



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

Board Meeting Minutes

March 15, 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 and Sister Patricia

Excused: Dunica Charles

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

CMCS Partners: Kamlesh Singh and Chris Monroe

Guests: Margie Medina and Leslie Cruz

3.0 Sanctuary Community Meeting was facilitated by Phyllis Thorne.

4.0 Motion to approve today's agenda – March 15, 2022 – Ms. Thorne noted Ms. Leslie Cruz, CSBM Representative, would present the financial report at the beginning of the meeting. Mr. Jim McCarthy made a motion to amend the agenda to reflect this change. The agenda was approved.

A motion to approve the agenda was duly made by Jim McCarthy, seconded by Dr. Reva Gershen-Lowy and carried unanimously; the agenda was approved and accepted.

5.0 Motion to approve the minutes of the February 1, 2022 meeting

A motion to approve the minutes from the February 1, 2022 Board Meeting was made by Jim McCarthy, seconded by Dr. Reva Gershen-Lowy and carried unanimously; the motion was approved and accepted.

6.0 Sanctuary Commitment – Dr. Ursillo presented an overview on the Non-Violence Sanctuary Commitment. He discussed the importance of understanding the true definition of violence and all the dimensions pertaining to violence. Dr. Ursillo explained how violence affects an individual emotionally, psychologically, physically, socially, morally and interpersonally. Dr. Ursillo also discussed alternate methods to respond in a non-violent way during circumstances that could lead to violence.

Finance Report – Ms. Leslie Cruz, CSBM Representative, presented the financial balance sheet for the period ending January 31, 2022. Ms. Cruz provided an in-depth review of the current cash on hand, accounts payable, escrow account and the accounts receivable that include CSP, Title and ESSER funds. A new line was created in the budget for CMCS Head Start that will reflect the operational expense allocation payments received from CMCS. Ms. Cruz reviewed the budget vs. actual expenses and discussed the areas that were over budget and the areas where there were savings. Areas that were over budget include legal fees not expected due to the new lease and technology. The student testing section was over budget due to materials ordered as well as staff recruitment, oil, night cleaning, security and utilities.

7.0 Chair Report – Ms. Thorne informed the Board, and acknowledged the CMCCS community, on the passing of Mr. Thomas Smith, Assistant Teacher for the Charter School. On behalf of the Board, Ms. Thorne offered her sympathy and will connect with Ms. Jennifer Fedele in regards to sending an acknowledgment to the family during this difficult time.

7.1 SUNY Charter School Institute 2022 School Evaluation Visit – The SUNY evaluation visit is scheduled for June 1, 2022 and will include an interview with the Charter School Board. Ms. Fedele and staff are preparing for the visit and additional information will be sent to the Board members at a later date. The Academic Report includes an outline of when the phone interviews will be held, when the school visit will be and when they will interview the Board members. Ms. Fedele will be working with Ms. Jill Shahan who will assist the school in preparing for visit.

7.2 Satellite Mental Health Clinic – Ms. Fedele noted she is working with Ms. Fortunata Lardo-DiMarco, CMCS Administrative Director, in collaborating with CMCS in opening a Satellite Mental Health Clinic that will help support the children of the school. Dr. Reva Gershen-Lowy also noted the CMCS Head Start program is teaming up with CMCS in this endeavor. Services will be provided to families in need on the premises for the convenience of the families. Once the proposal is submitted and approved the clinic will be scheduled to open in September. Space will be discussed at a later date when more details on the clinic become available.

7.3 Board Recruitment and Retention – Ms. Thorne discussed filling the two vacant Board positions and the possibly of expanding the Board. Ms. Thorne provided resumes for three candidates for the Board members to review. She emphasized the need for someone with a financial background, someone to provide legal support and possibly a representative from the community. The Board members reviewed the recruitment process and noted potential candidates should serve on one of the Board committees for a few months before becoming a Board member. This creates familiarity with the school and provides a background on what is being done at the school. The Board reviewed the resumes and recommended to consider Ms. Mara Koetke as a member of the Charter School Board as she has served for six months on one of the Board Committees. Ms. Koete's resume will be sent to CMCS and then to SUNY. Ms. Thorne mentioned the other two candidates would be meeting with the Executive Committee.

7.4 Principal Evaluation and Feedback – Ms. Thorne noted she has been in touch with Vanderbilt to begin the evaluation process for Ms. Fedele. A meeting has been scheduled for Ms. Thorne, Sister Patricia and Ms. Fedele to meet with Vanderbilt who will assist them with the evaluation process. Ms. Thorne will wait to sign the contract until she meets with them. Ms. Thorne is hoping the evaluation will be completed in time for the visit with SUNY. If not, Ms. Fedele's evaluation from last year will be used.

8.0 Previous Meeting – Action Items – N/A

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 introduced Ms. Jonell Williams as the new Director of Operations for the Charter School. Ms. Williams started on March 1st.
- Ms. Fedele attended two virtual meetings with CMCS Head Start employees and discussed working together to encourage recruitment of students from the Head Start program.
- A donation of \$11,000 was received and was specifically requested by the donor that the funds be used for school apparel for the students.
- Ms. Marguerite Colon, from CEI, visited the school and met with Ms. Fedele and Mr. Allyn Thompson to schedule specific visits and support pertaining to student achievement, rigorous instruction and data management.
- Staff recruitment for Special Education teachers is ongoing for the current school and for the September 2022 school year. Interviews are also being conducted to fill the Office Manager position.
- Ms. Joy Devries and Mr. Christian Adamkiewicz are working on the recruitment plan for the next school year. Various ideas were discussed and a survey was created to provide parents with detailed information about the Charter School.
 - Advertising campaigns have been created through local and social media, posters in English and Spanish, and ads posted on area buses as well as the community board page and NYPD page.
 - Mr. Adamkiewicz met with a web designer and is in the process of redesigning the website to look more inviting and to highlight the services the school offers. An app will be available that will match the website for use on a desktop or mobile device. A QR code will also be available that will direct parents to the CMCCS page and enrollment application. Ms. Thorne suggested updating the Board section on the website to include a bio and picture of each Board member.
 - Ms. DeVries noted there are packets to hand out to children that would include crayons, books and shirts with the CMCCS logo that would provide more visibility for the school in the community.
 - Mr. Jim McCarthy recognized the hard work Ms. DeVries and Mr. Adamkiewicz has done with marketing the school. Mr. McCarthy also recommended the website should have a portal for parents and a separate portal for the Board for privacy reasons.

10.0 Discussion – N/A

11.0 Motions

11.1 Motion to appoint Phyllis Thorne as Pro Temporary Chairperson and Treasurer

A motion to appoint Phyllis Thorne as Pro Temporary Chairperson and Treasurer was duly made by Jim McCarthy, seconded by Joy Devries and carried unanimously; the motion was approved and accepted.

11.2 Motion to consider appointing Mara Koetke for a Position on the Cardinal McCloskey Community Charter School Board

A motion to consider appointing Mara Koetke for a Position on the Cardinal McCloskey Community Charter School Board was duly made by Joy Devries, seconded by Phyllis Thorne 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 February 23, 2022 Executive Committee for Board members to review.
- 14.2 Academic/Sanctuary Committee Report** – Ms. Thorne provided minutes of the February 16, 2022 Academic/Sanctuary Committee for Board members to review.
- 14.3 Finance Committee Report** – the Finance Committee Report was discussed by Ms. Leslie Cruz at the beginning of the meeting.
- 14.4 Fundraising Committee Report** – Ms. DeVries met with Ms. Gretchen Liga, from CSBM and discussed where funds are allocated and utilized and what funds need to be spent by the end of the year. They discussed how they could work together and Ms. Liga will provide Ms. DeVries with a better understanding of the report for the April Board meeting. Ms. Liga will also provide Ms. DeVries with grant writers that could provide assistance in the grant finding process.
- 14.5 Ad Hoc Governance Committee** – Mr. McCarthy provided minutes from the February 25, 2022 Governance Committee Meeting for Board member to review. Mr. McCarthy mentioned the website was referenced during the meeting and the other items noted in the Governance Committee report are being worked on with the help of CMCS especially the compliance issues. He also noted, since there is not a Chair of the Finance Committee, a motion be made for Ms. Thorne to temporarily be appointed as President and Treasurer. A motion was made by Mr. McCarthy and approved by all Board members.
- 14.6 Partner’s Report** – Dr. Ursillo noted he contacted NE Community Bank by phone and was not able to speak to a representative. He will visit the branch as well as other area banks and provide feedback at the next meeting. Additional information and updates are provided in the CMCS Partner’s Report.

Dr. Gershen-Lowy noted she met with Ms. Fedele and Ms. Thorne regarding the shared tasks between CMCS and the Charter School. They have agreed on all the areas that were discussed at the last Board meeting. Ms. Margie Medina and Ms. Peggy Masiello will work with Ms. Fedele and Ms. Frances Garcia to figure out a plan on how to accomplish the necessary tasks.

15.0 Public Comment – N/A –The Board meeting was held by remote access only.

16.0 Action Items – N/A

17.0 Adjournment

A motion duly made by Phyllis Thorne, seconded by Joy DeVries and carried unanimously; the meeting adjourned at 7:13 p.m.