

**Cardinal McCloskey Charter School**

**Board of Trustees**

 **Board Meeting Minutes**

**January 7, 2020**

1. The meeting was called to order by Mr. George Grace, Chairperson, at 6:00 p.m.
2. **Attendance** taken by Mr. Grace

 **Present:** George Grace, Dr. William Ursillo, Dr. Reva Gershen-Lowy, Jim McCarthy and Joy DeVries

 **Teleconference:** Joan Magoolaghan

 **Excused:** Peter Quinn, Phyllis Thorne and Dunica Charles

 **Charter School Staff:** Jennifer Fedele

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

 **Guests**: Margie Medina

1. **Sanctuary Community Meeting** was facilitated by Mr. Grace
2. **Motion to approve the minutes of the December 3, 2019 Board Meeting**

 *A motion to approve the minutes of the December 3, 2019 Board Meeting was made by Dr. Reva Gershen Lowy, seconded by Joy DeVries, the motion was approved and accepted.*

**5.0 Chair Report –** Mr. George Grace welcomed everyone and is looking forward to another productive year. The following items were discussed:

* Mr. Grace visited the school on January 6th and was joined by Lisa Rosenthal and Bruce Libman who will be assisting with fundraising for the school. They are very well connected and have a huge network organization. Ms. Joy DeVries meet with them earlier today and noted they were very impressed with the school and are eager to offer their assistance. This collaboration could be very productive and beneficial to the students and the school.
* The Executive Committee discussed the enrollment of 75 more students and the potential options for a new facility for the ensuing years. Acquiring three extra classes from Aquinas would be helpful. Ms. DeVries asked Mr. Jim McCarthy if he had any resources to help find another facility. The Board discussed various possibilities on finding space and who they could reach out to for assistance.

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

* There are currently 143 students enrolled, six children on the current wait list for 1st grade and 73 children on the wait list for next year.
* Hired a new Kindergarten Teacher
* The recent Holiday show was a huge success with standing room only
* Ms. DeVries organized a cookie decorating event for the children
* Bronx District Manager, John Sanchez, has arranged for a series of 10 exercise classes to be held at the school.
* The school PTA coordinated a Swiss Chocolate Fundraiser and raised approximately $2,000. To get acquainted with one another, Ms. DeVries proposed the Board invite the PTA President and members to attend an upcoming Board meeting. All Board members agreed.
* Mr. Edrick Browne is sharing information with families regarding the need for individuals to work temporary jobs with the Census Bureau. Postings have been distributed throughout the school.
* Ms. DeVries and Ms. Fedele will discuss at a later date how the Charter School can show they are part of the community.
* Ms. Fedele provided an update on the Growth for Success Plan. The initial assessments for the kindergarten and first grade students are complete. The NWEA should be completed by the end of January. All required information has been collected and work is being done to formulate the plans. Each student will have their own individual plan based on their capabilities. All plans will be reviewed by the Team. Mr. Grace would like to the view the documentation at the meeting on January 23rd. Mr. McCarthy noted the NWEA data will assist with the individual growth measurement.
* CMCS employees have visited school and interviewed families that are struggling. So far families have not shown up for their second interview. Ms. Fedele is working on rescheduling appointments and has arranged for four new families to be interviewed for this Friday. CMCS has made referrals and suggestions and the Charter School staff are following up with the families and documenting the outcome.
* The Simon Foundation is scheduled to visit the school tomorrow, January 8th. Dr. Ursillo and Ms. Laura Silberstein from CMCS will also attend.
* Ms. Fedele will confirm with Ms. Phyllis Thorne the date of the next Sanctuary Training
* Several Open Houses have been scheduled for January, February and March. Ms. Fedele will email the dates to the Board.
* The lottery selection is scheduled for Monday, April 6th and registration will start on Monday, April 20th
* Dr. Ursillo asked if the outreach plan for the next school year is in place. Ms. Fedele stated in addition to the Open Houses, documents will be sent to CMCS to share with their programs. Dr. Gershen-Lowy suggests Ms. Fedele reach out to Ms. Elsie Rosa, Sr. Admin. Director of Program Quality, for assistance.

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

**8.0** **Actions Items –**

 **8.1 Update of Lease** – Mr. Grace informed the lease was signed but we have not received it yet. The Board will be notified once the lease is received.

**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. Mr. Browne will post the dates and times of the Board meetings on the Charter School website cmccs.org.

**11.2 Academic/Sanctuary Committee Report** – Dr. Ursillo provided a brief update on the Growth for Success Plan. CMCS staff have allocated approximately 2 ½ days per week meeting and interviewing families. The process is slow but the clinicians are committed and Ms. Fedele will also assist with this task.

**11.3 Finance Committee Report** – No report was provided. Ms. Monroe noted that financials will be provided at the next meeting.

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

* Ms. DeVries is currently working with an organization that suggests we connect with a grant writer who will assist with starting our fundraising for the upcoming year.
* Fiscal 2021 proposals by the city are due on February 12th. Ms. DeVries has researched the amounts other schools have been awarded. It is important to connect with area politicians because it will be easier to approve schools that are known and are already established. Ms. DeVries and Ms. Fedele will work together to find programs and submit an RFP.
* Capital Funding is used to make upgrades and renovations to an existing facility. The Board discussed various options where capital funding could be used for the Charter School. This would be an option if the Charter School owned their own facility. The Board discussed one of their main goals should be finding a larger facility that will enable the Charter School to expand.
* Ms. DeVries will research different resources for the school such as the Green Bronx Machine

 **11.5** **Partner’s Report –** On behalf of Ms. Beth Finnertythe Partner’s Report was reported by Dr. William Ursillo. The following highlight was mentioned:

* A visit by the Simon Foundation has been arranged by CMCS. This is one of the foundations that CMCS is researching to apply for a grant. The meeting is scheduled for tomorrow, January 8th.
* CMCS staff will be available to assist with the recruitment of students for the next school

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

**13.0 Next Steps**

**14.0 Adjournment**

*A motion duly made by Mr. Jim McCarthy, seconded by Dr. Reva Gershen-Lowy and carried unanimously, the meeting was adjourned at 7:02 p.m.*