



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

**Board Meeting Minutes**

**November 1, 2022**

**1.0** Mr. James McCarthy, Chairperson, called the meeting to order at 6:10 p. m.

**2.0 Roll Call:** Was taken by Dr. Reva Gershen-Lowy

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

**Excused:** N/A

**Charter School Staff:** Jennifer Fedele, Christian Adamkiewicz, Grace Bendick, Eleanor Hurdle, Mary Ann Devivio and Althea Benloss

**CMCS Partners:** Kamlesh Singh

**Guests:** Margie Medina and Leslie Cruz

**3.0 Motion to approve today's agenda – November 1, 2022** – Mr. Audiffred requested the agenda be amended to include approval of the October 11, 2022 Board minutes, to combine items 6, 7 and 8 into one motion and to include a request to enter an executive session at the end of the meeting. All Board members approved.

*A motion to approve the November 1, 2022 agenda was duly made by Jim McCarthy, seconded by Dr. William Ursillo and carried unanimously; the agenda was approved and accepted.*

**Approval of Minutes**

**Motion to approve the minutes of the October 11 2022 meeting**

*A motion to approve the minutes from the October 11, 2022 Board Meeting was made by Jim McCarthy, seconded by Angel Audiffred and carried unanimously; the motion was approved and accepted.*

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

- Ms. Fedele noted there are approximately 370 students enrolled for the 2022-2023 school year. Applications are still being accepted. There are currently 91 ELL students and 79 students with IEP's.
- All grades, except for Kindergarten, have finished the WIDA assessment. The Kindergarten test is given individually and will be administered next week.
- Four Teacher Assistants, one Data Analyst and one Art Teacher have been hired.
- Yearly schedules have been created detailing professional development, observations, student assessments and bulletin boards that will highlight student's work and school information.
- Christian Adamkiewicz is currently working on revising and updating the school website.
- A dashboard is being created that will provide access to in depth statistics on the students, staff and families. The data is updated continually and is aligned to what SUNY has requested. Ms. Fedele will provide more detailed information at the next Board meeting. All Board members with have access to this information when the dashboard is finalized.
- Ms. Fedele noted there is a summary in the Principal's Report that details the events and activities that were held for the students last month.

## 5.0 Committee Reports

**Finance Committee Report** – Dr. Gershen-Lowy provided copies of the minutes from the Finance Committee meeting that was held on October 27, 2022. Copies of the financial reports and a draft of the Audit Report have also been included in the Board meeting packet. Dr. Gershen-Lowy thanked all the Board members who attended the Finance Committee meeting in order to approve the 2021-2022 Audit Report.

Ms. Cruz reviewed the September financials with the Committee and Board. The report included year to date expenditures and revenues, updates on the total number of students enrolled in the school including special education, ELL and general education students. Ms. Cruz reviewed the per pupil rate based on the number of students enrolled. The school has \$3.1 million dollars on hand which includes all grants and special projects monies. Additional expenses are expected to increase in the area of class supplies by approximately \$63,515 and \$42,800 for the transportation costs due to the Bloomberg grant. A surplus increase in revenue of \$849,925 is projected at the end of FY 22-23.

Ms. Leslie Cruz provided a first quarter report on the ARP and ESSER 2 spending for the Charter School. She detailed how the monies were spent during the past three months and highlighted plans for future spending.

**Academic/Sanctuary Committee Report** – Dr. Ursillo provided highlights of the minutes from the October 19, 2022 Academic/Sanctuary Committee meeting. The minutes are included in the Board meeting packet. Dr. Ursillo noted the Partner's Report is also included in the packet.

- Dr. Ursillo reviewed a PowerPoint presentation, conducted by Dr. Erazo-Trivino, on the various areas from the original Charter School application. The PowerPoint reviewed the full application on what the goals are and the services that should be provided. It was suggested the application be housed in a central location so everyone has access to the documents. Dr. Erazo-Trivino will share the PowerPoint with the Board members for their review. More detailed information has been provided in the Academic/Sanctuary Committee meeting minutes.

**Governance Committee** – Mr. McCarthy noted the October 19, 2022 Governance Committee minutes stand as submitted. Mr. McCarthy stated a meeting with the lawyers for the Charter School, CMCS and the Sparkill Sisters will be scheduled to review the lease agreement.

Ms. Fedele provided an overview of the following motions for the Emergency Response Plan and the Accountability Plan Progress Report. Ms. Leslie Cruz provided a summary on the 2021-2022 Audit. These motions were approved at the October 11, 2022 Board meeting.

- 6.0 Acceptance of the CMCCS Emergency Response Plan** – The Emergency Response Plan was updated to include a secure evacuation site to be used in the event of an emergency.
- 7.0 Acceptance of the CMCCS APPR (Accountability Plan Progress Report)** – The accountability plan progress report is used to track academic growth, social/emotional development and how we support the students and families. Ms. Fedele noted the report is broken down into specific goals and also discussed the action plan that would be put in place to rectify goals that have not been met.
- 8.0 Acceptance of the 2021-2022 Audit** – The Finance Committee reviewed and accepted the 2021 -2022 Audit at the October 27, 2022 meeting. Ms. Cruz stated all documents needed by the auditors were received, completed and uploaded in Epicenter by the due date. Ms. Cruz also stated that the Annual Report includes copies of the documents used in the audit. Confirmation that the Audit Report was submitted in Epicenter has been uploaded in the NYC FED portal.
- 9.0 New Business** – Dr. Gershen-Lowy thanked Ms. Fedele and her team for the pictures of the students in their uniforms that were sent to the Board members.
- 10.0 Public Comment** - N/A

**Motion to enter into Executive Session to discuss a contract issue** - At 6:45 p.m. a motion was made by Angel Audiffred to enter an Executive Session to discuss a contract issue. Mr. Jim McCarthy requested a roll call vote. The motion passed with seven votes in favor; Jim McCarthy, Dr. Gershen-Lowy, Dr. William Ursillo, Dr. Audrey Erazo-Trivino, Angel Audiffred, 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.*

A motion was made to exit Executive Session at 7:03 p.m. and the Board meeting resumed.

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

#### **Actions Following Executive Session:**

The Board members all agreed to entrust the Governance Committee to move forward with the proposal to look into contracting with an outside evaluator to review and evaluate the running of the school and handling of the staff.

#### **14.0 Adjournment**

*A motion duly made by Sister Patricia, seconded by Dr. William Ursillo and carried unanimously; the meeting adjourned at 7:03 p.m.*