



**Cardinal McCloskey Charter School  
Board of Trustees**

**Board Meeting Minutes**

**September 14, 2021**

**1.0** The meeting was called to order by Phyllis Thorne, Chairperson, at 6:01 p.m.

**2.0** Attendance: Was taken by Dr. Reva, Gershen-Lowy

**Present:** Phyllis Thorne, Joy DeVries Dr. William Ursillo, Dr. Reva Gershen-Lowy, Sister Patricia and Dunica Charles

**Excused:** Peter Quinn and Jim McCarthy

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

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

**Guest:** Margie Medina and Frances Garcia

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

**4.0 Motion to approve today's agenda September 14, 2021**

*A motion to approve today's agenda was duly made by Phyllis Thorne, seconded by Joy Devries and carried unanimously; the meeting was approved and accepted.*

**5.0 Motion to approve minutes of the August 3, 2021 Board Meeting** – After a brief discussion the Board members agreed to present the August 3, 2021 minutes for approval at the next Board meeting.

**6.0 Motion to approve minutes of the August 30, 2021 Special Board Meeting** - After a brief discussion the Board members agreed to present the August 30, 2021 minutes for approval at the next Board meeting.

**7.0 Sanctuary Commitment: Social Responsibility** – Ms. Joy DeVries will present at the October Board meeting

**8.0 Chair Report** – Ms. Thorne discussed the following items during the Chair Report.

- 8.1 Lease Agreement Update** – The lease was signed on August 31, 2021. Mr. Quinn will send the Board a document that outlines his comments and will be presented for discussion at the next Board meeting.
- 8.2 Update on Operational Agreement** – Ms. Desiree Grand, Mr. Todd Baldwin and Dr. Gershen-Lowy are working together on the Operational Agreement between CMCS and the Charter School. Operational costs will be allocated with the Charter School covering 71% of the costs and CMCS Head Start will cover 29%. Discussions will continue regarding contracts and vendors to be used. A draft version of the agreement will be provided to the Board for review.
- 8.3 Consultants Update** – Ms. Thorne mentioned they are still looking to hire someone to assist and support the staff so we can improve and use new methods for the school. Knowledge of charter schools is important in order to assess the school as a whole. Ms. Thorne has invited CEI to speak with the Academic Committee in regards to potentially working with us. She also mentioned Adam Weinstein and Michael Duffy, from the Great Oaks Foundation, who offer a tutoring program with possibly no cost.
- 8.4 Expectations on Back to In-School Services** – Ms. Jennifer Fedele discussed the educational gap due to COVID and how they are working to fill in the gap. Ms. Thorne is impressed with CMCCS' plans that are in place to bridge the gap. Ms. Thorne also mentioned partnerships are a great way to make connections and help the students.
- 8.5 Principal's Evaluation** – Ms. Fedele will follow up with the Vanderbilt Group and see where we are in the evaluation process.
- 8.6 Review of Board Calendar** – Ms. Thorne stated, because of COVID, SUNY has reinstated the course of action that all Board meetings will be held virtually until January 15, 2022. A revised calendar was provided to the Board members.
- 8.7 Committee Reports** – Ms. Thorne reminded the Board members that Committee Reports be sent to Ms. Margie Medina a week before the Board meetings. This will ensure that they can be posted and everyone can view them before the meeting.

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

### **10.0 Principal's Report** – Ms. Fedele discussed the following items from the Principal's Report.

- Relocation from one side of the building to the new space is 95% complete. All classrooms are up and running.
- Two students from different classes and one teacher tested positive for COVID-19. Quarantine was executed and remote learning was implemented during that time.
- PAF testing is almost complete for new students. NWEA assessments will be implemented next and based on the SUNY guidance we will track data and determine what is meaningful.
- Back to school was hosted on September 13<sup>th</sup>. Small group meetings were held virtually with roughly 7 to 8 parents at a time
- Police Officer Nick, from the 48th PCT, will be meeting with staff on September 15<sup>th</sup> to discuss security and how to stay safe within the neighborhood
- Hiring of new staff is still needed and recruitment is ongoing
- Ms. Grand provided an update regarding the After School program with Kips Bay. The program is projected to start in November 2021. We received feedback from 90 parents who are interested in the program and are willing to pay the \$40.00 weekly fee.
- With parent's consent the 1<sup>st</sup> – 3<sup>rd</sup> grade students will be participating with the Department of Education in the COVID testing for students. Bi-weekly testing will be conducted for 10% of the students.

- Beginning September 15<sup>th</sup> mandating of vaccines will be implemented. All employees must have at least the first one vaccine. Dr. Gershen-Lowy suggested Ms. Fedele keep track of which employees are vaccinated. If they have a religious or medical exemption proper documentation must be submitted.

**11.0 Discussion** – Items were previously covered in the Chair and Principal Reports

**12.0 Motions** – N/A

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

**14.0 Action Item Following Executive Summary** – N/A

**15.0 Reports**

**15.1 Executive Committee Report** – N/A

**15.2 Academic/Sanctuary Committee Report** – Ms. Thorne provided the minutes from the Academic Committee meeting that was held on August 18, 2021.

- Ms. Thorne reviewed the Growth for Success Plan
- Teachers and staff attended a 12 Days of Professional Development that included Danielson, PAF, ALMA and Sanctuary Training. In the future Sanctuary Training will be arranged for the Board members.

**15.3 Finance Committee Report** – N/A

**15.4 Fundraising Report** – Ms. DeVries is working on a few grants that are due October 1<sup>st</sup>. She also mentioned she will set up a meeting with Ritchie Torres, who is up for re-election, to see if he would be interested in working with the Charter School as we are part of his community.

**15.5 Ad Hoc Governance Committee** – N/A

**15.6 Partner's Report** – Dr. Ursillo stated CMCS is happy that lease has been signed. He noted that Dr. Gershen-Lowy is working hard on making sure the operational agreements between both programs are outlined and all services will be delivered making for a great partnership throughout the school year.

**16.0 Public Participation** – N/A - Virtual meeting was held because of the pandemic

**17.0 Action Items** – N/A

**18.0 Adjournment**

*A motion duly made by Dr. Reva Gershen-Lowy, seconded by Joy DeVries and carried unanimously; the meeting was adjourned at 6:45 p.m.*