter School in one place and they should be made available in a binder for access when needed. Mr. Grace stated binders have been created.
* Mr. Quinn stated the preliminary report should be ready for the January meeting and the quarterly report will be available at the February meeting

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

* The school is currently hosting a fundraiser selling chocolate candy bars. The school will receive 50% of the profit.
* Applying for the Target Grant which will be used to cover the Apple Picking Trip
* Currently researching for upcoming grants and also looking into public grants. Ms. DeVries suggested that City Council and area representatives be invited to the Winter Concert so they can see the progress made by the school so far.
* In addition to assistance from Ms. Silberstein at CMCS, Dr. Ursillo suggested she should also reach out to Ms. Shiemicka Banner, CMCS VP of Philanthropy

**11.5** **Partner’s Report –** A copy of the Partner’s Report from Ms. Beth Finnerty was distributed to the Board. The following highlight was mentioned:

* The Board noted that CMCS is actively researching a number of foundations that are interested in the Charter School

**12.0 Public Participation** – Public Participation was made available to the public.

**13.0 Next Steps**

**14.0 Adjournment**

*A motion duly made by Dr. Reva Gershen-Lowy, seconded by Joy DeVries and carried unanimously, the meeting was adjourned at 6:55 p.m.*