



**Cardinal McCloskey Community Charter School
Board of Trustees**

Board Meeting Minutes

September 13, 2022

1.0 The meeting was called to order by Mr. James McCarthy, Chairperson, at 6:02 p. m.

2.0 Roll Call: Was taken by Dr. Reva Gershen-Lowy

Board Members: Mr. Jim McCarthy, Dr. Reva Gershen-Lowy, Dr. William Ursillo, Dr. Audrey Erazo-Trivino, Sister Patricia, Mr. Angel Audiffred and Ms. Jennifer Vasquez

Excused: Ms. Dunica Charles

Charter School Staff: Jennifer Fedele, Christian Adamkiewicz, Grace Bendick and Jacqueline Herran

CMCS Partners: Kamlesh Singh and Christine Monroe

Guests: Margie Medina and Leslie Cruz

3.0 Motion to approve today's agenda – September 13, 2022 – Mr. McCarthy requested the agenda be amended to include a discussion on the SAFE program. All Board members approved.

A motion to approve the September 13, 2022 agenda was duly made by Angel Audiffred, seconded by Dr. Reva Gershen-Lowy and carried unanimously; the agenda was approved and accepted.

4.0 Approval of Minutes

4.1 Motion to approve the minutes of the July 12, 2022 meeting

A motion to approve the minutes from the July 12, 2022 Board Meeting was made by Angel Audiffred, seconded by Dr. William Ursillo and carried unanimously; the motion was approved and accepted.

4.2 Motion to approve the minutes of the August 15, 2022 meeting

A motion to approve the minutes from the August 15, 2022 Board Meeting was made by Angel Audiffred, seconded by Dr. Audrey Erazo-Trivino and carried unanimously; the motion was approved and accepted.

5.0 Principal Report – Ms. Fedele provided the Board members with the Principal’s Report for their review. Below are some highlights from the report.

- The Summer School program was a huge success with approximately 147 students enrolled. The Charter School received funds from the Bloomberg Boost Grant that was used to run the Summer School program. The areas targeted in the program were ELA and Math, STEAM and physical education classes.
- Ms. Fedele provided an update on the instructional staff and reviewed the areas where there are position vacancies. Staff recruitment is ongoing.
- Ms. Fedele noted there are currently 144 students enrolled for the 2022-2023 school year. Seventy-nine students have IEP’s and there are approximately 80 ELL students. Student recruitment is ongoing. There are three classes for each grade K-4.

Committee Reports - There were no committee reports presented at the meeting this month. Below is a list of the Committees and the Board members assigned to each Committee:

Academic/Sanctuary Committee

- Dr. William Ursillo – Chair
- Dr. Reva Gershen-Lowy
- Dr. Audrey Erazo-Trivino
- Sister Patricia
- Dunica Charles

Finance Committee

- Dr. Reva Gershen-Lowy - Pro-Temp Chair
- Angel Audiffred
- Jennifer Vasquez
- Dunica Charles

Governance Committee

- Jim McCarthy - Chair
- Dr. Reva Gershen-Lowy
- Dr. William Ursillo

6.00 Finance Committee Report – Dr. Gershen-Lowy thanked Ms. Leslie Cruz, CSBM Representative, for providing the Board members with the comprehensive reports that are included in the Board meeting packet. Ms. Cruz presented an overview of the ARP Report, ESSER 1 Report, ESSER II Report and the Budget vs. Actual for FY 22.

Ms. Cruz summarized the key points of the Budget vs. Actuals for FY 22 and reviewed the various areas in the budget where the savings and over-budget items occurred. Most of the savings had to do with the vacant staff positions. The school budget was under-budget by approximately \$475,000. Due to the amended lease, the over-budget items affected were facility operations, utilities and maintenance as well as the increase in the rent. The results of the FY 22 budget showed a surplus of approximately \$978,000.

Dr. Gershen-Lowy asked about the \$300,000 CSP Grant that is still in question. Ms. Cruz explained since the \$300,000 was not received in the FY 22 budget the \$300,000 will be included in FY 23 budget. More information will be presented at the next meeting.

Mr. McCarthy requested that the Finance Committee work on preparing an amended budget for the Board to review. This should reflect tighter percentages especially with the added enrollment.

Dr. Gershen-Lowy provided an update on the audit report and noted the audit package has been released to the auditors and CSBM (Charter School Business Management) is working on any open items and the results should be back this week. The Board will be updated on the progress. Mr. McCarthy stated the report has to be submitted by the end of the month.

Mr. McCarthy discussed the 2023 SAFE Plan and asked the Board to make a motion to allow the Chair of the Board of Trustees act on their behalf to review and approve the plan. The SAFE Plan has to be submitted by the end of the month. All Board members approved.

Motion to approve the Chair of the Board of Trustees to act on their behalf to approve the 2023 SAFE Plan

A motion to approve the Chair of the Board of Trustees to act on their behalf to approve the 2023 SAFE Plan was duly made by Angel Audiffred, seconded by Dr. William Ursillo and carried unanimously; the motion was approved and accepted

7.0 New Business

- Mr. McCarthy discussed engaging Board Docs as the portal to house all board documents. The cost is approximately \$12,000. All documents pertaining to the School and Board can be stored there including the annual evaluation for the Principal. All Board members will have access to the account to review the uploaded documents.
- Updating of the school website is in process. Board members should review the website and contact Mr. Christian Adamkiewicz and Ms. Jacqueline Herran if they have any recommendations. In addition, all Board members should submit a photo of themselves that will be uploaded into to the Board section on the Charter School website.
- Mr. McCarthy will be arranging a Board Retreat that will be held on a Saturday, possibly at the end of the month. More information to follow.

12.0 Public Comment - N/A

14.0 Adjournment

A motion duly made by Sister Patricia, seconded by Dr. William Ursillo and carried unanimously; the meeting adjourned at 6:29 p.m.

Next meeting is scheduled in person for October 11, 2022 at 6:00 p.m.