



**Cardinal McCloskey Charter School  
Board of Trustees**

**Board Meeting Minutes**

**June 1, 2021**

**1.0** The meeting was called to order by Mr. George Grace, Chairperson, at 6:01 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, Dunica Charles and Sister Patricia Broderick

**Excused:**

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

**CMCS Partners:** Kamlesh Singh and Chris Monroe

**Guests:** Margie Medina

**3.0 Sanctuary Community Meeting** was facilitated by Mr. George Grace

**4.0 Motion to approve the June 1, 2021 Board Meeting agenda**

*A motion to approve the June 1, 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 May 4, 2021 Board Meeting**

*A motion to approve the minutes of the May 4, 2021 Board Meeting was made by Phyllis Thorne, seconded by Peter Quinn, the motion was approved and accepted.*

**6.0 Sanctuary Commitment: Democracy** – Mr. Jim McCarthy provided a summary on the Democratic Sanctuary commitment. He discussed how nurturing a democratic environment affects the students, parents, staff and the community.

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

**7.1 The Lease** – Mr. Grace provided an update on the meeting with Sister Eileen, who have hired a lawyer to handle the on-going lease negotiations. The lease proposal that was submitted has been rejected and, therefore, the negotiations are continuing. The Board discussed the areas of the lease that need to be addressed. Mr. Grace will put together a revised proposal that

hopefully will meet their needs. This discussion continued on what the Charter School would need to do in the event an agreement cannot be reached. Mr. Jim McCarthy mentioned the possibility of leasing on a month-to-month basis or short-term lease renewal until the situation can be worked out. As negotiations continue additional information will be provided to Mr. Grace and addressed at the next Finance Committee meeting. Once a decision has been made the Board will make a motion to vote on the agreement. Mr. Grace noted the Board will review the proposal before sending to Sister Eileen.

Because of her affiliation with the Dominican Sisters, Sister Patricia excused herself from the discussion regarding the lease renewal.

**7.2 Debrief on SUNY Visit** – Ms. Fedele provided a brief overview of the evaluation visit from SUNY representatives. All requested documents had submitted in Epicenter before the visit.

- Administration staff were interviewed separately
- Met teachers and classroom observations were conducted
- Ms. Fedele discussed the teacher evaluation process
- SUNY provided feedback on how to assist children in reaching their goals
- SUNY suggested Administrative staff develop relationships with other area charter schools with similar budgets and see how they manage their school
- Formal documentation and feedback will be received from SUNY before the summer school session begins and will be implemented in the curriculum
- Mr. Grace noted that the exit meeting with the Board sounded positive

**7.3 Review Dashboard** - Ms. Fedele provided an updated copy of the CMCCS Data Dashboard for the Board to review.

**8.0 Review of Budget** - Mr. Quinn presented a detailed summary of the financial statement and provided copies of the proposed annual budget for the Board to review. He also discussed the per-pupil rate and how it affects the overall budget. Mr. Quinn provided a breakdown of the actual expenses, revenue and future projections and reviewed the flexibility in the budget and how funds were utilized to balance the budget. The Board discussed the increase in the rent and how it will impact the budget for the upcoming school year. Mr. McCarthy noted the budget can be revised in October if any changes need to be made.

Mr. Quinn made a motion, and the Board members agreed, to approve the annual budget and include a provision to approve the budget based upon the lease coming in at \$1.5 million.

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

**10.0 Principal’s Report** – No report at this time

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

**12.0 Motions**

**12.1 A motion to approve the 2021 – 2022 Annual Budget was made to include a provision that reflects the approval is based upon the lease coming in at \$1.5 million**

*A motion to approve the 2021 – 2022 Annual Budget was made to include a provision that reflects the approval is based upon the lease coming in at \$1.5 million was made by Peter Quinn, seconded by Jim McCarthy, the motion was approved and accepted.*

**13.0 Proposed Executive Session – N/A**

**14.0 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 May 19, 2021. Below are some of the highlights that were discussed at the meeting:

- Outcome of the SUNY evaluation
- The student learning gap
- Parental involvement
- Challenges in bringing students back to school for in-person learning
- Growth for Success meetings
- End of school year celebrations

**13.3 Finance Committee Report** – Mr. Peter Quinn noted the minutes from the April 26, 2021 Finance Committee meeting and additional budget documents were provided to the Board before the meeting. Mr. Quinn provided a summary in the Review of Budget report.

**13.4 Fundraising Committee Report** – There are no updates to report at this time.

**13.5 Partner’s Report** – There are no updates to report at this time.

**13.6. Ad Hoc Governance Committee** – Mr. McCarthy provided minutes to the Board from the Governance Committee meeting held on May 27, 2021. Mr. McCarthy noted that there are no immediate areas to address but the Committee will continue to monitor future compliance issues.

**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 Dr. Reva Gershen-Lowy and carried unanimously; the meeting was adjourned at 7:01 p.m.*