



**Cardinal McCloskey Community Charter School
Board of Trustees**

Board Meeting Minutes

February 1, 2022

1.0 The meeting was called to order by Phyllis Thorne, Chairperson, at 6:00 p. m.

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

Board Members: Ms. Phyllis Thorne, Ms. Joy DeVries, Dr. Reva Gershen-Lowy, Dr. William Ursillo, Mr. Jim McCarthy, Sister Patricia and Ms. Dunica Charles

Excused: N/A

Charter School Staff: Jennifer Fedele, Grace Bendick, Allyn Thompson, Frances Garcia and Christian Adamkiewicz

CMCS Partners: Kamlesh Singh and Chris Monroe

Guests : Margie Medina

3.0 Sanctuary Community Meeting was facilitated by Phyllis Thorne.

4.0 Motion to approve today's agenda – February 1, 2022

A motion to approve today's agenda was duly made by Jim McCarthy, seconded by Joy DeVries and carried unanimously; the meeting was approved and accepted.

5.0 Motion to approve the minutes of the January 11, 2022 meeting

A motion to approve the minutes from the January 11, 2022 Board Meeting was made by Jim McCarthy, seconded by Dr. William Ursillo and carried unanimously; the motion was approved and accepted.

6.0 Sanctuary Commitment – Sister Patricia presented an overview of the Democracy Sanctuary Commitment. She emphasized how democracy is the practice or belief that all people are socially equal. As Board members, everyone's participation is a personal responsibility in the process of hearing each other's differences. Sister Patricia also encouraged the Board members to continue to use this sanctuary model to accept and respect each other. Ms. Thorne asked Ms. Jennifer Fedele to share with the Board her thoughts on the recent visit from CEI. Ms. Fedele noted by utilizing the sanctuary model we are creating a culture within the School and when visitors come through the door they can feel the difference from other schools.

7.0 Chair Report – Ms. Thorne informed the Board that Mr. Peter Quinn has resigned from his role as a member of the Charter School Board and Chair of the Finance Committee effectively immediately. Ms. Thorne acknowledged Mr. Quinn’s hard work and noted he will be missed. In the meantime, Ms. Thorne has asked Charter School Business Management (CSBM) to assist with providing the necessary financial reports to the Board until a replacement has been found.

Ms. Joy DeVries expressed her thoughts and noted that Mr. Quinn’s resignation was due to his frustration with the Board members not coming to an agreement regarding the Friends of Organization. Ms. DeVries also noted Mr. Quinn’s work was not supported and without the Friends of Organization we are not able to include the school’s operating costs into the DOE lease assistance; therefore, wasting approximately \$50,000 per month that could be used on the children.

7.1 2022 Board Goals for - Ms. Thorne discussed what goals the Board members should establish for the Board and School in 2022. Below are highlights of goals that were discussed:

- Embrace the tenets of the Sanctuary Model on our Board and, support implementation of the model in the school.
- Every Board member become familiar with the CMCCS Charter, By-laws, MOU and Policies and Procedures of the school.
- Oversee and support the Academic Progress of the students.
- Oversee and monitor Charter Compliance
- Oversee the Finances of the School and make sure that we are financially secure
- Fill the open Board seats, and increase the number of board members. Skills and attributes to look for – Finance, Law, Educator, Parents, Community Representative
- Increase fundraising for the school.
- Provide support to the Principal, Teachers and Staff at CMCCS.
- Outreach to parents and the community—
- Create a relationship with St. Barnabas Hospital
- Board Retreat
- Sanctuary Training
- Board Self-Evaluation
- Principal’s Evaluation
- Board should be more prominently represented on the school website

7.2 Maximization of the Lease Assistance by DOE – Ms. Thorne noted there is no update on the DOE lease assistance since the last meeting and reiterated how the Friends of Organization would benefit the School. Ms. Thorne made a motion to move forward with the Friends of Organization. Mr. McCarthy requested a roll call vote. The Board members rejected the motion. Ms. Thorne requested the Board members come up with ideas and suggestions on how to keep the School running and financially secure.

7.3 Operational Allocation Expense Agreement - Dr. Reva-Gershen provided a copy and a brief overview of the allocation expense plan to the Board members. The agreement is for one year and will be re-evaluated each year. The plan was conditionally approved at the January 23, 2022 Executive Committee meeting pending Board approval. Ms. Thorne made a motion to approve the Operation Allocation Expense Agreement. The Board accepted the motion. The agreement will be reviewed by the attorneys and will be reported back to the Board at the March meeting.

Since Mr. Quinn is no longer on the Board, Dr. Gershen-Lowy requested that copies of the Charter School financial reports be provided from CSBM. The reports can be reviewed at the Board and Finance Committee meetings and this will help the Board make sound and accurate

decisions. Ms. Jennifer Fedele noted that CSBM has been preparing these documents for the Charter School in the past.

- 7.4 ESSERS** – Ms. Fedele provided an overview of the ESSERS and how funds are being utilized to assist the Charter School during the COVID-19 pandemic. Mr. McCarthy asked if a detailed spreadsheet that shows where the funds are being allocated can be provided at the next meeting. This information should also be included in the Principal’s Report.

8.0 Previous Meeting – Action Items

9.0 Principal’s Report – Ms. Fedele provided the Board members with the Principal’s Report for their review. Below are some highlights from the report.

- Ms. Fedele noted the Board meetings are being posted in the Bronx Times
- The 48th Precinct has expressed an interest in joining the Board. Ms. Fedele also noted she is reaching out to the community to recruit representatives to join the Board. Mr. McCarthy suggested Ms. Fedele write to the local precinct expressing their condolences regarding the fallen officers.
- Ms. Fedele is coordinating a Career Day for the students where parents can provide information and join in activities with the students
- CEI came to visit the school and met with staff and students. They recommended more support for Administration and Teachers and identified academic areas to help support the School with appropriate reading and writing programs.
- The Sanctuary Core Team is meeting 4 hours per month to discuss the implementation and goals of the Sanctuary model within the CMCCS community.
- CMCCS PTO has created a fundraiser to aid the victims of the Bronx fire that killed 17 people.

10.0 Discussion – Ms. Thorne provided an update on the Compliance Audit and noted that Ms. Jill Sheehan has not provided the documents they had discussed at earlier meetings. Ms. Thorne will follow up with Ms. Sheehan next week.

11.0 Motions

11.1 Motion to approve Ms. Thorne to work with CSBM and provide feedback to the Board

A motion to approve Ms. Thorne to work with CSBM and provide feedback to the Board was made by Phyllis Thorne, seconded by Jim McCarthy and carried unanimously; the motion was approved and accepted.

11.2 Motion to approve Ms. Thorne to move forward with the Friends of Organization

A motion to approve Ms. Thorne to move forward with the Friends of Organization was made by Ms. Thorne, seconded by Joy DeVries, opposed by Board Members Dr. Reva Gershen-Lowy, Dr. William Ursillo, Jim McCarthy and Sister Patricia. Motion was denied.

11.3 Motion to approve the Operation Allocation Expense Agreement

A motion to approve the Operation Allocation Expense Agreement was made by Ms. Thorne, seconded by Sister Patricia and carried unanimously; the motion was approved and accepted.

12.0 Proposed Executive Session (if necessary, subject to Board approval) - N/A

13.0 Action Following Executive Session – N/A

14.0 Reports

- 14.1 Executive Committee Report** – Ms. Thorne provided minutes of the January 23, 2022 Executive Committee for Board members to review. Ms. Thorne noted that most of the topics/items were covered in the Chair Report.

The Teachers are being evaluated three times a year. The evaluations are scheduled for January, March and June. The Principal's evaluation will be managed by members of the Academic Committee and will be completed by the end of the school year.

- 14.2 Academic/Sanctuary Committee Report** – Ms. Thorne provided minutes of the January 27, 2022 Academic/Sanctuary Committee for Board members to review.

- Ms. Thorne discussed the goals of the Academic/Sanctuary Committee and noted their ultimate goal is to be a valuable resource to the School and to improve the process of engaging with school staff so the Board can better understand their needs and to be able to provide better feedback and support.
- The Academic/Sanctuary Committee will assist Ms. Fedele and her staff prepare the Accountability Plan Progress Report. Ms. Fedele provided an update on the material that will be included in to 2022 accountability plan.

- 14.3 Finance Committee Report** – No report. Ms. DeVries suggested the monthly documents that Ms. Fedele receives from CSBM should be reviewed at the monthly Finance Committee meetings. The Committee can then create documents that can be presented at the Board meetings. Ms. Thorne agreed.

- 14.4 Fundraising Committee Report** – Ms. DeVries had no updates to report but mentioned the goals that were discussed in the Chair Report is a good pathway to what can be done to help raise money and awareness in the upcoming months.

- 14.5 Ad Hoc Governance Committee** – Mr. McCarthy discussed the need for the school to update the website. This would also include posting the appropriate Board meeting documents. He suggested, until the Charter School hires the Director of Operations, CMCS assist with the governance tasks for the school. Ms. DeVries asked if there was a fee to receive this service from CMCS. Dr. Ursillo confirmed, as stated in the MOU, there is no additional cost for the services. Ms. DeVries suggested we ask CMCS to provide the Charter School with a proposal that would assist with raising funds and awareness for the School. Ms. Thorne recommended the Board members review the MOU thoroughly as it would be beneficial to know what services and tasks are covered.

- 14.6 Partner's Report** – Dr. Ursillo had no updates to report but noted there may be some confusion regarding the MOU and what services are provided by CMCS and agrees that the MOU should be reviewed. We should also look into what is provided by CSBM and if there is an extra cost for them to provide the financial reports we will be requesting. Ms. Thorne will provide copies of the MOU to the Board members to review.

- 15.0 Public Comment** – N/A –The Board meeting was remote access only.

- 16.0 Action Items** – N/A

- 17.0 Adjournment**

A motion duly made by Dr. William Ursillo, seconded by Sister Patricia and carried unanimously; the meeting adjourned at 7:51 p.m.