

**Cardinal McCloskey Charter School**

**Board of Trustees**

 **Board Meeting Minutes**

**May 5, 2020**

1. The meeting was called to order by Mr. George Grace, Chairperson, at 6:03 p.m.
2. **Attendance** taken by Mr. George Grace

**Video-Conference:** George Grace, Dr. William Ursillo, Dr. Reva Gershen-Lowy, Phyllis Thorne, Jim McCarthy, Joan Magoolaghan, Peter Quinn, Joy DeVries and Dunica Charles

 **Charter School Staff:** Jennifer Fedele, Grace Bendick, Allyn Thompson and Edrick Browne

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

 **Guests**: Margie Medina

1. **Sanctuary Community Meeting** was facilitated by Ms. Phyllis Thorne
2. **Motion to approve the minutes of the April 7, 2020 Board Meeting**

*A motion to approve the minutes of the April 7, 2020 Board Meeting was made by Ms. Joy DeVries, seconded by Phyllis Thorne, the motion was approved and accepted.*

1. **Chair Report –** Mr. George Grace thanked everyone for attending and discussed how the pandemic is affecting the city and the impact it has on the students and their families. The Board members reviewed how the school personnel is providing remote teaching and support to the families and how this will influence lives moving forward.

Mr. Grace reiterated the importance of recruiting additional advisory members for the committees and hopes to accomplish this by August. This will be discussed further at the next Board meeting. The meeting was turned over to Ms. Jennifer Fedele to present the Principal’s Report.

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

* Recruitment for staff for the next school year is ongoing. Interviews are conducted via Zoom.
* The Lottery selection went very well. Offer letters have been sent out to selected families. Currently 85 students are in the process of registering and still awaiting more responses. Staff are following up.
* There are approximately 95 students on the wait list
* Special needs students are getting all services on a 1-1 daily basis with their teachers
* A four-day Sanctuary Training has been planned for staff. The training will be conducted by Ibet Hernandez, CMCS Administrative Director, and Phyllis Thorne.
* Ms. Fedele is in contact with the Charter School Institute (CSI) two times a week to keep them updated and ask for assistance if needed
* Mr. Browne informed the Board of his interaction with Mark, the representative for Aquinas High School, in regard to obtaining additional space. Mr. Edrick Browne discussed the building renovations that will increase space for the school and noted that any budget cuts should not affect the build out.
* Mr. Browne informed the Board that classroom technology and furniture is in the process of being ordered for the next school year.
* Ms. Fedele noted remote teaching is in place and also stated that the teachers and social workers are in contact with families to offer assistance if needed.
* Teaching models for in-school and remote teaching are almost complete and should be ready within the week. The Board discussed preparing for the re-opening of the school for the next school year and curriculum will be in place for either model.
* Received ipad minis from Councilman Ritchie Torres that were distributed to families
* Ms. Fedele discussed that plans are in place for sanitizing the building and the budget will be adjusted to accommodate this.
* Virtual non-academic socialization, music, art and gym are built-in to the daily activities
* Ms. Fedele noted that the school received an anonymous $30,000 donation to be used for technology.
* Ms. Fedele and Dr. Reva Gershen-Lowy informed the Board about an application for a $20,000 grant from the Walton Foundation for COVID 19. It’s an easy application and should be completed shortly.
* A weekly newsletter is sent out to the families that provides information and resources if they need assistance. A link to order the student’s uniforms has been listed on the Charter School website that will enable parents to order online.
* An anonymous donor made a generous donation by providing gift cards to each of the students and their families

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

**8.0** **Motions** – N/A

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

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

**11.0 Reports**

**11.1 Executive Committee Report** – N/A

**11.2 Academic/Sanctuary Committee Report** – Ms. Thorne stated that all information discussed at the Academic/Sanctuary Committee meeting was basically covered in the Principal’s Report. The weekly Academic/Sanctuary Committee for tomorrow (5/7) has been canceled.

 Ms. Thorne discussed how important the Sanctuary model will be when the students return to school and how it can be used to support families who are facing trauma and challenging times.

**11.3 Finance Committee Report** – Mr. Peter Quinn provided the March 31, 2020 financial reports for the Board’s review and presented the following highlights:

* The due date to submit the 990 Form is now July 15, 2020.
* Ms. Fedele and Dr. Reva Gershen-Lowy will be working on revising the Walton Foundation grant. More details will be provided at the next meeting.
* The lease enhancement money has been received
* The Vanguard Retirement Plan for staff has been finalized
* Walton Foundation Grant money has been drawn down and needs to be spent within this fiscal year. The balance is approximately $117,000. Dr. Gershen-Lowy asked Mr. Quinn to provide a comparison of the funds not spent and a detailed list of the funds that have been disbursed to date in order to determine how to utilize the funds. Mr. Quinn will email the information to Dr. Gershen-Lowy with an analysis of the budget and the amended grant for their review. A meeting will be arranged for Mr. Quinn, Dr. Gershen-Lowy and Ms. Fedele to discuss further.
* Mr. Quinn noted an escrow account has been set up in the amount of $25,000 that will be utilized in case the school fails. Each year $25,000 will be deposited into the account. This account will be controlled by the Board.
* The next Finance Committee meeting is scheduled for Tuesday, May 26th

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

* The $15,000 Simon Foundation Grant will be used to purchase smart boards or tablets for the Charter School. We expect to hear a response shortly.
* Ms. DeVries is currently searching for grants that will cover expenses for COVID 19

**11.5** **Partner’s Report –** Dr. William Ursillo noted that the CMCS Strategies Counselors are available to the Charter School students and families to assist and provide services if necessary. Dr. Ursillo also noted what a wonderful job Ms. Thorne is doing with the Academic/Sanctuary Committee meetings.

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

**13.0 Action Items –** N/A

**14.0 Adjournment**

*A motion duly made by Jim McCarthy, seconded by Phyllis Thorne and carried unanimously, the meeting was adjourned at 7:33 p.m.*