



**Cardinal McCloskey Charter School
Board of Trustees**

Board Meeting Minutes

January 5, 2021

1.0 The meeting was called to order by Mr. George Grace, Chairperson, at 6:02 p.m.

2.0 Attendance taken by Mr. George Grace

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

Excused: N/A

Charter School Staff: Jennifer Fedele, Desiree Grand, and Grace Bendick

CMCS Partners: Kamlesh Singh

Guests: Margie Medina

3.0 Sanctuary Community Meeting was facilitated by Ms. Phyllis Thorne

4.0 Motion to approve the January 5, 2021 Board Meeting agenda

A motion to approve the January 5, 2021 Board Meeting agenda was made by Jim McCarthy, seconded by Joy DeVries, the motion was approved and accepted.

5.0 Motion to approve the minutes of the December 1, 2020 Board Meeting - Mr. Peter Quinn noted he did not receive the minutes in time to review before the meeting. The Board members discussed receiving the documents for upcoming Board meetings in a timely manner. It was decided that documents presented at the Board meetings will be coordinated by Dr. Reva Gershen-Lowy and will be sent to the Board members the Friday before each meeting.

A motion to delay the approval of the minutes from the December 1, 2020 Board Meeting was made by Jim McCarthy, seconded by Joy DeVries, the motion was approved and accepted.

6.0 Chair Report – Mr. George Grace welcomed everyone and thanked them for attending. The following items were discussed at the meeting:

- Mr. Grace discussed the 2021 Board meeting calendar. The Board meetings will continue to be held the 1st Tuesday of each month except for the September meeting which will be held

on September 14, 2021. A motion was made to approve the Board Meeting 2021 calendar. Mr. Grace will send the updated calendar to all Board members.

- Mr. Grace and the Board discussed feedback from the Board Retreat that was held on December 5th.
 - All agreed that a Governance Committee be coordinated that will make sure the Board and Charter School are in compliance.
 - Ms. Thorne liked the discussion on Board size and what should be done to evaluate certain areas and recruit Board and Advisory Committee members.
 - Mr. Grace and the Board discussed the vacant Board position and the need to fill it as soon as possible. Further discussion will continue at the next meeting. Mr. Grace stated the collaboration with CMCS is of great assistance in recruiting and approving new Board members. A pipeline of prospective Board members should also be created as a combined effort between the Charter School and CMCS.
 - Mr. McCarthy stated a non-standing committee (ad hoc committee) be formed where no documents need to be sent to SUNY and will not be a public meeting. Mr. Grace noted a Governance Committee would be considered ad hoc and would help with compliance areas. A motion was made to approve the formation of the Ad Hoc Committee for Governance. Primary responsibilities would be to create a pipeline of Board, Committee and Advisory members and to assist with the compliance of the Charter. Mr. Quinn agreed and indicated this would be a great step. Mr. Grace noted a minimum of three Committee members will be appointed at the next meeting.

7.0 Previous Meeting Action Items – N/A

8.0 Principal's Report - Ms. Fedele updated the Board on the following areas:

- Ms. Fedele discussed the cancellation of the mid-year review because of the pandemic and what should be done to make sure the school is in a good place. Mr. McCarthy suggested Ms. Fedele engage in contracting with an independent evaluator for school operations and performance. Dr. Gershen-Lowy suggested Ms. Fedele contact Ms. Jill Sheehan from Empire Consulting for assistance.
- Staff recruitment advertisements have been placed and applications are being received for teacher positions for the next school year.
- There are currently 223 students enrolled and recruitment for older children through the school's student waiting list is being conducted.
- The NWEA testing numbers will be available at the end of the week.
- Remote learning is scheduled to re-start on Monday, January 11th. Social Workers are working with families to ensure student attendance.
- Dr. Ursillo noted CMCS is very supportive and will assist in any way possible. CMCS ECED staff will assist with student recruitment for kindergarten age children by reaching out to Head Start and UPK families.

9.0 Discussion - Covered in the Chair and Principal Reports

10.0 Motions

10.1 A motion to approve the 2021 Board Meeting Calendar

A motion to approve the 2021 Board Meeting Calendar was made by Jim McCarthy, seconded by Joy DeVries, the motion was approved and accepted.

10.2 A motion to approve the formation of an Ad Hoc Committee for Governance

A motion to approve the formation of an Ad Hoc Committee for Governance was made by Peter Quinn, seconded by Dr. Reva Gershen-Lowy, the motion was approved and accepted.

11.0 Proposed Executive Session – N/A

12.0 Action Item Following Executive Summary – N/A

13.0 Reports

13.1 Executive Committee Report – N/A

13.2 Academic/Sanctuary Committee Report – Ms. Thorne provided highlights from the Academic Committee meeting that was held on December 16, 2020:

- Ms. Thorne provided an update on the progress of the student’s assessment tests. Small group sessions are conducted twice a week for students who need additional assistance.
- Ms. Thorne noted Family Appreciation Day was a huge success with approximately 75 families that attended. Meals, books, crafts, gift cards and winter recess education packets were distributed.
- Sister Eileen is on board with the Charter School’s request for a five-year lease option.
- The Sanctuary contract has been completed and a Consultant has been assigned. The Board members will receive a separate training intended specifically for the Board. Goals will be discussed at the next meeting.
- Ms. Thorne will invite Ms. DeVries to the next meeting to discuss how the Fundraising Committee goals can align with the Academic goals.

13.3 Finance Committee Report – Mr. Peter Quinn provide an overview of the November 2020 financial report that was provided to the Board.

- The School is doing exceptionally well as noted in the five-month balance sheet.
- Mr. Quinn detailed the School’s revenue and expenditures and noted the School is in a financially strong position. The insurance expenses are running high and are currently \$17,000 over budget. Further research into this area will be conducted.
- Mr. Quinn met with Charter School Business Management (CSBM) and discussed the School’s escrow account payments. More information will follow at a later date.
- The next Finance Committee meeting is scheduled for January 25, 2021 @ 4:00 p.m.

13.4 Fundraising Committee Report – Ms. Joy DeVries provided the following overview from the Fundraising Committee:

- Ms. DeVries suggested school goals be aligned with fundraising goals to work towards what’s best for the School. Ms. Fedele, Ms. DeVries and Ms. Thorne will work together to determine what areas should be addressed. The Board continued to discuss where Fundraising will be best used that will benefit the needs of the students. Ms. Thorne will add this to the agenda for the next Academic Committee meeting.
- Ms. Joy DeVries is also continuing to research for identified grants and noted contracting with a program that can assist in finding grants might be a good idea. Mr. Grace suggested Ms. DeVries join the next Academic Committee meeting to provide additional information. Further discussion will be conducted after the next Academic Committee Meeting.

- Mr. McCarthy noted it would be helpful to make sure fundraising efforts are also geared to the Charter School goals that are detailed in the application

13.5 Partner's Report – Dr. Ursillo reiterated that CMCS will continue to support the Board and the Charter School with whatever services are needed. CMCS is also very pleased that the School is adhering to the Charter.

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 Dr. William Ursillo and carried unanimously; the meeting was adjourned at 7:06 p.m.