

**Cardinal McCloskey Charter School**

**Board of Trustees**

**Board Meeting Minutes**

**May 7, 2019**

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, Joan Magoolaghan, Joy DeVries and Dunica Charles

**Teleconference:** Peter Quinn

**Excused:** Phyllis Thorne

**Charter School Staff:** Jennifer Fedele

**CMCS Partners**: Beth Finnerty, Christine Monroe and Kamlesh Singh

**Guests**: Jim McCarthy, Heather Blumberg and Margie Medina

1. **Sanctuary Community Meeting** was facilitated by Mr. Grace. Mr. Grace provided a brief summary of the Sanctuary model and principles. All Board members, Charter School staff, students and parents will be trained in the Sanctuary model.
2. **Motion to approve the minutes of the March 18, 2019 Board Meeting**

*A motion to approve the minutes of the March 18, 2019 Board Meeting was made by Joan Magoolaghan, seconded by Joy DeVries and carried unanimously, the motion was approved and accepted.*

1. **Chair Report –** Mr. Grace asked Mr. Peter Quinn and Ms. Heather Blumberg, CSBM Consultant, provided a summary of the School Year One Budget. Mr. Quinn reviewed with the Board a draft of the budget and discussed in detail the expenditures and revenue used to complete the budget. Ms. Blumberg stated the revenue is based on student enrollment. The per pupil allocation is $16,145. Additional revenue includes funds for students receiving SPED services, lease assistance, per pupil supplement, FAMIS funds, and DYCD funds. The Year One Budget also includes the remaining CSP funds. Mr. Quinn discussed the Walton Foundation Grant and how it will be utilized. The Board approved the 2019/2020 School Year Budget. They also agreed to review the School Year One Budget in October 2019 and an amendment can be completed if any revisions are necessary.

**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 the 2019/2020 School Year Budget**

*A motion to approve the 2019/2020 School Year Budget was made by Joan Magoolaghan, seconded by Joy DeVries and carried unanimously, the motion was approved and accepted.*

**8.2 A motion to approve Dr. Reva Gershen-Lowy as an affiliated Board member**

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

**8.3 A motion to approve Terms for Board members** – Mr. Grace discussed the dates the terms expire for the Board members. Extending the terms for Mr. Grace, Mr. Quinn and Dr. Ursillo will be discussed at the June Board meeting.

*A motion to approve to approve terms for Board members was made by Joan Magoolaghan, seconded by Joy DeVries and carried unanimously, the motion was approved and accepted.*

**8.4 A motion to approve the following policies –** The Board reviewed the student policies listed below.

* Family Education Rights and Privacy Act Policy (“FERPA”)
* FOIL Policy
* School Wellness Policy
* Sexual Harassment Policy;
* Complaints/Grievance Policy (in English and Spanish) Staff
* Complaints/Grievance Policy (in English and Spanish) Parents
* Medication Policy
* Dignity for All Students Policy

*A motion to approve the above policies was made by Joan Magoolaghan, seconded by Joy DeVries and carried unanimously, the motion was approved and accepted.*

**8.5 A motion to approve free lunch for all students** – Mr. Quinn noted that lunch will be covered by the NYC Department of Education.

*A motion to approve free lunch for all students was made by Joan Magoolaghan, seconded by Joy DeVries and carried unanimously, the motion was approved and accepted.*

**8.6 A motion to approve the contract with Little Birds for staff benefits** – The Board reviewed the different options for the employee benefits for the Charter School staff and decided Little Bird meets their needs.

*A motion to approve the contract with Little Birds for staff benefits was made by Joy DeVries, seconded by Joan Magoolaghan and carried unanimously, the motion was approved and accepted.*

**8.7** **To approve construction scope and budget -** The Board discussed the construction scope and budget for the school. The Board decided the motion will be put on hold and will be discussed further at the next Board meeting.

**8.8 To approve the School Year calendar**

*A motion to approve the School Year calendar was made by Joan Magoolaghan, seconded by William Ursillo and carried unanimously, the motion was approved and accepted.*

**9.0 Discussion** – The following items were discussed in the Chair and Committee Reports

**9.1** Update on Student Enrollment – Ms. Fedele noted that currently there are 61 kindergarten children and 55 first graders enrolled. The waiting list has 67 kindergarten children and two first grade children. Ms. Fedele discussed with the Board the possibility of having four kindergarten classes. The Board discussed the pros and cons of this option. They also discussed the student’s uniforms and what apparel they will need.

**9.2** Update on Teacher Recruitment - Ms. Fedele noted that teacher and staff recruitment is ongoing. Currently no Special Ed teachers have been hired. They are in the process of interviewing an Art Teacher and discussed the possibly of utilizing part-time staff. The Board discussed various options for recruiting staff and whether the budget can be adjusted to increase salaries for various teaching positions.

**9.3** Update on Handbooks, outstanding policies - Ms. Magoolaghan is in the process of reviewing the outstanding policies and will forward to the Board once complete.

**10.0 Reports**

**10.1 Partner’s Report -** Ms. Finnerty provided some highlights and points of interest from CMCS.

* CMCS is currently at the end of their Five Year Strategic Plan and will bring the next Five Year Plan to the June CMCS Board meeting for approval.
* The Walkathon, Wine Tasting and the Bronx Zoo trip are a few of the upcoming CMCS events.
* CMCS is currently in the process of applying for Council on Accreditation (COA)
* With the addition of Mr. McCarthy and Dr. Gershen-Lowy, the Charter School Board will need a quorum of five members
* CMCS staff is ready to assist with the assessment of the Education Plan for the Charter School

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

* Discussed the policies and procedures that need to be completed
* Discussed the timeline on when various tasks will be completed

**10.3 Academic Committee Report** – Dr. Ursillo provided the following highlights from the Academic Committee Meeting:

* Hiring of teachers
* School Curriculum
* Sanctuary Training – CMCS employee, Ibet Hernandez, will assist Ms. Fedele in the layout of the classroom for the Sanctuary model

**10.4 Finance Committee Report** - Mr. Peter Quinn stated there were no major changes since the last report that was reviewed. The Committee discussed the School Year One Budget.

**10.5 Sanctuary Sub-Committee Meeting** – Dr. Ursillo noted that CMCS employee, Ibet Hernandez, will assist Ms. Fedele in the layout of the classroom for the Sanctuary model. Ms. Magoolaghan suggested, and it was agreed by the Board, that an executive summary on the Sanctuary model be given to all prospective candidates at the point of interview.

**10.6 Fundraising Committee Report –** Ms. DeVries met with Ms. Fedele and Ms. Laura Silberstein (CMCS Grants Manager) and discussed working together to look for places that will donate to the school that will supplement the budget. Ms. DeVries suggested that a wish list be created on what the fundraising monies could cover, e.g. field trips and extra- curricular activities. Ms. DeVries also noted there are specific grants available for specific activities.

**10.7** **Principal’s Report** – Ms. Fedele noted that all items were previously discussed.

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 Joan Magoolaghan, seconded by Peter Quinn and carried unanimously, the meeting was adjourned at 7:40 p.m.*