



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

**Board Meeting Minutes**

**August 15, 2022**

**1.0** The meeting was called to order by James McCarthy, Vice-Chairperson, at 6:00 p. m.

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

**Board Members:** Mr. Jim McCarthy, Dr. Reva Gershen-Lowy, Dr. William Ursillo, Ms. Dunica Charles, Sister Patricia, Mr. Angel Audiffred and Ms. Jennifer Vasquez

**Excused:** Dr. Audrey Erazo-Trivino

**Charter School Staff:** Jennifer Fedele

**CMCS Partners:** Kamlesh Singh

**Guests:** Margie Medina

**2.0 Welcome New Trustees** – Mr. McCarthy introduced Ms. Jennifer Vasquez and Mr. Angel Audiffred as new members to the Charter School Board. Ms. Vasquez and Mr. Audiffred provided a brief summary of their background qualifications and discussed what they hope to accomplish as Board members.

**3.0 Oath of Office** – As part of the on-boarding process, copies of the Oath of Office statement was provided to the new Board members to sign and send back to the Board Secretary.

Mr. McCarthy reviewed the term of officers and noted below when each Board member's term will end.

- Angel Audiffred – June 30, 2024
- Reva Gershen-Lowy – June 30, 2024
- Sister Patricia Broderick – June 30, 2023
- Vacant – June 30, 2024
- Duncia Charles – June 30, 2023
- Jim McCarthy – June 30, 2023
- William Ursillo – June 30, 2025
- Audrey Erazo-Trivino – June 30, 2025
- Jessica Vasquez – June 30, 2025

**4.0 Sanctuary Community Meeting** was facilitated by Jim McCarthy

**5.0 Motion to approve today's agenda – August 15, 2022**

*A motion to approve the August 15, 2022 agenda was duly made by Angel Audiffred, seconded by Dr. Reva Gershen-Lowy and carried unanimously; the agenda was approved and accepted.*

**6.0 Motion to approve the minutes of the June 14, 2022 meeting**

*A motion to approve the minutes from the June 14, 2022 Board Meeting was made by Angel Audiffred, seconded by Dr. William Ursillo and carried unanimously; the motion was approved and accepted.*

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

- Student Enrollment - There are currently 120 new students enrolled for the 2022-2023 school year. Kindergarten has 60 students enrolled with the balance of students enrolled in the other classes. Student recruitment is on-going.
- Staff Update – The following positions have been filled:
  - Four Teachers
  - Five Assistant Teachers
  - Asst. Director of Curriculum and Instruction
  - Instructional Specialist; also interviewing two Instructional Coaches
- Staffing Needs –Director of Operations and three Special Education Teachers

**8.0 Election of Officers** – The Board members discussed the election of officers and who will be assuming the positions for the upcoming school year. After a brief discussion, the Board members approved the following members for the Chairman, Vice-Chairman, Treasurer and Secretary Charter School Board positions:

- Chair – Jim McCarthy
- Vice-Chairman – Angel Audiffred
- Treasurer – Jennifer Vasquez
- Secretary – Dr. Reva Gershen-Lowy

*A motion to approve the above slate of officers to serve as the Chairman, Vice-Chairman, Treasurer and Secretary on the Cardinal McCloskey Charter School Board was duly made by Dr. William Ursillo, seconded by Sr. Patricia and carried unanimously; the motion was approved and accepted.*

**9.0 Appointment of Committee Chairs** - The Board members discussed the appointment of Committee Chairs for the Finance, Governance and Academic/Sanctuary Committees and who will be assuming these positions for the upcoming school year. At this time, an Executive Committee will not be established. After a brief discussion, the Board members approved the following members as Chairs of the Committees:

- Finance Committee Pro-Temp Chair – Dr. Reva Gershen-Lowy
- Governance Committee Chair – Jim McCarthy
- Academic/Sanctuary Committee Chair – Dr. William Ursillo

**10.0 Approval of Board Legal Council** – Mr. McCarthy informed the Board members the current legal representation (Cohen and Schneider) for the Charter School has resigned. Mr. McCarthy made a motion to recommend Whiteman, Osterman & Hanna as legal representation for CMCCS.

*A motion to appoint Whiteman, Osterman & Hanna as legal representation for the Cardinal McCloskey Charter School was duly made by Jim McCarthy, seconded by Sr. Patricia and carried unanimously; the motion was approved and accepted.*

- 11.0 Approval of Board Meeting Calendar 2022 – 2023** – Mr. McCarthy reviewed the 2022 - 2023 meeting calendar and noted the due dates for when all meeting reports and material need to be submitted to the Board Secretary. Due dates are approximately 7 days before each Board meeting.

The Annual Meeting for the next school year will be in May 2023. The next Board meeting is scheduled, via Zoom, for September 6, 2022. All meetings are subject to change as needed.

*A motion to approve the 2022 – 2023 Board Meeting Calendar was duly made by Dr. Reva Gershen-Lowy, seconded by Jennifer Vasquez and carried unanimously; the motion was approved and accepted.*

- 12.0 Public Comment** - N/A. The Board meeting was conducted by remote access only. Mr. McCarthy reviewed the public comment procedure and explained to Mr. Audiffred and Ms. Vasquez how public comments are managed.

- 13.0 Motion to enter into Executive Session to discuss a matter of employment** - At 6:30 p.m. a motion was made by Jim McCarthy to enter an Executive Session to discuss a matter of employment. Mr. Jim McCarthy requested a roll call vote. The motion passed with eight votes in favor. Jim McCarthy, Dr. Gershen-Lowy, Dr. William Ursillo, Angel Audiffred, Dunica Charles, Sister Patricia and Jennifer Vasquez voted in favor.

*A motion to enter into Executive Session, inviting Margie Medina into the session, was duly made by Dr. Reva Gershen-Lowy, seconded by Angel Audiffred and carried unanimously; the motion was approved and accepted.*

No action was taken. A motion was made to exit the Executive Session at 7:03 p.m. and the Board meeting resumed.

*A motion to exit Executive Session was duly made by Dr. Reva Gershen-Lowy, seconded by Dr. William Ursillo and carried unanimously; the motion was approved and accepted.*

- 14.0 Adjournment**

*A motion duly made by Sister Patricia, seconded by Dr. William Ursillo and carried unanimously; the meeting adjourned at 7:04 p.m.*