

APPROVED



# Cardinal McCloskey Community Charter School

## Minutes

### September Board Meeting

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#### **Date and Time**

Tuesday September 10, 2024 at 5:00 PM

#### **Location**

**Cardinal McCloskey Community Charter School**

**685 E 182nd Street**

**Bronx, NY 10457**

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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**

Lynsey Bailey

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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 Sep 10, 2024 at 5:00 PM.

The Chairman greeted all Directors and guests.

#### **B.**

## Roll Call

### C. Approve Minutes - pg.5

Mr. McCarthy presented the minutes from the August 13, 2024, board meeting.

Dr. William Ursillo made a motion to approve the minutes from August 13, 2024. August Board Meeting on 08-13-24.

Dr. Reva Gershen-Lowy seconded the motion.

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

## II. Principal's Report - pg. 11

### A. Principal's Report

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

- Opening Day was a huge success for the school.
- Parents are very grateful for the backpacks including school supplies.
- Meet the Teacher event is tomorrow afternoon.
- Current enrollment is 494 students with 120 on the waitlist.
- 55 students ride the bus. Bus routes are up and running.
- Day 1 attendance was at 85%. Attendance is up to 89% as of today.
- Preliminary results of NYS testing will be shared at the Academic Committee meeting this month.
- The Discover program and new dual language program are up and running. There are currently 18 students participating.
- Amplify Science has been reinstated as the science curriculum. Eureka is the program for math. iReady diagnostics will be administered three times throughout the year.
- The ELL program enrollment is down due to 22 students having tested out.
- There has been a reduction in the number of IEPs serviced. Despite the decrease, CMCCS averages higher than surrounding schools, but their numbers seem to be rising.
- The Sanctuary team has been selected. There are 10 mandatory modules online for professional development for all staff.
- Staff certification goal is February 2025.
- School website hits were up significantly due to the new format and summer work.

## III. Finance Committee: Dr. Reva Gershen-Lowy

### A. Audit Updates

Dr. Gershen Lowy, chair of the Finance Committee, presented the Finance Committee report.

Ms. Leslie Cruz, CSBM, provided updates on financials.

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*Audit Updates:* The audit package went out to auditors in August. Initial selections have been made. The internal CSBM team is working on sending the backups over. By the

Finance Committee meeting this month, there will be additional updates. The process is on track to meeting the November 1st deadline. There will be an additional review of financial statements for the audit prior to the deadline as well.

**B. Budget vs Actual for FY25 through July 2024 - pg.15**

*July 2024 Monthly Financial Report:*

- o CBSM financial statement template will return.
- o Enrollment is based on projections as per July/August per pupil invoice.
- o The per pupil lease assistance will increase in the next few months based on the FY25 lease. Currently waiting on third invoice for FY25 lease submission. The signed copy will be submitted to DOE once reviewed and approval to follow.
- o The Bloomberg Grant was awarded at \$240,000 for FY25, and was fully spent in July 2024.
- o Classroom supplies and equipment line item was higher than budgeted in July. This was expected for the start of the new school year with increased number of classrooms.
- o Insurance shows full expense in July because it does not carry over to the following year.

**C. July PA Account Rec - pg.19**

*July PA Account Bank Reconciliation:* There has been no recent activity. The current balance is \$4,300.45.

**D. Update on the status of the CSP unpaid expenses**

*CSP Unpaid Expenses Update:* The school has joined a lawsuit with other charter schools in regards to unpaid CSP funding. Progress has been made on the case and next steps were discussed with lawyers last week. CSBM recommended writing it off for this fiscal year. It was written off on the FY24 audit and the amount was budgeted for last year in case it was not received. As a positive net asset, it does not affect the school at the end of the year. Writing it off implies the school is not expecting it. If the monies do come in, the CSP grant will become revenue again. CSBM recommended writing it off in FY24, and if funds are eventually awarded, it is unrestricted revenue. The final application was approved, but CSP ran out of funds that year

**IV. Action Items**

**A. CMCCS Employee Handbook - pg. 15**

Counsel Kevin Quinn has reviewed the SY2425 handbook. Revisions are outlined. Dr. DeVivio highlighted the major changes including FMLA, extended COVID policy, and pregnancy doctor appointments.

Dr. William Ursillo made a motion to to approve the SY2425 Employee Handbook.

Dr. Reva Gershen-Lowy seconded the motion.

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

**B. CMCCS Board Self-Evaluation - pg. 172**

Mr. McCarthy confirmed that the board used the CSI board evaluation metric tool to complete its self-evaluation. Directors shared highlights of their board self-evaluations. Clarification was made that according to CMCCS bylaws, the board does not add new members, so that metric is not applicable.

**C. CMCCS Annual Monthly Tasks - pg. 176**

Mr. McCarthy confirmed that the monthly tasks, as recommended by CSI, have been added to BoardOnTrack.

**V. Closing Items**

**A. Adjourn Meeting**

The board of directors thanked Mr. Jaime Martinez for his contributions to the community and congratulated him on his outstanding service.

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 5:32 PM.

Respectfully Submitted,  
Nicole Morrissey

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**Next Meeting: Tuesday, October 1, 2024 - 5pm**