

**Cardinal McCloskey Charter School**

**Board of Trustees**

**Board Meeting Minutes**

**October 27, 2020**

1. The meeting was called to order by Mr. George Grace, Chairperson, at 6:01 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, Dunica Charles and Joy DeVries

**Excused:**

**Charter School Staff:** Jennifer Fedele, Desiree Grand and Ted Geier

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

**Guests**: Kristin Andreazza, Heather Blumberg, Marc Taub, Leslie Cruz and Margie Medina

1. **Sanctuary Community Meeting** was facilitated by Ms. Phyllis Thorne
2. **Motion to approve the October 27, 2020 Board Meeting agenda**

*A motion to approve the October 27, 2020 Board Meeting agenda was made by Phyllis Thorne, seconded by Peter Quinn, the motion was approved and accepted.*

1. **Motion to approve the minutes of the October 6, 2020 Board Meeting**

*A motion to approve the minutes of the October 6, 2020 Board Meeting was made by Dr Reva Gershen-Lowy, seconded by Dr. William Ursillo, the motion was approved and accepted.*

1. **Chair Report –** Mr. George Grace welcomed everyone and thanked them for attending. The

Board discussed the following items:

* The Sanctuary Institute contract was signed. Ms. Jennifer Fedele will provide more information in the Principal’s Report.
* Mr. Grace noted there is no update on the Aquinas High School lease. Mr. Grace will reach out to Sr. Eileen and will keep the Board informed and provide feedback as we proceed.
* Mr. Peter Quinn will be coordinating the Board Retreat that was discussed at the last Board meeting. Additional details will be presented later in the meeting.

1. **Previous Meeting Action Items – N/A**
2. **Auditor’s Report** – Mr. Quinn introduced Mr. Marc Taub and Ms. Kristen Andreazza, auditors from

MBAF CPA’s, who will present their findings on the audit from the last fiscal year that was conducted on the Charter School. Supporting them was Ms. Heather Blumberg and Ms. Leslie Cruz, representatives for the Charter School Business Management Group (CSBM). A draft of the audit report and additional documents were sent to the Board members before the meeting for their review.

Mr. Taub discussed in detail the audit of the financial statements of the Cardinal McCloskey Community Charter School which included the statement of the financial position as of June 30, 2020. Mr. Taub also reviewed the related statements and activities, expenses and cash flow from November 8, 2017 to June 30, 2020.

Mr. Taub reviewed the accounting principles that were used during the audit process and the various areas that the audit covered. Mr. Taub and the Board members discussed the Audit Report’s Financial Statements and the Independent Accountant’s Report in detail and noted no findings were found and the Charter School financials are in good shape. The Board recommended to approve the audit report. The audit report will be signed by the Board Chairperson, Mr. George Grace, and the School Principal, Ms. Jennifer Fedele.

1. **Principal’s Report** -Ms. Fedele updated the Board on the following areas:

* Staff recruitment is ongoing. One Special Ed Teacher and one General Ed Teacher have been hired. Recruitment is on-going for another Special Ed Teacher and an English Language Learning Teacher.
* NWEA Testing has started for students in school. Arrangements will be made for remote learning students.
* Ms. Desiree Grand is looking into obtaining refurbished computers for the students in need
* There are currently 228 students enrolled and attending
* Formal student observations have begun
* The Academic/Sanctuary Committee has the Growth for Success Plan blank templates for all grades. The templates will be reviewed by the appropriate staff and provide feedback by Friday, October 30th.
* Ms. Fedele stated there are currently 42 students with IEP’s. DOE services are being provided.
* Ms. Fedele noted they will be using Little Bird for their HR services. Little Bird is an all-in-one service for employee benefits and HR solutions that is custom-built for schools. Training for employees will take place in December and should be ready to begin in January 2021.
* The Charter School will be paying for WiFi services for approximately 20 families who received devices (laptops/tablets) from the School
* Ms. Fedele and Ms. Phyllis Thorne are working with the Sanctuary Institute to coordinate training on specific areas and how the training will be implemented. A five-day training is being developed for all levels of personnel/staff in the Charter School. Plans are being coordinated for the training to start in January 2021.
* Mr. Quinn discussed the next steps for the Board Retreat. Based on the responses from a survey conducted by Mr. Ted Grier at the last meeting, areas that will be focused on will be the Charter renewal and strengthening Governance procedures. The Board discussed when a good time would be to hold the Retreat. Mr. Grace suggested, since the Retreat will be virtual, possibility holding it on a Saturday morning. The Board members will provide available dates and times to Mr. Quinn.

1. **Discussion -** Covered in the Chair and Principal Reports
2. **Motions**
   1. **Motion to approve the Annual Audit Report -** A motion was made to approve the Annual

Audit Report

*A motion to approve the Annual Audit Report was made by Peter Quinn, seconded by Jim McCarthy and carried unanimously, the motion was approved and accepted.*

1. **Proposed Executive Session –** N/A
2. **Action Item Following Executive Summary** – N/A

**13.0 Reports**

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

**13.2 Academic/Sanctuary Committee Report** – Ms. Phyllis Thorne noted the Committee did not meet in October. However, she sent out documents for the Board to review in regard to the Charter renewal.

**13.3 Finance Committee Report** – N/A

**13.4 Fundraising Committee Report** – Ms. Joy DeVries noted she is currently looking for small

grants under $10,000 for specific programs (eg. Green Machine). Ms. DeVries asked if any

Board Members has suggestions please forward the information to her.

**13.5** **Partner’s Report** – N/A

**14.0 Public Participation** – N/A – Virtual meeting was held because of the pandemic

**15.0 Action Items –** N/A

**16.0 Adjournment**

*A motion duly made by Phyllis Thorne, seconded by Dr. Reva Gershen-Lowy and carried unanimously, the meeting was adjourned at 6:58 p.m.*