



**Cardinal McCloskey Charter School
Board of Trustees**

Board Meeting Minutes

March 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, and Joy DeVries

Excused: Peter Quinn

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

CMCS Partners: Kamlesh Singh

Guests: Margie Medina and Sister Patricia Broderick

3.0 Sanctuary Community Meeting was facilitated by Ms. Phyllis Thorne

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

A motion to approve the March 2, 2021 Board Meeting agenda was made by Dr. Reva Gershen-Lowy, seconded by Phyllis Thorne, the motion was approved and accepted.

5.0 Motion to approve the minutes of the February 2, 2021 Board Meeting

A motion to approve the minutes of the February 2, 2021 Board Meeting was made by Joy DeVries, seconded by Phyllis Thorne, the motion was approved and accepted.

6.0 Chair Report – Mr. George Grace welcomed everyone and thanked them for attending.

Mr. Grace invited Ms. Thorne to explain what will take place at future meetings regarding the Sanctuary model. There are seven commitments in the Sanctuary model and it was suggested that each Board member select and review a different commitment at each of the Board meetings. This will provide a booster on the Sanctuary model commitments. Ms. Thorne will send the Board members a list of the commitments. This will begin at the next meeting. Mr. Grace offered to be the first presenter at the April Board meeting.

The Board reviewed what documents should be on the website and whether they should be made available to the public. Mr. Grace noted that the ByLaws are on the website and they are password protected. Ms. Desiree Grand noted the By Laws are also available to the public if requested. The Board meeting agenda and minutes are also located on the website. Mr. Jim McCarthy discussed whether the documents for Board meetings could be housed in a private storage section on the website. A consultant could be hired to assist Ms. Grand on developing a system/link where Board meeting documents could be easily assessable to the Board members. A discussion continued on where the Charter School application, school lease and other pertinent documents should be made assessable to the Board. Dr. Gershen-Lowy suggested, and the Board agreed, Ms. Grand research what documents should be made available to the public.

The following items were discussed at the meeting:

- 6.1** Follow up on NWEA Testing – Ms. Fedele and Mr. Allyn Thompson presented a NWEA analysis for the Fall 2020 -2021 school year. Mr. Thompson discussed the goals and what the testing involved. Plans are being made for the second round of testing to begin within the next few weeks. Ms. Fedele stated more information can be provided if needed.
- 6.2** Follow up on proposed lease - Mr. Grace provided an update on the status of the Aquinas lease. The lease was sent to Sister Eileen for review. Ms. Jennifer Fedele and Ms. Grand will be meeting with Sister Eileen on March 3rd. Mr. Grace provided an annual breakdown of the lease term and base rent for each year. The lease would be for the entire building. More information will be provided as we proceed.

7.0 Previous Meeting Action Items – N/A

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

- Ms. Fedele provided a copy of the new CMCCS Data Dashboard for the Board to review. This document will keep track of staff and students goals, progress and up-to-date information. Mr. Grace suggested, if possible, the dashboard be retroactive to September 2020 and a section with additional comments be included. The dashboard will be reviewed by the Academic Committee for a finished product in April 2021.
- A Town Hall meeting with parents was held to discuss and explain the Growth for Success Plan and how it will be able to help the children academically. Follow-up phone calls are being conducted periodically after the town hall meetings.
- Extra services have been set-up for the multi-language learners
- Speech therapists are coming into the building to provide services
- Ms. Fedele discussed providing a summer school program that would be held for the students. The session will be four weeks, five hours per day, for Reading and Math. Four teachers have committed to working the summer program.
- Mr. Grace asked if there was a way for parents to become more involved in helping with teaching the children. Ms. Fedele noted this has been discussed at the town hall meetings but she is open to receiving ideas from everyone. Ms. Joy DeVres noted she would research grants that could assist with this.
- Mr. Grace stated the top goals should be academics and getting children back in school
- The lottery is scheduled for Tuesday, April 6, 2021 at 10:00 a.m. Ms. Grand stated that currently there are over 230 applications for the next school year. Seventy-five children are needed for the kindergarten classes. Schoolmint will be conducting the lottery virtually and will be open for parents to attend. The enrollment process will start immediately after the lottery. This will ensure that children are enrolled as soon as possible. Dr. Gershen-Lowy noted that CMCS has scheduled four virtual Open Houses at various ECED locations. CMCS staff will be available to assist with the recruitment process. Dr. Gershen-Lowy will update the Board with the progress.

9.0 Discussion - Covered in the Chair and Principal Reports

10.0 Motions

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

A motion to approve the appointment of Sister Patricia Broderick as a member of the Cardinal McCloskey Community Charter School Board was made by Phyllis Thorne, 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 February 17, 2021 and noted that most of the topics were covered in the Principal’s Report.

- Ms. Thorne discussed the challenges children have been facing throughout the pandemic and how it has affected their learning capabilities. The outcome is reflected in the achievement tests done from September 2020 – December 2020. The report was sent to the Board for review and a discussion ensued on different approaches to assist children who are lagging behind.
- The Academic Committee discussed what it would take to bring all children back to school full-time

13.3 Finance Committee Report – In Mr. Peter Quinn’s absence, Ms. DeVries provided an overview of the January 2021 financial report and the minutes from the January 25, 2021 Finance Committee meeting. Documents were provided to the Board before the meeting.

- Ms. DeVries reviewed the School’s current revenue and expenditures.
- Ms. Grand is currently working on the insurance renewal which expires at the end of June 2021. Ms. Grand is obtaining three bids from various insurance brokers. The bids will be reviewed at the April Finance Committee meeting and recommendations will be presented to the Board.
- The budget process for year 2021 – 2022 is underway and will be presented at the June Board meeting for approval
- The next Finance Committee meeting is scheduled for March 29, 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 (specifically Reading and Math) that the fundraising goals can be used to align with the academic goals for the students. One of the grants applied for is the K-2 Reading Initiative which is a phonics -based program used to train staff and parents. This would be a good compliment to the programs already in place at the school. Ms. DeVries provided additional information on the other grants that have been applied for.

- Ms. DeVries asked Ms. Fedele for her assistance in finding some programs/grants that can be used to assist teachers with classroom preparation. For example, Monroe College provides interns to complete their student teaching at the School.

13.5 Partner's Report – N/A

13.6. Ad Hoc Governance Committee - Mr. McCarthy provided some highlights that were discussed at the February 9th and February 22nd Governance Committee meetings. A report of the meetings was sent to the Board members.

- The aim of the Committee is to focus on governance practices as well as encouraging best practices in the information presented to the Board members
- Support the on-boarding of new Board members by a review of the Charter and other documents along with an orientation on the board processes
- Discussed ways to help facilitate external communications, such as website and community relations
- Mr. Grace noted one of the key areas is to work on creating a list of prospective Board and Committee members and that these prospective members can serve on our sub-committees. This list of prospective members can be used to fill vacant seats expeditiously.
- Mr. McCarthy introduced Sister Patricia as the newest member of the Charter School Board. Sister Patricia will be an asset to the Board and brings with her a wealth of experience and knowledge in the education field. Sister Patricia provided a brief summary on her experience and background working with children with special needs. Dr. Gershen-Lowy noted that Sister Patricia also sits on various ECED Head Start committees as a representative of the CMCS Board.

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 Joy DeVries and carried unanimously; the meeting was adjourned at 7:01 p.m.