



**Cardinal McCloskey Charter School  
Board of Trustees**

**Board Meeting Minutes**

**May 4, 2021**

**1.0** The meeting was called to order by Mr. George Grace, Chairperson, at 6:05 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:** Kamlesh Singh

**Guests:** Margie Medina

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

**4.0 Motion to approve the May 4, 2021 Board Meeting agenda**

*A motion to approve the May 4, 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 April 6, 2021 Board Meeting**

*A motion to approve the minutes of the April 6, 2021 Board Meeting was made by Jim McCarthy, seconded by Peter Quinn, 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 Second Sanctuary Commitment: Social Responsibility** – Ms. Jennifer Fedele provided a summary on the Social Responsibility Sanctuary commitment. She discussed how the commitment is incorporated in the Charter School in regard to students, parents and staff. Mr. Jim McCarthy will be the presenter at the June Board meeting.

**6.2 Update on Lease Negotiations** – Mr. Grace provided an update on the lease negotiations regarding the additional space for the Charter School. A plan is being discussed that would enable CMCS to locate one of the CMCS ECED programs within Aquinas High School. Each organization would have their own lease that would allow both programs to utilize the space.

The Board discussed how the two programs would co-exist and the breakdown of classrooms and work space that would be needed. More information will be provided as we proceed.

**6.3 SUNY Visit** – Ms. Fedele updated the Board on what needs to be completed before the visit by SUNY later this month. All requested documents are being submitted in Epicenter. The Board Members will be available to assist when needed and discussed what will need to be done to prepare for the visit. Ms. Fedele noted she would provide the Board with copies of the documents that were uploaded in Epicenter.

**6.4 Review of Dashboard** - Ms. Fedele provided an updated copy of the CMCCS Data Dashboard for the Board to review. Ms. Thorne noted the Dashboard is a work in progress and will be modified by the Academic Committee as needed. The Board discussed other areas that could be included in the Dashboard. The document was created to provide information to the Board on the progress of students and staff.

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

**8.0 Principal’s Report** - Ms. Fedele summarized the Principal’s Report and provided the following highlights:

- Ms. Fedele noted there are 45 students completely enrolled and another 45 are in the enrollment process. There are approximately 90 + children on the wait list.
- Staff Recruitment is ongoing; 9 – 10 positions have been posted
- NWEA Assessment will be completed in June
- Ms. Fedele and the Board discussed how the school is preparing to slowly bring blended students back to 5 days per week for in-school learning. Mr. Grace would like to see staff encourage parents of the importance of children returning to school. Ms. Thorne noted further discussions will be held at the upcoming Academic/Sanctuary Committee meeting. A motion was made to create a policy that will encourage parents to bring their children back to school. All Board members approved.

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

## **10.0 Motions**

### **10.1 A motion to create a policy that will encourage parents to bring children back to school**

*A motion to create a policy that will encourage parents to bring children back to school was made by Phyllis Thorne, seconded by Dr. Reva Gershen-Lowy, the motion was approved and accepted.*

### **10.2 A motion to approve Austin & Co. to provide insurance coverage for the Charter School**

*A motion to approve Austin & Co. to provide insurance coverage for the Charter School was made by Peter Quinn, seconded by Jim McCarthy, 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 the minutes from the Academic Committee meeting that was held on April 21, 2021. Below are some of the highlights from the meeting:

- Reviewed and updated the Absentee Policy and agreed that it provides the required information and reflects the tone of the Sanctuary Model. A copy of the policy will be sent to the Board at a later date.
- The Sanctuary Needs Assessment has been completed and the results will be discussed in August at the Sanctuary Training
- The Committee discussed how the summer school will be structured for the students. School will be in session daily from 8:00 a.m. – 1:00 p.m. Teachers will have planning sessions at 1:00 p.m.
- Mr. Grace, Dr. Reva Gershen Lowy and Phyllis Thorne will meet tomorrow morning at 8:00 a.m. to discuss the personnel evaluation review. Dr. Gershen-Lowy noted that the specific evaluation tool referenced in the Charter application is the Vanderbilt tool. The Board will have access to the results when completed.

**13.3 Finance Committee Report** – Mr. Peter Quinn noted the March 2021 financial report and minutes from the March 29, 2021 Finance Committee meeting were provided to the Board before the meeting. Below are highlights from the April 26<sup>th</sup> Finance Committee meeting:

- The budget will be discussed at the May 24<sup>th</sup> Finance Committee Meeting and will be presented to the Board at the June Board Meeting for approval.
- Mr. Quinn reviewed the financial statement and noted the School is in a financially strong position.
- Ms. Grand provided an update on the insurance renewals. The bids received from Austin & Co. and Salerno were reviewed by the Finance Committee. They elected to move forward with Austin based on the more comprehensive and complete package that would be best for the school. The term of the insurance is from May 15, 2021 – June 30, 2022. The Workers Comp insurance is currently with Salerno through April 2022. At that time a decision will be made to either renew with them or seek another company. Mr. Quinn suggested the Board make a motion to approve the insurance renewal through Austin & Co. All Board members agreed.

**13.4 Fundraising Committee Report** – Ms. Joy DeVries noted the Committee is currently waiting for responses on several grants that have been submitted. One of the grants is Kid Spark, which is a grant that will enhance the Science curriculum. There are no other updates to report at this time.

**13.5 Partner’s Report** – Dr. Ursillo provided a summary from CMCS which details a plan for ECED to lease space at Aquinas High School. Details were discussed during the Chair Report.

**13.6. Ad Hoc Governance Committee** – Mr. McCarthy provided minutes to the Board from the Governance Committee meeting held on April 13, 2021. Mr. McCarthy asked if a meeting should be scheduled for the Board to discuss the CSI interview and review documents that have been submitted. Ms. Fedele will forward the documents to the Board for their review. Mr. Grace noted once the Board reviews the documents a meeting can be scheduled if necessary.

**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 Phyllis Thorne, seconded by Peter Quinn and carried unanimously; the meeting was adjourned at 7:30 p.m.*