

APPROVED



# Cardinal McCloskey Community Charter School

## Minutes

### August Board Meeting

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#### **Date and Time**

Tuesday August 13, 2024 at 5:00 PM

#### **Location**

CMCS Office  
115 E Stevens Avenue  
Valhalla, NY

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#### **Trustees Present**

Angel Audiffred (remote), Carolyn Telesmanich (remote), Dr. Reva Gershen-Lowy, Dr. William Ursillo, James McCarthy, Sr. Patricia Broderick

#### **Trustees Absent**

*None*

#### **Guests Present**

Christian Adamkiewicz (remote), Dr. Mary Anne DeVivio (remote), Kamlesh Singh (remote), Lynsey Bailey (remote), Missy Couch (remote), lcruz@csbm.com (remote)

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

James McCarthy called a meeting of the board of trustees of Cardinal McCloskey Community Charter School to order on Tuesday Aug 13, 2024 at 5:00 PM.

The Chairman greeted all Directors and guests. Roll Call was conducted by Dr. Reva Gershen-Lowy.

**B. Record Attendance**

**C. 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.

**D. Approval of Agenda**

Directors reviewed and discussed the board agenda items for the meeting.

Dr. William Ursillo made a motion to approve the agenda with the removal of the budget approval and the approval of the board member nomination.

Sr. Patricia Broderick seconded the motion.

The board **VOTED** to approve the motion.

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

James McCarthy made a motion to nominate Ms. Carolyn Telesmanich to the Office of Treasurer.

Dr. William Ursillo seconded the motion.

The board **VOTED** unanimously to approve the motion.

**F. Approve Minutes: June 4, 2024, Board Meeting**

Mr. McCarthy presented the minutes from the June 4, 2024, board meeting.

Dr. William Ursillo made a motion to approve the minutes from June 4, 2024, Board Meeting Board Meeting on 06-04-24.

Sr. Patricia Broderick seconded the motion.

The board **VOTED** unanimously to approve the motion.

**II. Principal's Report**

**A. 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 5th Grade Academy is in its planning stages, as three additional 5th grade classrooms have been added.

### III. 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 : 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:
  - o Enrollment reconciliation: 455.325 General Ed and 87.925 SPED (20-50% - 2.3 students; 60%+ - 72.375 students)
  - o Total revenue for FY24 expected to be \$12,436,305.
  - o Total expenses for FY24 expected to be \$10,905,359.
  - o 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.

## **IV. 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. James McCarthy made a motion to moved to amend the bylaws to remove the ex officio language. Sr. Patricia Broderick seconded the motion. The board **VOTED** unanimously to approve the motion.

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

James McCarthy made a motion to Mr. McCarthy moved to recognize the committee memberships as noted by the Finance and Academic and Governance Committee Chairs. Carolyn Telesmanich seconded the motion. The board **VOTED** unanimously to approve the motion.

## **V. Partner's Report**

### **A. CMCS 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.

## VI. 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.

## VII. Closing Items

### A. Adjourn Meeting

Dr. William Ursillo made a motion to adjourn the meeting.

Sr. Patricia Broderick seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:35 PM.

Respectfully Submitted,  
Nicole Morrissey

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## Documents used during the meeting

- CMCCS Board Meeting Minutes\_June.4.2024.DRAFT\_sealed ExS minutes.docx.pdf
- Principal Update.pdf
- Summer Boost Growth - Charts.pdf
- 24SummerPDSched.pdf
- CMCCS Monthly Report June 2024..pdf
- Journal Entry - Write Off Approval Needed.pdf
- FY24 ARP Grant Tagging\_FINAL.pdf
- Parent Association\_June Rec.pdf
- R-13d By-Laws.jfm.docx.pdf

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