



**Cardinal McCloskey Charter School
Board of Trustees**

Board Meeting Minutes

February 2, 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 and Christine Monroe

Guests: Margie Medina

3.0 Sanctuary Community Meeting was facilitated by Ms. Phyllis Thorne

4.0 Motion to approve the February 2, 2021 Board Meeting agenda

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

5.0 Motion to approve the minutes of the December 1, 2020 Board Meeting

A motion to approve the minutes of the December 1, 2020 Board Meeting was made by Dr. Reva Gershen-Lowy, seconded by Phyllis Thorne, the motion was approved and accepted.

6.0 Motion to approve the minutes of the January 5, 2021 Board Meeting

A motion to approve the minutes of the January 5, 2021 Board Meeting was made by Jim McCarthy, seconded by Peter Quinn, the motion was approved and accepted.

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

7.1 Mr. Grace provided an update on the Aquinas lease. All information has been collected to discuss the renewal with Sister Eileen. We are currently looking to lease the entire building not

including the convent. The Board reviewed the budget on what the school would be able to afford and what should be included in the lease renewal. The Board also discussed adding a clause in the lease that would allow the school to get out of the lease without penalty. Mr. Grace will negotiate with Sister Eileen and propose options that will be good for them as well as for the Charter School. The goal is to secure a five-year lease with an option for an additional five years. More information will be provided as we proceed.

7.2 Mr. Grace informed the Board that Dr. William Ursillo and Mr. Jim McCarthy have agreed to volunteer as members of the Ad Hoc Governance Committee. The purpose of the Committee is to create a process to on-board new Board members and to make sure the school is preparing and reaching goals for the Charter renewal process. The Committee will provide reports to the Board as needed.

7.3 Ms. Fedele provided an update on the impact COVID-19 has had on the school.

- Remote learning is still in place. In-school learning is scheduled to resume after the winter break.
- Some staff have received the COVID-19 vaccines
- All safety protocols are still in place and families have been provided with the necessary personal protective equipment

7.4 Initial NWEA tests – Ms. Fedele provided copies of the results of the NWEA testing for the Board to review

8.0 Previous Meeting Action Items – N/A

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

- New Special Ed teacher was hired and started February 2, 2021
- Student enrollment remains consistent. Ms. Desiree Grand provided an enrollment plan for the Board to review.
- There are currently 165 applications for the next school year. Ms. Grand noted they will be participating in the Charter School Fair which starts Saturday, February 6th and will be held virtually. Our Charter School has set up a virtual booth that will provide information to families about the school and they can sign up to receive additional information. Mr. McCarthy noted we should have a balanced enrollment of students throughout the grades.
- Mr. McCarthy asked if we were highlighting the targeted population that is in the Charter. Ms. Grand noted she has reached out to various foster care agencies and it is also included in the recruitment and outreach process. Ms. Fedele noted foster care is a very difficult population to hold on to. Dr. Ursillo mentioned CMCS will urge our individuals in foster care and early childhood programs to enroll. Mr. McCarthy pointed out a record of the outreach efforts should be documented to show we are fulfilling the Charter application requirements.
- Ms. Fedele is building a partnership with Anne Lillis, from Monroe College, to provide interns to complete their student teaching at the Charter School
- Ms. Fedele stated there are currently 44 ELL students and 43 students with IEP's
- Ms. Fedele provided an update on the Growth for Success Plan, the Academic Emergency Plan and the PAF Trainings.
- Professional Development Day was held on February 2, 2021 regarding Teaching on ZOOM.
- Reviewing different instructional approach options that will lead to reading success using ZOOM
- The Board discussed whether the school is able to implement regular classes (in-school learning) and also discussed how to have as many students in school as possible.

- Mr. McCarthy noted some of the areas that are being discussed in depth at the Board meeting should be done at committee meetings. Pertinent information should then be reported at the Board meetings if necessary.

10.0 Discussion - Covered in the Chair and Principal Reports

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 January 13, 2021:

- Ms. Thorne provided an update on the preparation for SUNY visits and the recertification process. Areas include reviewing the Memorandum of Understanding, the original Application, the Charter renewal and the SUNY policies.
- Ms. Thorne noted the Committee needs to be kept informed of the academic progress of the students. Ms. Fedele and Mr. Thompson should create a calendar of when the academic checkpoint requirements and assessment testing are scheduled. This will keep the Committee informed and reports can also be presented at the Board meetings.
- The Sanctuary Committee discussed what topics should be presented at parent and family trainings and workshops. Surveys can be sent to parents on what concerns, interests and needs they would be interested in. Topics would include self-care and supporting children through the virtual learning platform.
- The Committee discussed the fundraising needs of the school and where the funds would be best utilized.

13.3 Finance Committee Report – Mr. Peter Quinn provided an overview of the December 2020 financial report and the minutes from the December 28, 2020 Finance Committee meeting. Documents were provided to the Board before the meeting.

- 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 over budget. Further research into this area will be conducted. Mr. Bruce Lieberman (CSBM) suggested the Committee review and request bids from other insurance brokers for the next school year. Additional information will be provided at the next meeting.
- \$25,000 has been transferred to the escrow account
- The next Finance Committee meeting is scheduled for February 22, 2021

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

- Ms. DeVries is working on completing grants for 2021. Ms. Thorne has been extremely helpful in providing information on areas that the fundraising goals can be used to align with the academic goals for the students.
- Ms. DeVries asked Ms. Fedele for her assistance in finding some programs/grants that can be used to assist teachers with classroom preparation

13.5 Partner's Report – Dr. William Ursillo provided a bio on Sister Patricia Broderick, who was approved by the Cardinal McCloskey Community Services Board (CMCS), as a potential Board member for the Charter School. Sister Patricia would be filling the vacant seat on the

Board left by Ms. Joan Magoolaghan. To be part of the interviewing process, Mr. Quinn noted candidates should be interviewed by the Charter School Board as well as CMCS. The Board reviewed Sister Patricia's bio and suggested they make a motion to affirm her appointment subject to a meeting with the Officers of the Charter School Board within the next week. All Board members agreed.

13.0 Motions

13.1 A motion to affirm the appointment of Sister Patricia Broderick as a member of the Cardinal McCloskey Community Charter School Board

A motion to affirm the appointment of Sister Patricia Broderick as a member of the Cardinal McCloskey Community Charter School Board subject to a meeting with the Officers of the Board was made by Phyllis Thorne, seconded by Peter Quinn, the motion was approved and accepted.

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. William Ursillo, seconded by Phyllis Thorne and carried unanimously; the meeting was adjourned at 7:40 p.m.