



**CARDINAL McCLOSKEY**  
COMMUNITY CHARTER SCHOOL

**Cardinal McCloskey Community Charter School  
Board of Trustees Meeting Minutes  
March 7, 2023**

**1.0** The meeting was called to order by James McCarthy at 6:01pm

**2.0** Roll Call was conducted by Reva Gershen-Lowy

	<u>Present</u>	<u>Absent</u>
James McCarthy	x	
Dr. Audrey Erazo-Trivino	x	
Angel Audiffred	x	
Dr. Reva Gershen-Lowy	x	
Sr. Patricia Broderick	x	
Jennifer Vasquez	x	
Dr. William Ursillo	x	
Guests: Kamlesh Singh, Leslie Cruz, Jill Shahan		
Charter School Staff: Jennifer Fedele, Christian Adamkiewicz, Grace Bendick, Eleanor Hurdle, Althea Benloss, Dr. Mary Anne DeVivio		

**3.0 Agenda:**

A motion was made by Reva Gershen-Lowy and seconded by William Ursillo to accept the agenda as presented. The motion was carried unanimously.

Minutes:

A motion was made by Dr. Aubrey Erazo-Trivino and seconded by Jennifer Vasquez to accept the minutes of the February 7, 2023 board meeting. The motion was carried unanimously.

**4.0 Principal's Report:**

The Principal's Report was submitted by Jennifer Fedele. Principal Fedele particularly noted Professional Development, Curricular tools, Data collection, SWD matters, recruitment, facility initiatives and preparations for the visit from CMCCS' authorizer, CSI. The 2021-22 Accountability Report from CSI was discussed.

**5.0 Committee Reports**

**Finance Committee:**

Dr. Reva Gershen-Lowy submitted the Finance Committee report. Leslie Cruz. Leslie Cruz presented the January, 2023 financial report. The board was informed of the effect of ESSER funds on the operating 2022-23 school budget. Dr. Gershen-Lowy noted the funds associated with fundraising done by school parents.

**Academic Committee:**

William Ursillo submitted the Academic/Sanctuary Committee. There was a review of the MOU between CMCS and CMCCS, with consideration being given to potential adjustments to the Memorandum in the proximate future.

**Governance Committee:**

James McCarthy noted that while the Governance Committee did not hold its regular meeting but individual member initiatives including discussion with legal counsel regarding the number of trustees on the CMCCS Board, the creation of a manual for board functioning and preparation for CSI's visit had taken place.

**Ad Hoc Committee on Charter Renewal:**

Angel Audiffred reported Empire Charter Consultants will support the preparation of the renewal application and that the committee will meet in the next days to develop time-lines for various elements of the process

**6.0 Discussion Items:**

- The current number of seats on the CMCCS Board of Trustees is nine, although two seats are empty. The board discussed the feasibility of reducing the number from nine to seven. It was noted that the by-laws permit such an adjustment.
- The Governance Committee's recommended codification for the hiring and evaluation of all personnel, as submitted, was discussed.

**7.0 Action Items:**

A motion was made by James McCarthy and seconded by Sister Patricia Broderick, that, with the prior concurrence of the Member, Cardinal McCloskey Community Services and then approval of the authorizer, SUNY Charter Schools Institute, the number of seats on the CMCCS Board of Trustees be reduced from nine to seven.

Roll call:

James McCarthy	yes
Dr. Audrey Erazo-Trivino	yes
Angel Audiffred	yes
Dr. Reva Gershen-Lowy	yes
Sr. Patricia Broderick	yes
Jennifer Vasquez	yes
Dr. William Ursillo	yes

The motion was approved unanimously.

A motion was made by James McCarthy and seconded by William Ursillo to adopt the hiring and evaluation procedure as submitted by the Governance Committee.

Roll call:

James McCarthy	yes
Dr. Audrey Erazo-Trivino	yes
Angel Audiffred	yes
Dr. Reva Gershen-Lowy	yes
Sr. Patricia Broderick	yes
Jennifer Vasquez	yes
Dr. William Ursillo	yes

The motion was approved unanimously.

**8.0 Partner's Report:**

William Ursillo submitted the Partner's Report. Noted particularly in the Report was the annual meeting between the Member, CMCS and CMCCS to discuss the state of the school.

**9.0 New Business:**

There was no new business.

**10.0 Public Comment:**

There was no public comment.

**11.0 Executive Session:**

A motion was made by Angel Audiffred and seconded by Reva Gershen-Lowy to enter Executive session at 6:46pm to discuss a contract issue. Jill Shahn was invited into the session.

Roll Call:

James McCarthy	yes
Dr. Audrey Erazo-Trivino	yes
Angel Audiffred	yes
Dr. Reva Gershen-Lowy	yes
Sr. Patricia Broderick	yes
Jennifer Vasquez	yes
Dr. William Ursillo	yes

The motion was approved unanimously.

A motion was made by Angel Audiffred and seconded by Sr Patricia Broderick to leave the Executive session at 7:25pm

Roll Call:

James McCarthy	yes
Dr. Audrey Erazo-Trivino	yes
Angel Audiffred	yes
Dr. Reva Gershen-Lowy	yes
Sr. Patricia Broderick	yes
Jennifer Vasquez	yes

Dr. William Ursillo yes  
The motion was approved unanimously.

**12.0 Adjournment:**

The meeting was adjourned at 7:26pm.

**Next Meeting: April 4, 2023 at 6:00pm.**