

**Cardinal McCloskey Charter School**

**Board of Trustees**

**Board Meeting Minutes**

**January 11, 2022**

**1.0** The meeting was called to order by Phyllis Thorne, Chairperson, at 6:00 p. m.

**2.0 Attendance:** Was taken by Dr. Reva Gershen-Lowy

**Board Members:** Ms. Phyllis Thorne, Ms. Joy DeVries, Dr. Reva Gershen-Lowy, Dr. William Ursillo, Jim McCarthy, Sister Patricia, Peter Quinn and Dunica Charles

**Excused:** N/A

**Charter School Staff:** Jennifer Fedele, Grace Bendick, Frances Garcia and Christian Adamkiewicz

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

**Guests :** Margie Medina

**3.0 Sanctuary Community Meeting** was facilitated by Phyllis Thorne.

**4.0** **Motion to approve today’s agenda - January 11, 2022**

*A motion to approve today’s agenda was duly made by Joy DeVries, seconded by Dunica Charles and carried unanimously; the meeting was approved and accepted.*

**5.0 Motion to approve the minutes of the December 7, 2021 meeting** – Ms. Joy Devries noted in the motion to authorize the CMCCS Chair of the Board to collect information for the Friends of Organization, it was agreed the cost of this endeavor should not exceed $25,000. This was omitted from the December 7th Board meeting minutes. Ms. Thorne agreed and the minutes were amended to reflect this change.

*A motion to approve the amended minutes for the December 7, 2021 Board Meeting was made by Jim McCarthy, seconded by Dr. Reva Gershen-Lowy, the motion was approved and accepted.*

**6.0 Sanctuary Commitment -** Ms. Phyllis Thorne presented an overview of the Communication Sanctuary Commitment. She emphasized how important communication is and how difficult it can be at times. Individuals need to listen to others speak without judgement and to fully understand what each person is saying and then move forward. There will be better chance of learning by listening attentively which will make for a more comfortable environment where others aren’t afraid to speak. Ms. Thorne emphasized how everyone’s opinions/ideas are valid.

**7.0 Chair Report**

**7.1 Goals for 2022 -** Ms. Thorne discussed what goals the Board members should establish for the Board and School in 2022.She suggested that all members of the Board, as well as each Committee, provide what goals they would like to see accomplished during 2022. This should be ready for discussion at the February Board meeting.

**7.2 Maximization of the Lease Assistance by DOE** – The Board members discussed the lease assistance they receive from the NYC Department of Education and how the Friends of Organization will be involved with the reimbursement process.

* Several Board members attended a meeting with Mr. Matthew Greenberg, from Growing Green Charter School, who provided insight into how they incorporated their Friends of Organization into their lease assistance process. Mr. Greenberg stated he would provide Ms. Thorne with documents that might be helpful to CMCCS.
* Mr. Peter Quinn provided an update on what is needed to move forward with the Friends of Organization and how the school would benefit from this. Once the lease agreement is finalized and approved by the Board this will connect the assignment of the lease between both organizations. Sister Patricia shared her concerns about how this process would work and how this would affect the Landlord. Mr. Quinn addressed her concerns and Ms. Thorne explained how the Friends of Organization will help sustain the School financially.
* Mr. Quinn discussed different avenues on how we can move forward and attain additional funds to cover the School’s operational costs if the Friends of Organization isn’t approved by The Board. Mr. Jim McCarthy noted, for the record, he is not against the concept of the Friends of Organization and he is not an affiliate of CMCS.
* The Board members agreed to hold a Special Board Meeting to vote on the lease agreement and to approve the operational allocation plan. The meeting is scheduled for Tuesday, January 18th at 6:00 p.m.

**7.3 Operation Allocation Expense Plan** - Dr. Reva-Gershen reported on a meeting with Ms. Thorne, Ms. Jennifer Fedele and Ms. Leslie Cruz from CSBM regarding the allocation expense plan.

* Dr. Gershen-Lowy provided the Board members with a spreadsheet of the shared expense allocations between CMCS and CMCCS. Another meeting with the CSBM Group will be held on Thursday, January 13th to finalize the document and then will be sent our lawyer for review before Board approval. Ms. Fedele noted that the $139,000 can be covered by the CARES Act as the expenses are COVID related and was used to cover the four members of the cleaning crew.
* Dr. Gershen-Lowy mentioned, since the CMCS Head Start fiscal year ends 1/31/22, the Operation Allocation Expense Plan should be expedited as soon as possible. Ms. Devries offered to represent the Finance Committee and follow up with Mr. Quinn tomorrow. Dr. Gershen-Lowy will meet with Ms. Christine Monroe, CMCS CFO, to review the documents and provide feedback if needed. A special meeting was set up for January 18th at 6pm to review and approve the allocation of expense plan.

**7.4 Website Evaluation by Empire Charter Consultants** – Ms. Fedele noted in the Principal’s Report that feedback was received from Empire Charter Consultants regarding the School’s website. The recommendations are being reviewed by the Administrative team who are working on making adjustments and updates to the website.

**7.5 ESSERS Report** – Ms. Fedele stated the ESSERS report will be discussed at the February Board meeting.

**8.0 Previous Meeting – Action Items**

**9.0 Principal’s Report** – Ms. Fedele provided the Board members with the Principal’s Report for their review. Ms. Fedele is available to answer any questions or concerns.

**10.0 Discussion -** Dr. Gershen-Lowy asked if the Board meetings are still being conducted remotely. Ms. Thorne stated she received notification from CSI and as of now the Board meetings will continue to be held remotely.

**11.0 Motions**

**11.1 Motion to approve the Charter School Board Calendar**

*A motion to approve the Charter School Board Calendar was duly made by Dr. William Ursillo, seconded by Dr. Reva Gershen-Lowy- the motion was approved and accepted.*

**12.0 Proposed Executive Session (if necessary, subject to Board approval) -** N/A

**13.0** **Action Following Executive Session** – N/A

**14.0 Reports**

**14.1 Executive Committee Report** – Ms. Thorne provided minutes of the January 5, 2022 Executive Committee for Board members to review.

**14.2 Academic/Sanctuary Committee Report** – No report

**14.3** **Finance Committee Report** – No report

**14.4 Fundraising Committee Report** – No report

**14.5 Ad Hoc Governance Committee** – No report

**14.6 Partner’s Report** – No report

**15.0 Public Comment** – N/A – Virtual meeting was held because of the pandemic

**16.0 Action Items –** N/A

**17.0 Adjournment**

*A motion duly made by Jim McCarthy, seconded by Joy Devries and carried unanimously; the meeting was adjourned at 7:43 p.m.*