Cardinal McCloskey Community Charter School
Board of Trustees Meeting Minutes
November 4, 2026

I. Opening Items

A. Call to Order

The meeting was called to order at 3:40 PM by Mr. Angel Audiffred.

B. Roll Call

Roll call was conducted by Ms. Happy Laskar. A quorum was established.

	Present	Absent
Angel Audiffred	X	
Dr. Reva Gershen-Lowy	X	
Dr. William Ursillo	X	
Carolyn Telesmanich	X*	
Happy Laskar	X	

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

Guests: Nicole Morrissey

C. Approval of the November 2026 Board Meeting Agenda

Directors reviewed the proposed agenda for the November 2026 board meeting. Dr. Gershen-Lowy motioned to approve the agenda as presented. Ms. Telesmanich seconded. All aye, and the motion carried unanimously.

D. Approval of the October 2026 Board Meeting Minutes

Mr. Audiffred presented the minutes from the October 7, 2026, board meeting. The directors reviewed the minutes and discussed revisions to the executive session section and corresponding time references. Dr. Ursillo motioned to approve the minutes as amended, Dr. Gershen-Lowy seconded, and the motion carried unanimously.

II. Principal's Report

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

- **Academic Progress:** Students remain on track with assessments. Exit tickets are being administered, and end-of-chapter assessments are underway. Laptops were provided for remote learning, with only one student experiencing login difficulties. The school is launching the e2 application to monitor student screen time and online activity. All

**virtual due to medical waiver*

English Language Learner (ELL) and special education students have been placed, and Response to Intervention (RTI) letters have been sent to families.

- **Enrollment and Attendance:** Current enrollment is 460 students, with average daily attendance (ADA) at 92%. November 3 was designated as a remote learning day.
- **Parent-Teacher Conferences:** Conferences are scheduled for November 18–19, with both virtual and in-person options available on each day.
- **Staffing:** All positions are filled. Classrooms have two teachers, with teaching assistants supporting Integrated Co-Teaching (ICT) classrooms. Kindergarten is organized into four sections, with 18 students in each classroom.
- **SUNY Review and Student Outcomes:** The school received positive feedback regarding student engagement, behavior, and overall school culture. The constructive feedback emphasized the importance of demonstrating measurable student outcomes and monitoring the effectiveness of newly implemented programs to ensure students remain actively engaged in their learning.
- **Our Lady of Refuge (OLR):** Building improvement work has commenced, including electrical wiring and network upgrades. Maintenance work is occurring three days per week.
- **FDNY Requirements:** The school was asked to submit a Letter of No Objection related to the use of basement space for music and art instruction. The school is evaluating alternative classroom arrangements should the proposed use not be approved.
- **School Community Event:** The annual Character Day Parade was held on October 3.

III. Committee Reports

A. Academic Committee Report: Dr. Bill Ursillo

Dr. Ursillo, Chair of the Academic Committee, presented the committee report for the October 2026 meeting. Keynotes included:

- No formal committee meeting was held. The Committee participated in a mock interview as preparation for the SUNY renewal visit in October.

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

Dr. Gershen-Lowy, Chair of the Finance Committee, presented the committee report for the October 2026 meetings. Keynotes included:

- No formal committee meeting was held. The Committee participated in a mock interview as preparation for the SUNY renewal visit in October.
- The Board reviewed the September 2026 financial reports provided by CSBM. The school reported approximately $6.4M in cash on hand, representing more than three months of operating reserves and reflecting a strong financial position.
- The Board also reviewed Metro Bank account activity, including a $500,000 withdrawal for transfer to the operating account. Mr. Sgambati provided an explanation of the transaction. A request was made to include explanatory notes or asterisks in future financial reports to clarify significant withdrawals and transfers.

C. Governance Committee Report: Mr. Angel Audiffred

Mr. Audiffred, Chair of the Governance Committee, presented the committee report for the October 2026 meeting. Keynotes reflected the items included on the meeting agenda for today.

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IV. Discussion

A. School Safety and Security Protocols

Mr. Audiffred led the Directors in a discussion about the school's entrance procedures and requested that Dr. DeVivio review the existing entrance policy and protocols to ensure appropriate safety measures are in place.

The school is developing a unified safety plan and strategy. Current procedures include two staff entrances and a separate entrance for the Head Start program, which is staffed by a security guard. Additional options for strengthening building security are under consideration with CMCS and CMCSS operational and safety teams.

B. FDNY Inspection

The Board discussed the recent FDNY request for a Letter of No Objection regarding the proposed use of basement space for music and art instruction. Dr. DeVivio and Mr. Adamkiewicz have addressed the request. The building's age and other relevant considerations are being reviewed, with an anticipated response within approximately three and a half weeks.

Alternative instructional arrangements have been identified should the proposed use not receive approval.

C. CMCS/Governance Updates

The Board discussed pending governance and bylaw changes required at the CMCS level. These changes have not yet been completed, raising concern given the approaching deadline established by CSI.

CMCS has verbally agreed to remove the sole membership provision. Additional surveys regarding potential school expansion are planned, including a survey of families during the upcoming Parent-Teacher Conferences. A public hearing regarding expansion is scheduled for December 2.

The Board discussed a lease agreement letter sent by CMCS regarding the Aquinas building. Due to the current sole membership structure and the resulting conflicts of interest, the Board determined that it could not formally consider or act upon the letter at this time.

Mr. Audiffred will circulate the draft letter among the Board. Any future consideration of the matter would need to be contingent upon the removal of the sole membership provision and confirmation that the Board has the appropriate authority to act.

The Board discussed the timeline for completing the required bylaw amendments. November 21 was identified as the deadline for CSI to facilitate the necessary changes for submission to the SUNY Trustees, with a related December deadline also noted.

The next step is for CMCCS legal counsel to prepare a letter to CMCS outlining the actions needed to advance the required governance changes.

V. New Business

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A. 2027 Board Meeting Schedule

The Board discussed the possibility of adjusting meeting times beginning in 2027. A later meeting time, potentially 5:00 PM, was raised for consideration. The time had changed in the past to allow board members to travel long distances as well as to be present in the school building during operational hours. No decision was made, and the matter will be revisited.

B. Holiday Board Dinner

The Board discussed holding a Board dinner in December. A date is still to be determined.

C. Upcoming Committee Meetings

School staff has a conflict on November 19. The Academic and Finance Committee meetings will be rescheduled for November 17.

D. Acknowledgements

The Board congratulated Dr. DeVivio for her recent recognition, and the hard work and progress being made by the school.

VI. Partner's Report

There was no Partner's Report presented this month.

VII. Public Comment

There was no public comment.

VIII. Adjournment

Dr. Ursillo motioned to adjourn the meeting, and it was seconded by Ms. Laskar. The motion carried unanimously, and the meeting was adjourned at 4:34 PM.

Next Meeting: ***The next board meeting will be Wednesday, December 2, 2026, at 3:30 PM.***

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Submitted by Nicole Morrissey, CheckBox Pro Consultant