



**Cardinal McCloskey Charter School
Board of Trustees**

Board Meeting Minutes

April 6, 2021

1.0 The meeting was called to order by Mr. George Grace, Chairperson, at 6:00 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, Peter Quinn, Joy DeVries and Sister Patricia Broderick

Excused: Dunica Charles

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

CMCS Partners:

Guests: Margie Medina

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

4.0 **Motion to approve the April 6, 2021 Board Meeting agenda**

A motion to approve the April 6, 2021 Board Meeting agenda was made by Phyllis Thorne, seconded by Dr. Reva Gershen-Lowy, the motion was approved and accepted.

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

A motion to approve the minutes of the March 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. The following items were discussed during the Chair Report:

6.1 **The First Sanctuary Commitment: Open Communication** - Mr. Grace opened the meeting and provided a summary and presentation on the Open Communication Sanctuary commitment. Mr. Grace thanked Ms. Thorne for suggesting the Board take part in the “mini training” on the Sanctuary model. Ms. Jennifer Fedele offered to be the presenter at the May Board meeting.

6.2 **Update on Lease** – Mr. Grace informed the Board the meeting with Sister Eileen was postponed because their lawyers are reviewing the proposed lease. More information will be provided as we proceed.

6.3 **Update on Sanctuary Contract** – Ms. Fedele noted the Sanctuary contract is complete. A two-day needs assessment virtual meeting has been scheduled for April 8th and 9th. All Board members are welcomed to attend.

- 6.4 **Update on Board Documents** – Ms. Desiree Grand has created a folder on the school’s Google Drive which will store board documents for each Board meeting. All Board members have been given access to the folder.
- 6.5 **SUNY Visit** – Ms. Fedele informed the Board that a visit by SUNY has been scheduled in May. All requested documents by SUNY have to be submitted the first week in May. The Board discussed what will need to be done to prepare for the visit. Dr. Gershen-Lowy asked if there was an agenda or list of items that will be discussed at the May 24th CSI meeting. Ms. Fedele will reach out to CSI and report back to the Board with more details. Mr. Jim McCarthy will provide the Board with a list of questions that he has created based on his experience in attending other charter school reviews/meetings.
- 6.6 **Update on Recent Testing** – Ms. Fedele reviewed the testing results and discussed what data was factored in when creating the chart. Ms. Fedele also discussed the breakdown of the lowest 20% of children and what work will need to be done to improve their scores.
- 6.7 **Review of Dashboard** - Ms. Fedele provided an updated copy of the CMCCS Data Dashboard for the Board to review. This document will keep track of staff and students goals, progress and up-to-date information beginning July 2020 - present. Mr. Grace suggested a narrative, based on the data provided, be included with the chart so that it can be discussed at Board meetings.
- 6.8 **Lottery** – Ms. Grand provided a status report on the lottery selection that was held earlier today. There were over 300 applications in the lottery. Families are being contacted to register as soon as possible. Dr. Reva Gershen-Lowy asked if she can have a list of the children from CMCS programs that were selected from the lottery. ECED staff can reach out to the families and encourage them to register as soon as possible. Below is a breakdown of the applications that were selected by grade:
- o Kindergarten – 80 seats
 - o 1st Grade – 6 seats
 - o 2nd Grade – 0 seats
 - o 3rd Grade – 10 seats
- 6.9 **COVID Plans and Updates** – M. Fedele noted they are preparing to bring all blended students in five days a week with the appropriate social distancing. Full remote is still being offered.

7.0 **Previous Meeting Action Items – N/A**

- 8.0 **Principal’s Report** - Ms. Fedele noted that most of the topics from the Principal’s Report have been covered in the Chair Report. Below are additional highlights:
- Ms. Fedele discussed the summer school program that would be held for the students. The areas that will be focused on will be Math and Reading. Ms. Fedele provided an overview of how this will be implemented.
 - A full-day, five-day Sanctuary Training has been scheduled for all staff during the week of August 16th – 20th
 - Ms. Fedele and Ms. Grand discussed the newly formed Chronic Absenteeism Committee. The Committee was developed to discuss ways to deal with students that have chronic absences. Mr. Jim McCarthy asked if exit interviews are conducted when children leave the school. Ms. Grand stated there is a form for parents to complete.

9.0 **Discussion** - Covered in the Chair and Principal Reports

10.0 **Motions**

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 the minutes from the Academic Committee meeting that was held on March 17, 2021 and noted that most of the topics were covered in the Principal’s Report. Below are highlights from the meeting:
- o Discussed the preparation for the third grade state exams
 - o Currently working on a draft of the Attendance Policy which would include the Sanctuary model
 - o Staff Recruitment
- 13.3 Finance Committee Report –** Mr. Peter Quinn noted the February 2021 financial report and minutes from the February 22, 2021 Finance Committee meeting were provided to the Board before the meeting. Below are highlights from the March 29th Finance Committee meeting:
- o An analysis is being conducted on bringing teacher salaries up to parity. The plan will be to present the budget at the next meeting and bring the Board up-to-date on the salary analysis. The Board is scheduled to vote on the budget at the June meeting.
 - o Ms. Grand provided an update on the insurance renewals. The Workers Comp Insurance policy has been renewed with Salerno. Ms. Grand noted all other insurance policies are due to expire 5/15/2020. Bids have been received and a decision will be made before the May Board meeting. Mr. Quinn suggested the Finance Committee make a motion to approve this at the next Finance Committee meeting which is scheduled for April 26, 2021 at 4:00 p.m. All Board members are welcomed to attend the meeting.
- 13.4 Fundraising Committee Report –** Ms. Joy DeVries noted the Committee is currently waiting on responses from grants that have been submitted. There are no other updates to report at this time.
- 13.5 Partner’s Report – N/A**
- 13.6. Ad Hoc Governance Committee –** The minutes Mr. McCarthy provided to the Board from the Governance Committee meeting held on March 9, 2021 were accepted. An On-Boarding meeting was held on March 24th that provided Sr. Patricia with an orientation packet that included information on the roles and responsibilities as a Charter School Board member.
- o Mr. Grace suggested the Governance Committee pre-approve Ms. Carol Starmack as a potential Board member for when a position becomes available. Ms. Starmack has been an Advisor for the Academic/Sanctuary Committee. Mr. McCarthy and the Governance Committee will facilitate when we are ready to move forward.
- 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 7:05 p.m.