APPROVED

Cardinal McCloskey Community Charter School

Minutes

Board Meeting

Date and Time
Tuesday March 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

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

Trustees Absent
Carolyn Telesmanich

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

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Dr. Reva Gershen-Lowy called a meeting of the board of trustees of Cardinal McCloskey Community Charter School to order on Tuesday Mar 4, 2025 at 4:31 PM.

C. Approve Agenda

Directors reviewed the proposed agenda for the March 2025 board meeting.
Dr. Reva Gershen-Lowy made a motion to approve the agenda as presented.
Angel Audiffred seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes

Mr. McCarthy presented the minutes from the February 4, 2025 board meeting.
Angel Audiffred made a motion to approve the minutes from Board Meeting on 02-04-25.
Dr. Reva Gershen-Lowy 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:

- The Sanctuary certification visit is tentatively scheduled for either 6/5-6/6 or 6/11-6/12 this June 2025. The school will be providing a one-page narrative for each standard, detailing how the standard was met.
- Recruitment for SY2526 has yielded 212 applications so far. Mailers will be sent at the end of the week, and spring open houses are scheduled.
- All current fifth graders have applied for middle school.
- Summer Boost program application has been submitted for July 2025. Included will be classroom renovations and additional technology staffing.
- February Test Prep Academy has been completed. 90 students in grades 3-5 attended.
- The school has received LSI, the local support designation, which applies to all subgroups as well.
    - Recent comparison data shows that CMCCS outperformed both District 10 and the Bronx in both ELA and math.
    - The fifth grade revamp this year has proven successful.
    - Jill Shehan shared that the SUNY Committee on Charter Schools recently met and determined that CMCCS outperformed schools that recently received 5-year renewals.

- The SUNY visit is scheduled for 4/30, and the team has already begun preparing for their visit.
    - Data must be uploaded to Epicenter. Approximately 85% of the data has been reviewed and is ready to be uploaded. The data will be shared with the board prior to 4/2 for review.
- The lottery is scheduled for the first week of April, likely 4/2.
- Job postings have been posted to Indeed, the most reliable outlet, for additional IT support.

III. Committee Reports

A. Academic Committee

Academic Committee Report: Dr. Williams Ursillo

Dr. Ursillo, Chair of the Academic Committee, presented the February 2025 Academic Committee report. Keynotes included:

- Dr. DeVivio reviewed the Principal's Report, including the comparative analysis of the recent data between CMCCS performance and District 10 and the Bronx.
- The Sanctuary certification process was discussed. Ms. Ibet Hernandez shared her confidence in the school's readiness. Committee members discussed how the committee could help prepare the school for the visit.
    - The committee will devote the next meeting to reviewing the Growth for Success plans. Ms. Fortunata Lardo-DiMarco and Ms. Hernandez will support the process.
- The committee also discussed visiting the school to spend time in classrooms and observe systems to determine how to best support the certification process.

B. Finance Committee

Finance Committe Report: Dr. Reva Gershen-Lowy

Dr. Gershen Lowy, Chair of the Finance Committee, presented the February 2025 Finance Committee report. Keynotes included:

a. ***January 2025 PA Account Bank Reconciliation***
b. January 2025 Money Market Account Statement
c. January 2025 Monthly Financial Report
d. Committee Review of the Form 990
e. Introduction of Svetlana Gnesina
f. Proposal for Funds Transfer to Money Market Account
g. Discussion of Building Maintenance

***January 2025 PA Account Bank Reconciliation*:** Ms. Cruz reviewed the PA account financials for January 2025.

- There has been no activity on the account since the prior report.
- The current balance is $4,300.45.

***January 2025 Money Market Account Statement*:** Ms. Cruz reviewed the January 2025 Money Market account statement.

- There has been no activity on the account.

***January 2025 Monthly Financial Report*:** Ms. Leslie Cruz reviewed the financials as of January 31, 2025.

- Projected cash on hand is approximately 6 months.
- Enrollment is based on the March/April per pupil invoice. There are currently 447 students enrolled.
    - Enrollment changes in Yonkers and from February invoice.
    - Budgeted enrollment is 450, causing the variance.
- Major changes since prior report include:
    - Salary and payroll tax changes due to open positions.
    - Student uniform expenses have increased and are overbudget.
    - Repairs and maintenance expenses have increased.
    - Net assets are underbudget but still very close to budgeted numbers.

***Committee Review of the Form 990*:** Dr. Gershen-Lowy shared that the Finance Committee reviewed the Form 990 and is recommending the full board approve as presented.

- Ms. Cruz provided a summary of the 990 and highlighted the clean FY24 audit.
- The tax form needs to be submitted so filing can be completed. Once approved, Dr. DeVivio will obtain signatures, and the auditors will file with the IRS.

Angel Audiffred made a motion to accept the Form 990 report for FY24.
Dr. William Ursillo seconded the motion.
The board **VOTED** unanimously to approve the motion.
***Introduction of Svetlana Gnesina*:** Dr. Gershen-Lowy introduced Ms. Svetlana Gnesina who will be taking over for Ms. Cruz during her leave. She is an Associate Director for CSBM.
Proposal for Funds Transfer to Money Market Account: Dr. Gershen-Lowy shared that CSBM will be presenting a proposal for the transfer of funds from the operating account to a Money Market account. Any questions posed by Directors will be answered within the proposal. CSBM will present the proposal to the Finance Committee for discussion and will share in the next board meeting.
Mr. McCarthy recommended the decision occur on a parallel track with the FY26 proposed budget. Additionally, the requests were made to include rationale for capital or

lease requirements, options for what other schools are doing with excess funds, and additional secure ways to move money from the operating account.
Discussion of Building Maintenance: Dr. Gershen-Lowy shared that the committee is working through building maintenance and concerns for repairs. Dr. Gershen-Lowy and Dr. DeVivio will discuss next steps.

Ms. Cruz left the meeting at 4:59 PM.

C. Governance Committee

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

Mr. McCarthy, Chair of the Governance Committee, reported that the committee did not meet for February 2025. The committee is working with Mr. Jeff Wasbes to finalize the principal evaluation process and codify the strategic goals for the school.

IV. Partner's Report

A. Partner's Report: Dr. Ursillo

Dr. Ursillo presented the CMCS/CMCCS Partner's Report for February 2025. Keynotes included:

- The clinic is currently serving ten students at CMCCS.
- CMCS will continue to offer assistance and support the Academic Committee and school leadership with Sanctuary certification, particularly from Ms. Hernandez and Ms. Lardo-DiMarco.
- Growth for Success plans will be reviewed at the next Academic Committee meeting.
- Remaining grant money is earmarked for purchasing gym clothes and snacks for test administration in the spring.
- CMCS and CMCCS are currently reviewing shared expenses, and leases are ready to be finalized.

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V. Other Business

A. Update

Mr. McCarthy highlighted that the Directors and school team will be meeting with Mr. Wasbes next week to plan a visit by the authorizer to the school. The CSI interview of the full board will be planned soon, and details will be shared as received. Mr. McCarthy will send the link to register for the National Charter Schools Conference in Orlando this summer for anyone interested in attending.

VI. Closing Items

A. Adjourn Meeting

Angel Audiffred made a motion to adjourn the meeting.
Dr. Reva Gershen-Lowy 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 5:04 PM.

Respectfully Submitted,
Nicole Morrissey

Next Board Meeting: Tuesday, April 1, 2025, at 5:00 PM