

**Cardinal McCloskey Charter School**

**Board of Trustees**

**Board Meeting Minutes**

**March 18, 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, Peter Quinn, Phyllis Thorne, Joan Magoolaghan,

**Teleconference:** Dunica Charles and Joy DeVries

**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 February 25, 2019 Board Meeting**

*A motion to approve the minutes of the February 25, 2019 Board Meeting was made by Ms. Phyllis Thorne, seconded by George Grace and carried unanimously, the motion was approved and accepted.*

1. **Chair Report –** Mr. George Grace asked Mr. Edrick Browne to provide the Board with an update on

the construction and furniture procurements for the school.

* Mr. Browne stated he has received two bids and is still waiting on the third bid for the construction. Mr. Browne mentioned that the construction procurement process is on time.
* Currently Mr. Browne has received one bid for the furniture procurement and is waiting for two more bids. Ms. Beth Finnerty mentioned that the furniture design should integrate the Sanctuary model in the classroom setting. Ms. Jennifer Fedele and Mr. Browne are reaching out to vendors and will also contact other schools for their recommendations. The Board discussed the various types of furniture that will be needed for the classrooms. Dr. Reva Gershen Lowy suggested that Mr. Browne contact Mr. Mitch Bonder from Kaplan School Supply and request a bid from him. Ms. Finnerty also noted that Mr. Jerry Vassar has extensive knowledge with arranging and setting up the Sanctuary model in classrooms. Once Mr. Browne has received the documents for the procurement he will forward them to Mr. Grace.
* Mr. Grace is looking into whether there was any overlap of the insurance for the school between CMCS and the Charter School during the past year. More information will be provided before the next board meeting.
* Thompson and Bender are no longer responsible for the Charter School Facebook account.
* CMCS has approved for Charter School banners to be placed at CMCS facilities
* Dr. Ursillo informed the Board that he is working with Ms. Fedele and Ms. Audrey Erazo, CMCS Sr. VP of Children’s Services, on reviewing what staff will be needed for the first year of service. Dr. Ursillo also noted that the 150 students enrolled in the school will need to be assessed by clinicians before the school opens. The Board and CMCS Partners agreed that until the appropriate staff has been hired, CMCS staff will assist with this task.
* Ms. Joan Magoolaghan stated the Policies and Procedures were reviewed at the Executive Committee and will be approved at the next Board meeting.
* Dr. Gershen Lowy reminded the Board that the agenda and all documents pertaining to the Board meetings should be uploaded in Boardpaq and on the website at least 72 hours before the scheduled meeting
* The Board discussed and approved moving the Board meetings to the first Tuesday of each month starting in May 2019.

**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 Mr. James McCarthy as a member of the Charter School Board**

*A motion to approve Mr. James McCarthy as a member of the Charter School Board was made by Joan Magoolaghan, seconded by George Grace and carried unanimously, the motion was approved and accepted.*

**8.2 A motion to approve moving the Board meetings to the first Tuesday of every month beginning in May 2019**

*A motion to approve moving the Board meetings to the first Tuesday of every month beginning in May 2019 was made by Joan Magoolaghan, seconded by Phyllis Thorne 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 Enrollment

**9.2** Update on Recruiting

**9.3** Update on Wrap-around Services

**9.4** Update on Policies and Procedures

**9.5** Beth Finnerty to introduce James McCarthy and Dr. Reva Gershen Lowy

**10.0 Reports**

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

* Copies of board policies are being reviewed and edited by Ms. Magoolaghan.
* Mr. Grace noted that the medical benefits package for staff is almost complete.
* The Executive Committee agreed to discuss possible changes to the Memorandum of Understanding (MOU) with Cardinal McCloskey Community Services and that CMCS would support the Charter Schools fund raising efforts. The Board also discussed reviewing the final draft and determining whether the cost of hiring a lawyer to represent the school is in the budget. Further discussion will take place at a future meeting.
* Mr. Grace provided documentation for the Board to review the CMCCS Build Out Plan. The Board discussed their lease options on expanding space at Aquinas as the Charter School grows. One option is to discuss with Aquinas about expanding space and extending the lease for a longer time period or begin looking for alternate space.

**10.2 Academic Committee Report** – Ms. Thorne provided the following highlights from the Academic Committee Meeting:

* Engage New York and Preventing Academic Failure (PAF) have been accepted as the curriculum for the school. PAF is a program designed to preventacademicfailure in children with learning disabilities. Ms. Phyllis Burton has agreed to personally train the teachers on PAF.
* Ms. Fedele has purchased one copy of each of the supplies needed for kindergarten – not first grade.
* Currently reviewing two employee manuals; one from CMCS and a template from Mr. James Stoval (Little Bird)
* Dr. Gershen-Lowy suggested that Ms. Fedele utilize the NYC Charter Group website as an additional resource for the employee manual
* Training in Sanctuary and PAF will take place two weeks prior to the opening of the school. Ms. Fedele explained how Sanctuary will be infused in the curriculum.

**10.3 Sanctuary Sub-Committee Meeting** – No report

**10.4 Finance Committee Report** - Mr. Peter Quinn provided a breakdown of the February 2019 financial statement and minutes from the February 21st Finance Committee Meeting. There were no major changes since the January 2019 report.

* The Year One Budget is currently in process and should be ready for the Board to review at the April Board meeting. The Board will provide their feedback and the budget should then be ready for approval at the May Board meeting. Copies of the budget can be sent to the Board to review before the next meeting. Mr. Quinn discussed the various items already included in the budget and how the budget is allocated.
* Mr. Quinn noted the reimbursement to CMCS for advanced funds will be paid in full by June

**10.5 Fundraising Committee Report –** Ms. Joy DeVries and Mr. Browne have been working together to search for grants and other various fundraising ideas and opportunities.

* The Board discussed trips, extra-curricular activities and after school programs that would enhance a regular school day and what fundraising could be done to cover the additional costs.

**10.6** **Principal’s Report**

* An Open House to recruit students has been scheduled for March 27th. There are currently 239 enrollment applications; 86 first grade applications and 153 kindergarten applications. Applications are still being submitted by ECED and Foster Care. The Board discussed having CMCS Ambassadors attend the lottery to provide assistance to parents.
* The next CMCS Charter School Ambassadors meeting will be held on Friday, March 22nd. Dr. William Ursillo noted that an update on student outreach should be on the agenda.
* Ms. Fedele is scheduling three days for staff candidate interviews on March 22nd, 23rd and 25th. Resumes will be reviewed, phone calls to screen the candidates, and then appointments made for an in-depth interview.
* A Carnival has been scheduled for Thursday, March 21st from 2pm-6pm at Aquinas. Information has been posted on Facebook and Twitter. Local police have also been informed.
* The second Sanctuary Training for the Board has been scheduled for Tuesday, April 9th. The training will be held at 529 Courtlandt Avenue and Ms. Ibet Hernandez will be the facilitator.
* The Board discussed the various options for uniforms for the students. Ms. Fedele will provide samples and cost for the Board to consider. Ms. Finnerty noted that she can explore into getting a donor to cover the cost of the uniform or arrange a fundraiser where donations could be utilized to assist with purchasing uniforms for the students.

**10.7 Partner’s Report**

* Ms. Finnerty provided highlights of the recent CMCS Board Retreat. She expressed how important the Charter School is to CMCS and to the CMCS Board. The CMCS Board wants to develop a close relationship with the school and be kept up-to-date on the school’s progress. Ms. Finnerty suggested once the school opens the CMCS Board be invited to visit the school.
* Ms. Finnerty also suggested the Charter School Board attend the various CMCS events (e.g. Walkathon, Wine Tasting, St. Patrick’s Day Parade.) The Charter School students and families could take part in CMCS’s annual trip to the Bronx Zoo usually held at the end of June. Mr. Grace and the Board were very enthusiastic about this partnership.
* Ms. Finnerty provided detailed information on two new prospective members to be added to the Charter School Board. Ms. Finnerty reviewed Mr. McCarthy’s resume with the Board remarking he would be a great asset to the Board. Mr. McCarthy would be an unaffiliated Board member. The Board made a motion to add Mr. McCarthy to the Charter School Board.
* Ms. Finnerty also provided a bio for Dr. Reva Gershen-Lowy to be added to the Charter School Board as an affiliated member. Dr. Gershen-Lowy has been the Lead Applicant on the Charter School application and has extensive experience in the education field. Dr. Gershen-Lowy will be approved at the next Board meeting.

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 Dr. William Ursillo and carried unanimously, the meeting was adjourned at 7:36 p.m.*