



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

Board Meeting Minutes

May 3, 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, 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

Guests: Margie Medina, Leslie Cruz

3.0 Sanctuary Community Meeting was facilitated by Phyllis Thorne

4.0 Motion to approve today's agenda – May 3, 2022

A motion to approve the May 3, 2022 agenda was duly made by Joy DeVries, seconded by Jim McCarthy and carried unanimously; the agenda was approved and accepted.

5.0 Motion to approve the minutes of the April 5, 2022 meeting – Ms. Joy DeVries stated the financial report in the minutes were very vague and would like the minutes be amended to include the financial numbers that were provided by Ms. Leslie Cruz. Ms. DeVries has requested that the Charter School Board members understand how much money is being spent monthly by the school including the lease assistance numbers that were discussed in Ms. Cruz' presentation. The Burn Rate document was provided to the Board members to review before the meeting. Ms. DeVries requested an addendum be added to the April 5th meeting minutes to include this information. Ms. Thorne noted that the financial information was discussed by Ms. Cruz and was included with the financial documents. The Board members discussed whether the minutes from the committee meetings are a matter of record and are included as part of the information detailed at the Board meetings and, therefore, are part of the Board

meeting. After a brief discussion Ms. Thorne stated the minutes will be reviewed and discussed at a later date with approval at the next Board meeting.

- 6.0 Sanctuary Commitment** – Dr. William Ursillo presented an overview on the Growth and Change Sanctuary Commitment. He noted how important this is and as a school we are in a position to watch youngsters grow and help them make changes. Dr. Ursillo discussed why growth and change is so difficult and how we as individuals, educators and also as members of the Charter School Board can encourage the children, families and staff reach their full potential.
- 7.0 Finance Committee Report** – Ms. Leslie Cruz, CSBM Representative, provided the Board members with a copy of the financial balance sheet for the period ending March 31, 2022 for their review. Ms. Thorne asked Ms. Cruz to provide the Board members with a breakdown on the Burn Rate and what the Board members should be aware of when reviewing the financials for the Charter School. A copy of the Burn Rate was sent to the Board members to review and will also be included with the Board meeting minutes. This was discussed at the recent Finance Committee meeting. Ms. Cruz shared with the Board members the current and prior months of per pupil invoices that was included in the Burn Rate beginning with July and August 2021 through March and April 2022.
- 8.0 Chair Report** – Ms. Thorne reviewed the items below:
- 8.1 Lease Assistance** – Ms. Thorne noted we are continuing to work on the lease agreement and trying to move this along as quickly as possible. Ms. DeVries asked Mr. McCarthy if he has received any information from the NYC DOE. Mr. McCarthy has not heard back from the Department of Education to see if there would be a conflict of interest if CMCS took over the lease for the Charter School. Mr. McCarthy is continuing to work on this and will provide further details at a later date. Ms. DeVries asked this be duly noted in the minutes.
- 8.2 Increasing Number of Seats on the Board** - Ms. Thorne discussed, in addition to the two vacant seats on the Board, we are seeking to add two more seats for a total of 11 Board members. Ms. Thorne noted she spoke with someone who is an attorney, with a background in real estate, and she has expressed an interest in joining the Board. She will be serving with Mr. McCarthy on the Governance Committee. We are also looking to recruit candidates with a financial background and also a representative from the community. No feedback has been received from CMCS regarding Ms. Mara Koete’s resume that was submitted as a prospective candidate on the Board. Ms. Thorne will follow up with CMCS.
- 8.3 Operational Expense Allocation Agreement** – Ms. Thorne is currently working with the CMCCS attorney on the Operational Expense Allocation plan. Ms. Thorne, Dr. Gershen-Lowy, Ms. Fedele and Mr. Todd Baldwin have met to review the agreement. More information will be provided to the Board members at a later date.
- 8.4 Date and Time of the Board Meetings** – Ms. Thorne asked the Board members to think about changing the date and time of future Board meetings and would like them to provide their feedback at the next meeting.
- 8.0 Previous Meeting – Action Items**
- Discussion of the April 5, 2022 minutes

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 new Office Manager and Operations Manager started May 3, 2022 and three Teacher Assistants were recently added to the team. Staff recruitment is currently on-going for the 2022 – 2023 school year.
- Student Enrollment – There are 36 students fully enrolled next school year and 55 students are in the enrollment process. Staff will be contacting families to complete the registration process. Student recruitment is on-going.

10.0 Discussion – Ms. Thorne noted the 2020 - 2021 990 Form was sent to the Board members to review. The document has to be submitted by May 15th 2022. The Board members approved the 2020 – 2021 990 Form to be accepted as submitted.

11.0 Motions

11.1 Motion to approve the 2020 – 2021 990 Form

A motion to approve the 2020 – 2021 990 Form was duly made by Joy DeVries, seconded by Jim McCarthy 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 a copy of the minutes from the April 13, 2022 Executive Committee for Board members to review. The items in the report were discussed previously in the Chair Report. Ms. Thorne noted since there are only three members on the Executive Committee the name of the Committee should be changed. More information will be provided at a later date.

Ms. Thorne acknowledged teacher appreciation week and staff recognition day. Before the end of the school year, as the Board for the Charter School, the members should come up with a way to show their appreciation to the staff and teachers of the school. Ms. Fedele noted, to show their appreciation, the school administration has scheduled breakfast, lunch and other events for teachers and staff.

14.2 Academic/Sanctuary Committee Report – Ms. Thorne provided a copy of the minutes from the April 27, 2022 Academic/Sanctuary Committee for Board members to review. Below are a few highlights discussed at the meeting:

- The Academic Committee is continuing to review the school policies and procedures and making adjustments where needed and keeping in mind the Sanctuary model. The edited documents will be reviewed and approved by the Board members.
- The Sanctuary Core Team will hold a kick-off event on April 15th that will be based on the seven Sanctuary Commitments. The Core Team retreat is scheduled for May 25th.
- Ms. Thorne noted we have applied for the Bloomberg Grant that will help provide funding for summer school for the children.

14.3 Finance Committee Report – The Finance Committee Report was discussed by Ms. Leslie Cruz at the beginning of the meeting. Ms. DeVries stated all Board members are invited to the next Finance Committee meeting in order to review and discuss the Annual Report that needs to be approved at the June Board meeting. The meeting is scheduled for 4:30 p.m. on May 25th. Mr. McCarthy noted the meeting should be posted as it will be an open meeting and, if possible, a draft of the annual report be sent out before the meeting.

14.4 Fundraising Committee Report – No report at this time. Ms. DeVries stated there has been no formal communication regarding the CSP funds. Dr. Gershen-Lowy noted CMCCS has been contacted by the Executive Director of the Zeta Charter School who is coordinating a group of schools that are in the same position as CMCCS. Dr. Gershen-Lowy, Mr. McCarthy and Ms. Thorne have a meeting with the Executive Director to better understand what the group of schools are doing to petition to get the funds that are owed to them.

14.5 Ad Hoc Governance Committee – Mr. McCarthy noted the April 26, 2022 minutes stand as submitted. Mr. McCarthy will get back to the Board members as to the dates and times of the meetings to prepare for the SUNY visit.

14.6 Partner's Report – Dr. Ursillo noted the May 2022 Partner's Report stands as submitted. The report details the collaboration of various tasks that were accomplished between CMCS and CMCCS:

- Providing services to the children and parents and implementing the student's plans for success and activity planners
- Assisting the Board Chair with revising the school's policies and procedures to incorporate the Sanctuary model
- Assisting with monitoring the governance tasks associated with the Charter School Board meetings

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 Sister Patricia and carried unanimously; the meeting adjourned at 6:57 p.m.