Cardinal McCloskey Community Charter School

Board of Trustees Meeting Minutes

October 8, 2025

- **<u>Opening Items</u>**

- **Call to Order**

The meeting was called to order at 3:30 PM by Mr. James McCarthy. The Chairman greeted all Directors and guests.

- **Roll Call**

Roll call was conducted by Dr. Bill Ursillo.

	Present	Absent	
James McCarthy	X		
Angel Audiffred	X		
Dr. Reva Gershen-Lowy	X		
William Ursillo	X		
Sr. Patricia Broderick		X	
Carolyn Telesmanich	X		(virtual, no vote)
Happy Laskar	X		

Charter School Staff: Dr. Mary Anne DeVivio, Christian Adamkiewicz, Jerry Sgambati, and Lynsey Bailey

Guests: Kamlesh Singh, Svetlana Gnesina, Jimmy Vora, Adam Cole, Beth Finnerty, and Nicole Morrissey

- **Approval of the October 2025 Board Meeting Agenda**

Directors reviewed the proposed agenda for the October 2025 board meeting. Mr. Angel Audiffred motioned to approve the agenda as presented with an amendment to consider formal acceptance of the cell phone policy. Sr. Patricia seconded. All aye and the motion carried unanimously.

- **Approval of the September 2025 Board Meeting Minutes**

Mr. McCarthy presented the minutes from the September 9, 2025, board meeting. Dr. Gershen-Lowy motioned to approve the minutes as submitted, Dr. Ursillo seconded, and the motion carried unanimously.

Mr. McCarthy motioned to approve the executive session minutes as presented. Dr. Gershen-Lowy seconded, and the motion carried unanimously.

- **Principal's Report**

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

- The school has acquired a new food service vendor, Butter Beans Kitchen.
- Current enrollment is 463 students. ADA is at 94%. Tardiness is decreasing as bus routes are more stable.
- The school team will be presenting about math growth success at the NY Charter Schools Conference in Rochester, NY, on 10/16.
- Recent comparative reports demonstrate that CMCCS is outperforming NYS, NYC, the Bronx, and CSD10 in ELA and math on SY2425 NYS testing.
- New report cards are being implemented that are aligned more closely to state standards. An example was reviewed.
- The cell phone policy has been approved by school counsel. The policy has been communicated to families and supplies have been prepared. Communications in emergency scenarios were reviewed.

- **Committee Reports**

- **Academic Committee Report: Dr. Bill Ursillo**

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

- Dr. DeVivio reviewed summer professional development highlights.
- The school team received the Sanctuary certification report and is planning to meet with reviewers to discuss how data-driven instruction and Sanctuary standards were embedded into the curriculum.
- The committee discussed the new report card structure.
- BOY benchmark testing has been completed, showing positive trends from fall to fall.
- The committee reviewed the cell phone policy and discussed the implementation plan.
- Members discussed the meeting schedule and goals for the year.

Directors discussed the renewal application submission timeline, possible grade-level expansion proposal, and the potential for application support to be outsourced.

- **Finance Committee Report: Dr. Reva Gershen-Lowy**

Dr. Gershen-Lowy, Chair of the Finance Committee, welcomed audit firm representatives from BDO, Jimmy Vora and Adam Cole, to share the audit report findings from the 23-24 financials. Mr. Vora shared the following keynotes from the audit report:

- Cash has increased from the prior year due to an increase in per pupil funding.
- There has been a decrease in lease liabilities.
- Overall revenues have increased slightly; Title finds and ESSER monies decreased.
- Payroll salaries have increased.
- Per pupil spending has increased slightly, from $24,000 to $27,000.
- The objective was to obtain reasonable assurance that the financials are free from misconduct.
    - There was no change in audit strategy.
    - There were no corrected misstatements nor uncorrected misstatements.
    - There was no material weakness found.
    - There were no significant findings or issues to report.
    - BDO has been confirmed as independent.
    - No fraudulent behaviors found.

Mr. Vora welcomed questions or comments if directors had anything they wanted to report. There were no questions or comments.

BDO will join the next Finance Committee meeting to review the report, and the committee will make a recommendation to the board.

Dr. Gershen-Lowy presented the September 2025 Finance Committee report. Keynotes included:

- The new food vendor budget implications will be discussed at the next committee meeting. Mr. Maison Vega has been invited to join.
- The Financial Policies and Procedures Manual (FPPM) will be reviewed for any necessary updates.
    - Ms. Svetlana Gnesina shared that CSBM will not be available to review the manual until CSBM receives an executed contract.
- September 2025 financial statements were reviewed by the committee.
    - As of August 30, 2025, the cash balance was $8.89M, including the Metropolitan checking account, Money Market account, and escrow.
- All standard operations are in order.
- The checking account balance is $3.1M.
- The Metropolitan Money Market account balance is $5.3M. There has been no recent activity other than interest accrual.
- ARP and all Title funds have been received. The outstanding receivables include the second payment for the Summer Boost program.
- The PA account has been closed and supporting documentation is on file.

Ms. Gnesina confirmed that the audited financials must be approved by October 31, 2025, to submit to the state before the November 3, 2025, deadline. The audit report was just received this week.

Mr. McCarthy made a motion to accept the BDO audit report as presented, pending approval by the Finance Committee before the November 3rd deadline. Dr. Ursillo seconded, all aye, and the motion carried unanimously.

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

Mr. McCarthy, Chair of the Governance Committee, presented the September 2025 Governance Committee report. Keynotes included:

- The committee discussed the realtor nomination and selection process.
- Other business was addressed, including the board's staff celebration, audit approval, and committee strategic goals for the year.

- **Partner's Report**

There was no submission of the CMCS/CMCCS Partner's Report for October 2025.

- **Action Items**

- **Selection of Realtor Agency**

Mr. McCarthy shared the realtor agency submissions. The school wants to consider all potential options for the building and location for next school year as the current lease ends in June 2026.

Directors discussed the necessity to make the most economical decisions while keeping students and families in their best interest. The team is exploring all viable options.

Mr. McCarthy motioned to enter executive session to discuss a contract issue and seal the minutes, and invited the CMCCS school team and guests to join. Mr. Audiffred seconded, all aye, and the motion carried unanimously. Executive session began at 4:03 PM. Mr. McCarthy motioned to end executive session and re-enter open session. Sr. Patricia seconded. The motion carried unanimously. Open session began at 4:56 PM.

- **New Business**

Mr. McCarthy motioned to approve the cell phone policy as presented. Mr. Audiffred seconded, all aye, and the motion passed unanimously.

- **Public Comment**

Ms. Beth Finnerty, CEO and President of CMCS, asked for clarification about the NYS state test scores and level distinctions. She requested the BDO presentation be reviewed to ensure there was no mention of deficiencies on the audit as there were no confirmed findings.

- **Adjournment**

Mr. McCarthy motioned to adjourn the meeting, and Dr. Ursillo seconded. The motion carried unanimously, and the meeting was adjourned at 5:11 PM.

Next Meeting: ***The next board meeting will be Wednesday, November 5, 2025, at 3:30 PM.***

Submitted by Nicole Morrissey, CheckBox Pro Consultant