



**Cardinal McCloskey Community Charter School  
Board of Trustees Meeting Minutes  
August 13, 2024**

The meeting was called to order at 5:00 PM by Mr. James McCarthy. The Chairman greeted all Directors and guests.

Roll Call was conducted by Dr. Reva Gershen-Lowy.

	Present	Absent
James McCarthy	X	
Angel Audiffred	X (remote, no vote)	
Reva Gershen-Lowy	X	
William Ursillo	X	
Sr. Patricia Broderick	X	
Carolyn Telesmanich	X (remote, no vote)	

*Charter School Staff:* Dr. Mary Anne DeVivio, Christian Adamkiewicz, and Lynsey Bailey

*Guests:* Leslie Cruz, Kamlesh Singh, and Missy Couch

**I. Resignation of Trustee Jennifer Vasquez**

The board recognized the resignation of Trustee Jennifer Vasquez and expressed its appreciation for her service to the families and students of CMCCS.

**II. Election to the Office of Treasurer of CMCCS Board of Trustees**

A motion was made by Mr. Jim McCarthy and seconded by Dr. Bill Ursillo to nominate Ms. Carolyn Telesmanich to the Office of Treasurer. The motion was passed unanimously.

**III. Approval of Agenda**

Directors reviewed and discussed the board agenda items for the meeting. Dr. Ursillo motioned to approve the agenda with the removal of the budget approval and the approval of the board

member nomination. The motion was seconded by Sr. Patricia Broderick, and the motion passed unopposed.

#### **IV. Approval of June 4, 2024, Board Meeting Minutes**

Mr. McCarthy presented the minutes from the June 4, 2024, board meeting. Dr. Ursillo motioned to approve the minutes, Sr. Patricia seconded, and the motion carried unanimously.

#### **V. Principal's Report**

Dr. Mary Anne DeVivio presented the Principal's Report. Keynotes included:

- The Summer Boost program via the Bloomberg Grant has ended. Over 100 students attended. The data has been uploaded to BoardOnTrack.
- The new website has received over 4,000 views. There were more than 1,000 hits for student work over the summer. A videographer will be present at Meet the Teacher Night to conduct short interviews with parents to add to the site.
- Summer PD sessions begin on 8/15 for new staff members. All staff returns on 8/16, and professional development will run through 8/28. The PD schedule is on BoardOnTrack.
- The Teach for America Institute was a huge success. The school hired four TFA candidates from the group. The school will partner again next summer.
- One veteran teacher has relocated to NH, but no other staff resignations.
- ICT classrooms have been added; there will be one licensed general education teacher and one special education teacher.
- Parents have been informed that all students will receive a CMCCS backpack with school supplies.
- TA placement as bus monitors is in progress to help support bus drivers.
- Teacher placements have been shared with parents via letters.
- A 5<sup>th</sup> Grade Academy is in its planning stages, as three additional 5<sup>th</sup> grade classrooms have been added.

#### **VI. Committee Reports**

##### **A. Academic Committee: Dr. Bill Ursillo**

Dr. Ursillo, chair of the Academic Committee, formally appointed committee members: Dr. Bill Ursillo, Sister Patricia Broderick, and Principal Mary Anne DeVivio.

##### **B. Finance Committee: Dr. Reva Gershen-Lowy**

Dr. Gershen Lowy, chair of the Finance Committee, formally appointed committee members: Angel Audiffred, Treasurer Carolyn Telesmanich, and Dr. Reva Gershen-Lowy.

The following will be discussed at Tuesday's meeting:

- *June Monthly Financial Report*: Year is expected to end on a surplus. Books should be closed out by the end of next week. Key notes include:
  - Enrollment reconciliation: 455.325 General Ed and 87.925 SPED (20-50% - 2.3 students; 60%+ - 72.375 students)
  - Total revenue for FY24 expected to be \$12,436,305.
  - Total expenses for FY24 expected to be \$10,905,359.
  - Nets assets for FY24 expected to be \$1,456,991.
- *Approval for CSP Grant SY20 Write-off*: If the write-off is approved in FY24, then the anticipated surplus will increase. The auditors will need approval. Dr. Ursillo made a motion to approve the CSP grant write-off once he receives a letter stating CSP will not be paying out the grant as planned. The motion was seconded by Sister Patricia and carried unanimously. Dr. Gershen-Lowy requested a letter from CSBM specifically outlining what is needed by the auditors.
- *ARP Q4 Spending Report & ARP Amendment*: Ms. Cruz reviewed the ARP grant summary of how the fund were used and fully spent for FY24. All funds will be fully spent by the 9/30/24 deadline.
- *June PA Account Bank Reconciliation*: There are plans to recruit PA members, so the committee requests bank records continue to be shared at future meetings.

### **C. Governance Committee: Mr. James McCarthy**

Mr. McCarthy, chair of the Governance Committee, formally appointed Dr. Ursillo, chair of the Academic Committee and Dr. Gershen-Lowy, chair of the Finance Committee, as members of the Governance Committee.

## **VII. Action Items**

### **A. Bylaws Revision**

The bylaws currently state that the Treasurer of the board serves in ex officio as the Finance Committee chairperson. The committee recommends amending the bylaws to remove the reference of the Treasurer having to serve as the Finance Committee chairperson.

Mr. McCarthy moved to amend the bylaws to remove the ex officio language, and Sr. Patricia seconded. The motion was unanimously carried.

### **B. Appointment of Committee Memberships**

Mr. McCarthy moved to recognize the committee memberships as noted by the Finance and Academic and Governance Committee Chairs. Ms. Telesmanich seconded, and the motion passed unanimously.

## **VIII. Partner's Report**

Dr. Ursillo provided the CMCS Partner's Report. CMCS is partnering with local health service agencies to provide additional health services to the school community.

There are still some grant funds to be used towards student benefits (i.e. shirts, etc.). Dr. DeVivio already has ideas for how to use the funds.

## **IX. New Business**

### **A. Board Self-Evaluation**

Board members are requesting an evaluation. An email was sent to the board of trustees to review the questions on the evaluation draft.

## **X. Public Comment**

There was no public comment.

## **XI. Executive Session**

There was no executive session.

## **XII. Adjournment**

Dr. Ursillo made a motion to adjourn the meeting and Sr. Patricia seconded. The motion carried unanimously, and the meeting was adjourned at 5:35 PM.

**Next Meeting: *Tuesday, September 10, 2024, at 5:00 PM***

*Submitted by Nicole Morrissey, CheckBox Pro Consultant*