

**Cardinal McCloskey Charter School**

**Board of Trustees**

**Board Meeting Minutes**

**August 11, 2020**

1. The meeting was called to order by Mr. George Grace, Chairperson, at 6:05 p.m.
2. **Attendance** taken by Mr. George Grace

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

**Excused:** Phyllis Thorne

**Charter School Staff:** Jennifer Fedele, Edrick Browne, Desiree Grand and Allyn Thompson

**CMCS Partners**: N/A

**Guests**: Margie Medina

1. **Sanctuary Community Meeting** was facilitated by Mr. George Grace
2. **Motion to approve the July 7, 2020 Board Meeting agenda**

*A motion to approve the July 7, 2020 Board Meeting agenda was made by Dr. William Ursillo, seconded by Dr. Reva Gershen-Lowy, the motion was approved and accepted*

1. **Motion to approve the minutes of the July 7, 2020 Board Meeting**

*A motion to approve the minutes of the July 7, 2020 Board Meeting was made by Joy DeVries, seconded by Joan Magoolaghan, the motion was approved and accepted.*

1. **Chair Report –** Mr. George Grace thanked everyone for attending and noted the following items will

be discussed at this evening’s meeting.

* Reopening the school in September
* Welcome Desiree Grand as the new Director of Operations
* School policies are individually accessible on the Charter School website
* Ms. Fedele stated she has been submitting required documents to SUNY. All documents need to be uploaded by Friday, August 14, 2020.
* Discussion with Aquinas High School

1. **Previous Meeting Action Items – N/A**
2. **Principal’s Report** -Ms. Fedele updated the Board on the following details:

* Ms. Fedele discussed the reopening of the school which is scheduled for September 2nd. Feedback from parents indicate two-thirds of families have indicated remote learning and the other one-third will opt for in-school learning. Ms. Fedele detailed the breakdown on remote learning and how the services will be provided. She also discussed in-school learning and how that will be accomplished. Remote and in-school learning students with IEP’s will have 30 minute of one-on-one services at least three day a week with small group sessions the other two days. Additional space might be available from Aquinas which can assist with social distancing.
* Town Hall meetings are scheduled every Tuesday to provide parents with school updates
* Ms. Fedele noted the school is budgeted for 225 slots. There are currently 250 students enrolled for the upcoming year. The over-enrollment will provide for students that opt out at the last minute.
* Ms. Fedele noted staff recruitment is ongoing and we are waiting for responses to job offers that have been made.
* All precautions are in place for the health and safety of the students, staff and the facility. The Board discussed what needs to be in place in the event of a resurgence of COVID-19.
* Ms. Fedele will present the results of student testing from the last school year at the next meeting. The Board discussed how testing will be accomplished for the new school year.
* Ms. Fedele introduced Ms. Desiree Grand as the new Director of Operations, who joined the school team on August 10, 2020. Ms. Grand spoke about her experience and knowledge and is eager to get involved and assist with the reopening plan. Ms. Grand will be attending a NYC Department of Education webinar on Friday, August 14th that will provide information and procedures followed by the NYC Department of Health guidelines.
* The Board discussed the protocols and guidelines that the school will put in place for staff and students in conjunction with the NYC Department of Health guidelines. Ms. Fedele will draft a policy for parents to sign that will provide the school with permission to monitor safety protocols for students. The Board will review and make a motion to approve the policy at the next meeting.

1. **Discussion** – Mr. Grace reported on a recent discussion with Aquinas High School administration.

Due to fiscal issues at the High School, they have asked if the Charter School will be able to pre-pay six months’ rent in advance. The Board members discussed the situation and noted since the High

School will be closing in June 2021 this would be a good opportunity for the Charter School Board to

negotiate various options/perks that would benefit the Charter School. Mr. Quinn noted the

advancement of rent is available in the budget. The Board agreed that Mr. Grace move forward and

negotiate with Aquinas High School administration and provide feedback as soon as possible.

1. **Motions**

* ***A motion to approve a one-time bonus for the Principal and Director of Operations was made by Peter Quinn, seconded by Jim McCarthy, the motion was approved and accepted***
* ***A motion to approve an amendment to the 2019/2020 budget to include a bonus of $15,000 was made by Peter Quinn, seconded by Jim McCarthy, the motion was approved and accepted***

1. **Proposed Executive Session –** At 7:19 p.m. a motion was made by Peter Quinn, seconded by Jim

McCarthy, to enter an Executive Session to discuss a contract issue.

At 7:23 p.m. a motion was made by Peter Quinn seconded by Jim McCarthy, to end the Executive

Session and the Board meeting resumed.

**11.0 Action Item Following Executive Summary** – Due to the herculean efforts of the Principal and Director of Operations, the Board agreed to make a motion to approve a one-time bonus in recognition of their performance. A motion was also agreed by the Board to amend last year’s budget to include a bonus of $15,000.

**12.0 Reports**

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

**12.2 Academic/Sanctuary Committee Report** – Dr. Ursillo noted at the last meeting Ms. Fedele provided information on the reopening plans for the school. Dr. Reva Gershen-Lowy also noted, based on the enrollment numbers for September, Ms. Fedele and her team have done a very good job.

**12.3 Finance Committee Report** – Mr. Peter Quinn provided a copy of the year-to-date financial ending June 30, 2020 for the Board’s review.

* The Charter School has a net income of $705,000, which represents approximately $570,000 over what was budgeted. Mr. Quinn provided a summary of the annual budget and how the money was utilized. The new school year will be in a strong financial position.
* The audit is in process and is due by October 31, 2020
* The Board thanked Mr. Quinn for a job well done

**12.4 Fundraising Committee Report** – Ms. Joy DeVries and Ms. Fedele have been researching

grants for Reading, Art Support Curriculum and Farming and Urban Programs. Ms. DeVries also suggest we contact Aquinas High School and see if they have any items and supplies that can be donated or purchased by the Charter School. Ms. DeVries and Ms. Fedele discussed whether the school has the technology available for the students and what needs to be in place before the reopening.

**12.5** **Partner’s Report** - Dr. Ursillo noted that Cardinal McCloskey Community Services will be reopening their offices after Labor Day. He suggests Ms. Fedele contact Ms. Fortunata Lardo-Dimarco to discuss what services and assistance CMCS would be able to provide.

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

**14.0 Action Items –** N/A

**15.0 Adjournment**

*A motion duly made by Jim McCarthy, seconded by Joy DeVries and carried unanimously, the meeting was adjourned at 7:32 p.m.*