

**Cardinal McCloskey Charter School**

**Board of Trustees**

 **Board Meeting Minutes**

**July 7, 2020**

1. The meeting was called to order by Mr. George Grace, Chairperson, at 6:03 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

 **Charter School Staff:** Jennifer Fedele and Grace Bendick

 **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 June 2, 2020 Board Meeting**

*A motion to approve the minutes of the June 2, 2020 Board Meeting was made by Dr. Reva Gershen-Lowy, seconded by Phyllis Thorne, the motion was approved and accepted.*

**Motion to approve the July 7, 2020 Board Meeting agenda**

*A motion to approve the July 7, 2020 Board Meeting agenda 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 noted the following items will be discussed at this meeting.
* Mr. Grace provided highlights from the Kindergarten Graduation and the 1stGrade Moving-Up Ceremony. The events were held through ZOOM and several members of the Board attended. Ms. Jennifer Fedele noted both celebrations were a huge success.
* Mr. Grace discussed the Sanctuary proposal and what it would take to recertify the school. The proposal is a three-year contract that would cost approximately $113,000. This would include trainees from the Sanctuary Institute who would provide on-going monitoring and training for the school. The Finance Committee has reviewed and approved the proposal as it is a requirement as part of the initial CSI application. Ms. Phyllis Thorne noted the Sanctuary model is the foundation of the school and is part of the school culture and is possibly the first Sanctuary certified Charter School in the Bronx.
* Mr. Grace informed the Board that Aquinas High School will be closing in June 2021. The Board members discussed how this would affect the future of the Charter School. One of the possibilities would be to enter a long-term lease that would include more space as the school continues to grow. It was agreed by the Board members that a face-to-face meeting be held with Sr. Eileen to discuss Aquinas’ goals and our interest in the school. Mr. Grace and Ms. Fedele will set up the meeting and report back to the Board.
* Mr. Grace requested the school policies be posted individually on the website to provide easy access for parents. Ms. Fedele will take care of this.
* Ms. Fedele noted there are approximately 75 – 100 kindergarten applications. Currently there are 60 completed applications and 48 applications are in registration process. Applications for 1st and 2nd grades are still being accepted. Recruitment is on-going.
* 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. The Board discussed preparing for the re-opening of the school for the next school year and what necessary precautions and protocols should be in place. Dr. Reva Gershen-Lowy will forward to Ms. Fedele a copy of the NYC Department of Health guidelines in reopening schools in September. The guidelines will provide screening tools to utilize in assisting with the reopening.
* Ms. Fedele drafted a letter based on feedback from the Town Hall meetings regarding the current turmoil in the city and community. The Board reviewed the letter and agreed to hold off on distributing the letter.
1. **Previous Meeting Action Items – N/A**
2. **Principal’s Report** -Ms. Fedele updated the Board on the following details:
* Ms. Fedele has hired four Special Education Teachers, one General Education Teacher and one Art Teacher. Offer letters were sent out to two Special Education Teacher and one General Education Teacher.
* Town Hall meetings were a huge success. Additional meetings have been scheduled for July and August. The Town Halls are being held virtually.
* Orientation is scheduled next week. The Board discussed whether a survey should be sent to parents so they can provide feedback on concerns they might have.
* Metro IAF has been contacting parents and are continuing to build relationships with the families
* Mr. Jim McCarthy asked about the submission of the Annual Report. Ms. Fedele noted it is a work in progress. The due date is August 1, 2020.
1. **Discussion** – Covered in the Chair Report

**9.0 Motions**

**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 most of the information discussed in the Academic/Sanctuary Committee meeting was covered in the Chair Report and the Principal’s Report. Ms. Carol Starmack, Mr. Richard Gray and Ms. Claudlette Robross have joined the Committee as Advisory Committee Members.

* The Academic/Sanctuary Committee will meet monthly unless more meetings are necessary
* Currently working on creating parent workshops
* Edit the employee handbook to provide staff with wordings that will assist them in supporting and building strong relationships with students and families
* COVID testing will be held at the school

**12.3 Finance Committee Report** – Mr. Peter Quinn provided a copy of the May 2020 financial reports for the Board’s review.

* The Close-out of the fiscal year will be June 30, 2020
* The Charter School continues to project a net income of $690,000, which represents approximately $556,000 over what was budgeted. Mr. Quinn provided a brief summary of the budget and how the money was utilized. The increases and decreases in expenses and the unanticipated grant funds the school received also affected the budget. Next year the school will be in strong financial position.
* The 990 Form is due on July 15, 2020
* The next Finance Committee Meeting is scheduled for Monday, July 27th

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

* Ms. Fedele is working on utilizing the funds from the Simon Foundation Grant
* Ms. DeVries is currently working on three grant proposals due within the next 60 days
* The City Council budget has been approved. Ms. DeVries and Ms. Fedele will contact Councilman Ritchie Torres and see if any money has been allocated to the school.

**12.5** **Partner’s Report –** Dr. Gershen-Lowy noted that Ms. Beth Finnerty is happy to hear how successful the end of the year celebrations went and is looking forward to the Charter School adding an additional grade next school year. Ms. Finnerty also congratulated the entire Chart School Board and Ms. Fedele and her team on their hard work throughout year. Dr. Gershen-Lowy stated a meeting should be arranged to review the MOU (Memorandum of Understanding) before the school year begins. Mr. Grace will contact Dr. Gershen-Lowy at a later date to schedule a meeting.

**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 Jim McCarthy, seconded by Joy DeVries and carried unanimously, the meeting was adjourned at 7:26 p.m.*