



**Cardinal McCloskey Charter School
Board of Trustees**

Board Meeting Minutes

July 13, 2021

1.0 The meeting was called to order by Mr. George Grace, Chairperson, at 6:00 p.m. Public participation was available at 685 East 182nd Street, Bronx, NY and at 115 E. Stevens Avenue, Valhalla, NY.

2.0 Attendance taken by Mr. George Grace

Present: George Grace, Peter Quinn, Joy DeVries, Dr. William Ursillo, Dr. Reva Gershen-Lowy and Phyllis Thorne

Video-Conference: Jim McCarthy, Dunica Charles and Sister Patricia Broderick (members do not count as part of quorum)

Excused:

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

CMCS Partners: Kamlesh Singh and Chris Monroe

Guests: Margie Medina, Jimmy Vora, Leslie Cruz and Marc Taub

3.0 Sanctuary Community Meeting was facilitated by Mr. George Grace

4.0 Motion to approve the July 13, 2021 Board Meeting agenda

A motion to approve the June 1, 2021 Board Meeting agenda was made by Joy DeVries, seconded by Peter Quinn, the motion was approved and accepted.

5.0 Motion to approve the minutes of the June 1, 2021 Board Meeting

A motion to approve the minutes of the June 1, 2021 Board Meeting was made by Phyllis Thorne, seconded by Peter Quinn, the motion was approved and accepted.

6.0 Sanctuary Commitment: N/A

7.0 Chair Report – Mr. George Grace welcomed everyone and thanked them for attending. Mr. Grace introduced the auditors from BDO, Mr. Jimmy Vora and Mr. Marc Taub, and Ms. Leslie Cruz from Charter School Business Management who will be providing an overview of the Audit Report.

7.1 Update on Lease – Mr. Grace provided an update regarding the on-going lease negotiations. Sister Eileen has hired an outside firm to take measurements of the building. To date no feedback has been received. Mr. Grace stated he would ask for a three-month lease extension

until the new lease is signed. Mr. Grace will reach out to Dr. Gershen-Lowy to discuss the breakdown of space needed for the Charter School and CMCS to co-exist in the school. The Board members discussed the potential rent cost, the school budget and what should be done to meet the needs of the students. Below are some ideas/suggestions that were discussed by the Board members:

- Ms. Joy DeVries suggested the Board members develop a plan to get through the next five years.
- Dr. Gershen-Lowy also suggested Ms. Fedele review the space the Charter School actually needs and find creative ways to bring the rent cost down. ex. Utilizing space for more than one activity.
- Ms. Dunica Charles mentioned we should also find alternate ways to raise funds.

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

7.2 Update on Hiring – Ms. Jennifer Fedele stated staff recruitment is on-going. A Reading Specialist, Director of School Culture, Executive Assistant, Operations Associate and School Aide were recently hired.

7.3 Update on Summer School – The summer school session started July 5th with five classes of 12 – 16 students. So far the attendance has been low.

7.4 Update on the After School Program – Mr. Grace noted the After School Program will be discussed at the next meeting.

7.5 Enrollment – Ms. Fedele stated there are currently 65 Kindergarten students registered. In addition to the students from the last school year there are eight new students registered for 1st Grade, four new students for 2nd Grade and 5 new students for 3rd Grade. Ms. Fedele is still accepting applications. Dr. Gershen-Lowy offered to send Mr. Fedele information for her to reach out to one of the CMCS Head Start programs to recruit students.

7.6 Lessons from COVID Learning/Future Protocols – Ms. Fedele highlighted what lessons she has learned with remote and in-school learning. Most students had difficulty with the routine that didn't have them in the same place each day.

7.7 Review of SUNY Report – Mr. Grace reviewed the SUNY Report regarding the May 24th CSI virtual visit. The Board members discussed the areas where change and improvements should be addressed. Ms. Fedele noted the report suggested she reach out to other schools in the area that are similar to the academic and program situations as CMCCS. Ms. Fedele will follow up on this suggestion. Ms. Fedele also stated at the next Board meeting she will provide a corrective action plan that will focus on data from specific areas. Mr. Jim McCarthy requested it be made available to the Academic Committee for review before the Board meeting.

7.8 Auditor's Report – Mr. Vora and Mr. Taub presented an overview of the annual pre-audit conference. It was noted that there are two open items and, so far, there are no issues or findings. The Board members answered questions, presented by Mr. Vora, dealing with the school's financial records. Ms. Cruz noted an audit package will be prepared by CSBM for BDO to review on July 18th. After review, BDO will send it to the school by July 23rd. Ms. Fedele will provide the contact information for the audit team if anyone has any questions or concerns. Mr. Taub noted the annual financial statement should be ready for approval in October 2021.

7.9 Dashboard Item Highlights - Ms. Fedele provided an updated copy of the CMCCS Data Dashboard for the Board to review.

8.0 Previous Meeting Action Items – N/A

9.0 Principal's Report – Ms. Fedele stated most of the Principal's Report was presented in the Chair Report. She noted the CMCCS Vision Plan will be discussed at the August 2021 Board meeting.

10.0 Discussion - Covered in the Chair and Principal Reports

11.0 Motions

11.1 A motion to approve to extend the terms for Sister Patricia, Dr. Reva Gershen-Lowy and Phyllis Thorne - Mr. Grace noted the terms for Sister Patricia, Dr. Gershen-Lowy and Ms. Thorne expired on June 30, 2021. After a brief discussion the Board members made a motion to approve one-year terms for Sister Patricia and Dr. Gershen-Lowy and a two-year term for Ms. Thorne, subject to a review of the MOU and the ByLaws to determine if guidelines are being followed by the Charter School and CMCS. Mr. Grace also noted the vacant Vice-Chairperson position will be discussed at the next meeting.

A motion to approve to extend the terms for Sister Patricia, Dr. Reva Gershen-Lowy and Phyllis Thorne was made, subject to a review of the MOU and the ByLaws to determine if guidelines are being followed by the Charter School and CMCS, was made by Dr. Reva Gershen-Lowy, seconded by Dr. William Ursillo, the motion was approved and accepted.

11.2 A motion to approve to extend the terms for the Chairperson, Treasurer and Secretary positions – Mr. Grace discussed extending the Chairperson, Treasurer and Secretary positions to a one-year term. A motion was made and approved by the Board members.

A motion to approve to extend the terms for the Chairperson, Treasurer and Secretary positions, was made Phyllis Thorne, seconded by Dr. Reva Gershen-Lowy, the motion was approved and accepted.

11.3 A motion to approve to extend the terms for the Finance, Academic, Fundraising and Ad Hoc Governance Committee Members – The Board members discussed extending the Board Committee Members to a one-year term. A motion was made and approved by the Board members.

A motion to approve to extend the terms for the Finance, Academic, Fundraising and Ad Hoc Governance Committee Members, was made by Phyllis Thorne, seconded by Dr. Reva Gershen-Lowy, the motion was approved and accepted,

11.4 A motion to approve the Board Meetings be held the 1st Tuesday of each month – The Board members noted since Rosh Hashanah is September 7th 2021 the meeting will be scheduled for September 14, 2021.

A motion to approve the Board Meetings to be held the 1st Tuesday of each month, was made by Peter Quinn, seconded by Dr. Reva Gershen-Lowy, the motion was approved and accepted.

12.0 Proposed Executive Session – N/A

13.0 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 June 16, 2021. If there are any questions or concerns please reach out to Ms. Thorne.
- 13.3 Finance Committee Report** – Mr. Peter Quinn noted a Finance Committee was not held this month. The next Finance Committee meeting is scheduled for Monday, July 26th. Mr. McCarthy suggested the Board members consider ordering a Meeting Owl Pro (OWL) which is a 360-degree camera, mic, and speaker combined into one easy-to-use device. It creates the experience of in-person participation for hybrid teams and integrates seamlessly with the conferencing platforms you already use. Mr. Quinn will look into this.
- 13.4 Fundraising Committee Report** – Ms. DeVries informed the Board members the Spark Equity Grant was denied. Ms. DeVries will reach out to Ms. Fedele regarding possible fundraising prospects.
- 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 July 1, 2021. Mr. McCarthy noted that are no immediate areas to address but reminded the Board members to submit their reporting documents in a timely manner.
- 14.0 Public Participation** – N/A
- 15.0 Action Items** – N/A
- 16.0 Adjournment**

A motion duly made by Joy DeVries, seconded by Dunica Charles and carried unanimously; the meeting was adjourned at 7:22 p.m.