

# Application: Cardinal McCloskey Community Charter School

Gretchen Liga - gliga@csbm.com  
Annual Reports

## Summary

**ID:** 0000000039  
**Status:** Annual Report Submission  
**Last submitted:** Oct 30 2020 06:04 PM (EDT)

## Entry 1 School Info and Cover Page

**Completed** Oct 30 2020

### [Instructions](#)

#### **Required of ALL Charter Schools**

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

CARDINAL MCCLOSKEY COMMUNITY CHARTER SCHOOL 321000861130

**a1. Popular School Name**

CMCCS

**b. CHARTER AUTHORIZER (As of June 30th, 2020)**

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

**c. DISTRICT / CSD OF LOCATION**

CSD #10 - BRONX

**d. DATE OF INITIAL CHARTER**

11/2018

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2019

**h. SCHOOL WEB ADDRESS (URL)**

<https://www.cmccs.org/>

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)**

150

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)**

141

**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)**

Check all that apply

Grades Served

K, 1

**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

## **FACILITIES INFORMATION**

## m. FACILITIES

Will the school maintain or operate multiple sites in 2020-2021?

	No, just one site.
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### School Site 1 (Primary)

## m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	685 East 182nd Street, Bronx, NY 10457	347-708-0480	NYC CSD 10	K-2	K-2

**m1a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Jennifer Fedele			
Operational Leader	Edrick Browne			
Compliance Contact	Edrick Browne			
Complaint Contact	Jennifer Fedele			
DASA Coordinator	Edrick Browne			
Phone Contact for After Hours Emergencies	Edrick Browne			

**m1b. Is site 1 in public (co-located) space or in private space?**

Private Space

**IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC**

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.**

**Site 1 Certificate of Occupancy (COO)**

[Certificate of Occupancy CMCCS.pdf](#)

**Filename:** Certificate of Occupancy CMCCS.pdf **Size:** 63.5 kB

## Site 1 Fire Inspection Report

[CMCCS fire department permit 2020.pdf](#)

**Filename:** CMCCS fire department permit 2020.pdf **Size:** 58.9 kB

### CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

**n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).**

No

**PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.**

**o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?**

Yes

### ATTESTATION

**p. Individual Primarily Responsible for Submitting the Annual Report.**

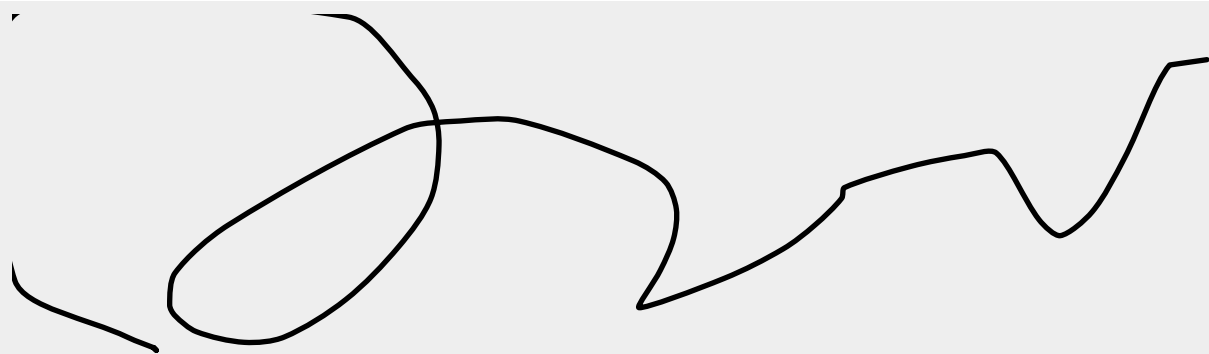
Name	Edrick Browne
Position	Director of Operations
Phone/Extension	
Email	

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

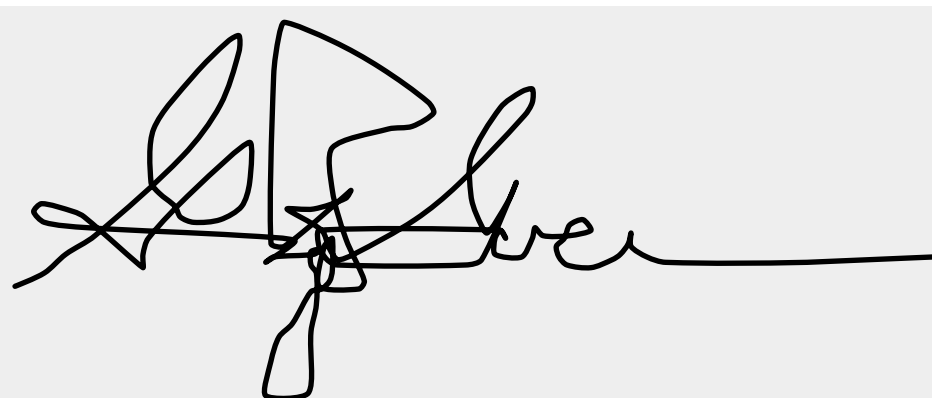
### Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is fluid and cursive, starting with a large loop on the left and ending with a sharp upward stroke on the right.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is more complex and stylized than the one above, featuring multiple loops and a long horizontal line extending to the right.

**Date**

Jul 23 2020

Thank you.



## Entry 2 NYS School Report Card

**Completed** Oct 30 2020

### Instructions

#### SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

## Entry 2 NYS School Report Card Link

**CARDINAL MCCLOSKEY COMMUNITY CHARTER SCHOOL 321000861130**

### NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one.

Please type "URL is not available" in the space provided.)

URL is not available

## Entry 3 Progress Toward Goals

**Incomplete** Hidden from applicant

### Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools



For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

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#### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

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## 2019-20 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

## 2. Do have more academic goals to add?

(No response)

**2019-2020 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

**3. Do have more academic goals to add?**

(No response)

**2019-2020 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess
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				goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				

#### 4. ORGANIZATION GOALS

**For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

##### 2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				

Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

## 5. Do have more organizational goals to add?

(No response)

## 6. FINANCIAL GOALS

### 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

## 7. Do have more financial goals to add?

(No response)

## 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

## Entry 3 Accountability Plan Progress Reports

Completed Oct 30 2020

### Instructions

### **SUNY-Authorized Charter Schools ONLY**

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

### [CMCCS 19-20 APPR final](#)

Filename: CMCCS 19 20 APPR final.pdf Size: 207.6 kB

## Entry 7 Disclosure of Financial Interest Form

Completed Oct 30 2020

### Instructions - Multiple Uploads Permitted

### **Required of ALL Charter Schools by August 3**

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must

complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools:** [Disclosure of Financial Interest Form](#)
- **SUNY- Authorized Charter Schools:** [Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### **Magoolaghan, Joan**

**Filename:** Magoolaghan Joan.pdf **Size:** 104.4 kB

### **DeVries, Joy**

**Filename:** DeVries Joy.pdf **Size:** 334.3 kB

### **Quinn, Peter**

**Filename:** Quinn Peter.pdf **Size:** 334.2 kB

### **Grace, George**

**Filename:** Grace George.pdf **Size:** 334.1 kB

### **McCarthy, James**

**Filename:** McCarthy James.pdf **Size:** 508.3 kB

### **Thorne, Phyllis**

**Filename:** Thorne Phyllis.pdf **Size:** 1.1 MB

### **Gershen Lowy, Reva**

**Filename:** Gershen Lowy Reva.pdf **Size:** 340.3 kB

### **Ursillo, William**

**Filename:** Ursillo William.pdf **Size:** 918.4 kB

### **Charles, Dunica**

**Filename:** Charles Dunica.pdf **Size:** 329.6 kB

## **Entry 8 BOT Membership Table**

**Completed** Oct 30 2020



# Instructions

## Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

## Entry 8 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

### CARDINAL MCCLOSKEY COMMUNITY CHARTER SCHOOL 321000861130

#### 1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	George Grace [REDACTED]	Chair	Executive	Yes	1	11/08/2017	06/30/2022	12
2	Joan Magoolaghan [REDACTED]	Vice Chair	Finance	Yes	1	11/08/2017	06/30/2021	11

3	Peter Quinn [REDACTED]	Treasurer	N/A	Yes	1	11/08/2017	06/30/2022	10
4	Reva Gershen Lowy [REDACTED]	Secretary	Academic	Yes	1	05/07/2019	06/30/2021	11
5	Dunica Charles [REDACTED]	Trustee/Member	N/A	Yes	1	07/01/2020	06/30/2023	8
6	Joy DeVries [REDACTED]	Trustee/Member	N/A	Yes	1	07/01/2020	06/30/2023	12
7	James McCarthy [REDACTED]	Trustee/Member	N/A	Yes	1	07/01/2020	06/30/2023	10
8	Phyllis Thorne [REDACTED]	Trustee/Member	Academic	Yes	1	11/08/2017	06/30/2021	10
9	William Ursillo [REDACTED]	Trustee/Member	N/A	Yes	1	05/10/2018	06/30/2022	12

**1a. Are there more than 9 members of the Board of Trustees?**

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2020	9
b.Total Number of Members Added During 2019-2020	0
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	15

**3. Number of Board meetings held during 2019-2020**

12

**4. Number of Board meetings scheduled for 2020-2021**

12

Thank you.

**Entry 9 Board Meeting Minutes**

**Completed** Oct 30 2020 Hidden from applicant

[Instructions](#)

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

## 1

**Filename:** 1. Approved CMCCS 7 9 19 Board Meeting Minutes.pdf **Size:** 135.4 kB

## 4

**Filename:** 4. Approved CMCCS 10 15 19 Board Meeti C4hoRD6.pdf **Size:** 132.2 kB

## 6

**Filename:** 6. Approved CMCCS 12 3 2020 Board Meet dlXvOSq.pdf **Size:** 279.4 kB

## 2

**Filename:** 2. Approved CMCCS 2019 08 06 Board Mee g46uEEe.pdf **Size:** 783.4 kB

## 5

**Filename:** 5. Approved CMCCS 11 12 19 Board Meeti rofFlCn.pdf **Size:** 258.6 kB

## 7

**Filename:** 7. Approved CMCCS 1 7 2020 Board Meeti Eoxre97.pdf **Size:** 277.5 kB

## 3

**Filename:** 3. Approved CMCCS 9 10 19 Board Meetin yPcjOK9.pdf **Size:** 290.8 kB

## 10

**Filename:** 10. Approved CMCCS 4 7 2020 Board Meet BsMYH2p.pdf **Size:** 602.9 kB

## 11

**Filename:** 11. Approved CMCCS 5 5 2020 Board Meet 21pWRQz.pdf **Size:** 564.5 kB

## 9

**Filename:** 9. Approved CMCCS 3 3 2020 Board Meeti 8iOsIWG.pdf **Size:** 645.2 kB

## 8

**Filename:** 8. Approved CMCCS 2 4 2020 Board Meeti h9tVcrf.pdf **Size:** 367.6 kB

## 12

**Filename:** 12. Approved CMCCS 6 2 2020 Board Meet LJwe7E9.pdf **Size:** 604.4 kB

## Entry 10 Enrollment & Retention

## Instructions for submitting Enrollment and Retention Efforts

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

## Entry 10 Enrollment and Retention of Special Populations

### Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

**CARDINAL MCCLOSKEY COMMUNITY CHARTER SCHOOL 321000861130**

### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
	In the 2019-2020 school year, 92.2% of students at CMCCS were from low-income families, based on eligibility for free and reduced price lunch. At this percentage, we surpassed our target of 90.5% by 1.7 percentage points. As part of an aggressive recruitment plan, the following strategies were used to specifically attract economically disadvantaged students:	

## Economically Disadvantaged

- Direct outreach to day care and Head Start programs, child-serving organizations, after-school programs and community-based nonprofit organizations in targeted low-income neighborhoods
- Awareness building among parents and caregivers of children in Cardinal McCloskey Community Services' Head Start, pre-kindergarten, Foster Care and Preventive Services programs
- Leveraging Cardinal McCloskey Community Services' extensive experience and relationships with other pre-schools, Head Start programs and Foster Care and Preventive Services providers in CSD 10
- Advertisements in local and targeted media and promote its programs widely through e-mail and direct mail campaigns and "boots on the ground" recruitment activities including distribution of flyers and other materials at subway stations, libraries, parks and similar places and participation in school fairs and other public events
- Support for families in completing all necessary paperwork to ensure eligible students participate in the lunch program
- Brochures and mailings that highlighted the special programs provided to students at no cost to families.
- Numerous information sessions and "open house" events to inform families about the school.

As the school surpassed the target for enrollment of economically disadvantaged students, we will continue these recruitment strategies in the coming year. If we are unable to safely conduct in-person outreach to community organizations due to COVID-19, we will increase our online campaign through advertisements and social media and conduct virtual tours and open house sessions.

<p>English Language Learners/Multilingual Learners</p>	<p>Of the school's total enrollment, 20% of students were classified as English Language Learners (4.5 percentage points below target of 24.5%). The following strategies were utilized to recruit ELL students:</p> <ul style="list-style-type: none"> <li>• Recruitment materials and presentations translated into Spanish and other prominent languages in CSD 10.</li> <li>• Direct mail outreach in languages other than English</li> <li>• Online and print advertisements in non-English publications</li> <li>• Translators at all recruitment events</li> <li>• Outreach by multi-lingual staff members in immigrant communities</li> </ul>	<p>In 2020-21, CMCCS will endeavor to increase its enrollment of English Language Learners by further targeting recruitment efforts in immigrant communities in CSD 10 and surrounding neighborhoods. The school will also host additional information sessions in community organizations and day cares that serve high numbers of non-English speaking families, either in-person or online depending on the new for continued social distancing. Finally, the school will place additional advertisements in languages other than English.</p>
<p>Students with Disabilities</p>	<p>In 2019-20, the percentage of students with disabilities was 21.3%, exceeding our enrollment target of 19.3% by two percentage points. The following strategies were used:</p> <ul style="list-style-type: none"> <li>• Recruiting from within Cardinal McCloskey Community Services' Foster Care and Preventive Services programs, in which a hugely disproportionate percentage of children have IEP</li> <li>• Recruiting at pre-schools and Head Start programs that enroll large percentages of SWDs</li> <li>• Highlighting programs and support provided for special needs students in all advertising and materials</li> <li>• Utilizing a Weighted Lottery Generator to give added weight</li> </ul>	<p>As the school met the target for enrollment of students with disabilities, we will continue these recruitment strategies in the coming year.</p>

in the admissions lottery to children who are SWDs.

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	CMCCS retained close to 100% of its economically disadvantaged students, exceeding our target of 93.6%. Our major strategies to attain this included providing free services for students and families who need them, such as the free meal program and covering field trip and school uniform expenses, whenever necessary. The school staff also strived to maintain close relationships with families to identify those who may be experiencing hardship and ensure that support was provided when needed. In addition, the school has a strong school-family connection through the work of its Parent and Community Relations Coordinator, its social workers and its partner, Cardinal McCloskey Community Services, which is making supportive services available to families of children enrolled at the charter school.	Given the high retention rate of English Language Learners, we will utilize the same strategies in the coming year. Throughout the year, we will monitor the progress of all English Language Learners and implement program changes as needed.
	The school's retention of English Language Learners was almost 100% in 2019-20, surpassing our target of 94.2%, thanks to special programming and an inclusive environment. The following efforts were made to ensure retentions:	Given the high retention rate of English Language Learners, we will utilize the same strategies in



English Language Learners/Multilingual Learners	<ul style="list-style-type: none"> <li>• Translators at all school events, such as parent-teacher conferences</li> <li>• Translation of all school notices and materials sent home</li> <li>• Comprehensive ELL services provided by certified, qualified instructors</li> <li>• • Administrative staff fluent in languages other than English.</li> </ul>	the coming year. Throughout the year, we will monitor the progress of all English Language Learners and implement program changes as needed.
Students with Disabilities	Surpassing the retention target of 94%, CMCCS achieved a very high level of retention of students with disabilities (close to 100%) by creating and maintaining an educational environment tailored to the needs of its vulnerable student, such as Students with Disabilities. Comprehensive supportive services, Individual Learning Plans and at least one ICT classroom in each grade provide each student with the customized support he or she may need to succeed academically and to feel comfortable and empowered at school. We also carefully monitored all IEPs to ensure that mandated services were implemented with fidelity. Families are continually informed of each students' progress.	Given the high retention rate of Students with Disabilities, we will utilize the same strategies in the coming year. Throughout the year, we will assess the needs of all Students with Disabilities and implement program changes if warranted.

## Entry 12 Percent of Uncertified Teachers

**Incomplete** Hidden from applicant

### Instructions

#### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those

not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

# Entry 12 Uncertified Teachers

School Name: CARDINAL MCCLOSKEY COMMUNITY CHARTER SCHOOL 321000861130

## Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

**CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category A: 5 or 30% whichever is less	0

**CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category B: not to exceed 5	0

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category C: not to exceed 5	0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	



Thank you.

## Entry 13 Organization Chart

**Incomplete** Hidden from applicant

### [Instructions](#)

#### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

## Entry 14 School Calendar

**Completed** Oct 30 2020

### [Instructions for submitting School Calendar](#)

#### **Required of ALL Charter Schools**

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

**Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.**

### **School Calendar for 2020-2021**

**Filename:** School Calendar for 2020 2021.pdf **Size:** 45.9 kB

## Entry 15 Links to Critical Documents on School Website

**Incomplete** Hidden from applicant

## Instructions

### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

## **Form for Entry 15 Links to Critical Documents on School Website**

**School Name:** Cardinal McCloskey Community Charter School

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**Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

**By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:**

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	
2a. Webcast of Board Meetings (per Governor's Executive Order)	
3. Link to NYS School Report Card	
4. Most Recent Lottery Notice Announcing Lottery	
5. Authorizer-Approved DASA Policy	
6. District-wide Safety Plan	
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	
7. Authorizer-Approved FOIL Policy	
8. Subject matter list of FOIL records	
9. Link to School Reopening Plan	

**Thank you.**



## **Entry 16 COVID 19 Related Information**

**Completed** Oct 30 2020

### **Instructions**

#### **Required of ALL charter schools**

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are



encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

## Entry 16 COVID 19 Related Information

**School Name:** Cardinal McCloskey Community Charter School

### TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	141	89	125

### Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participants

															ting Stud ents
	Prev enti ng Aca de mic Fail ure	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	127
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
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		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
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		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
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		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
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		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	

		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
Tota															127.
I															0

Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Incomplete Hidden from applicant

INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS

Please provide the full name of ANY and ALL instructional and non-instructional employees and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).



# **Cardinal McCloskey Community Charter School**

## **2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT**

Submitted to the SUNY Charter Schools Institute on:

September 15, 2020

By Jennifer Fedele

685 East 182<sup>nd</sup> Street  
Bronx, NY 10457

347-708-0480

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

Jennifer Fedele, Principal prepared this 2019-20 Accountability Progress Report on behalf of the school's board of trustees:

Trustee's Name	Board Position
George Grace	Chair
Joan Magoolaghan	Vice Chair
Peter Quinn	Treasurer
Reva Gershon Lowy	Secretary
Dunica Charles	
Joy DeVries	
James McCarthy	
Phyllis Thorne	
William Ursillo	

**Jennifer Fedele has served as the Principal since October 2018.**

### SCHOOL OVERVIEW

The mission of Cardinal McCloskey Community Charter School (CMCCS) is to address the academic, social-emotional and developmental needs of its students in a safe, supportive and trauma-informed learning environment in order to better enable them to learn and succeed academically. The school is committed to serving at-risk students experiencing trauma, including children in foster care and students receiving prevention services. Through a rigorous program of instruction utilizing a trauma-informed, Sanctuary Model approach and by providing a wide range of wraparound support services, CMCCS will help each student become more resilient, independent and academically successful.

The school model implemented at CMCCS integrates evidence-based Sanctuary Model principles and wraparound services with a rigorous academic program. This approach enables us to meet the needs of our uniquely at-risk student population by addressing social-emotional concerns so that they are able to learn while simultaneously implementing a rigorous curriculum closely aligned to New York State Learning Standards. Each student has an Individual Growth Plan for Success and is provided with therapeutic assistance and counseling in close collaboration with classroom teachers and other instructional staff.

In alignment with our mission and core vision, key design elements of our school model include:

- Integration of the principles and practices of the **Sanctuary Model**, an evidence based model that cultivates a trauma informed environment in which at-risk youth can maximize their potential to learn, heal and grow, into the academic program.
- **A rigorous standards-aligned and data-informed academic program** utilizing effective instructional methods and curriculum
- **Intensive instruction and extended day programming** to ensure that each student's needs are addressed, and
- **Comprehensive wraparound services** for students to support their social-emotional, developmental and behavioral growth and to help them build resilience and capacity to cope effectively with problems

The school opened in August 2019, serving 144 Kindergarten and 1<sup>st</sup> Grade students. On BEDS day, the school population was 20.1% Black, 77.1% Hispanic, 1.4% multiracial and 1.4% White. In addition, 85.4% of students were from low-income families, 18.1% were English Language Learners, and 18.1% were Students with Disabilities. The school will add one grade per year until reaching full capacity of 450 K-5<sup>th</sup> Grade students in 2023-2024.

During this tumultuous time of the pandemic, our organization had to pivot its standard operations to make certain to:

- continue to educate our students safely
- provide social and emotional support effectively with our trauma informed approach

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

- maintain a dynamic academic environment where children feel empowered to grow with support regardless of educational model, virtual or in person instruction
- continue to add value to our community at all-times even during this unprecedented event as the current Covid-19 situation.

Following a survey of our families' technology needs, the school distributed Chromebooks to any student who needed one so that we could provide synchronous instruction as soon as possible after the transition to remote learning in March 2020. Despite some challenges, we were able to move all programming and instruction online, with teachers and school leaders communicating daily with students and parents through numerous platforms such as Zoom and Google Classroom. Resources and assignments were developed and posted on the school website. Throughout the school closure, CMCCS continued to provide academic and related services to students with disabilities, English Language Learners and other at-risk students.

### ENROLLMENT SUMMARY

School Enrollment by Grade Level and School Year														
School Year	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2017-18														
2018-19														
2019-20	91	53												144

### GOAL 1: ENGLISH LANGUAGE ARTS

#### Goal 1: English Language Arts

Students at Cardinal McCloskey Community Charter School will demonstrate growth in ELA proficiency and will meet grade-level proficiency standards in ELA each year.

#### BACKGROUND

During the 2019-2020 academic school year, Cardinal McCloskey Community Charter School utilized a comprehensive English Language Arts program that is aligned with New York State's Common Core Learning Standards for Kindergarten & First Grade. The reading program provides students with a research-based curriculum that enables students to develop a strong foundation. The reading program implemented in the 2019-2020 school year balances the necessary components for young readers including phonemic awareness, phonics, the encoding



and decoding of words and fluency development; and the essential components of comprehension.

The PAF Reading Program was used in Kindergarten and First Grade. This program is a research-based, multi-sensory reading program that incorporates reading, spelling, and handwriting instruction into unified lessons that benefit all children, and can prevent reading failure in at-risk children. The PAF Reading Program provides children with the building blocks they need to learn in a logical order which results in minimum frustration — and maximum success. The step-by-step progression leads not only to improvement in basic skills but to an increased sense of mastery and self-esteem. Students are taught how to encode and decode words and students learn how to read accurately and fluently using phrases, sentences and stories that contain only sounds and words that have already been learned (decodable text). Finally, the students learn how to apply comprehension strategies to help them understand what they read. As part of the program, the students are assessed regularly based on curriculum based proficiency tests to monitor progress and student achievement.

The PAF Reading Program is supplemented by the EngageNY Listening Learning Curriculum, the EngageNY Skills program and read alouds that expose students to authentic text as well as fiction and non-fiction topics. The combination of these programs provides students with a rigorous inquiry and language intensive academic experience. To support teachers throughout the year, professional development workshops and modeling of instructional practices are provided by consultants and the instructional leadership team.

This reading program is effective because of the instructional strategies utilized. Kindergarten students receive 140 instructional minutes in ELA daily, and first grades receive 150 instructional minutes in ELA each day. Specifically, students are placed into flexible leveled reading groups and receive direct support from teachers. To develop students' critical thinking skills, teachers use multiple levels of questions to support the needs of all students. The direct instruction model allows teachers to monitor student progress throughout each lesson, and provide targeted feedback to students. The writing program is supported by the EngageNY Skills program for the development of pre-writing skills and directly supported by the PAF Reading Program as students write daily as part of the lesson format. The students receive immediate feedback from instructional staff to support student's correct use of English written language, with an emphasis on writing mechanics, syntax and form.

For the 2020-21 school year, CMCCS will reopen following a continuum of models that vary from full remote instruction, a hybrid model, to standard operations. The brief descriptions of these models are:

1. Remote Learning Model - CMCCS remains closed - Children will continue with the virtual learning plan that was in place prior to summer vacation



## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

2. Hybrid Learning Model - In person learning on alternate days: half the school on A schedule and half on B schedule with Fridays for Virtual Learning for A and B
3. Standard Operations Model - If the data and health experts support this model, then we will go back to a direct instruction, Sanctuary approach model with all safety measures considered. The Virtual portal will remain in effect allowing parents that are not comfortable with in person instruction to provide their child with access to education.

To address learning gaps due to the initial phase of remote learning, the ELA program will include time for the remediation of reading and writing skills as needed. Time will also be built into the schedules for online assessments to establish benchmarks. Teachers will use multiple platforms and online resources to facilitate remote learning.

### METHOD

To assess and evaluate student achievement in ELA during the 2019-20 school year prior to the school closure in March, the school administered the Preventing Academic Failure (PAF) Test of Single Word Reading following the use of EngageNY Skills curriculum to develop pre-reading and pre-writing skills. THE PAF Test combined with oral reading of the readers, can be used for placement of new students as well as to measure ongoing gains. It assesses a student's ability to read single words in isolation. The ability to read single words automatically, at the word-recognition level, is crucial for maximizing comprehension. The test also provides an opportunity to show quantitative growth in reading from year-to-year. It offers an alternative assessment tool for students who cannot yet read the uncontrolled text on standardized reading tests. The PAF Test of Single Word Reading consists of 240 words divided into twelve subtests based on phonetic patterns that follow the PAF sequence. Progress is demonstrated by a student reading more words accurately from year-to-year or recognizing more words automatically, rather than having to sound them out.

### RESULTS AND EVALUATION

#### Kindergarten

Following the transition to the PAF Reading Program in February of 2020, students were assessed using the PAF Alphabet Test and a modified proficiency test and then placed into skills based groups.

	February % of Students in Grade	June
Start at beginning (Level 1)	32%	15%
Reviewing up to level 16	51%	34%

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

Level 16	16%	26%
Level 33	0	25%

The June data showed that despite the school closure and the transition to remote instruction, our students continued to develop crucial reading skills, with 17% of students moving from the lowest level to approach Level 16.

### 1<sup>st</sup> Grade

The PAF Reading Program started at the beginning of the year with students placed into three skills based groups based on the PAF Alphabet Test and the PAF Single Word Decoding Test.

	September % of Students in Grade	June Proficiency Test
Start at beginning of the Program	40%	86% of the group were proficient at level 52
Started @ Level 17	30%	64% of that group are proficient at level 74
Started @ Level 34	30%	86% of group Proficient at Level 96

### ADDITIONAL EVIDENCE

As 2019-20 was the first year of operation for CMCCS, no year-to-year comparisons can be made.

### ACTION PLAN

As the school was only able to implement the ELA program with fidelity for six-months in its first year, we have little student achievement data with which to make informed changes and program improvements moving forward. Therefore, the school will utilize the same curriculum and assessments once the school returns to standard operations, with modifications made to accommodate effective remote instruction before then. In addition, minor curriculum changes may be made to address areas where specific skills and content were not adequately addressed in the 2019-20 school year.

## GOAL 2: MATHEMATICS

### Goal 2: Mathematics

Students at Cardinal McCloskey Community Charter School will demonstrate growth in Math proficiency and will meet grade-level proficiency standards in Math each year.

### BACKGROUND

With 50 minutes allocated for Math instruction in Kindergarten and 60 minutes in 1<sup>st</sup> grade, Cardinal McCloskey Community Charter School used a New York State Common Core aligned math program that provided students with primary components of math instruction including computational, procedural and conceptual skills. The EngageNY “A Story of Units” curriculum provides a sequenced and comprehensive mathematics program that builds students’ conceptual and practical math skills from one year to the next. The “Story of Units” program provides students with direct experience in problem solving with concrete-pictorial and abstract learning in a carefully sequenced program that included curriculum based progress monitoring.

During each lesson, students are provided the opportunity to develop their basic skills to a level of automaticity to allow for exploration of more complex mathematical concepts. The focus is on developing a solid mathematical foundation and mathematical fluency. Furthermore, emphasis is placed on the development of mathematical vocabulary the oral and written language of math.

Progress monitoring interim assessments in math are based on mid-module and end of module assessments from the “Story of Units” curriculum to determine student proficiency and instructional pacing.

Throughout the year, professional development provided support to teachers with the implementation of the curriculum and modifications to best meet the needs of the students.

For the 2020-21 school year, CMCCS will reopen following a continuum of models that vary from full remote instruction, a hybrid model, to standard operations, as outlined in more detail in the ELA program description. To address learning gaps due to remote learning last year, the Math program will include time for the remediation of skills and content as needed. Time will also be built into the schedules for online assessments to establish benchmarks. Teachers will use multiple platforms and online resources to facilitate remote learning.

### METHOD

In addition to the curriculum-embedded assessments mentioned above, CMCCS also intends to use NWEA MAP assessments to measure student achievement against national norms. In the 2019-20 school year, the benchmark assessment was administered at the beginning of the school year, but

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

students did not take mid-year and year-end assessments due to COVID-19 and resulting school closures.

### RESULTS AND EVALUATION

Not Applicable. As described above, mid-year and year-end assessments were not administered due to the school's COVID-19 closure.

### ADDITIONAL EVIDENCE

As 2019-20 was the first year of operation for CMCCS, no year-to-year comparisons can be made. In addition, mid-year and year-end assessments were not administered due to the school's COVID-19 closure.

### ACTION PLAN

As the school was only able to implement the Math program with fidelity for six-months in its first year, we have little student achievement data with which to make informed changes and program improvements moving forward. Therefore, the school will utilize the same curriculum and assessments once the school returns to standard operations, with modifications made to accommodate effective remote instruction before then. In addition, minor curriculum changes may be made to address areas where specific skills and content were not adequately addressed in the 2019-20 school year.

## GOAL 3: SCIENCE

### Goal 3: Science

Students at Cardinal McCloskey Community Charter School will demonstrate growth in Science proficiency and will meet grade-level proficiency standards in Science each year.

### BACKGROUND

The Cardinal McCloskey Community Charter School science program is based on New York State Science Learning Standards. The science program focuses on three primary strands including the physical environment, earth and space, and the living environment. The program is supported by key domain areas in the EngageNY Listening and Learning curriculum, read aloud books that explore science based topics, and teacher led demonstrations. Instruction

emphasizes the development of vocabulary and language development. Furthermore, the program builds personal connections to science to provide a grounding of the topics. Students are encouraged to demonstrate their understanding orally, and through drawing and writing.

The science curriculum is a multisensory program that provides students with an understanding of the world around them with the express goal of building their observational and critical thinking skills.

For the 2020-21 school year, CMCCS will reopen following a continuum of models that vary from full remote instruction, a hybrid model, to standard operations, as outlined in more detail in the ELA program description. To address learning gaps due to remote learning last year, the Science program will include time for reteaching content as needed. Time will also be built into the schedules for online assessments to establish benchmarks. Teachers will use multiple platforms and online resources to facilitate remote learning.

### METHOD

To measure student progress in Science, students will take curriculum-embedded assessments. In the 2019-20 school year, however, students did not take mid-year and year-end assessments due to COVID-19 and resulting school closures.

### RESULTS AND EVALUATION

Not Applicable. Science mid-year and year-end assessments were not administered due to the school's COVID-19 closure.

### ADDITIONAL EVIDENCE

As 2019-20 was the first year of operation for CMCCS, no year-to-year comparisons can be made. In addition, mid-year and year-end assessments were not administered due to the school's COVID-19 closure.

### ACTION PLAN

As the school was only able to implement the Science program with fidelity for six-months in its first year, we have little student achievement data with which to make informed changes and program improvements moving forward. Therefore, the school will utilize the same curriculum and assessments once the school returns to standard operations, with modifications made to accommodate effective remote instruction before then. In addition, minor curriculum changes

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

may be made to address areas where specific skills and content were not adequately addressed in the 2019-20 school year.

### GOAL 4: ESSA

The 2019-20 ESSA Goal remains unchanged due to the Covid-19 school closure. The 2019-20 accountability status based on 2018-19 results and can be found by navigating to the school report card available [here](#).

#### Goal 4: Absolute Measure

Under the state's ESSA accountability system, the school is in good standing: the state has not identified the school for comprehensive or targeted improvement.

### METHOD

Because *all* students are expected to meet the state's performance standards, the federal statute stipulates that various sub-populations and demographic categories of students among all tested students must meet the state standard in and of themselves aside from the overall school results. As New York State, like all states, is required to establish a specific system for making these determinations for its public schools, charter schools do not have latitude in establishing their own performance levels or criteria of success for meeting the ESSA accountability requirements. Each year, the state issues School Report Cards that indicate a school's status under the state accountability system.

### RESULTS AND EVALUATION

Not Application. 2019-20 was CMCCS' first year of operation so no accountability data is available to determine the school's status.

### ADDITIONAL EVIDENCE

Not Application. 2019-20 was CMCCS' first year of operation.

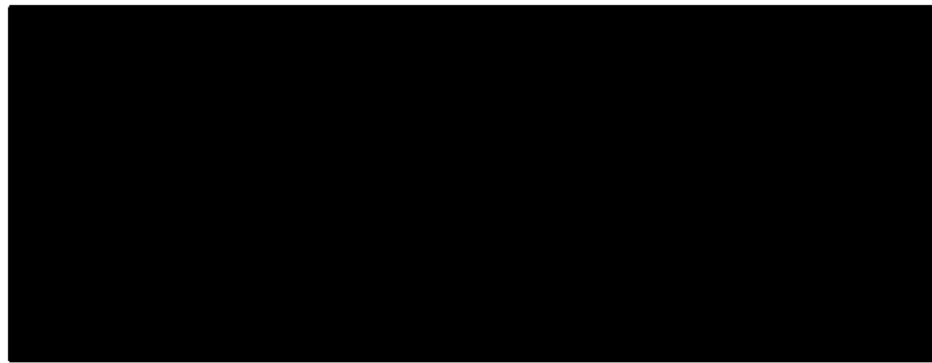
Accountability Status by Year

Year	Status
2017-18	Not Applicable
2018-19	Not Applicable
2019-20	Not Applicable



DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: Cardinal McCloskey Community Charter School
2. Trustee's name (print): Joan Magoolaghan
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Vice Chair



8. Is Trustee an employee of the education corporation? \_\_\_\_ Yes. x No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
N/A	NONE	N/A	NONE

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
N/A	NONE	NONE	NONE	N/A

*Don Magrolag*  
Signature

7/9/2020  
Date





**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Cardinal McClosky Community Charter School
2. Trustee's name (print): Joy DeVries Heinze
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_  
Committee Chair Development

8. Is Trustee an employee of the education corporation? \_\_\_\_Yes. ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
Please write "None" if applicable. Do not leave this space blank.			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write “None.”

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
Please write “None” if applicable. Do not leave this space blank.				
	None			

Joy B DeVries Heinze  
Signature

July 15, 2020  
Date

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: CMCCS \_\_\_\_\_
2. Trustee's name (print): Peter W. Quinn \_\_\_\_\_
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Treasurer & Finance Committee Chair \_\_\_\_\_

8. Is Trustee an employee of the education corporation? \_\_\_\_Yes. \_\_X\_\_No. If you checked yes, please provide a description of the position you hold, your salary and your start date.  
\_\_\_\_\_

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NONE <i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

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NONE				
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

\_\_\_\_\_  
**Signature** *Peter W. Quinn*

\_\_\_\_\_  
**Date** *9 JUL 20*



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

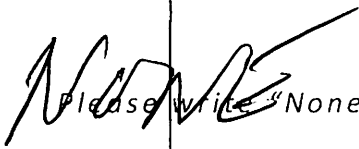
1. Name of education corporation: CARDINAL McCLOSKEY Community Charter School
2. Trustee's name (print): GEORGE E. GRACE
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_  
CHAIR

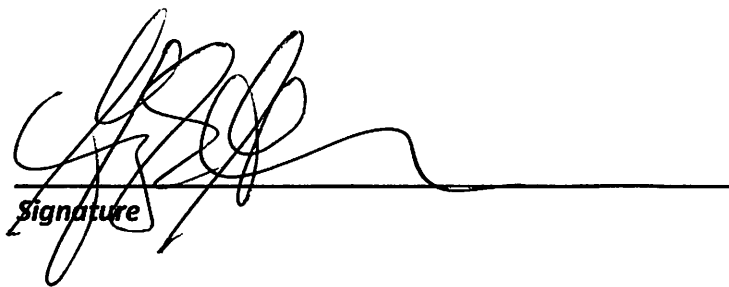
8. Is Trustee an employee of the education corporation? \_\_\_\_ Yes. ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

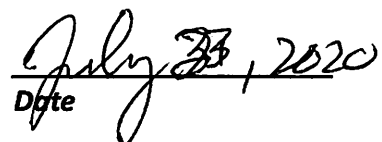
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<u>NONE</u> Please write "None" if applicable. Do not leave this space blank.			

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Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
 <p>Please write “None” if applicable. Do not leave this space blank.</p>				

  
 Signature

  
 Date





**Charter Schools Institute**  
The State University of New York

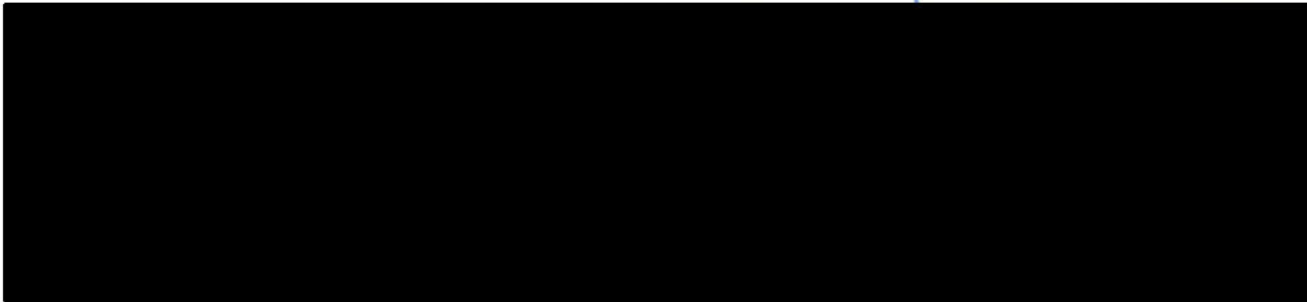
FOR INSTITUTE USE ONLY

FILING FOR SCHOOL  
YEAR: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: CARDINAL MCLOSKEY COMMUNITY CHARTER SCHOOL
2. Trustee's name (print): JAMES F MCCARTHY
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_



8. Is Trustee an employee of the education corporation? \_\_\_\_ Yes. ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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None			

Please write "None" if applicable. Do not leave this space blank.

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write “None.”

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank.				
NONE				


James J. McCarthy  
Signature

07/13/2020  
Date

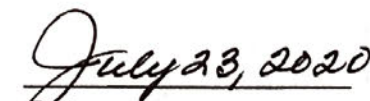




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<p style="text-align: center;">   Please write "None" if applicable. Do not leave this space blank. </p>				

  
Signature

  
Date

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Cardinal McCloskey Community Charter School
2. Trustee's name (print): Reva Gershen- Lowy
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Secretary

8. Is Trustee an employee of the education corporation?    Yes.   X   No. If you checked yes, please provide a description of the position you hold, your salary and your start date.  
\_\_\_\_\_

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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<p style="text-align: center;">NONE</p> <p style="text-align: center;"><i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

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<p style="text-align: center;">NONE</p> <p style="text-align: center;"><i>Please write “None” if applicable. Do not leave this space blank.</i></p>				

*Reva Gershen-Lowy*  
Signature

07-14-2020  
Date



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Cardinal McCloskey Community Charter School
2. Trustee's name (print): William Ursillo Ph.D.
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_

8. Is Trustee an employee of the education corporation? \_\_\_\_ Yes. X No. If you checked yes, please provide a description of the position you hold, your salary and your start date.
- \_\_\_\_\_

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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<p><i>NONE</i></p> <p>Please write "None" if applicable. Do not leave this space blank.</p>				

*William Smith MS*  
Signature

*7/22/20*  
Date

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Cardinal McCloskey Community Charter School

2. Trustee's name (print): Dunica Charles

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_

8. Is Trustee an employee of the education corporation? \_\_\_\_ Yes. x No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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	NONE		
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

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<b>Entity Conducting Business with the Education Corporation</b>	<b>Nature of Business Conducted</b>	<b>Approximate Value of the Business Conducted</b>	<b>Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest</b>	<b>Steps Taken to Avoid Conflict of Interest</b>
<i>Please write “None” if applicable. Do not leave this space blank.</i>				

*Dunica Charles*

***Signature***

7/27/2020

***Date***

*Form Revised November 16, 2015*



**Cardinal McCloskey Charter  
Board of Trustees**

**Board Meeting Minutes**

**July 9, 2019**



**School**

- 1.0** The meeting was called to  
Chairperson, at 6:10 p.m.

order by Mr. George Grace,

- 2.0 Attendance** taken by Mr. Grace

**Present:** George Grace, Dr. William Ursillo, Dr. Reva Gershen-Lowy, Peter Quinn, Phyllis Thorne, Joan Magoolaghan and Joy DeVries

**Teleconference:** Dunica Charles

**Excused:** Jim McCarthy

**Charter School Staff:** Jennifer Fedele

**CMCS Partners:** Beth Finnerty, Christine Monroe and Kamlesh Singh

**Guests:** Margie Medina

- 3.0 Sanctuary Community Meeting** was facilitated by Mr. Grace.

- 4.0 Motion to approve the minutes of the June 11, 2019 Board Meeting**

*A motion to approve the minutes of the June 11, 2019 Board Meeting was made by Peter Quinn seconded by Joan Magoolaghan and carried unanimously, the motion was approved and accepted.*

- 5.0 Chair Report –**

! **Policy Update** - Mr. George Grace discussed the policies that need to be approved. After a brief discussion, the Board made a motion to approve the Sanctuary Policy and will review the Wraparound Services Policy, now known as the Growth for Success Plan, at the next meeting. Ms. Beth Finnerty provided a summary on the benefits of the Growth for Success Plan and how it can be utilized for the Charter School. The plan will be developed to address the student's needs and interests to help every student stay connected in school. CMCS's Strategies for Success is based on this plan. Mr. Grace noted this plan will work well with the Sanctuary Model. Mr. Grace also recommended an Accountability Policy for the Board be put in place. This will be reviewed for approval at the next meeting.

! **Lease and Construction** – Mr. Grace stated that an amendment to cover renovations will be added to the lease agreement. The Charter School will reimburse Aquinas by including the costs in the monthly rent. The Executive Committee approved the amendment to the lease at their meeting held on July 9, 2019. The Board discussed what work and renovations need to be done before the Charter School opens.

- ! **Checklist** – Ms. Jennifer Fedele informed the Board that SUNY Charter School Institute will visit the school on August 13<sup>th</sup> at 1:30 p.m. Mr. Grace offered the assistance of the Board if needed. Ms. Fedele noted that would be great and will inform the Board as the date approaches.

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

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

**8.0 Actions Items –**

**8.1 A motion to approve CIPA (Children's Internet Protection Act) Policy**

*A motion to approve the CIPA (Children's Internet Protection Act) Policy was made by Joan Magoolaghan, seconded by Joy DeVries and carried unanimously, the motion was approved and accepted.*

**8.2 A motion to approve the Health and Safety Plan** - The plan is not complete and will be presented at the next meeting.

**8.3 A motion to approve School Building Safety Plan** – deferred to a later date

**8.4 A motion to approve Sanctuary Policy**

*A motion to approve the Sanctuary Policy was made by Joan Magoolaghan, seconded by Joy DeVries and carried unanimously, the motion was approved and accepted.*

**9.0 Discussion** – The following items were discussed in the Chair Report

**9.1** Review of Sanctuary Policy

**9.2** Review of the Growth for Success Plan

**10.0 Reports**

**10.1 Partner's Report** - Ms. Finnerty provided some highlights and points of interest from CMCS.

- The CMCS Board Meeting was held on Wednesday, June 26, 2019
- To keep the CMCS Board updated on the progress of the Charter School, the CMCS Charter School Committee held a meeting on June 18, 2019
- Dr. Ursillo suggested once the Charter School is open, arrangements should be made for the CMCS Board to visit the Charter School
- As of June 21, 2019 ECED has officially moved out of Aquinas
- Ms. Finnerty stated CMCS is continuing their fundraising efforts that will be used to benefit the Charter School
- Ms. Finnerty and Ms. Fedele will meet to discuss last minute details regarding the uniforms for the students

**10.2 Executive Committee Report** - Mr. Grace provided the following highlights that were discussed at the Executive Committee meeting:

- Mr. Grace discussed the policies and procedures and what still need to be completed. Additional policies will be presented for approval at the next Board meeting.

**10.3 Academic/Sanctuary Committee Report** – Ms. Thorne provided the following highlights from the Academic/Sanctuary Committee Meeting:

- Update on Staff Hiring – Teachers and school staff have been hired. Recruitment for special education teachers is on-going.
- Student Enrollment – currently 155 students have been enrolled (50 first grade students and 105 kindergarten students). Applications are still being accepted.
- Discussed the wrap-around services and creating a tranquil and serene area for the students if they're having a difficult time. This will be based on the Sanctuary model.

**10.4 Finance Committee Report** - Mr. Peter Quinn provided the following highlights:

- The Charter School is at full enrollment which is good for the budget
- Reimbursement check has been received for approximately \$465,000
- Walton Foundation – Submitting an amendment in order to re-allocate funds

**10.5 Fundraising Committee Report** – Ms. DeVries provided the following highlights:

- The School is entitled to free buses provided by the DOE for field trips
- The New Victory Theater offers free shows for children. This is a nonprofit performing arts theater devoted to kids and their families.
- Create a mass email to families and friends to sponsor events for the school. Mr. Edrick Browne can assist by creating a link to make donations.
- Look into getting free backpacks for all students or have sponsors donate \$25.00 per backpack

**10.6 Principal's Report** – Ms. Fedele updated the Board on the following items:

- Ms. Fedele attended the annual Charter School conference
- A Parent Volunteer is assisting in the office for the summer. Dr. Gershen-Lowy noted that a volunteer policy should be in place and offered to work with Ms. Fedele to coordinate the policy. This policy will detail what documentation is needed in order for volunteers to be around the students. Dr. Gershen-Lowy will send the fingerprinting policy to Ms. Magoolaghan to review.
- Mr. Browne has been in contact with other schools and has received a donation of file cabinets and teacher desks. The items will be delivered to the school.
- The deadline for documents required by CSI is July 15, 2019. The documents will be uploaded in the Epicenter, a web-based service used by the Charter School Institute.

- Ms. Fedele stated approximately 400 people turned out for the Block Party. Local politicians also were in attendance. Ms. Finnerty suggested that Ms. Fedele contact the area politicians for their support and funding.

**11.0 Public Participation** – Public Participation was made available to the public. A prospective parent joined the meeting.

## **12.0 Next Steps**

## **13.0 Adjournment**

*A motion duly made by Joan Magoolaghan, seconded by Peter Quinn and carried unanimously, the meeting was adjourned at 7:39 p.m.*



**Cardinal McCloskey Charter School  
Board of Trustees**

**Board Meeting Minutes**

**October 15, 2019**

**1.0** The meeting was called to order by Mr. George Grace, Chairperson, at 6:09 p.m.

**2.0 Attendance** taken by Mr. Grace

**Present:** George Grace, Dr. William Ursillo, Dr. Reva Gershen-Lowy, Peter Quinn, Phyllis Thorne, Dunica Charles and Joy DeVries

**Excused:** Jim McCarthy and Joan Magoolaghan

**Teleconference:** N/A

**Charter School Staff:** Jennifer Fedele and Edrick Browne

**CMCS Partners:** Beth Finnerty, Christine Monroe and Kamlesh Singh

**Guests:** Margie Medina

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

**4.0 Motion to approve the minutes of the September 10, 2019 Board Meeting**

*A motion to approve the minutes of the September 10, 2019 Board Meeting was made by Phyllis Thorne, seconded by Peter Quinn and carried unanimously, the motion was approved and accepted.*

**5.0 Chair Report –**

- ! **Following the Sanctuary Model** - Mr. George Grace stated that while all Board members are passionate about the school succeeding it is also important to continue to follow the Sanctuary model when reviewing and making decisions on behalf of the school. They also discussed the importance of respecting the values of others opinions and amicably come to a communal decision at the end result.
- ! **Lease Amendment Review** – Mr. Grace discussed the lease amendment that has been signed by Aquinas but still needs to be reviewed by the Board. Mr. Grace mentioned, and the Board agreed, that CSBM should also review the agreement to ensure the school gets reimbursed for all renovations that we have completed. The lease agreement includes extending an additional one year to the current lease. The Board continued to review the additional terms of the agreement and will present it at the next meeting.

- ! **Volunteers Policy** – Mr. Grace noted the Volunteers Policy will be reviewed and approved at the next Board meeting.
- ! Mr. Grace stated at the Executive Committee meeting they discussed the Growth for Success Plan and whether the school was following the model that is in the application and the school's Charter. Mr. Grace stated, at this point, they have not implemented this yet. The Board discussed the how the framework that was set up has been not been helpful to the school and CMCS. Mr. Grace explained that the teacher is (the “quarterback”) in charge and CMCS is there for assistance (part of the team) and to provide whatever services the children need. Dr. William Ursillo suggested the Growth for Success Plan be bought back to the Academic Committee to help develop and modify the plan and to make sure everyone is on the same page. Mr. Grace noted the vision of the Executive Committee is the teachers run the show and the additional services from CMCS are assistance to them. Ms. Finnerty agreed.
- ! **Reviewing the MOU** – Ms. Finnerty will discuss the MOU in the Partner's Report

**6.0 Proposed Executive Session** –At 6:28 p.m. a motion was made by Mr. Grace to enter an executive session. The executive session concluded at 7:01 p.m. and the Board meeting resumed.

## **7.0 Action Item Following Executive Summary**

- a. All members of the Board will modify their behavior and refrain from interrupting when others are speaking
- b. All Board members will review and adhere to the Sanctuary Commitment Model

## **8.0 Actions Items –**

**8.1 A motion to approve The Lease Agreement** – The Board will review the agreement and will present it at the next meeting.

**8.2 A motion to approve the Volunteer Policy** - The policy will be reviewed and presented at the next meeting.

## **9.0 Discussion** - Covered in the Chair Report

## **10.0 Reports**

**10.1 Partner's Report** - Ms. Finnerty discussed moving forward with the revisions to the Memorandum of Understanding (MOU) and will meet with Mr. Grace to discuss the changes before the next Board meeting. Mr. Grace suggested the document be forwarded to the Executive Committee members for their review. Ms. Finnerty agreed. Mr. Peter Quinn inquired about the changes to the MOU and if it would include CMCS getting paid for their services. Mr. Quinn expressed his recommendations on what he thought needed to be in place and stated stipulations would need to include a dedicated revenue stream. Ms. Finnerty stated we are not at the point in the revisions and stated the goal of CMCS is to make sure the model specified in the Charter, and approved by SUNY, is being followed in the best way possible.

**10.2 Executive Committee Report** - The Executive Committee Report was discussed in the Chair Report.

**10.3 Academic/Sanctuary Committee Report** – The Academic/Sanctuary Report was discussed in the Chair Report.

**10.4 Finance Committee Report** - Mr. Peter Quinn provided the following highlights:

- The financial statement and budget will be reviewed and provided at the November 5<sup>th</sup> Board meeting. Mr. Quinn provided a brief overview of the incurred expenses.
- There are currently 133 children enrolled which will impact the revenue received from CSI.
- Dr. Reva Gershen-Lowy and Ms. Jennifer Fedele strategized ways to recruit additional children.

**10.5 Fundraising Committee Report** – Ms. DeVries provided the following highlights:

- Mr. Grace suggested a letter of thanks be sent to donors for their contributions
- A grant received from Target was used to pay for the apple picking trip for the children

**10.6 Principal's Report** – Ms. Fedele updated the Board on the following items:

- Ms. Fedele discussed teacher issues and protocols
- The Apple Picking Trip to Warwick, N.Y. was a huge success. Twenty-five parents were in attendance.

**11.0 Public Participation** – Public Participation was made available to the public.

**12.0 Next Steps**

**13.0 Adjournment**

*A motion duly made by Dr. Reva Gershen-Lowy, seconded by Dr. William Ursillo and carried unanimously, the meeting was adjourned at 7:21 p.m.*



**Cardinal McCloskey Charter School  
Board of Trustees**

**Board Meeting Minutes**

**December 3, 2019**

**1.0** The meeting was called to order by Mr. George Grace, Chairperson, at 6:04 p.m.

**2.0** **Attendance** taken by Mr. Grace

**Present:** George Grace, Dr. William Ursillo, Dr. Reva Gershen-Lowy, Joan Magoolaghan, Peter Quinn, Jim McCarthy and Joy DeVries

**Teleconference:** Phyllis Thorne and Dunica Charles

**Excused:** N/A

**Charter School Staff:** Jennifer Fedele

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

**Guests:** Margie Medina

**3.0** **Sanctuary Community Meeting** was facilitated by Ms. Jennifer Fedele

**4.0** **Motion to approve the minutes of the November 12, 2019 Board Meeting**

*A motion to approve the minutes of the November 12, 2019 Board Meeting was made by Joan Magoolaghan, seconded by Joy DeVries, the motion was approved and accepted.*

**5.0** **Chair Report** – Mr. George Grace discussed the following items:

- **School Performance** - The Executive Committee discussed School Performance which includes evaluations, the education process and reviewing metrics. Mr. Grace noted that evaluations for Ms. Jennifer Fedele and Mr. Edrick Brown need to be completed. Ms. Magoolaghan asked Mr. Jim McCarthy if he knew what materials and evaluation forms other charter school boards used. Mr. McCarthy and the Board discussed the evaluation process and academic performance reporting that could be developed and utilized for the school.
- Mr. Grace stated there needs to be more Board committee participants and a succession plan in place. The Board discussed adding advisory committee members to the Fundraising and Academic/Sanctuary Committees. They discussed the importance of having people with strong educational backgrounds (principals and teachers) added to the Academic Committee. Mr. McCarthy noted that advisory committee members can join the Board when there are open positions. The Board discussed the huge commitment being on the



Board involves. Dr. William Ursillo suggests setting up meetings at various sites and open the meeting to the public. It was agreed by the Board that the January 7<sup>th</sup> meeting will take place at the school, at G.E. Grace & Company's offices at 232 Madison Avenue, Suite 1202, New York, NY 10016 and 115 East Stevens Avenue, LL5, Valhalla, NY.

- Mr. Grace noted changes were made to the lease agreement. Mr. Grace provided copies of the lease agreement which highlighted the changes that were made. The Board discussed the changes and a motion was made to approve the new lease agreement.

**6.0 Principal's Report - Ms. Fedele updated the Board on the following items:**

- Recruitment for a special education teacher is on-going
- There are currently 142 students enrolled
- The first Open House was very successful. The Board discussed the class structure for next year. Ms. Fedele stated there will be two second grade classes, four first grade classes and 3 kindergarten classes.
- Volunteers will be assisting with the Winter Concert on December 12<sup>th</sup>
- A meeting facilitated by CMCS with the Simon Foundation has been postponed until January 7<sup>th</sup> or 8<sup>th</sup>. Ms. DeVries asked if the grant was for the Charter School or for CMCS. Dr. Ursillo noted an application has not been completed yet and Ms. Laura Silberstein, CMCS Grants Manager, will have more information.
- A Holiday Party for staff is being scheduled on the fourth floor of the school
- Ms. Phyllis Thorne will meet with teachers on January 15<sup>th</sup> for PAF Training
- Dates for the upcoming Open Houses will be emailed to the Board
- Parent/Teacher Conferences will be conducted later in December
- The lottery selection will be held in April 2020
- Dental and eye screening were held at the school and was a big success

**7.0 Discussion – Covered in the Chair Report**

**8.0 Actions Items –**

**8.1 A motion to approve the Lease Agreement**

*A motion to approve the Lease Agreement was made by Peter Quinn, seconded by Dr. Reva Gershen-Lowy and carried unanimously, the motion was approved and accepted.*

**8.2 A motion to approve the Volunteer Policy –** The Executive Committee reviewed and recommended the approval of the Volunteer Policy

*A motion to approve the Volunteer Policy was made by Joan Magoolaghan, seconded by Joy DeVries and carried unanimously, the motion was approved and accepted.*

**8.3 A motion to approve Dr. Reva Gershen Lowy as Secretary –** Ms. Dunica Charles resigned her position as Secretary of the Board. The Board made a motion to approve Dr. Reva Gershen-Lowy as the new Board Secretary.

*A motion to approve Dr. Reva Gershen-Lowy as Board Secretary was made by Joan Magoolaghan, seconded by Joy DeVries and carried unanimously, the motion was approved and accepted.*

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

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

**11.0 Reports**

**11.1 Executive Committee Report** - The Executive Committee Report was discussed in the Chair Report.

**11.2 Academic/Sanctuary Committee Report** – Ms. Phyllis Thorne provided the following items highlights:

- The Growth for Success Plan – Dr. Gershen-Lowy provided documentation from the Charter School application for the Committee to review. It was agreed that Ms. Fedele will write up a plan to incorporate CMCS’s responsibilities in the Growth for Success Plan and CMCS staff will be available to work with the school. Dr. Gershen-Lowy noted that the Academic Committee works very well together and have taken a lot of time to implement this plan.

**11.3 Finance Committee Report** - Mr. Peter Quinn stated a meeting was not held but provided the following highlights:

- Mr. Quinn noted we have filed for an extension for the Form 990
- The approval of the lease agreement was crucial for the reimbursement rate
- The Board discussed the importance of having all documents relating to the Charter School in one place and they should be made available in a binder for access when needed. Mr. Grace stated binders have been created.
- Mr. Quinn stated the preliminary report should be ready for the January meeting and the quarterly report will be available at the February meeting

**11.4 Fundraising Committee Report** – Ms. Joy DeVries provided the following highlights:

- The school is currently hosting a fundraiser selling chocolate candy bars. The school will receive 50% of the profit.
- Applying for the Target Grant which will be used to cover the Apple Picking Trip
- Currently researching for upcoming grants and also looking into public grants. Ms. DeVries suggested that City Council and area representatives be invited to the Winter Concert so they can see the progress made by the school so far.
- In addition to assistance from Ms. Silberstein at CMCS, Dr. Ursillo suggested she should also reach out to Ms. Shiernicka Banner, CMCS VP of Philanthropy

**11.5 Partner’s Report** – A copy of the Partner’s Report from Ms. Beth Finnerty was distributed to the Board. The following highlight was mentioned:

- The Board noted that CMCS is actively researching a number of foundations that are interested in the Charter School

**12.0 Public Participation** – Public Participation was made available to the public.

**13.0 Next Steps**

**14.0 Adjournment**

*A motion duly made by Dr. Reva Gershen-Lowy, seconded by Joy DeVries and carried unanimously, the meeting was adjourned at 6:55 p.m.*



**Cardinal McCloskey Charter School  
Board of Trustees**

**Board Meeting Minutes**

**August 6, 2019**

**1.0** The meeting was called to order by Mr. George Grace, Chairperson, at 6:15 p.m.

**2.0 Attendance** taken by Mr. Grace

**Present:** Dr. William Ursillo, Peter Quinn, Joan Magoolaghan, Dunica Charles, Joy DeVries and James McCarthy, Dr. Reva Gershen Lowy

**Videoconference:** George Grace

**Charter School Staff:** Jennifer Fedele

**3.0 Sanctuary Community Meeting** was held.

**4.0 Motion to approve the minutes of the July 9<sup>th</sup>, 2019 Board Meeting**

*A motion to approve the minutes of the July 9<sup>th</sup>, 2019 Board Meeting was made by George Grace, seconded by Dr. William Ursillo and approved unanimously.*

**5.0 Chair Report** – Mr. Grace reviewed the status of the school opening preparations and spoke of the need to plan tracking/monitoring systems to evaluate the success of the school. Additionally he raised the issue of plans needed in anticipation of issues that may arise on the first day of classes.

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

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

**8.0 Actions Items** –

**8.1 A motion to approve** The Family Handbook and the Employee Handbook

*A motion to approve Family Handbook and the Employee Handbook, as amended by the Executive Committee, was made by Ms. DeVries, seconded by*

*Dr. Gershen Lowy and carried unanimously, the motion was approved and accepted.*

## **8.2 A motion to approve policies**

*A motion to approve to approve, as amended by the Executive Committee, the Open Meetings Law Policy; Growth for Success Policy; School Safety Plan; Discipline Policy; Discipline Policy for Students with Disabilities; Health Policy; Violence Protection Policy was made by Ms. DeVries, seconded by Ms. Charles and carried unanimously, the motion was approved and accepted.*

## **9.0 Discussion** – The following Items were discussed in the Chair and Committee Reports

- 9.1** Status of issues relating to the opening of the school
- 9.2** NYS audit scheduled for August 13, 2019
- 9.3** Space in the school for Wrap-around Services
- 9.4** Lease negotiations

## **10.0 Reports**

**10.1 Executive Committee Report** – No report.

**10.2 Academic Committee Report** – No report.

**10.3 Sanctuary Sub-Committee Meeting** – No report

**10.4 Finance Committee Report** - Mr. Quinn distributed a Pre-Opening Financial Report and a Report of Assets/Liabilities. On other issues he noted:

- CMCCS has an outstanding note to CMCS relating to the lease. That should be satisfied shortly.
- Mr. Quinn reported that the Committee has launched a search for an auditor, and that they received 4 responses already from their RFP. The Committee will follow up once the deadline for applications has passed.

**10.5 Fundraising Committee Report** – Ms. DeVries reported on grants and other various fundraising ideas and opportunities.

- Ms. DeVries reported that an agreement has been reached to bring the “Studio in a School” art program to CMCCS for the first year. The cost of the program is \$20,000 vs. the \$50,000 cost for an art teacher. The cost includes art supplies, and the philosophy of the program is in harmony with the Sanctuary model. The program will start in October, and has a professional development element for the teachers.
- Regarding the CMCCS website Ms. DeVries reported that an E-commerce site is being drafted that will allow for donations to be made via the website. The site will also allow for donors to commit to the sponsoring of events.

- Ms. DeVries explained plans to obtain sponsors for school supplies, including back-to-school supplies.
- Employees from the NY Hilton will be volunteering at the school.
- Ms. DeVries is investigating the possibility of obtaining a grant from the office of City Council Lopez for the “Studio in a School” program.
- Mr. Grace recommended that we should add an option to the donations page that would allow donors to note their donations on Facebook;
- Mr. Grace offered two suggestions for the website: add the Fundraising Committee meetings to the calendar and list the names of the Board members.

#### **10.6 Principal’s Report**

- Ms. Fedele confirmed that the teachers and teachers’ assistants have been hired and are ready to start with their orientation, and the students are in place. Specifically, all General Education teachers have been hired, and three Special Education teachers have been hired, and all of the teachers are certified. Further interviews with Special Education teacher applicants are scheduled. Mr. McCarthy raised the issue of whether the Board should approve all hires, and it was agreed that Ms. Fedele would check on that issue and place the matter on the agenda for the next meeting.
- Ms. Fedele reported that the enrollment was up to 170 at one point, but is now back to 153, which is a natural event. She noted that recruitment efforts remain ongoing.

#### **10.7 Partner’s Report**

- Dr. Ursillo reported that Cardinal McCloskey Community Services is thrilled by the progress that has been made in preparing for the school’s opening. He particularly highlighted the Plan for Success training that will be made available to the teachers and the ongoing committee to train everyone in the Sanctuary Model. He thanked Ms. Fedele for the opportunity to tour one of the classrooms.

**11.0 Public Participation** – Public Participation was made available to the public

**12.0 Next Steps** – Next steps were discussed in the above reports.

**13.0 Adjournment**

*A motion duly made by Peter Quinn, seconded by Joan Magoolaghan and carried unanimously, the meeting was adjourned at 7:36 p.m.*



**Cardinal McCloskey Charter School  
Board of Trustees**

**Board Meeting Minutes**

**November 12, 2019**

**1.0** The meeting was called to order by Mr. George Grace, Chairperson, at 5:40 p.m.

**2.0** **Attendance** taken by Mr. Grace

**Present:** George Grace, Dr. William Ursillo, Dr. Reva Gershen-Lowy, Phyllis Thorne, Joan Magoolaghan and Joy DeVries

**Teleconference:** Peter Quinn, Jim McCarthy and Dunica Charles

**Excused:** N/A

**Charter School Staff:** Jennifer Fedele

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

**Guests:** Ralph Rossi, Barbara Acenowr and Margie Medina

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

**4.0** **Motion to approve the minutes of the October 15, 2019 Board Meeting**

*A motion to approve the minutes of the October 15, 2019 Board Meeting was made by Phyllis Thorne, seconded by Joy DeVries; Joan Magoolaghan abstained, the motion was approved and accepted.*

**5.0** **Chair Report –**

- **Mr. Ralph Rossi, attorney from SUNY, joined the meeting to discuss the Charter School's adherence to the original application and the consolidation of financial statements with CMCS.**
  - Mr. Rossi discussed the language of the Charter, that it was written by applicant and is the vision of the sponsor but the exact meaning has to be determined by the boards of CMCCS and CMCS and can be arbitrated, if necessary.
  - He noted that application may change over time. Minor changes to the Charter may occur, but do not require changes to the Charter. Major changes will require public comment and SUNY approval.
  - With regard to FERPA, Mr. Rossi stated, that CMCS is an agent for the school.
  - CMCCS will not have access to CMCS maintained records regulated by HIPPA except if an incident occurs in the school.

- Any agreements between CMCCS and CMCS will have to be approved by the non-related members of the CMCCS board.
  - Mr. Rossi discussed the consolidation and sharing of the financial statement between the Charter School and CMCS. CMCCS is not a subsidiary and that no income or receivables can flow to CMCS. Each entity files independent 990's. Each entity has its own independent auditors. The discussion continued on the advantages it would be if both parties exchanged quarterly statements.
  - Mr. Rossi asked about the number of foster care children in the school and the other category of children enrolled. Dr. William Ursillo explained the other category are children from preventive services who reside with their parents and who are at risk of being in foster care and receive services from CMCS. Dr. Ursillo also stated we weren't allowed to ask if a child is in foster care on the enrollment application. Ms. Fedele noted the number of foster care children in the school has yet to be determined. Dr. Ursillo discussed the need to provide services to all children who attend the Charter School and would benefit from the services that CMCS could provide to the school. Mr. Rossi suggests there be an optional section on the application where parents can voluntarily provide pertinent information regarding their child. Mr. Rossi also suggested Ms. Fedele review the SUNY website for additional resources. Mr. Rossi told the Board he could provide guidance on how to handle the requirements of the MOU but would leave the final decision to the Charter School and CMCS.
- **Review Growth for Success Plan** – Ms. Phyllis Thorne noted the Academic Committee discussed the following next steps in the Growth for Success Plan.
    - Ms. Fedele will review the plan and advise as to how best to incorporate CMCS in the plan.
    - CMCS staff should be more visible to children and staff.
    - Dr. Reva Gershen-Lowy reviewed areas in the Charter School application and what CMCS is responsible for. It was noted that CMCS is responsible for performing the evaluations for all students, if permitted by parents. The Board continued to discuss the implementation of assessments and evaluations. Mr. Jim McCarthy noted the application was created by CMCS to help certain groups of children learn and in the future an amendment to the Charter can be included to specifically include foster children. Dr. Gershen-Lowy suggested that Ms. Fedele provide the Board with the percentage of foster care children who are enrolled in the school and also report on the current enrollment. Ms. Fedele agreed.
    - The Academic Committee will continue to work on the Growth for Success Plan and report back to the Board
  - **Review Volunteer Handbook and Policy** – Ms. Magoolaghan presented the Volunteer Handbook and the Volunteer Policy to the Board to review and make a motion to approve. The Board voted to approve the Volunteer Handbook and will review the Volunteer Policy at a later date. Ms. Joy DeVries noted there is an organization that will come to the school and train volunteers for a small fee. More information will be presented at a later date. Also the Hilton organization wants to partner with the school to provide volunteers at school events and functions. Ms. DeVries can reach out to them and provide them with our volunteer policy and see if they're interested.

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

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

**8.0 Actions Items –**

- 8.1 A motion to approve Reva Gershen Lowy as Secretary** – The Board will present the motion at the next meeting.
- 8.2 A motion to approve the Lease Agreement** – The Board reviewed the terms of the lease agreement extension and agreed to present it at the next meeting.
- 8.2 A motion to approve the Volunteer Handbook and Volunteer Policy** - The Board voted to approve the Volunteer Handbook and will review the Volunteer Policy at a later date.

*A motion to approve the Volunteer Handbook was made by Phyllis Thorne, seconded by Joy DeVries and carried unanimously, the motion was approved and accepted.*

**9.0 Discussion** – Covered in the Chair Report

**10.0 Reports**

**10.1 Partner's Report** – No report

**10.2 Executive Committee Report** - The Executive Committee Report was discussed in the Chair Report.

**10.3 Academic/Sanctuary Committee Report** – The Academic/Sanctuary Report was discussed in the Chair Report.

**10.4 Finance Committee Report** - Mr. Peter Quinn reviewed the Q1 Financial Statement and provided the following highlights:

- Mr. Quinn discussed the importance of executing the lease as it will significantly impact the revenue and enhancements to the school
- Mr. Quinn discussed student enrollment and how it affects the budget. There are currently 139 children enrolled.
- Mr. Quinn noted we are filing for an extension for the Form 990
- The Walton Foundation Grant will be discussed at the next Finance Committee meeting

**10.5 Fundraising Committee Report** – Ms. DeVries provided the following highlights:

- Ms. DeVries is trying to set up a meeting with Bruce Libman and his group, who would be able to assist with providing contacts for fundraising needs and grant writers. Mr. Grace would like to attend meeting.
- Ms. Fedele has been in contact with the City Council representative for the area in hopes of applying for a \$25,000 grant for next year.
- A school trip has been planned for the students to attend a performance at the New Victory Theater located near 42<sup>nd</sup> Street and Broadway.
- The Aquinas Chorus and Band will perform an assembly for the children
- Puppet shows have been arranged for the children

**10.6 Principal's Report** – Ms. Fedele updated the Board on the following items:

- There are currently nine children on the 1<sup>st</sup> grade waiting list and applications are being receiving next year. Mr. McCarthy mentioned not to overload one grade with students and try to keep a balance between grades to avoid issues in the following years.
- An Open House is scheduled for November 19<sup>th</sup> for enrollment for the current year students and for next year's lottery



- Parent/Teacher conferences are scheduled for November 13<sup>th</sup> and 14<sup>th</sup> in the afternoon and evening
- The students will perform a Winter Concert scheduled for December 17<sup>th</sup>
- Parents have been volunteering in the school and are always accompanied by staff
- NWEA testing has not been completed yet but should be finished by the end of November. Mr. McCarthy asked Ms. Fedele to provide the outcome of the testing to the Board.

**11.0 Public Participation** – Public Participation was made available to the public.

**12.0 Next Steps**

**13.0 Adjournment**

*A motion duly made by Dr. Reva Gershen-Lowy, seconded by Joy DeVries and carried unanimously, the meeting was adjourned at 7:18 p.m.*



**Cardinal McCloskey Charter School  
Board of Trustees**

**Board Meeting Minutes**

**January 7, 2020**

**1.0** The meeting was called to order by Mr. George Grace, Chairperson, at 6:00 p.m.

**2.0** **Attendance** taken by Mr. Grace

**Present:** George Grace, Dr. William Ursillo, Dr. Reva Gershen-Lowy, Jim McCarthy and Joy DeVries

**Teleconference:** Joan Magoolaghan

**Excused:** Peter Quinn, Phyllis Thorne and Dunica Charles

**Charter School Staff:** Jennifer Fedele

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

**Guests:** Margie Medina

**3.0** **Sanctuary Community Meeting** was facilitated by Mr. Grace

**4.0** **Motion to approve the minutes of the December 3, 2019 Board Meeting**

*A motion to approve the minutes of the December 3, 2019 Board Meeting was made by Dr. Reva Gershen Lowy, seconded by Joy DeVries, the motion was approved and accepted.*

**5.0** **Chair Report** – Mr. George Grace welcomed everyone and is looking forward to another productive year. The following items were discussed:

- Mr. Grace visited the school on January 6<sup>th</sup> and was joined by Lisa Rosenthal and Bruce Libman who will be assisting with fundraising for the school. They are very well connected and have a huge network organization. Ms. Joy DeVries meet with them earlier today and noted they were very impressed with the school and are eager to offer their assistance. This collaboration could be very productive and beneficial to the students and the school.
- The Executive Committee discussed the enrollment of 75 more students and the potential options for a new facility for the ensuing years. Acquiring three extra classes from Aquinas would be helpful. Ms. DeVries asked Mr. Jim McCarthy if he had any resources to help find another facility. The Board discussed various possibilities on finding space and who they could reach out to for assistance.

**6.0** **Principal's Report** - Ms. Fedele updated the Board on the following items:

- There are currently 143 students enrolled, six children on the current wait list for 1<sup>st</sup> grade and 73 children on the wait list for next year.
- Hired a new Kindergarten Teacher
- The recent Holiday show was a huge success with standing room only
- Ms. DeVries organized a cookie decorating event for the children
- Bronx District Manager, John Sanchez, has arranged for a series of 10 exercise classes to be held at the school.
- The school PTA coordinated a Swiss Chocolate Fundraiser and raised approximately \$2,000. To get acquainted with one another, Ms. DeVries proposed the Board invite the PTA President and members to attend an upcoming Board meeting. All Board members agreed.
- Mr. Edrick Browne is sharing information with families regarding the need for individuals to work temporary jobs with the Census Bureau. Postings have been distributed throughout the school.
- Ms. DeVries and Ms. Fedele will discuss at a later date how the Charter School can show they are part of the community.
- Ms. Fedele provided an update on the Growth for Success Plan. The initial assessments for the kindergarten and first grade students are complete. The NWEA should be completed by the end of January. All required information has been collected and work is being done to formulate the plans. Each student will have their own individual plan based on their capabilities. All plans will be reviewed by the Team. Mr. Grace would like to view the documentation at the meeting on January 23<sup>rd</sup>. Mr. McCarthy noted the NWEA data will assist with the individual growth measurement.
- CMCS employees have visited school and interviewed families that are struggling. So far families have not shown up for their second interview. Ms. Fedele is working on rescheduling appointments and has arranged for four new families to be interviewed for this Friday. CMCS has made referrals and suggestions and the Charter School staff are following up with the families and documenting the outcome.
- The Simon Foundation is scheduled to visit the school tomorrow, January 8<sup>th</sup>. Dr. Ursillo and Ms. Laura Silberstein from CMCS will also attend.
- Ms. Fedele will confirm with Ms. Phyllis Thorne the date of the next Sanctuary Training
- Several Open Houses have been scheduled for January, February and March. Ms. Fedele will email the dates to the Board.
- The lottery selection is scheduled for Monday, April 6<sup>th</sup> and registration will start on Monday, April 20<sup>th</sup>
- Dr. Ursillo asked if the outreach plan for the next school year is in place. Ms. Fedele stated in addition to the Open Houses, documents will be sent to CMCS to share with their programs. Dr. Gershen-Lowy suggests Ms. Fedele reach out to Ms. Elsie Rosa, Sr. Admin. Director of Program Quality, for assistance.

**7.0 Discussion – Covered in the Chair Report**

**8.0 Actions Items –**

**8.1 Update of Lease –** Mr. Grace informed the lease was signed but we have not received it yet. The Board will be notified once the lease is received.

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

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

**11.0 Reports**

- 11.1 Executive Committee Report** - The Executive Committee Report was discussed in the Chair Report. Mr. Browne will post the dates and times of the Board meetings on the Charter School website cmccs.org.
- 11.2 Academic/Sanctuary Committee Report** – Dr. Ursillo provided a brief update on the Growth for Success Plan. CMCS staff have allocated approximately 2 ½ days per week meeting and interviewing families. The process is slow but the clinicians are committed and Ms. Fedele will also assist with this task.
- 11.3 Finance Committee Report** – No report was provided. Ms. Monroe noted that financials will be provided at the next meeting.
- 11.4 Fundraising Committee Report** – Ms. Joy DeVries provided the following highlights:
- Ms. DeVries is currently working with an organization that suggests we connect with a grant writer who will assist with starting our fundraising for the upcoming year.
  - Fiscal 2021 proposals by the city are due on February 12<sup>th</sup>. Ms. DeVries has researched the amounts other schools have been awarded. It is important to connect with area politicians because it will be easier to approve schools that are known and are already established. Ms. DeVries and Ms. Fedele will work together to find programs and submit an RFP.
  - Capital Funding is used to make upgrades and renovations to an existing facility. The Board discussed various options where capital funding could be used for the Charter School. This would be an option if the Charter School owned their own facility. The Board discussed one of their main goals should be finding a larger facility that will enable the Charter School to expand.
  - Ms. DeVries will research different resources for the school such as the Green Bronx Machine
- 11.5 Partner's Report** – On behalf of Ms. Beth Finnerty the Partner's Report was reported by Dr. William Ursillo. The following highlight was mentioned:
- A visit by the Simon Foundation has been arranged by CMCS. This is one of the foundations that CMCS is researching to apply for a grant. The meeting is scheduled for tomorrow, January 8<sup>th</sup>.
  - CMCS staff will be available to assist with the recruitment of students for the next school

**12.0 Public Participation** – Public Participation was made available to the public.

**13.0 Next Steps**

**14.0 Adjournment**

*A motion duly made by Mr. Jim McCarthy, seconded by Dr. Reva Gershen-Lowy and carried unanimously, the meeting was adjourned at 7:02 p.m.*



**Cardinal McCloskey Charter School  
Board of Trustees**

**Board Meeting Minutes**

**September 10, 2019**

**1.0** The meeting was called to order by Mr. George Grace, Chairperson, at 6:04 p.m.

**2.0 Attendance** taken by Mr. Grace

**Present:** George Grace, Dr. William Ursillo, Peter Quinn, Joan Magoolaghan, Joy DeVries, Phyllis Thorne and James McCarthy

**Teleconference:** Dr. Reva Gershen-Lowy

**Excused Absence:** Dunica Charles

**Charter School Staff:** Jennifer Fedele

**3.0 Sanctuary Community Meeting** was held.

**4.0 Motion to approve the minutes of August 6, 2019 Board Meeting**

*A motion to approve the minutes of the August 6, 2019 Board Meeting was made by Phyllis Thorne, seconded by Joy DeVries and approved unanimously.*

**5.0 Chair Report** – Mr. Grace stated he attended the first day of the school opening and noted it was a very exciting, energetic and friendly atmosphere and we are now preparing to move on to phase two. Mr. Grace also noted that at today's Executive Committee meeting the outstanding policies were discussed and approved.

Mr. Grace mentioned that Ms. Heather Blumberg, from Charter School Business Management (CSBM), noted there is a pot of money available that allows the school to spend more money on the lease. Once the money is reimbursed there will be more funds available for the necessary construction projects at the school. Mr. Grace provided the Principal from Aquinas High School a copy of the updated lease amendment for their review.

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

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

**8.0 Actions Items** – The policies listed below were discussed and approved at the Executive Committee meeting.

**8.1 A motion to approve the following policies:**

- FERPA and FOIL Policies
- Accountability Policy
- Fingerprinting Policy
- Personal Policy
- DOE’s Student and Parent Bill of Rights
- Volunteer Policy – will be approved at a later date

*A motion to approve the FERPA and FOIL Policies; Accountability Policy; Personal Policy; and the DOE’s Student and Parent Bill of Rights was made by Joan Magoolaghan, seconded by Joy DeVries and carried unanimously, the motion was approved and accepted.*

**9.0 Discussion** – The following items were discussed in the Chair and Committee Reports

**9.1** School Opening

**9.2** Accountability and Metrics – Will be discussed at a later date. Mr. Jim McCarthy stated that the proficiency report results can be used to determine if the Charter School will be renewed in five years. Further discussion continued on the other measures used to determine success.

**10.0 Reports**

**10.1 Partner’s Report**

- Ms. Finnerty distributed a book titled “Riley the Brave” written by Ms. Jessica Sinarski, a member of the CMCS Board. Ms. Finnerty provided a summary of the book and suggested it would be a good story to share with the children.
- Ms. Fedele and the CMCS Development Team have organized a press event scheduled for September 24<sup>th</sup> to inform the Bronx community the school is open.
- The CMCS Annual Golf Outing is scheduled for Monday, September 16<sup>th</sup>. Ms. Finnerty extended an invitation to all the Charter School Board members.
- Ms. Finnerty will keep the Board informed of an opportunity for space that could possibly be suitable for the school. The conversation is in the preliminary stages. The Board will be kept informed of any progress.

**10.2 Executive Committee Report** – Mr. Grace discussed the following items:

- The approval of the outstanding policies. The Volunteer Policy will be reviewed at a later date.
- Mr. Grace provided an update on the lease amendment for the Charter School

**10.3 Academic Sanctuary Committee Report** – Ms. Thorne provided the following highlights from the Academic/Sanctuary Committee Meeting:

- Ms. Thorne discussed the Sanctuary Training that was provided to the Charter School staff and how eager and interested they were in learning and implementing the Sanctuary model.

**10.4 Finance Committee Report** - Mr. Quinn noted that a comprehensive financial report will be provided at the next Board meeting. On other issues he noted:

- The Committee had launched a search for an auditor, and that they received three responses for their RFP. Mr. Quinn provided a summary of each proposal and the Committee has elected to utilize the lowest bidder, MBAF CPA's.

**10.5 Fundraising Committee Report** – Ms. DeVries reported on -grants and other various fundraising ideas and opportunities.

- Developing partnerships and volunteers to assist at various fundraising and school events. The Board discussed what background screenings and trainings are necessary for participants and volunteers.
- Working on obtaining donations of equipment and material for the kindergarten class.

**10.6 Principal's Report** - Ms. Fedele provided an overview of the first two weeks of school.

- The school opened on August 28<sup>th</sup> with a full roster. Ms. Fedele noted there is a wait list for first grade and applications are still being accepted.
- Currently working with the NYC Department of Education on bussing issues. It is expected that this situation will be corrected shortly.
- Administrative staff and teachers are available to meet and greet the children and families when they arrive in the morning. There have been approximately 80 – 90 students attending the breakfast program.
- The Board discussed the late pick-up policy and what protocol should be followed when children are picked up late. Dr. Reva Gershen-Lowy discussed the policies that are in place at the Early Childhood Education Division at CMCS.
- The Board discussed what services can be provided to the children and families who are struggling. Ms. Beth Finnerty stated there are resources available from Catholic Charities and CMCS also has services available.
- The Board discussed forming a Parent Volunteer Committee and what background screenings will need to be done in order for parents to volunteer in the school.

**11.0 Public Participation** – Public Participation was made available to the public

**12.0 Next Steps** – Next steps were discussed in the above reports.

**13.0 Adjournment**

*A motion duly made by Joan Magoolaghan, seconded by Joy Devries and carried unanimously, the meeting was adjourned at 7:35 p.m.*



**Cardinal McCloskey Charter School  
Board of Trustees**

**Board Meeting Minutes**

**April 7, 2020**

**1.0** The meeting was called to order by Mr. George Grace, Chairperson, at 6:05 p.m.

**2.0 Attendance** taken by Mr. George Grace

**Video-Conference:** George Grace, Dr. William Ursillo, Dr. Reva Gershen-Lowy, Phyllis Thorne and Jim McCarthy

**Teleconference:** Joan Magoolaghan, Peter Quinn and Joy DeVries

**Excused:** Dunica Charles

**Charter School Staff:** Jennifer Fedele and Edrick Browne

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

**Guests:** Margie Medina

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

**4.0 Motion to approve the minutes of the March 3, 2020 Board Meeting**

*A motion to approve the minutes of the March 3, 2020 Board Meeting was made by Ms. Joy DeVries, seconded by Mr. Jim McCarthy, the motion was approved and accepted.*

**5.0 Chair Report** – Mr. George Grace thanked everyone for attending and turned the meeting over to Ms. Jennifer Fedele to present the Board with the Principal's Report.

**6.0 Principal's Report** - Ms. Fedele updated the Board on the following details:

- Recruitment for staff for the next school is ongoing. Currently need ten staff members to accommodate the additional classes and positions. Interview are conducted on Zoom.
- Approximately 276 applications for the lottery have been received for next year.
- The lottery has been postponed and will now be held on April 14<sup>th</sup> at 1:00 p.m. The Board discussed how the lottery will take place. Ms. Fedele noted the lottery will be recorded.
- Ms. Fedele updated the Board on how the COVID 19 pandemic is affecting the Charter school.
  - Ms. Fedele detailed the procedures that are in place for remote teaching and also stated that the teachers are in contact with families to offer assistance if needed.



Ms. Fedele also discussed the procedure in regard to attendance taking for remote teaching.

- IEP students are all getting all services on a 1-1 daily contact with their teachers
  - Mr. Edrick Browne stated the Charter School website is being updated periodically to provide information and resources from the City and State to assist parents and families. Instructional links have also been provided in Spanish.
  - Full staff meetings are conducted two times a week to discuss problem-solving and planning
  - Non-academic socialization for students is held twice per week for 30 minutes for each class
  - Teachers provide two hours per day to be available to answer and assist parents with questions or issues
  - Ms. Fedele discussed how computers are being sent out to families in need. The Board discussed the security options that are in place to protect private information and data.
- The First Year SUNY Review has been postponed
  - There was a great turnout for Parent/Teacher Conferences that were conducted on March 4<sup>th</sup> and 5<sup>th</sup>.
  - Ms. Fedele discussed the ordering of supplies and computers for the next school year. Proposals were provided for the Board to review.
  - Ms. Fedele provided a proposal from Vanguard regarding the retirement plan.
  - Mr. Browne provided information on the build-out options for the next school year. The Board agreed the best scenario would be stay in the school.
  - Mr. George Grace stated we should be notified by Department of Education within the next week if we will receive rent reimbursement for the school.

**7.0 Discussion** – Covered in the Chair Report

**8.0 Motions** – N/A

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

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

**11.0 Reports**

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

**11.2 Academic/Sanctuary Committee Report** – Ms. Thorne stated that all information discussed at the Academic/Sanctuary Committee meeting was covered in the Principal's Report. The Academic/Sanctuary Committee are meeting next Wednesday (4/15). Mr. Jim McCarthy noted this would be an open meeting.

**11.3 Finance Committee Report** – Mr. Peter but provided the February 29, 2020 financial reports for the Board's review and provided the following highlights:

- The 990 Form is due May 15, 2020. We are expecting to receive it next week from the auditors.
- Ms. Fedele and Dr. Reva Gershen-Lowy will be working on revising the Walton Foundation grant which is due in Fall 2020. More details will be provided at the next meeting.
- Mr. Peter Quinn noted the school is up-to-date on the rent at the higher rate.
- Weekly meetings are held with Charter School Business Management (CSBM) to work on the 2020 – 2021 budget

- At the next meeting the Board will discuss setting up an escrow account of \$25,000 per year that the Board will control in case the school fails.
- The next Finance Committee meeting is scheduled for Monday, April 27<sup>th</sup>

**11.4 Fundraising Committee Report** – Ms. Joy DeVries provided the following highlights:

- The Simon Grant was submitted but based on the issues associated with COVID 19 we asked to re-evaluate the grant based on the needs of the school. The Simon Foundation agreed and now the grant will be used to purchase computers and software for the Charter School. We expect to hear a response by May 15, 2020.
- Ms. DeVries and Ms. Fedele discussed a meeting with City Council Assemblyman Ritchie Torres regarding a grant that is in the works and will be applied to “Wellness and Healthy Eating.” We expect to hear a response in May or June.
- Currently searching for smaller grants. Mr. Grace stated he would reach out to Lisa Rosenthal for her assistance.

**11.5 Partner’s Report** – N/A

**12.0 Public Participation** – Public Participation was made available to the public.

**13.0 Action Items** – N/A

**14.0 Adjournment** – Mr. Grace closed the meeting and noted two concerns that he and the Board should make a priority:

1. Making an impact on the children and learning
2. What can the school and the Board do to help families with the social problems they are facing

*A motion duly made by Ms. Phyllis Thorne, seconded by Dr. William Ursillo and carried unanimously, the meeting was adjourned at 7:21 p.m.*



**Cardinal McCloskey Charter School  
Board of Trustees**

**Board Meeting Minutes**

**May 5, 2020**

**1.0** The meeting was called to order by Mr. George Grace, Chairperson, at 6:03 p.m.

**2.0 Attendance** taken by Mr. George Grace

**Video-Conference:** George Grace, Dr. William Ursillo, Dr. Reva Gershen-Lowy, Phyllis Thorne, Jim McCarthy, Joan Magoolaghan, Peter Quinn, Joy DeVries and Dunica Charles

**Charter School Staff:** Jennifer Fedele, Grace Bendick, Allyn Thompson and Edrick Browne

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

**Guests:** Margie Medina

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

**4.0 Motion to approve the minutes of the April 7, 2020 Board Meeting**

*A motion to approve the minutes of the April 7, 2020 Board Meeting was made by Ms. Joy DeVries, seconded by Phyllis Thorne, the motion was approved and accepted.*

**5.0 Chair Report** – Mr. George Grace thanked everyone for attending and discussed how the pandemic is affecting the city and the impact it has on the students and their families. The Board members reviewed how the school personnel is providing remote teaching and support to the families and how this will influence lives moving forward.

Mr. Grace reiterated the importance of recruiting additional advisory members for the committees and hopes to accomplish this by August. This will be discussed further at the next Board meeting. The meeting was turned over to Ms. Jennifer Fedele to present the Principal's Report.

**6.0 Principal's Report** - Ms. Fedele updated the Board on the following details:

- Recruitment for staff for the next school year is ongoing. Interviews are conducted via Zoom.
- The Lottery selection went very well. Offer letters have been sent out to selected families. Currently 85 students are in the process of registering and still awaiting more responses. Staff are following up.
- There are approximately 95 students on the wait list
- Special needs students are getting all services on a 1-1 daily basis with their teachers

- A four-day Sanctuary Training has been planned for staff. The training will be conducted by Ibet Hernandez, CMCS Administrative Director, and Phyllis Thorne.
- Ms. Fedele is in contact with the Charter School Institute (CSI) two times a week to keep them updated and ask for assistance if needed
- Mr. Browne informed the Board of his interaction with Mark, the representative for Aquinas High School, in regard to obtaining additional space. Mr. Edrick Browne discussed the building renovations that will increase space for the school and noted that any budget cuts should not affect the build out.
- Mr. Browne informed the Board that classroom technology and furniture is in the process of being ordered for the next school year.
- Ms. Fedele noted remote teaching is in place and also stated that the teachers and social workers are in contact with families to offer assistance if needed.
- Teaching models for in-school and remote teaching are almost complete and should be ready within the week. The Board discussed preparing for the re-opening of the school for the next school year and curriculum will be in place for either model.
- Received ipad minis from Councilman Ritchie Torres that were distributed to families
- Ms. Fedele discussed that plans are in place for sanitizing the building and the budget will be adjusted to accommodate this.
- Virtual non-academic socialization, music, art and gym are built-in to the daily activities
- Ms. Fedele noted that the school received an anonymous \$30,000 donation to be used for technology.
- Ms. Fedele and Dr. Reva Gershen-Lowy informed the Board about an application for a \$20,000 grant from the Walton Foundation for COVID 19. It's an easy application and should be completed shortly.
- A weekly newsletter is sent out to the families that provides information and resources if they need assistance. A link to order the student's uniforms has been listed on the Charter School website that will enable parents to order online.
- An anonymous donor made a generous donation by providing gift cards to each of the students and their families

**7.0 Discussion** – Covered in the Chair Report

**8.0 Motions** – N/A

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

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

**11.0 Reports**

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

**11.2 Academic/Sanctuary Committee Report** – Ms. Thorne stated that all information discussed at the Academic/Sanctuary Committee meeting was basically covered in the Principal's Report. The weekly Academic/Sanctuary Committee for tomorrow (5/7) has been canceled.

Ms. Thorne discussed how important the Sanctuary model will be when the students return to school and how it can be used to support families who are facing trauma and challenging times.

**11.3 Finance Committee Report** – Mr. Peter Quinn provided the March 31, 2020 financial reports for the Board's review and presented the following highlights:

- The due date to submit the 990 Form is now July 15, 2020.

- Ms. Fedele and Dr. Reva Gershen-Lowy will be working on revising the Walton Foundation grant. More details will be provided at the next meeting.
- The lease enhancement money has been received
- The Vanguard Retirement Plan for staff has been finalized
- Walton Foundation Grant money has been drawn down and needs to be spent within this fiscal year. The balance is approximately \$17,000. Dr. Gershen-Lowy asked Mr. Quinn to provide a comparison of the funds not spent and a detailed list of the funds that have been disbursed to date in order to determine how to utilize the funds. Mr. Quinn will email the information to Dr. Gershen-Lowy with an analysis of the budget and the amended grant for their review. A meeting will be arranged for Mr. Quinn, Dr. Gershen-Lowy and Ms. Fedele to discuss further.
- Mr. Quinn noted an escrow account has been set up in the amount of \$25,000 that will be utilized in case the school fails. Each year \$25,000 will be deposited into the account. This account will be controlled by the Board.
- The next Finance Committee meeting is scheduled for Tuesday, May 26<sup>th</sup>

**11.4 Fundraising Committee Report** – Ms. Joy DeVries provided the following highlights:

- The \$15,000 Simon Foundation Grant will be used to purchase smart boards or tablets for the Charter School. We expect to hear a response shortly.
- Ms. DeVries is currently searching for grants that will cover expenses for COVID 19

**11.5 Partner's Report** – Dr. William Ursillo noted that the CMCS Strategies Counselors are available to the Charter School students and families to assist and provide services if necessary. Dr. Ursillo also noted what a wonderful job Ms. Thorne is doing with the Academic/Sanctuary Committee meetings.

**12.0 Public Participation** – Public Participation was made available to the public.

**13.0 Action Items** – N/A

**14.0 Adjournment**

*A motion duly made by Jim McCarthy, seconded by Phyllis Thorne and carried unanimously, the meeting was adjourned at 7:33 p.m.*



**Cardinal McCloskey Charter School  
Board of Trustees**

**Board Meeting Minutes**

**March 3, 2020**

**1.0** The meeting was called to order by Mr. George Grace, Chairperson, at 6:00 p.m.

**2.0** **Attendance** taken by Mr. George Grace

**Present:** George Grace, Dr. William Ursillo, Dr. Reva Gershen-Lowy and Phyllis Thorne

**Teleconference:** Dunica Charles, Joan Magoolaghan, Jim McCarthy, and Joy DeVries

**Excused:** Peter Quinn

**Charter School Staff:** Jennifer Fedele

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

**Guests:** Margie Medina and Dean Dieda

**3.0** **Sanctuary Community Meeting** was facilitated by Mr. Grace

**4.0** **Motion to approve the minutes of the February 4, 2020 Board Meeting**

*A motion to approve the minutes of the February 4, 2020 Board Meeting was made by Dr. William Ursillo, seconded by Ms. Phyllis Thorne, the motion was approved and accepted.*

**5.0 Chair Report** – Mr. George Grace thanked everyone for attending and updated them on the following tasks:

- **Revised Lease** – Mr. Grace stated there was no real substantial changes to the lease. The Board members discussed the changes and it was noted that since there is not a quorum the lease would need to be approved by the Board at the next meeting. It was suggested, and agreed by all Board members, that the lease should be signed by Mr. Grace and approved retroactively at the next meeting.
- **Real Estate Next Steps** – Mr. Grace asked Ms. Joy DeVries to provide an update on the progress of the search for another location for the school. With the assistance of Ms. Jennifer Fedele, Ms. DeVries reached out to Community Board 6, the local representatives and also researched on the internet for available space. Ms. DeVries explored the Catholic schools in the area to see what was available. Dr. Reva Gershen-Lowy will follow-up with her contact at the Archdiocese of New York. Ms. Dunica Charles reached out to Assemblyman Ritchie Torres for assistance and will provide feedback at the next meeting.

The Board members discussed the square footage they were looking for that will accommodate grades K – 5.

- Ms. Fedele introduced Mr. Dean Dieda who is a community member that has been involved with various areas within the Charter School. He has been assisting parents with job training and has also been involved in community outreach, student enrollment and leadership training. Mr. Dieda has also agreed to join the Sanctuary Core Team as a community member. Mr. Dieda provided a brief bio and indicated he is an organizer with Metro Industrial Areas Foundation which is a network of multi-faith institutions and non-profit organizations in the New York City area. Mr. Dieda stated his focus is on education in the Bronx and he would be able to assist with searching for expansion space for the school and can assist with contacting the local representatives.
- **Annual Review** – The annual employment review for Ms. Jennifer Fedele, Principal, has not been completed yet. Mr. Grace noted the review is an extensive process and more discussion is still needed.
- **Moving Executive Committee Meeting** - Mr. Grace noted the date of the Executive Committee meeting will be moved to the week preceding the Board Meeting. The Board members discussed the need of meeting monthly or bi-monthly. The next Executive Committee meeting will be scheduled for Tuesday, March 31<sup>st</sup>. The meeting will be conducted at three sites (Aquinas, Valhalla and 232 Madison Avenue). They also discussed the procedure of adding advisory members to the sub-committees.
- **Director of Operations Update** – Ms. Fedele noted interviews for the Director of Operations position is on-going. Prospective candidates will also be interviewed by the Board.

**6.0 Previous Meeting Action Items** – Below is the feedback from the Board members regarding the action items and tasks listed below.

- George Grace – will reach out and invite CMCS Board members to visit the Charter School – **Reached out to Ms. Beth Finnerty. Date is to be determined.**
- George Grace and Peter Quinn – set up conference call with Susan Briggs -
- George Grace and Dr. Reva Gershen-Lowy – will work on completing the employment annual review for Jennifer Fedele – **Review in process and should be completed by the next Board meeting.**
- Joy DeVries – will contact architect to provide a run through of properties of potential sites – **Discussed in the Chair Report.**
- Dr. Reva Gershen-Lowy and Jim McCarthy – will coordinate the Board section for the SUNY review – **Conference call set up for further discussion.**
- George Grace – will review Non-Academic section for the SUNY review -
- Phyllis Thorne and Jennifer Fedele – will review Academic section for the SUNY review – **Documents were prepared, reviewed and submitted to SUNY on time.**
- Jennifer Fedele – will generate ideas for the Simon Foundation with Laura Silberstein – **Discussion regarding the usage of funds was held. Grant will be used for art, music and gym enrichment. Application will be a joint venture completed by CMCS and CMCCS. Application submission due date is March 31<sup>st</sup>.**
- Phyllis Thorne – explore opportunities with the Everyone Wins organization – **Ms. Thorne noted that the Everyone Wins organization has changed their name. Ms. Thorne has contacted them and will provide feedback at a later date.**
- Dr. William Ursillo – coordinate action with area foster care agencies for recruitment and enrollment – **CMCS Ambassador Committee meeting was held and additional meeting have been scheduled.**
- Joy Devries, Dunica Charles and Jennifer Fedele – explore and research potential schools and sites in the area – **Discussed in Chair Report**

- 7.0 Principal's Report** - Ms. Fedele updated the Board on the following items:
- Motivation Staff Training was held in February with the assistance of Mr. Diedo.
  - Approximately 221 applications for the lottery have been received for next year.
  - The SUNY Review is scheduled for March 18<sup>th</sup>. Board members should be interviewed between 4:00 pm and 5:00 pm.
  - Parent's Night Out event is scheduled for This Friday, March 6<sup>th</sup> from 6:00 pm – 10:00 pm.
  - Parent/Teacher Conferences are scheduled for March 4<sup>th</sup> and 5<sup>th</sup>
- 8.0 Discussion** – Covered in the Chair Report
- 9.0 Motions** – N/A
- 10.0 Proposed Executive Session** – N/A
- 11.0 Action Item Following Executive Summary** – N/A
- 12.0 Reports**
- 12.1 Executive Committee Report** - The Executive Committee Report was discussed in the Chair Report.
- 12.2 Academic/Sanctuary Committee Report** – Ms. Thorne provided a brief update on what was discussed at the Academic/Sanctuary Committee meeting:
- Search for the Director of Operations position is ongoing
  - Student Recruitment is ongoing
  - Next Open House is scheduled for March 5<sup>th</sup>
- 12.3 Finance Committee Report** – Mr. Peter Quinn was absent from today's Board meeting but provided the December 31, 2019 financial reports for the Board's review. Ms. DeVries provided the following highlights:
- An amendment for the Walton Foundation grant is being worked on
  - The enrollment numbers are steady which helps to balance the budget
- 12.4 Fundraising Committee Report** – Ms. Joy DeVries provided the following highlights:
- Ms. DeVries and Ms. Fedele discussed applying for a City Council grant through Assemblyman Ritchie Torres that will be applied to "Wellness in the School" which will incorporate recess as well as integrating healthy foods.
  - Currently searching for more grants
- 12.5 Partner's Report** – On behalf of Ms. Beth Finnerty the Partner's Report was reported by Dr. William Ursillo. The report was uploaded in Boardpaq for the Board members to review. The report noted how CMCS has been incorporating and assisting with the curriculum, enrollment, fundraising and the Accountability Plan for the Charter School.
- 13.0 Public Participation** – Public Participation was made available to the public.
- 14.0 Action Items** – Dr. Gershen-Lowy and Mr. McCarthy will review the items and documents for the SUNY Board Review
- 15.0 Adjournment**

*A motion duly made by Ms. Phyllis Thorne, seconded by Dr. Reva Gershen-Lowy and carried unanimously, the meeting was adjourned at 7:03 p.m.*





**Cardinal McCloskey Charter School  
Board of Trustees**

**Board Meeting Minutes**

**February 4, 2020**

**1.0** The meeting was called to order by Mr. George Grace, Chairperson, at 6:08 p.m.

**2.0 Attendance** taken by Mr. Grace

**Present:** George Grace, Joan Magoolaghan, Dr. William Ursillo, Jim McCarthy, Peter Quinn, Phyllis Thorne and Joy DeVries

**Teleconference:** Dunica Charles

**Excused:** Dr. Reva Gershen-Lowy

**Charter School Staff:** Jennifer Fedele

**CMCS Partners:** Kamlesh Singh

**Guests:** Margie Medina

**3.0 Sanctuary Community Meeting** was facilitated by Mr. Grace

**4.0 Motion to approve the minutes of the January 7, 2020 Board Meeting**

*A motion to approve the minutes of the January 7, 2020 Board Meeting was made by Mr. Peter Quinn, seconded by Ms. Joy DeVries, the motion was approved and accepted.*

**5.0 Chair Report** – Mr. George Grace welcomed everyone and explained the new process of having the Board members complete tasks/actions items and then provide feedback at the next Board meeting. Ms. Joy DeVries will keep track of the items and will provide more information later in the meeting.

- **Real Estate Discussion** - The Executive Committee decided they will research all schools that are available in the area. Possible options would be contacting the DOE, Catholic Archdiocese or other Charter Schools to see if they have space available; hiring a real estate broker to find space; or meet with a developer on building a new school. The Board discussed what area of the Bronx the school should be located. Mr. Grace will email Mr. Jim McCarthy the square footage and specifics of the space were looking for. For the immediate future Ms. Magoolaghan noted acquiring more space from Aquinas is still on the table. Mr. Grace noted that the reimbursement from DOE for the rent hasn't come through. Additional documentation is needed to process the paperwork. Mr. Grace also noted that the additional rent in the new lease has not been paid yet. We are still waiting for the Sisters to sign the lease.

- **Annual Review** – The annual employment review for Ms. Jennifer Fedele, Principal, has not been completed yet. Mr. Grace will be scheduling this within the next few weeks. Dr. Reva Gershen-Lowy will be assisting Mr. Grace.
- **SUNY Baseline Evaluation** – Mr. Grace noted that SUNY has scheduled their annual review of the school for Wednesday, March 18, 2020 and will be held at the school. Ms. Fedele provided an overview of what to expect:
  - Charter school staff, teachers and Board members will be interviewed. Ms. Fedele will have a pre-visit phone call with SUNY at a later date. All information will be forwarded to the Board.
  - Documents needed for the review have to be completed and sent back to SUNY before February 21, 2020.
  - Mr. McCarthy will provide Ms. Fedele with information and guidance on what to expect during the review. Mr. McCarthy also suggested we provide documentation regarding the target population (foster care and preventive services individuals) that was included in the Charter School application. Dr. Ursillo will have CMCS staff work with Ms. Fedele and assist her in obtaining the outreach documents for the review. The Board members will also provide assistance and review the documents. Ms. Phyllis Thorne will review the Academic section and Mr. Grace will review the Non-Academic area.
- **Supplement Committees** – Mr. Grace noted it is very important to supplement the committees with new members. Mr. Quinn asked Mr. McCarthy if he would be interested in joining the Finance Committee. Mr. McCarthy accepted.

**6.0 Principal's Report** - Ms. Fedele updated the Board on the following items:

- Recruitment is on-going for 2<sup>nd</sup> grade staff. Ms. Fedele also discussed the current vacancies in the school.
- Mr. Edrick Browne, Director of Operations, has tendered his resignation effective April 1, 2020. Mr. Brown would be available for special projects if needed. Interviews for this position is on-going.
- Staff trainings have been scheduled
- Approximately 180 applications have been received for next year. The majority are for kindergartners. Open Houses have been scheduled.
- There are approximately 143 students currently enrolled. The Board discussed the number of classrooms needed for the next school year.
- Ms. Fedele discussed the end of the year NWRA testing. More than half of the students are in the low range in reading and math. Plans are being worked on for an enrichment program to address these issues. Dr. Ursillo will reach out to CMCS staff to support the school with wraparound services in this area.
- An event for Father's has been scheduled for Friday, February 7, 2020
- Parent's Night Out event is in the works for parents to drop their children off at the school from 6:00 pm – 10:00 pm. This event is only for children enrolled in the school. There will be a limit on the number children and parents need to sign up in advance. Staff members and volunteers will be hosting this event.
- Parent/Teacher Conference is scheduled for March 4<sup>th</sup> and 5<sup>th</sup>
- Ms. Fedele noted the Simon Foundation appears to be interested in the Charter School. The Board discussed whether reading and math resources can be utilized by the Foundation.
- Ms. DeVries suggested the Charter School partner with Aquinas students on a short-term mentorship program for reading. Ms. Thorne agreed and discussed the "Everybody Wins" program which is a similar model.

**7.0 Discussion** – Covered in the Chair Report

**8.0 Actions Items – N/A**

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

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

**11.0 Reports**

**11.1 Executive Committee Report** - The Executive Committee Report was discussed in the Chair Report.

**11.2 Academic/Sanctuary Committee Report** – Ms. Thorne provided a brief update on what was discussed at the Academic/Sanctuary Committee meeting. She noted most of the topics were included in the Principals' Report.

**11.3 Finance Committee Report** – Mr. Quinn provided a brief summary of the Finance Committee Meeting and provided the financial reports for the Board's review.

- Mr. Quinn reviewed the expenditures and revenue since the last report and discussed the student enrollment and how it impact's the school's revenue. More clarity will be presented at the next meeting.
- The 990 form was sent to the Auditor
- The amendment for the Walton Foundation Grant is still being worked on
- Mr. Quinn and Ms. Fedele will meet within the next two weeks to work on next year's budget
- The February 24<sup>th</sup> Finance Committee will be rescheduled. More information to follow.

**11.4 Fundraising Committee Report** – Ms. Joy DeVries provided the following highlights:

- Ms. DeVries and Ms. Fedele discussed applying for a City Council grant that will be applied to "Wellness" which will incorporate recess. It will also include healthy eating and community involvement (ex. yoga fitness night). Currently researching for a vendor to implement the activities.

**11.5 Partner's Report** – On behalf of Ms. Beth Finnerty the Partner's Report was reported by Dr. William Ursillo. The report was been uploaded in Boardpaq for the Board members to review. The report noted how CMCS has been incorporating and assisting with the curriculum, enrollment and fundraising for the Charter School.

**12.0 Public Participation** – Public Participation was made available to the public.

**13.0 Action Items** - The Board members will assist with the action items and tasks listed below and will report their feedback at the next Board meeting.

- George Grace – will reach out and invite CMCS Board members to visit the Charter School
- George Grace and Peter Quinn – set up conference call with Susan Briggs
- George Grace and Dr. Reva Gershen-Lowy – will work on completing the employment annual review for Jennifer Fedele
- Joy DeVries – will contact architect to provide a run through of properties of potential sites
- Dr. Reva Gershen-Lowy and Jim McCarthy – will coordinate the Board section for the SUNY review
- George Grace – will review Non-Academic section for the SUNY review
- Phyllis Thorne and Jennifer Fedele – will review Academic section for the SUNY review
- Jennifer Fedele – will generate ideas for the Simon Foundation with Laura Silberstein
- Phyllis Thorne – explore opportunities with the Everyone Wins organization

- Dr. William Ursillo – coordinate action with area foster care agencies for recruitment and enrollment
- Joy DeVries, Dunica Charles and Jennifer Fedele – explore and research potential schools and sites in the area

#### **14.0 Adjournment**

*A motion duly made by Mr. Peter Quinn, seconded by Ms. Joy DeVries and carried unanimously, the meeting was adjourned at 7:23 p.m.*



**Cardinal McCloskey Charter School  
Board of Trustees**

**Board Meeting Minutes**

**June 2, 2020**

**1.0** The meeting was called to order by Mr. George Grace, Chairperson, at 6:09 p.m.

**2.0 Attendance** taken by Mr. George Grace

**Video-Conference:** George Grace, Dr. William Ursillo, Dr. Reva Gershen-Lowy, Phyllis Thorne, Jim McCarthy, Joan Magoolaghan, Peter Quinn and Joy DeVries

**Excused:** Dunica Charles

**Charter School Staff:** Jennifer Fedele and Edrick Browne

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

**Guests:** Margie Medina

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

**4.0 Motion to approve the minutes of the May 5, 2020 Board Meeting**

*A motion to approve the minutes of the May 5, 2020 Board Meeting was made by Dr. Reva Gershen-Lowy, seconded by Phyllis Thorne, the motion was approved and accepted.*

**5.0 Chair Report** – Mr. George Grace thanked everyone for attending and noted the following items will be discussed at this meeting.

- Overview of the budget
- Ms. Jennifer Fedele will discuss the preparations and expectations for the next school year
- Follow-up on the additional space at Aquinas that the Charter School will utilize

Mr. Grace distributed three resumes for the Board to review as potential advisory members for the Charter School committees. He noted that all three candidates will bring a different area of expertise to the committees. Mr. Grace provided a brief bio on the candidates and the Board discussed which committees they would be suitable for. Dr. William Ursillo noted that, based on CMCS's role with the Charter School Board, the candidate's resumes will need to be presented to CMCS at some point. The Board will provide additional feedback at the next meeting.

Mr. Grace reminded Ms. Jennifer Fedele that the Board agenda and approved minutes should be uploaded to the Charter School website. Board policies should also be on the website. Ms. Fedele will

look into this and noted that Board policies are included in the Handbook. Mr. Grace suggested the policies be uploaded separately for easy access. Ms. Joan Magoolaghan also suggested the Committee agenda and minutes be uploaded.

The meeting was turned over to Ms. Fedele to present the Principal's Report.

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

### **7.0 Principal's Report** - Ms. Fedele updated the Board on the following details:

- Recruitment for staff for the next school year is ongoing. Interviews are conducted via Zoom.
- Trainings and professional development is being provided for staff. Sanctuary training is presently being conducted.
- Approximately 50 students are in the process of registering and another 50 are fully registered for the next school year. Most of the students are for the kindergarten classes.
- Ongoing correspondence with SUNY several times a week. Presenters are conducting lectures that provide various tools and information to assist the school at this time.
- Currently working on the Needs Assessment for the families. Parent trainings/workshops will be conducted based on the needs of the families and will be implemented by Social Workers.
- Coordinating and hosting Town Hall class meetings for parents through Zoom.
- Ms. Fedele noted plans are still being worked on regarding what will be in place when school returns. Teaching models for in-school and remote teaching are almost complete. Mr. Jim McCarthy noted that different scenarios should be in place for blended learning. Mr. McCarthy offered to assist Ms. Fedele if needed. The Board discussed preparing for the re-opening of the school for the next school year and what necessary precautions should be in place.
- Ms. Fedele discussed how they are incorporating graduation and moving-up ceremonies for the students
- COVID-19 grant money was utilized to purchase 75 computers. There is still money in the budget.
- The uniforms for the students can now be ordered online directly from the manufacturer. The school will provide some assistance to parents if needed.

## **8.0 Discussion** – Covered in the Chair Report

## **9.0 Motions**

### **9.1 A motion to approve the 2020/2021 Budget**

*A motion to approve the 2020/2021 Budget was made by Dr. William Ursillo, seconded by Dr. Reva Gershen-Lowy and carried unanimously, the motion was approved and accepted.*

## **10.0 Proposed Executive Session** – N/A

## **11.0 Action Item Following Executive Summary** – N/A

## **12.0 Reports**

### **12.1 Executive Committee Report** – N/A

**12.2 Academic/Sanctuary Committee Report** – Ms. Thorne stated that all information discussed in the Academic/Sanctuary Committee meeting was basically covered in the Principal's Report.

- The Academic/Sanctuary Committee will now be meeting bi-weekly. The next meeting is scheduled for Wednesday, June 10<sup>th</sup>.
- Staff are currently attending a four-day Sanctuary training refresher course
- The Academic/Sanctuary Committee discussed conducting Sanctuary training for parents
- Ms. Christine Monroe, CFO of CMCS, stated the Charter School currently does not have a contract with the Sanctuary Institute. Ms. Thorne stated she will contact the COO of the Sanctuary Institute and have them send the appropriate documents to Ms. Fedele as soon as possible.

**12.3 Finance Committee Report** – Mr. Peter Quinn provided a copy of the April 30, 2020 financial reports for the Board’s review and presented the following highlights:

- Mr. Quinn presented a detailed summary of the financial statement and discussed the per-pupil rate and how it affects the budget. He also discussed the flexibility in the budget and how the money was moved around and utilized. Mr. Quinn and Ms. Fedele provided a breakdown of the actual expenses, revenue and future projections of the budget. Mr. Grace suggested Mr. Quinn provide a comparison of this year’s budget and next year’s budget for the Board members to review.
  - A COVID-19 contingency line of \$93,000 has been included in the budget that can be utilized if necessary.
  - Money is available in the upcoming budget to cover the employer match for the Vanguard Retirement Plan. Ms. Fedele noted that not all staff have enrolled in the plan but she is encouraging them to do so.
- Mr. Quinn provided a breakdown of the Walton Foundation Grant funds. An amendment to reallocate funds will be submitted in Fall 2020. To date there is approximately \$117,000 left in the grant which needs to be utilized by October 2021. Ms. Fedele provided a summary of the Walton grant funds that were utilized and how the balance will be used in the future.

**12.4 Fundraising Committee Report** – N/A

**12.5 Partner’s Report** – Dr. Ursillo noted that CMCS is happy that things are going so well during this difficult time and are looking forward to be of assistance as the school plans for reopening in the Fall.

**13.0 Public Participation** – Public Participation was made available to the public.

**14.0 Action Items** – N/A

**15.0 Adjournment**

*A motion duly made by Dr. William Ursillo, seconded by Phyllis Thorne and carried unanimously, the meeting was adjourned at 7:21 p.m.*

## **School Calendar for 2020-2021 School Year**

**August 17-September 1<sup>st</sup> 2020- Teacher's Professional Development**

**September 2<sup>nd</sup>- Student Classes begin**

**September 7<sup>th</sup>- Labor Day, School closed**

**September 28<sup>th</sup>- Yom Kippur- School is closed**

**September 30<sup>th</sup>- Parent's Back to School Night, 6pm (Zoom)**

**October 12<sup>th</sup>-Columbus Day/Native American Day- School is closed**

**November – Parent Teacher Conferences, TBD**

**November 11<sup>th</sup>-Veteran's Day, School is closed**

**November 25<sup>th</sup>-Half Day of School**

**November 26<sup>th</sup> & 27<sup>th</sup>- Thanksgiving, School is closed**

**December 23<sup>rd</sup>-31<sup>st</sup> – Holiday Break, School is closed**

**January 1st, 2021- New Year's Day- School is closed**

**January 18<sup>th</sup>- Martin Luther King Jr. Day, School is closed**

**February 15<sup>th</sup>-19<sup>th</sup>- Winter Break, School is closed**

**March- Parent Teacher Conferences, TBD**

**March 18<sup>th</sup>- PD for CMCCS staff, School is closed for students**

**March 29<sup>th</sup>-April 5<sup>th</sup>- Spring Break, School is closed**

**May- Parent Teacher Conferences, TBD**

**May 28<sup>th</sup>-31<sup>st</sup>- Memorial Day, School is closed**

**June 25<sup>th</sup>- Last day of school**



# FIRE DEPARTMENT, CITY OF NEW YORK - BUREAU OF FIRE PREVENTION



PERMIT IS NOT TRANSFERABLE  
TO ANY OTHER PERSON, FIRM  
OR CORPORATION AND MAY  
BE REVOKED AT ANY  
TIME BY THE FIRE COMMISSIONER

PERMIT SHALL BE  
PROMINENTLY DISPLAYED  
ALL TIMES ON PREMISES

FIRE DEPARTMENT, CITY OF NEW YORK

PERMIT

BUREAU OF FIRE PREVENTION

ACCOUNT NUMBER	TYPE	A.P.	D.O.	ADM. CO.	ISSUANCE DATE	PERMIT EXPIRES		
[REDACTED]	20	C	07	L038	05/08/19	05/20		
PREMISES ADDRESS				ACCOUNT NAME				
BELMONT AVE & E 182 ST 2201 CAMBRELENG AVE BRONX, NY 10457				AQUINAS HIGH SCHOOL				
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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	-1				
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BY ORDER OF THE COMMISSIONER

2019133715

THE CITY OF NEW YORK



DEPARTMENT OF BUILDINGS  
CERTIFICATE OF OCCUPANCY

BOROUGH MANHATTAN

DATE NOV 08 2000

NO. 100103111

This certificate supersedes C.O. NO. 120370

ZONING DISTRICT C4-4

THIS CERTIFIES that the ~~XXXX~~ altered ~~XXXXXX~~ building premises located at  
132 WEST 124TH STREET

Block 1908 Lot 46

CONFORMS SUBSTANTIALLY TO THE APPROVED PLANS AND SPECIFICATIONS AND TO THE REQUIREMENTS OF ALL APPLICABLE LAWS, RULES, AND REGULATIONS FOR THE USES AND OCCUPANCIES SPECIFIED HEREIN.

PERMISSIBLE USE AND OCCUPANCY

STORY	LIVE LOAD LBS PER SQ FT	MAXIMUM NO OF PERSONS PERMITTED	ZONING DWELLING OR ROOMING UNITS	BUILDING CODE HABITABLE ROOMS	ZONING USE GROUP	BUILDING CODE OCCUPANCY GROUP	DESCRIPTION OF USE
[REDACTED]							

THIS CERTIFICATE OF OCCUPANCY IS VALID FOR THE PERIOD  
INDICATED THEREON AND IS SUBJECT TO THE RULES  
AND REGULATIONS OF THE DEPARTMENT OF BUILDINGS  
AND TO THE ORDINANCES OF THE CITY OF NEW YORK  
AS AMENDED BY THE BOARD OF FISCAL CONTROL  
JANUARY 31ST, 1967.

OPEN SPACE USES

(SPECIFY - PARKING SPACES, LOADING BERTHS, OTHER USES, NONE)

M. G.

NO CHANGES OF USE OR OCCUPANCY SHALL BE MADE UNLESS

A NEW AMENDED CERTIFICATE OF OCCUPANCY IS OBTAINED

THIS CERTIFICATE OF OCCUPANCY IS ISSUED SUBJECT TO FURTHER LIMITATIONS, CONDITIONS AND SPECIFICATIONS NOTED ON THE REVERSE SIDE.

*Barry A. ...*  
BOROUGH SUPERINTENDENT

*[Signature]*  
ACTING COMMISSIONER  
COMMISSIONER

☐ ORIGINAL

☐ OFFICE COPY - DEPARTMENT OF BUILDINGS

☐ COPY

## THAT THE ZONING LOT ON WHICH THE PREMISES IS LOCATED IS BOUNDED AS FOLLOWS:

BEGINNING at a point on North side of WEST 188TH STREET  
 distant 79' WEST feet from the corner formed by the intersection of  
 AMSTERDAM AVENUE and WEST 188TH STREET

running thence	NORTH 94.10 1/2	feet; thence	EAST 16.8'	feet;
thence	SOUTH 94.10 1/2	feet; thence	WEST 16.8'	feet;
thence		feet; thence		feet;
thence		feet; thence		feet;

to the point or place of beginning.

N.B. or ALT. No. 101495295      DATE OF COMPLETION 05/19/2000      CONSTRUCTION CLASSIFICATION 3NFP  
 BUILDING OCCUPANCY GROUP CLASSIFICATION RES.      HEIGHT Bsm't., 1-3 STORIES 45      FEET

THE FOLLOWING FIRE DETECTION AND EXTINGUISHING SYSTEMS ARE REQUIRED AND WERE INSTALLED IN COMPLIANCE WITH APPLICABLE LAWS

	YES	NO		YES	NO
STANDPIPE SYSTEM		X	AUTOMATIC SPRINKLER SYSTEM		X
YARD HYDRANT SYSTEM		X			
STANDPIPE FIRE TELEPHONE AND SIGNALLING SYSTEM		X			
SMOKE DETECTOR					
FIRE ALARM AND SIGNAL SYSTEM		X			

## STORM DRAINAGE DISCHARGES INTO:

A) STORM SEWER ☐      B) COMBINED SEWER ☒      C) PRIVATE SEWAGE DISPOSAL SYSTEM ☐

## SANITARY DRAINAGE DISCHARGES INTO:

A) SANITARY SEWER ☐      B) COMBINED SEWER ☒      C) PRIVATE SEWAGE DISPOSAL SYSTEM ☐

## LIMITATIONS OR RESTRICTIONS:

BOARD OF STANDARDS AND APPEALS CAL. NO. \_\_\_\_\_

CITY PLANNING COMMISSION CAL. NO. \_\_\_\_\_

OTHERS: \_\_\_\_\_