

APPROVED



# Cardinal McCloskey Community Charter School

## Minutes

### Board Meeting

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#### Date and Time

Tuesday February 4, 2025 at 4:30 PM

#### Location

**Cardinal McCloskey Community Charter School**

**685 E 182nd Street**

**Bronx, NY 10457**

and

**Cardinal McCloskey Community Services**

**115 E Stevens Ave LL5,**

**Valhalla, NY 10595**

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#### Trustees Present

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

#### Trustees Absent

*None*

#### Guests Present

Christian Adamkiewicz, Dr. Mary Anne DeVivio, Kamlesh Singh (remote), Leslie Cruz (remote), Lynsey Bailey, Nicole Morrissey (remote)

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#### I. Opening Items

### **A. Record Attendance**

### **B. 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 Feb 4, 2025 at 4:29 PM.

### **C. Approve Agenda**

Directors reviewed the proposed agenda for the February 2025 board meeting.

Dr. William Ursillo made a motion to approve the agenda.

Dr. Reva Gershen-Lowy seconded the motion.

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

### **D. Approve Minutes**

James McCarthy made a motion to approve the December 3, 2024 board meeting minutes.

Dr. William Ursillo seconded the motion.

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

## **II. Principal**

### **A. Principal's Report - Dr. DeVivio**

Dr. Mary Anne DeVivio presented the Principal's Report.

Keynotes included:

- Test Prep Academy occurred during Winter Break for approximately 96 third through fifth graders.
- The after-school program partnership with Kips Bay has been successful supporting students with homework and providing activities after school.
- The after-school instrumental music program is full and is getting great feedback.
- Parent-Teacher conferences are being held this week.
- The NYC School Survey opens on February 10th and will be distributed both on paper and online at parent-teacher conferences. This is a goal of the charter, so the team is focusing on high completion rates.
  - Families will be notified about the NYC School Survey in the February 2025 family newsletter along with all other updates.
- The current SY2425 waitlist is at 86, and the waitlist for SY2526 is at 176.
  - Targeted social media ads will go out in February, reflecting services provided for ELL, FRPL, and SWD populations in the Bronx.
  - Open houses and school tours have been conducted on select Saturdays and throughout the school day for prospective families.
- All fifth-grade students have applied to public schools as of December 13, 2024.

- CMCCS successfully hosted the 2nd annual Charter Middle School Fair with over 80% of 5th graders in attendance and a total of 15 schools represented.
- The Enrollment Team has begun scheduling appointments with families to ensure all students are applying to 5 or more charter schools. A tracking platform has been created for analyzing the data.
- Suspensions are down tremendously this year as compared to last year.
  - PBIS tokens and the school store have helped significantly, along with increased behavioral support staffing.
- Attendance is 91% for the year. ADA ranges from 89-91%. Striving to end the year at 95% (NYS is 90%).
- Current student enrollment is 446.
- The Curriculum and Assessment timeline was reviewed.
- Currently 34 out of 37 teachers are certified. 17 out of 31 TAs are working on their certification. The goal is 100% certification for all instructional staff.
  - Partnership with TFA will support these efforts and provide privileged access to quality teaching staff after Institute this summer.
- i-Ready data is trending upward from Fall to Winter 2024.
- Spring NYS testing days were reviewed.
- Data was presented showing increased laptop usage and homework completion. Fifth graders will keep their laptops as a gift, and the school will provide laptops for incoming students each year.
- Parent feedback surveys were reviewed.
  - As a result, basketball, volleyball, and cheer are now offered. Parents feel curriculum is well-aligned to state standards, and they feel well-informed of student academic progress.
- The CMCCS spelling bee was a success.

Directors inquired about the 80% middle school acceptance percentage. This is due to charter schools not accepting applications until the spring. Parents are ready to submit their applications, but they are not yet open.

Directors discussed the choice to administer i-Ready as opposed to NWEA MAP testing. Dr. DeVivio shared that the school hopes to implement NWEA MAP testing next school year.

Directors were interested in a District 10/CMCCS data comparison. The Academic Committee will discuss at the next meeting. Additionally, the committee will discuss opportunities for the SY2526 budget to include additional support staff.

### **III. Academic Committee**

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

Dr. Ursillo, Chair of the Academic Committee, reviewed the January 2025 Academic Committee report. Keynotes included:

- Mr. Adamkiewicz shared a Sanctuary update on the progress the team is making towards certification. As Ms. Ibet Hernandez shared about her visits, students are thriving, suspensions are down, and scores are up. If the goal of certification is not reached, it will not be a school issue. Hopefully the Sanctuary Institute can make the necessary accommodations for a viable certification pathway.
- Mr. Adamkiewicz provided an overview of the Winter 2025 i-Ready data. The Academic Committee is interested in learning more about how to best support the school's performance this spring.
- The Felix Foundation trip went well, and additional trips are being planned. The committee discussed suggestions for additional connections and potential partnerships.
- There is still outstanding grant money to spend. The only stipulation is that the expense must benefit all students. A suggestion to use the grant for sports equipment was made.

Directors discussed the Growth for Success (GfS) plan policy and the potential need for review. The committee will provide a report for the April 2025 meeting on GfS plan review and implementation.

#### **IV. Finance Committee**

##### **A. Finance Committee Report: Dr. Reva Gershen-Lowy; Leslie Cruz, CSBM**

Dr. Gershen-Lowy, Chair of the Finance Committee, presented the January 2025 Finance Committee report.

Keynotes included:

1. *November & December 2024 Combined Monthly Financial Report*: Ms. Leslie Cruz reviewed the financials as of December 31, 2024.
  - Cash on hand has increased to approximately \$8.1M, which is 7.07 months projected.
    - ARP final payments have been received (Title I, II, III, and IV) and receivables are lower, which causes COH to increase.
  - Enrollment is based on the January/February per pupil invoice. There are currently 446 students enrolled.
    - The budgeted enrollment is 450, which causes a \$57,627 variance.
  - The debt ratio is excellent at 0.35.
  - The projected net assets after depreciation are \$9,463. Before depreciation, net assets are projected at \$460,664.

- Revenue is overbudget by \$165,437. The major influencing factors include IDEA funds, PP funding from other districts, and the MM account interest.
- Expenses are underbudget by approximately \$87,000. Reviewed open positions and projected annual savings of \$431,000.
- An overview of the balance sheet was reviewed, including:
  - Professional services and ASP overbudget.
  - Classroom supplies are overbudget.
  - Textbooks are underbudget and the \$50,000 has been reallocated to special events.
  - Supplies, equipment, and furniture are overbudget to accommodate the additional classrooms.
  - Technology is overbudget due to hotspot purchasing for families.
  - Repairs and maintenance have an overall savings of approximately \$15,000.
- Net assets projections show a surplus of \$9,463.

1. *December 2024 Money Market Account Statement:* Ms. Cruz reviewed the December 2024 Money Market account statement. There has been no activity on the account. As of December 31, 2024, the account has accrued \$14,247.67 in interest with a balance of approximately \$1.1M.

CSBM made a recommendation to transfer funds from the operating account to a Money Market account to ensure funds are safeguarded against fraud. The recommendation is for four months COH to be transferred (~\$2M-\$3M). Surpluses from prior years have been accumulating due to Title money, pending ARP monies received, and other payments that have accumulated after books are closed for the year.

The board will re-evaluate and decide how to spend the money. The Finance Committee will discuss and make a recommendation to the board in March. CSBM recommends planning for a transfer after the lease renewal is complete, likely at the beginning of SY2526.

1. *December 2024 PA Account Bank Reconciliation:* Ms. Cruz reviewed the PA account financials for December 2024. There has been no activity on the account. The current balance is \$4,300.45.

1. CMCS and CMCCS met regarding the completed the measurements of the building. The draft floor plan is almost finished. The new lease draft and shared expenses allocations will be shared soon. Sparkill Dominican Sisters' approval to follow.

1. The 990 will be ready for the Finance Committee to discuss at the February 2025 meeting. The committee will bring a recommendation to the full board at the March 2025 meeting.

## **V. Governance Committee**

### **A. Governance Committee Report: Mr. James McCarthy**

Mr. McCarthy, Chair of the Governance Committee, reported that the committee also discussed that the building allocations are still in progress.

## **VI. Partner's Report**

### **A. CMCS/CMCCS Partner's Report: Dr. Bill Ursillo**

Dr. Ursillo presented the CMCS/CMCCS Partner's Report for January 2025.

Keynotes included:

- The team continues to meet with Union Community Clinic about their services. They are happy to support the school in whatever ways they can.
- Ms. Ibet Hernandez continues to offer her support as the school navigates the pathway to Sanctuary certification.

## **VII. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:33 PM.

Respectfully Submitted,  
Dr. Reva Gershen-Lowy

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**Next Meeting: Tuesday, March 4, 2025, at 4:30 PM**

*Submitted by Nicole Morrissey, CheckBox Pro Consultant*