

**Cardinal McCloskey Charter School**

**Board of Trustees**

**Board Meeting Minutes**

**June 2, 2020**

1. The meeting was called to order by Mr. George Grace, Chairperson, at 6:09 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 and Joy DeVries

**Excused:** Dunica Charles

**Charter School Staff:** Jennifer Fedele 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 May 5, 2020 Board Meeting**

*A motion to approve the minutes of the May 5, 2020 Board Meeting was made by Dr. Reva Gershen-Lowy, seconded by Phyllis Thorne, 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 meeting.

* Overview of the budget
* Ms. Jennifer Fedele will discuss the preparations and expectations for the next school year
* Follow-up on the additional space at Aquinas that the Charter School will utilize

Mr. Grace distributed three resumes for the Board to review as potential advisory members for the Charter School committees. He noted that all three candidates will bring a different area of expertise to the committees. Mr. Grace provided a brief bio on the candidates and the Board discussed which committees they would be suitable for. Dr. William Ursillo noted that, based on CMCS’s role with the Charter School Board, the candidate’s resumes will need to be presented to CMCS at some point. The Board will provide additional feedback at the next meeting.

Mr. Grace reminded Ms. Jennifer Fedele that the Board agenda and approved minutes should be uploaded to the Charter School website. Board policies should also be on the website. Ms. Fedele will look into this and noted that Board policies are included in the Handbook. Mr. Grace suggested the policies be uploaded separately for easy access. Ms. Joan Magoolaghan also suggested the Committee agenda and minutes be uploaded.

The meeting was turned over to Ms. Fedele to present the Principal’s Report.

1. **Previous Meeting Action Items – N/A**
2. **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.
* Trainings and professional development is being provided for staff. Sanctuary training is presently being conducted.
* Approximately 50 students are in the process of registering and another 50 are fully registered for the next school year. Most of the students are for the kindergarten classes.
* Ongoing correspondence with SUNY several times a week. Presenters are conducting lectures that provide various tools and information to assist the school at this time.
* Currently working on the Needs Assessment for the families. Parent trainings/workshops will be conducted based on the needs of the families and will implemented by Social Workers.
* Coordinating and hosting Town Hall class meetings for parents through Zoom.
* Ms. Fedele noted plans are still being worked on regarding what will be in place when school returns. Teaching models for in-school and remote teaching are almost complete. Mr. Jim McCarthy noted that different scenarios should be in place for blended learning. Mr. McCarthy offered to assist Ms. Fedele if needed. The Board discussed preparing for the re-opening of the school for the next school year and what necessary precautions should be in place.
* Ms. Fedele discussed how they are incorporating graduation and moving-up ceremonies for the students
* COVID-19 grant money was utilized to purchase 75 computers. There is still money in the budget.
* The uniforms for the students can now be ordered online directly from the manufacturer. The school will provide some assistance to parents if needed.

1. **Discussion** – Covered in the Chair Report

**9.0 Motions**

**9.1 A motion to approve the 2020/2021 Budget**

*A motion to approve the 2020/2021 Budget was made by Dr. William Ursillo, seconded by Dr. Reva Gershen-Lowy and carried unanimously, the motion was approved and accepted.*

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

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

**12.0 Reports**

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

**12.2 Academic/Sanctuary Committee Report** – Ms. Thorne stated that all information discussed in the Academic/Sanctuary Committee meeting was basically covered in the Principal’s Report.

* The Academic/Sanctuary Committee will now be meeting bi-weekly. The next meeting is scheduled for Wednesday, June 10th.
* Staff are currently attending a four-day Sanctuary training refresher course
* The Academic/Sanctuary Committee discussed conducting Sanctuary training for parents
* Ms. Christine Monroe, CFO of CMCS, stated the Charter School currently does not have a contract with the Sanctuary Institute. Ms. Thorne stated she will contact the COO of the Sanctuary Institute and have them send the appropriate documents to Ms. Fedele as soon as possible.

**12.3 Finance Committee Report** – Mr. Peter Quinn provided a copy of the April 30, 2020 financial reports for the Board’s review and presented the following highlights:

* Mr. Quinn presented a detailed summary of the financial statement and discussed the per-pupil rate and how it affects the budget. He also discussed the flexibility in the budget and how the money was moved around and utilized. Mr. Quinn and Ms. Fedele provided a breakdown of the actual expenses, revenue and future projections of the budget. Mr. Grace suggested Mr. Quinn provide a comparison of this year’s budget and next year’s budget for the Board members to review.
  + A COVID-19 contingency line of $93,000 has been included in the budget that can be utilized if necessary.
  + Money is available in the upcoming budget to cover the employer match for the Vanguard Retirement Plan. Ms. Fedele noted that not all staff have enrolled in the plan but she is encouraging them to do so.
* Mr. Quinn provided a breakdown of the Walton Foundation Grant funds. An amendment to reallocate funds will be submitted in Fall 2020. To date there is approximately $117,000 left in the grant which needs to be utilized by October 2021. Ms. Fedele provided a summary of the Walton grant funds that were utilized and how the balance will be used in the future.

**12.4 Fundraising Committee Report** – N/A

**12.5** **Partner’s Report –** Dr. Ursillo noted that CMCS is happy that things are going so well during this difficult time and are looking forward to be of assistance as the school plans for reopening in the Fall.

**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 Dr. William Ursillo, seconded by Phyllis Thorne and carried unanimously, the meeting was adjourned at 7:21 p.m.*