

**Cardinal McCloskey Charter School**

**Board of Trustees**

**Board Meeting Minutes**

**March 3, 2020**

1. The meeting was called to order by Mr. George Grace, Chairperson, at 6:00 p.m.
2. **Attendance** taken by Mr. George Grace

**Present:** George Grace, Dr. William Ursillo, Dr. Reva Gershen-Lowy and Phyllis Thorne

**Teleconference:** Dunica Charles, Joan Magoolaghan, Jim McCarthy, and Joy DeVries

**Excused:** Peter Quinn

**Charter School Staff:** Jennifer Fedele

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

**Guests**: Margie Medina and Dean Dieda

1. **Sanctuary Community Meeting** was facilitated by Mr. Grace
2. **Motion to approve the minutes of the February 4, 2020 Board Meeting**

*A motion to approve the minutes of the February 4, 2020 Board Meeting was made by Dr. William Ursillo, seconded by Ms. Phyllis Thorne, the motion was approved and accepted.*

1. **Chair Report –** Mr. George Grace thanked everyone for attending and updated them on the following tasks:

* **Revised Lease** – Mr. Grace stated there was no real substantial changes to the lease. The Board members discussed the changes and it was noted that since there is not a quorum the lease would need to be approved by the Board at the next meeting. It was suggested, and agreed by all Board members, that the lease should be signed by Mr. Grace and approved retroactively at the next meeting.
* **Real Estate Next Steps** – Mr. Grace asked Ms. Joy DeVries to provide an update on the progress of the search for another location for the school. With the assistance of Ms. Jennifer Fedele, Ms. DeVries reached out to Community Board 6, the local representatives and also researched on the internet for available space. Ms. DeVries explored the Catholic schools in the area to see what was available. Dr. Reva Gershen-Lowy will follow-up with her contact at the Archdiocese of New York. Ms. Dunica Charles reached out to Assemblyman Ritchie Torres for assistance and will provide feedback at the next meeting. The Board members discussed the square footage they were looking for that will accommodate grades K – 5.
* Ms. Fedele introduced Mr. Dean Dieda who is a community member that has been involved with various areas within the Charter School. He has been assisting parents with job training and has also been involved in community outreach, student enrollment and leadership training. Mr. Dieda has also agreed to join the Sanctuary Core Team as a community member. Mr. Dieda provided a brief bio and indicated he is an organizer with Metro Industrial Areas Foundation which is a network of multi-faith institutions and non-profit organizations in the New York City area. Mr. Dieda stated his focus is on education in the Bronx and he would be able to assist with searching for expansion space for the school and can assist with contacting the local representatives.
* **Annual Review** – The annual employment review for Ms. Jennifer Fedele, Principal, has not been completed yet. Mr. Grace noted the review is an extensive process and more discussion is still needed.
* **Moving Executive Committee Meeting** - Mr. Grace noted the date of the Executive Committee meeting will be moved to the week preceding the Board Meeting. The Board members discussed the need of meeting monthly or bi-monthly. The next Executive Committee meeting will be scheduled for Tuesday, March 31st. The meeting will be conducted at three sites (Aquinas, Valhalla and 232 Madison Avenue). They also discussed the procedure of adding advisory members to the sub-committees.
* **Director of Operations Update** – Ms. Fedele noted interviews for the Director of Operations position is on-going. Prospective candidates will also be interviewed by the Board.

**6.0 Previous Meeting Action Items** – Below is the feedback from the Board members regarding the action items and tasks listed below.

* George Grace – will reach out and invite CMCS Board members to visit the Charter School – **Reached out to Ms. Beth Finnerty. Date is to be determined.**
* George Grace and Peter Quinn – set up conference call with Susan Briggs -
* George Grace and Dr. Reva Gershen-Lowy – will work on completing the employment annual review for Jennifer Fedele – **Review in process and should be completed by the next Board meeting.**
* Joy DeVries – will contact architect to provide a run through of properties of potential sites – **Discussed in the Chair Report.**
* Dr. Reva Gershen-Lowy and Jim McCarthy – will coordinate the Board section for the SUNY review – **Conference call set up for further discussion.**
* George Grace – will review Non-Academic section for the SUNY review -
* Phyllis Thorne and Jennifer Fedele – will review Academic section for the SUNY review – **Documents were prepared, reviewed and submitted to SUNY on time.**
* Jennifer Fedele – will generate ideas for the Simon Foundation with Laura Silberstein – **Discussion regarding the usage of funds was held. Grant will be used for art, music and gym enrichment. Application will be a joint venture completed by CMCS and CMCCS. Application submission due date is March 31st.**
* Phyllis Thorne – explore opportunities with the Everyone Wins organization – **Ms. Thorne noted that the Everyone Wins organization has changed their name. Ms. Thorne has contacted them and will provide feedback at a later date.**
* Dr. William Ursillo – coordinate action with area foster care agencies for recruitment and enrollment – **CMCS Ambassador Committee meeting was held and additional meeting have been scheduled.**
* Joy Devries, Dunica Charles and Jennifer Fedele – explore and research potential schools and sites in the area – **Discussed in Chair Report**

**7.0 Principal’s Report** -Ms. Fedele updated the Board on the following items:

* Motivation Staff Training was held in February with the assistance of Mr. Dieda.
* Approximately 221 applications for the lottery have been received for next year.
* The SUNY Review is scheduled for March 18th. Board members should be interviewed between 4:00 pm and 5:00 pm.
* Parent’s Night Out event is scheduled for This Friday, March 6th from 6:00 pm – 10:00 pm.
* Parent/Teacher Conferences are scheduled for March 4th and 5th

**8.0 Discussion** – Covered in the Chair Report

**9.0** **Motions – N/A**

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

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

**12.0 Reports**

**12.1 Executive Committee Report** - The Executive Committee Report was discussed in the Chair Report.

**12.2 Academic/Sanctuary Committee Report** – Ms. Thorne provided a brief update on what was discussed at the Academic/Sanctuary Committee meeting:

* Search for the Director of Operations position is ongoing
* Student Recruitment is ongoing
* Next Open House is scheduled for March 5th

**12.3 Finance Committee Report** – Mr. Peter Quinn was absent from today’s Board meeting but provided the December 31, 2019 financial reports for the Board’s review. Ms. DeVries provided the following highlights:

* An amendment for the Walton Foundation grant is being worked on
* The enrollment numbers are steady which helps to balance the budget

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

* Ms. DeVries and Ms. Fedele discussed applying for a City Council grant through Assemblyman Ritchie Torres that will be applied to “Wellness in the School” which will incorporate recess as well as integrating healthy foods.
* Currently searching for more grants

**12.5** **Partner’s Report –** On behalf of Ms. Beth Finnertythe Partner’s Report was reported by Dr. William Ursillo. The report was uploaded in Boardpaq for the Board members to review. The report noted how CMCS has been incorporating and assisting with the curriculum, enrollment, fundraising and the Accountability Plan for the Charter School.

**13.0 Public Participation** – Public Participation was made available to the public.

**14.0 Action Items –** Dr. Gershen-Lowy and Mr. McCarthy will review the items and documents for the SUNY Board Review

**15.0 Adjournment**

*A motion duly made by Ms. Phyllis Thorne, seconded by Dr. Reva Gershen-Lowy and carried unanimously, the meeting was adjourned at 7:03 p.m.*