

**Cardinal McCloskey Charter School**

**Board of Trustees**

 **Board Meeting Minutes**

**February 4, 2020**

1. The meeting was called to order by Mr. George Grace, Chairperson, at 6:08 p.m.
2. **Attendance** taken by Mr. Grace

 **Present:** George Grace, Joan Magoolaghan, Dr. William Ursillo, Jim McCarthy, Peter Quinn, Phyllis Thorne and Joy DeVries

 **Teleconference:** Dunica Charles

 **Excused:** Dr. Reva Gershen-Lowy

 **Charter School Staff:** Jennifer Fedele

 **CMCS Partners**: Kamlesh Singh

 **Guests**: Margie Medina

1. **Sanctuary Community Meeting** was facilitated by Mr. Grace
2. **Motion to approve the minutes of the January 7, 2020 Board Meeting**

 *A motion to approve the minutes of the January 7, 2020 Board Meeting was made by Mr. Peter Quinn, seconded by Ms. Joy DeVries, the motion was approved and accepted.*

**5.0 Chair Report –** Mr. George Grace welcomed everyone and explained the new process of having the Board members complete tasks/actions items and then provide feedback at the next Board meeting. Ms. Joy DeVries will keep track of the items and will provide more information later in the meeting.

* **Real Estate Discussion** - The Executive Committee decided they will research all schools that are available in the area. Possible options would be contacting the DOE, Catholic Archdiocese or other Charter Schools to see if they have space available; hiring a real estate broker to find space; or meet with a developer on building a new school. The Board discussed what area of the Bronx the school should be located. Mr. Grace will email Mr. Jim McCarthy the square footage and specifics of the space were looking for**.** For the immediate future Ms. Magoolaghan noted acquiring more space from Aquinas is still on the table. Mr. Grace noted that the reimbursement from DOE for the rent hasn’t come through. Additional documentation is needed to process the paperwork. Mr. Grace also noted that the additional rent in the new lease has not been paid yet. We are still waiting for the Sisters to sign the lease.
* **Annual Review** – The annual employment review for Ms. Jennifer Fedele, Principal, has not been completed yet. Mr. Grace will be scheduling this within the next few weeks. Dr. Reva Gershen-Lowy will be assisting Mr. Grace.
* **SUNY Baseline Evaluation** – Mr. Grace noted that SUNY has scheduled their annual review of the school for Wednesday, March 18, 2020 and will be held at the school. Ms. Fedele provided an overview of what to expect:
* Charter school staff, teachers and Board members will be interviewed. Ms. Fedele will have a pre-visit phone call with SUNY at a later date. All information will be forwarded to the Board.
* Documents needed for the review have to be completed and sent back to SUNY before February 21, 2020.
* Mr. McCarthy will provide Ms. Fedele with information and guidance on what to expect during the review. Mr. McCarthy also suggested we provide documentation regarding the target population (foster care and preventive services individuals) that was included in the Charter School application. Dr. Ursillo will have CMCS staff work with Ms. Fedele and assist her in obtaining the outreach documents for the review. The Board members will also provide assistance and review the documents. Ms. Phyllis Thorne will review the Academic section and Mr. Grace will review the Non-Academic area.
* **Supplement Committees** – Mr. Grace noted it is very important to supplement the committees with new members. Mr. Quinn asked Mr. McCarthy if he would be interested in joining the Finance Committee. Mr. McCarthy accepted.

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

* Recruitment is on-going for 2nd grade staff. Ms. Fedele also discussed the current vacancies in the school.
* Mr. Edrick Browne, Director of Operations, has tendered his resignation effective April 1, 2020. Mr. Brown would be available for special projects if needed. Interviews for this position is on-going.
* Staff trainings have been scheduled
* Approximately 180 applications have been received for next year. The majority are for kindergartners. Open Houses have been scheduled.
* There are approximately 143 students currently enrolled. The Board discussed the number of classrooms needed for the next school year.
* Ms. Fedele discussed the end of the year NWRA testing. More than half of the students are in the low range in reading and math. Plans are being worked on for an enrichment program to address these issues. Dr. Ursillo will reach out to CMCS staff to support the school with wraparound services in this area.
* An event for Father’s has been scheduled for Friday, February 7, 2020
* Parent’s Night Out event is in the works for parents to drop their children off at the school from 6:00 pm – 10:00 pm. This event is only for children enrolled in the school. There will be a limit on the number children and parents need to sign up in advance. Staff members and volunteers will be hosting this event.
* Parent/Teacher Conference is scheduled for March 4th and 5th
* Ms. Fedele noted the Simon Foundation appears to be interested in the Charter School. The Board discussed whether reading and math resources can be utilized by the Foundation.
* Ms. DeVries suggested the Charter School partner with Aquinas students on a short-term mentorship program for reading. Ms. Thorne agreed and discussed the “Everybody Wins” program which is a similar model.

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

**8.0** **Actions Items – 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** - The Executive Committee Report was discussed in the Chair Report.

**11.2 Academic/Sanctuary Committee Report** – Ms. Thorne provided a brief update on what was discussed at the Academic/Sanctuary Committee meeting. She noted most of the topics were included in the Principals’ Report.

**11.3 Finance Committee Report** – Mr. Quinn provided a brief summary of the Finance Committee Meeting and provided the financial reports for the Board’s review.

* Mr. Quinn reviewed the expenditures and revenue since the last report and discussed the student enrollment and how it impact’s the school’s revenue. More clarity will be presented at the next meeting.
* The 990 form was sent to the Auditor
* The amendment for the Walton Foundation Grant is still being worked on
* Mr. Quinn and Ms. Fedele will meet within the next two weeks to work on next year’s budget
* The February 24th Finance Committee will be rescheduled. More information to follow.

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

* Ms. DeVries and Ms. Fedele discussed applying for a City Council grant that will be applied to “Wellness” which will incorporate recess. It will also include healthy eating and community involvement (ex. yoga fitness night). Currently researching for a vendor to implement the activities.

 **11.5** **Partner’s Report –** On behalf of Ms. Beth Finnertythe Partner’s Report was reported by Dr. William Ursillo. The report was been uploaded in Boardpaq for the Board members to review. The report noted how CMCS has been incorporating and assisting with the curriculum, enrollment and fundraising for the Charter School.

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

**13.0 Action Items** - The Board members will assist with the action items and tasks listed below and will report their feedback at the next Board meeting.

* George Grace – will reach out and invite CMCS Board members to visit the Charter School
* George Grace and Peter Quinn – set up conference call with Susan Briggs
* George Grace and Dr. Reva Gershen-Lowy – will work on completing the employment annual review for Jennifer Fedele
* Joy DeVries – will contact architect to provide a run through of properties of potential sites
* Dr. Reva Gershen-Lowy and Jim McCarthy – will coordinate the Board section for the SUNY review
* George Grace – will review Non-Academic section for the SUNY review
* Phyllis Thorne and Jennifer Fedele – will review Academic section for the SUNY review
* Jennifer Fedele – will generate ideas for the Simon Foundation with Laura Silberstein
* Phyllis Thorne – explore opportunities with the Everyone Wins organization
* Dr. William Ursillo – coordinate action with area foster care agencies for recruitment and enrollment
* Joy Devries, Dunica Charles and Jennifer Fedele – explore and research potential schools and sites in the area

**14.0 Adjournment**

*A motion duly made by Mr. Peter Quinn, seconded by Ms. Joy DeVries and carried unanimously, the meeting was adjourned at 7:23 p.m.*