



**Cardinal McCloskey Charter School
Board of Trustees**

Board Meeting Minutes

August 3, 2021

- 1.0** The meeting was called to order by Ms. Phyllis Thorne, Chairperson, at 6:02 p.m. Public participation was available at 685 East 182nd Street, Bronx, NY. Minutes were recorded by Frances Garcia.
- 2.0** **Attendance** taken by Dr. Reva Gershen-Lowy
- Present:** Phyllis Thorne, Peter Quinn, Joy DeVries, Dr. William Ursillo, Dr. Reva Gershen-Lowy and Jim McCarthy
- Video-Conference:** Dunica Charles and Sister Patricia Broderick (members do not count as part of quorum)
- Excused:** N/A
- Charter School Staff:** Jennifer Fedele, Grace Bendick, Katherine Prieto, Christian Adamkiewicz and Frances Garcia
- CMCS Partners:** Kamlesh Singh
- Guest:** Mr. Sinclair Hollingsworth, from Kips Bay Boys and Girls Club, provided an overview of the services and activities that would be offered to the Charter School students if we partnered with them for After School services.
- 3.0** **Sanctuary Community Meeting** was facilitated by Ms. Phyllis Thorne
- 4.0** **Motion to approve the August 3, 2021 Board Meeting agenda**
- A motion to approve the August 3, 2021 Board Meeting agenda was made by Phyllis Thorne, seconded by Joy DeVries, the motion was approved and accepted.*
- 5.0** **Motion to approve the minutes of the July 29, 2021 Special Board Meeting**
- A motion to approve the minutes of the June 1, 2021 Board Meeting was made by Phyllis Thorne, seconded by Jim McCarthy, the motion was approved and accepted.*
- 6.0** **Sanctuary Commitment:** Ms. DeVries will facilitate at the next meeting. She will discuss Social Responsibility.
- 7.0** **Chair Report** – Ms. Phyllis Thorne welcomed everyone and thanked them for attending. Ms. Thorne

congratulated Mr. Christian Adamkiewicz and Ms. Frances Garcia on recently joining the Cardinal McCloskey Community Charter School staff and attending tonight's meeting. The following items were discussed during the Chair Report.

7.1 Chair's Vision for the Charter School - Ms. Thorne discussed the student learning gap and how the school staff can work effectively to bridge that gap. Providing the necessary support through collaboration of individuals to provide on-going coaching.

7.2 Discussion on Meeting Locations – To build on Board relationships, Ms. Thorne is in favor of alternating in-person meetings with virtual Board meetings. She is recommending that in September the Board meet in-person and in October having a meeting at the school and two locations. Each month we would alternate the location of our meetings.

7.3 Lease Agreement - Mr. Quinn provided an update regarding the on-going lease negotiations. Mr. Quinn discussed a lease agreement amendment of a 30-day extension to run until the end of August 2021 and possibly agree on a five year lease running through 7/2026. The Board members discussed the potential rent cost, the school budget and what should be done to meet the needs of the students. A walk-through was done to discuss space currently being used and space that is being requested for the upcoming school year. Below are some ideas/suggestions that were discussed by the Board members:

- Mr. Quinn discussed options of a shorter lease agreement of two years to pay off operating expenses.
- Option 2 - setting up a revenue 501C3 non-profit entity and possibly naming it Friends of Cardinal McCloskey Community Charter School and assign the operating expenses to that entity

7.4 Hiring Charter School Consultant - Ms. Thorne mentioned interviews for staff recruitment have been scheduled.

8.0 Previous Meeting Action Items – The Board members discussed approving a three- year term for Dr. Reva Gershen-Lowy, Sister Patricia and Phyllis Thorne that will expire June 30, 2024. A motion was made and approved by all Board members. This second motion will replace the motion made by Mr. George Grace at the July 13, 2021 meeting.

9.0 Principal's Report – Ms. Fedele discussed the following items from the Principal's Report.

- Enrollment for the beginning of the school year will be under 300 students. The school is continuing to do intakes to meet the projected 300 student enrollment.
- Staff that have been hired to date include a Director of School Culture, Reading Teacher, Executive Assistant and an ELL Teaching Assistant. Currently Ms. Fedele is still interviewing for three special education teachers.
- All staff will participate in more formalized Professional Development days. Administrative staff will meet with teachers to talk about each student's growth for success plan.

10.0 Discussion – Items were previously covered in the Chair and Principal Reports. Ms. Thorne suggested presenting Mr. Grace with a plaque to thank him for his dedication and appreciation as Chair of the Board.

11.0 Motions

11.1 A motion to approve to continue to pursue the viability of creating another 501C3 Entity - The Board discussed naming the new corporation Friends of Cardinal McCloskey or McCloskey Community Charter School Partners as potential names for the corporation.

A motion to approve the authorization of pursuing the viability of creating a second 501C3 entity, was made by Phyllis Thorne, seconded by Joy DeVries, the motion was approved and accepted.

11.2 A motion to approve to extend the terms for the Chairperson, Treasurer and Secretary

positions to a three-year term - A motion was made and approved by the Board members.

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

11.3 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 Phyllis Thorne, seconded by Dr. Reva Gershen-Lowy, the motion was approved and accepted.

11.4 A motion to approve gifting Mr. George Grace with a plaque for his dedication to the Charter School - Ms. Thorne suggested gifting Mr. George Grace with a plaque to thank him for his dedication and appreciation as Chair of the Charter School Board. A motion was made and approved.

A motion by the Members of the Charter School Board, to express their appreciation and gratitude for the services provided by Mr. George Grace during his tenure as Chairperson, was made by Phyllis Thorne, 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

14.0 Reports

14.1 Executive Committee Report – N/A

14.2 Academic/Sanctuary Committee Report – Ms. Thorne provided the minutes from the Academic Committee meeting that was held on July 28 2021. Ms. Thorne discussed Sanctuary Training occurring August 23-27, 2021 and urged everyone to participate as an opportunity to meet staff and collaborate towards a common goal. Training is from 8:30 a.m. - 4:00 p.m. and RSVP should be sent to Ms. Fedele.

14.3 Finance Committee Report – Mr. Peter Quinn provided the Board members with the June 30, 2021 financial report for their review.

14.4 Fundraising Committee Report – Ms. Joy Devries discussed the validity of partnering with the Kips Bay Boys and Girls Club to establish an After-School Program for the students attending the Charter School. Members of the Board recommended interviewing other After School programs in the city to determine the best fit for the Charter School.

14.5 Partner’s Report – N/A

14.6. Ad Hoc Governance Committee – N/A

14.0 Public Participation – N/A

15.0 Action Items – The Board members discussed expanding the Board and noted further conversation will continue at the next Board meeting. Additional discussion also included the potential of hiring a mentor to assist/guide Ms. Fedele with the day-to-day operations of the Charter School.

16.0 Adjournment

A motion duly made by Phyllis Thorne, seconded by Joy DeVries and carried unanimously, the meeting was adjourned at 7:32p.m.