

**Cardinal McCloskey Charter School**

**Board of Trustees**

**Board Meeting Minutes**

**October 6, 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 and Joy DeVries

**Excused:** Dunica Charles

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

**CMCS Partners**: Kamlesh Singh

**Guests**: Margie Medina

1. **Sanctuary Community Meeting** was facilitated by Ms. Phyllis Thorne
2. **Motion to approve the October 6, 2020 Board Meeting agenda**

*A motion to approve the October 6, 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 September 8, 2020 Board Meeting**

*A motion to approve the minutes of the September 8, 2020 Board Meeting was made by, Jim McCarthy, seconded by Dr. Reva Gershen-Lowy, the motion was approved and accepted.*

* 1. **Chair Report –** Mr. George Grace thanked everyone for attending and the Board discussed the following items:
* The Sanctuary contract was approved and will be signed at today’s meeting
* Mr. Grace spoke with Sr. Eileen from Aquinas High School and discussed what we would like to propose moving forward in regard to the Charter School’s long term occupancy at the High School. Sr. Eileen noted she will provide additional information on the operating costs of the school for the Board to review. Mr. Grace will keep the Board informed and provide feedback as we proceed.
* Ms. Jennifer Fedele explained to the Board members how the Preventing Academic Failure (PAF) and Northwest Evaluation Association (NWEA) tests were conducted. Mr. Grace noted the Academic Committee has reviewed the tests and suggested the Board members become familiar and understand how the tests assist in evaluating the students. The tests also provide SUNY with details on the progress of the students.
* Mr. Grace stated there are two years left on the School Charter and the Board should start reviewing it to make sure what is being done is in compliance with the Charter. Mr. Peter Quinn received a list of consultants from Charter School Business Management (CSBM) that could assist with this. Ms. Joan Magoolaghan also noted she recently reviewed the Charter and noted there are specific areas that are important and guidelines that should be followed. Ms. Magoolaghan noted the following areas should be reviewed:
* Following the progress of the school – wraparound services and progress of the target population
* Format the agenda to follow the guidelines and issues that the Board should cover
* Instituting a way to get the information to the Board members for review before the Board/Committee meetings
* Mr. Grace and Ms. Magoolaghan will discuss the Charter further and it was agreed by the Board that different sections of the Charter will be reviewed by a team of Board members (Joan Magoolaghan, Dr. Reva Gershen-Lowy, Phyllis Thorne and Jim McCarthy) and reviewed at upcoming Board meetings. Additional discussions will be held at future meetings.
* Mr. McCarthy stated the Board should familiarize themselves with SUNY’s benchmarks for renewal which is posted on the SUNY website.
* Any changes in the Charter should be submitted by the Board Chair to SUNY for approval.
* Mr. Quinn thanked the Board members for participating in a survey regarding the overall performance of the Charter School’s Board Governance. Mr. Ted Geier provided a PowerPoint which presented the findings of the strengths and weaknesses of the Charter School Board. Mr. Geier explained what the Board’s role should be and reviewed the Board Assessment Summary. The summary detailed the responses of approximately 68 questions regarding self-reflection on how each Board member felt the Board was performing as a whole. Mr. Geier explained each section of the assessment and provided areas in which the Board exceled and where they needed improvement.

The Board members discussed the assessment and all agreed that the results were an accurate assessment and they will continue to work and build on their strengths and challenges to make the Board and School stronger. Mr. Geier will help arrange a retreat for the Board members and will assist with providing an agenda. Date and time will be determined at a later date.

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

* There are currently 225 students enrolled and attending. A waiting list is in place for 1st and 2nd grades.
* Staff recruitment is ongoing. Currently looking to hire two Special Ed Teachers and one ELL Teacher. All Teacher Assistant Teacher position have been filled.
* PAF 1:1 decoding skills test are complete
* NWEA Testing will occur in October
* First formal observations are scheduled for October
* Town Hall Meetings are held twice a month that provide families and staff with school updates
* Ninety students are currently receiving in-school services. All other students are receiving remote learning. More parents are now interested in in-school learning but, due to social distancing, there is a limited number of students allowed in the school.
* Growth For Success Update will be provided at the next Academic Committee Meeting
* 1:1 Tutoring services for ELL and IEP Students has begun
* All non-DOE provider services have started (Speech and OT services).
* Computers and cameras are still on backorder
* The Simon Foundation grant will be used to allocate for items already purchased

1. **Discussion -** Covered in the Chair and Principal Reports
2. **Motions**
3. **Proposed Executive Session –** N/A
4. **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 Principal’s Report discussed many of the highlights that were covered in the Academic/Sanctuary Committee meeting.

* Ms. Thorne stated since the Sanctuary contract is being signed today we can now move forward with the training of new teachers and staff. In the meantime, Ms. Ibet Hernandez (CMCS Admin. Director of Training & Research) offered to do a trauma-informed training based on the Sanctuary model. Mr. Grace suggested the Board attend a refresher training on the Sanctuary model. Ms. Thorne and Ms. Fedele will reach out to the Institute on behalf of the school and let them know what the Board and Sub-Committee Members needs are and see what can be arranged. Ms. Thorne noted parents, as well as members of the community, will be involved in the trainings.

**13.3 Finance Committee Report** – Mr. Peter Quinn provided a copy of the August, 2020 financial reports along with the minutes from the August 31, 2020 Finance Committee Meeting for the Board’s review and presented the following highlights:

* Per pupil enrollment numbers are being finalized and the projections show a net increase of approximately $217,000 which is $143,000 over budget. Mr. Quinn noted the school is in a strong financial position entering the new school year.
* The audit is due at the end of the month. CSBM Consultants will present the final audit at a special Board Meeting for the Board to approve. Further information will be provided at a later date. Mr. McCarthy suggested the Board move the November Board meeting to the end of October. All Board members agreed.
* The next Finance Committee meeting is scheduled for October 26, 2020

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

**13.5** **Partner’s Report** - Dr. Ursillo noted Cardinal McCloskey Community Services is very pleased the School Charter is being reviewed. CMCS will continue to support whatever needs to be addressed regarding the wraparound services and are eager to facilitate with providing the foster care children in the school with additional support and services if needed. Mr. Grace expressed his appreciation for the support CMCS has been providing and it will definitely help as the school moves forward with the renewal process.

**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. William Ursillo and carried unanimously, the meeting was adjourned at 7:10 p.m.*