



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

Board Meeting Minutes

April 5, 2022

1.0 The meeting was called to order by Phyllis Thorne, Chairperson, at 6:03 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, Dunica Charles and Sister Patricia

Excused: N/A

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

CMCS Partners: Kamlesh Singh and Chris Monroe

Guests: Margie Medina, Leslie Cruz

3.0 Sanctuary Community Meeting was facilitated by Phyllis Thorne

4.0 Motion to approve today's agenda – April 5, 2022

A motion to approve the April 5, 2022 agenda was duly made by Jim McCarthy, seconded by Dr. William Ursillo and carried unanimously; the agenda was approved and accepted.

5.0 Motion to approve the minutes of the March 15, 2022 meeting

A motion to approve the minutes from the March 15, 2022 Board Meeting was made by Dr. Reva Gershen-Lowy, seconded by Jim McCarthy and carried unanimously; the motion was approved and accepted.

6.0 Sanctuary Commitment – Ms. Phyllis Thorne presented an overview on the Social Learning Sanctuary Commitment. Ms. Thorne discussed by promoting an atmosphere that encourages colleagues to speak up and share their opinions/ideas sets an example for the children in the school to do the same. We also need to learn to listen more attentively and respect each other as this will contribute to a positive environment

throughout the school. Dr. William Ursillo will present one of the seven Sanctuary Commitments at the next meeting,

- 7.0 Finance Report** – Ms. Leslie Cruz, CSBM Representative, presented the financial balance sheet for the period ending February 28, 2022. There were no major updates from the prior January 2022 report. Ms. Cruz provided an in-depth review of the current cash on hand, accounts payable, escrow account and the accounts receivable. Ms. Cruz also provided an overview on the CSP, ESSER Funds and the American Rescue Plan (ARP) funds. The Board members reviewed the surplus and losses and discussed how this would affect the FY 22 and FY 23 budgets. Ms. Cruz noted the over budget comments on the report will change when the actual bills are reconciled.
- 8.0 Chair Report** – Ms. Thorne reviewed the items below:
- 8.1 Operational Expense Allocation Agreement** – Ms. Thorne stated the previous Operational Expense Allocation Agreement motion approved at the February 1, 2022 meeting should be amended. After a brief discussion, the Board members agreed to make a motion to approve the CMCCS and CMCS attorneys to review the Operational Expense Allocation Agreement before final approval by the Board.
- 8.2 Lease Assistance** – The Board members discussed whether the operational expenses for the school can be included in the lease. Mr. McCarthy has contacted the NYC Department of Education to see if there would be conflict of interest if CMCS took over the lease for the Charter School. Mr. McCarthy will provide further details at a later date. Ms. Joy DeVries asked if SUNY would have a conflict with this. Ms. Thorne stated she has spoken with Mr. Ralph Rossi and no definitive answer has been provided yet. Ms. Thorne also noted the Friends of Organization is still an option.
- 8.3 SUNY Meeting** - The SUNY evaluation visit is scheduled for June 1, 2022 and will include an interview with the Charter School Board. Mr. McCarthy has agreed to set up a separate meeting to help prepare the Board members for the visit. Additional information will be provided at a later date.
- 8.4 F/U Principal's Evaluation** – Ms. Thorne, Sister Patricia and Ms. Jennifer Fedele met with Ms. Katherine Canon from Vanderbilt Assessment and signed the contract to begin the assessment evaluation process. Ms. Fedele will be send Ms. Canon the names of the individuals who will be participating in the 360 evaluations. Hopefully the evaluation will be available before the SUNY visit.
- 8.5 F/U Board Recruitment** - Ms. Thorne noted Ms. Mara Koete's resume was submitted to CMCS for review. The members of the Executive Committee have set up meetings with two other candidates to discuss joining the Charter School Board.

Ms. Thorne discussed extending the number of seats on the Board and what qualifications we need as additions to the Board. The Board members discussed the number of seats that should be added. Ms. Thorne noted a parent from the parent organization would be preferred as well as the need for someone with a financial or corporate background and possibly a representative from the community. The Board members discussed adding a parent to the Board, with the possibility of a one-year term, would also require CSI's approval. Ms. Thorne will reach out to CSI for further information. The Board members agreed to add two more seats to the Board

increasing the number of seats to eleven. Mr. McCarthy noted the ByLaws states there can be up to 15 seats on the Board, therefore, a motion does not need to be approved.

8.6 Annual Meeting of the Board of Trustees – The Annual Board Meeting will be held June 7, 2022 when the reelection of Board Members, Officers and Committee Members will take place. Some of the areas to be discussed will be the Financial Review, the Memorandum of Understanding and the Operations Allocations.

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.

- Third grade ELA testing was conducted over a two-day period with approximately 100% student attendance.
- Ms. Marguerite Colon, from CEI, conducted the first full-day visit and met with Ms. Fedele and team. All classes were visited and general observations were noted regarding teaching styles and academic techniques used in the classroom. Ms. Colon is scheduled to visit every Tuesday. Ms. Fedele is looking forward to working with CEI and have identified the following areas CEI can assist with:
 - data management
 - intervention systems including SDI and RTI
 - student achievement and behavior support
- Mr. Christian Adamkiewicz is working with the Sanctuary Core Team and they have arranged for a school-wide Kickoff Event to take place on April 8th, 2022. The event will explain the Seven Commitments to the students and staff through their participation in various activities throughout the day. The activities will be modeled after the Sanctuary commitments. The Core Team is also planning a retreat scheduled for May 25th at the Center at Mariandale in Ossining, N.Y. The team is making headway in the implementation process and hopes to be completed with Year 1 by the end of the school year.
- Ms. Elizabeth Hurdle reviewed the iReady report that has been helpful in preparing students for the NYS reading and math exams. Copies of the diagnostic results were shared with the Board members. Ms. Hurdle presented an overview of the results and noted the areas where students need assistance. iReady is a valuable part of the school’s growth and we foresee continuing with this platform and enhancing it with books offered by the company.

10.0 Discussion – N/A

11.0 Motions

11.1 Motion to approve CMCCS and CMCS attorneys to review the Operational Expense Allocation Agreement before final approval by the CMCCS Board

A motion to approve CMCCS and CMCS attorneys to review the Operational Expense Allocation Agreement before final approval by the CMCCS Board was duly made by Phyllis Thorne, seconded by Dr. Reva Gershen-Lowy 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 March 23, 2022 Executive Committee for Board members to review. The items in the report were discussed previously in the Chair Report.
- 14.2 Academic/Sanctuary Committee Report** – Ms. Thorne provided minutes of the March 16, 2022 Academic/Sanctuary Committee for Board members to review. Highlighted below are some of the items discussed at the meeting:
- Student enrollment – 150 applications have been received for the 2022 – 2023 school year. Ms. Thorne credits this with the assistance in recruitment by CMCS and communication with various other agencies, day cares and pre-schools, doctor offices and neighborhood stores. An advertisement campaign is in place with the MTA that includes poster and ads throughout the area bus shelters and on MTA busses. The lottery is scheduled for April 6, 2022 at 1:00 p.m.
 - The Academic Committee has begun to review the school policies starting with the Violence Prevention and Anti-Bullying policies. The revised policies will be reviewed at the next Committee meeting. To move this along quicker, Ms. Thorne suggested Board members work in teams to assist with reviewing policies and making adjustments where needed and keeping in mind the sanctuary model. Mr. McCarthy noted the policies will need to be sent to CSI for approval.
- 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** – No report at this time
- 14.5 Ad Hoc Governance Committee** – No report at this time
- 14.6 Partner’s Report** – Dr. Ursillo outlined some of the services that have been provided by CMCS and noted the full report is included with the documents for today’s Board meeting. Ms. Fedele thanked CMCS for providing counselors who provided grief counseling services to the students, staff and parents after the sudden death of one of the Charter School teachers.
- 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 7:19 p.m.