

**Cardinal McCloskey Charter School**

**Board of Trustees**

**Board Meeting Minutes**

**December 1, 2020**

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

Ms. Joan Magoolaghan began the meeting and informed the Board that effective today, December 1,

2020, she will be retiring as a member of the Charter School Board. The Board Members

expressed their appreciation and gratitude for the services Ms. Magoolaghan provided during her

tenure on the Board.

*A formal motion by the Members of the Charter School Board to express their appreciation and*

*gratitude for the services provided by Ms. Joan Magoolaghan during her tenure as a member of*

*the Charter School Board, was made by Jim McCarthy, seconded by Phyllis Thorne and carried*

*unanimously, the motion was approved and accepted.*

1. **Attendance** taken by Mr. George Grace

**Video-Conference:** George Grace, Dr. William Ursillo, Dr. Reva Gershen-Lowy, Phyllis Thorne, Jim McCarthy, Dunica Charles and Joy DeVries

**Excused:** Peter Quinn

**Charter School Staff:** Jennifer Fedele, Desiree Grand, Allyn Thompson 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 December 1, 2020 Board Meeting agenda**

*A motion to approve the December 1, 2020 Board Meeting agenda was made by Joy DeVries, seconded by Dr. Reva Gershen-Lowy, the motion was approved and accepted.*

1. **Motion to approve the minutes of the October 27, 2020 Board Meeting**

*A motion to approve the minutes of the October 27, 2020 Board Meeting was made by Phyllis Thorne, seconded by Joy DeVries, the motion was approved and accepted.*

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

following items were discussed at the meeting:

* Mr. Grace provided an update on the Board Retreat which is scheduled for Saturday, December 5th at 9:00 a.m. The Retreat will be held virtually and the following items will be on the agenda.
* Board responsibility and expectations
* Governance process
* Snapshot of where we are now and where we’re headed in the future
* Charter Renewal
* Mr. Grace noted that Ms. Magoolaghan’s retirement will be a great loss to the Board and to the School. Ms. Beth Finnerty has been informed and has offered to assist in finding a replacement.
* The Sanctuary Institute contract was signed. Ms. Jennifer Fedele will provide more information in the Principal’s Report.

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

* Staff recruitment is on hold at this time. Two current Teacher Assistants will be doing their student teaching at the school in the Spring.
* In the near future approximately four families will be leaving the school. There is currently a waiting list for 1st and 2nd grades with potentially looking to enroll five new students.
* Ms. Fedele updated the Board on COVID-19 issues where the school was moved to full remote teaching for 14 days. It is expected the school will resume blended teaching on December 7th. Although not mandated the Charter School will be following the DOE guidelines.
* Ms. Fedele stated there are currently 40 ELL students and 42 students with IEP’s at this time. All services are being provided remotely.
* Ms. Fedele and Ms. Desiree Grand are in the process of meeting with Tri-net and the goal is to begin January 1, 2021. Administrative staff will be trained first and will train all other school staff.
* Ms. Ibet Hernandez, CMCS Administrative Director, is arranging a Trauma Training for staff. Mr. Grace noted that the Board should also be trained.
* Ms. Fedele noted random testing for COVID-19 will be implemented in January for blending students. The Charter School Nurse will be trained and all required guidelines will be followed. SUNY will not be covering the costs for the screenings.
* In January 2021 all learning phases will be reevaluated to determine if additional students can be accommodated and to make sure all safety precautions are in place.
* Ms. Fedele provided an in-depth summary of remote learning and how students are administered the required testing. Also discussed was the progress being made by students and what is being done for those students who need additional support services. Ms. Fedele noted PAF testing will be updated by the end of the year. NWCA testing is in process and hope to be completed as quickly as possible. The Board continued to discuss the progress of the testing and how the teachers are doing with the challenges they are up against. Mr. Grace noted the goal is to get the children back to school safely and continue to provide the services that both the children and their families need.
* Ms. Lisa Rosenthal, from the ARG Networking Group, will be donating 250 fully cooked meals plus gifts to the Charter School families. Ms. Rosenthal did their own fundraising to help provide for the costs of this project. Staff and CMCS volunteers are in place to safely distribute the meals and gifts. The distribution is scheduled to take place on December 12th.
* Family Engagement Event will be held on December 16th

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 presented the following highlights from the November 18, 2020 Academic/Sanctuary Committee meeting:

* Ms. Thorne noted wifi services was made available to some of the children through Altice
* Ms. Thorne stated the next steps with the Sanctuary Institute will be to coordinate training for staff and the Board to be held after the new year
* Workshops and trainings are being planned to assist and educate parents through this difficult time
* SUNY’s benchmarks for the renewal of the Charter School application have been distributed to the Committee members to be reviewed and discussed at future meetings

**13.3 Finance Committee Report** – In Mr. Peter Quinn’s absence, Ms. DeVries provided the following highlights:

* Revenue per pupil was budgeted for 225 but actual enrollment is approximately 217. Enrollment numbers fluctuate throughout the year.
* SPED actual enrollment increased by approximately $219,000
* FAMAS allocations was lower than budgeted and offset by expenses by an $8,000 loss
* Increase in grant revenue due to the ESSER grant of about $75,000
* As of October $50,000 will be recognized in FY 21 which needs to be spent to date
* Net income is projected at $425,000; approximately $351,000 over budget

**13.4 Fundraising Committee Report** – Ms. Joy DeVries noted starting in January they will be

considering coordinating with Green Machine, which is a healthy eating program where vegetables are grown in the classroom. The project will be totally run by grants and private fundraising. More details will be provided at a later date.

**13.5** **Partner’s Report** – Dr. Ursillo noted, with the retiring of Ms. Joan Magoolaghan, Ms. Beth Finnerty has offered her assistance to Mr. Grace in finding a replacement. CMCS will continue to support the Board and the Charter School with whatever services are needed.

**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 Dr. Reva Gershen-Lowy, seconded by Phyllis Thorne and carried unanimously; the meeting was adjourned at 7:16 p.m.*