

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, November 15, 2017
Meeting Site: Days Park Campus**

Trustees Present: Mimi Barnes-Coppola; Marguerite Battaglia; Jennifer Bernacki-Smith; Kathy Franklin-Adams; Matthew Moscati; Pamela Pollock; Natalie Stoyanoff

Trustees Excused: Matthew Ryan; Elizabeth Santacrose

Trustees Absent: None

Others Present: Danielle Bruno, Director, EVCS Days Park; Kathy Jamil, Director, EVCS Hertel; Elizabeth Evans, EVCS Operations Manager; Anne Wechsler, EVCS Academic Program Coordinator; Lisa Kirisits, EVCS Accountant; Lorry Goldhawk, Triple Track, HR Consultant

CALL TO ORDER

Board Chair, Mimi Barnes Coppola, called the meeting to order at 6:06 PM. She presented the agenda. There were no changes.

MINUTES

Minutes of the Elmwood Village Charter Schools Board of Trustees meeting held on October 18, 2017, were presented. **Jen moved and Kathy seconded that the minutes be accepted as presented. Approved unanimously.**

TREASURER'S REPORT

Lisa Kirisits presented the financials from the four months ending October 31, 2017. In summary, for the four months ended October 31, 2017, EVCS showed a decrease in net assets of (\$212,808) vs. a budgeted decrease in net assets of approximately (\$790,189). The result is a favorable variance of approximately \$577,381. Additional details available in full report. Full wind-down of merger related financials is expected in late December or early January. It was noted that the Days Park Campus and the Hertel Campus have separate TRS Codes and BEDS Codes.

Policies and procedures regarding check signing were discussed. Requiring a second signatory on all checks serves as an important internal control function for reviewing cash disbursements. The written guidelines will be reviewed and outlined for later Board approval. **Marguerite moved and Natalie seconded that the Financial Report be accepted. Approved unanimously.**

BUILDING UPDATES

Liz Evans gave the building update in the absence of Owner's representative, Colby Smith. The air-conditioning system was mistakenly omitted from the original contract for the Hertel remodel. Mr. Smith will get pricing estimates and proceed with the system. He is still working on the balance of heating, etc. at the Hertel building.

DIRECTOR'S REPORTS

Days Park

Danielle Bruno gave the Director's Report for EVCS Day Park:

Personnel

Resignation: Amber Coriale, Spanish Teacher

Hire: Stephanie Bond, Spanish Teacher

B.A. Education - Niagara University

M.S. Education - (Curriculum & Instruction/TESOL) - University of the Southwest

NYS Certifications: Spanish Grades 5-12; Childhood Education Grades 1-6

Ms. Bond will begin at EVCS on December 4, 2017. During the interim, Chelsy Karcher is serving as a guest teacher. She is conducting lessons in American Sign Language for 4 weeks.

Ms. Karcher is a certified ASL Teacher. She comes recommended by the Canisius College Department of Education. **Matt Moscati moved and Kathy Franklin Adams seconded that the proposed hiring of Stephanie Bond be approved. Approved unanimously.**

Evening at Days Park

On behalf of the entire faculty and staff at EVCS, Danielle expressed gratitude to Liz Santacrose and all of the volunteers for organizing and executing a successful annual fundraiser on October 14th. The school is indebted to them and to the many parent volunteers for the time, energy, and effort that they devote to supporting the school. She also thanked the Board of Trustees, corporate sponsors and donors for their generosity.

Human Resources Update

EVCS administration has been collaborating with Lawley Insurance, Triple Track HR Partners, and Kirisits & Associates to gather information regarding the new Paid Family Leave Act in New York State. Charter Schools are exempt from providing this benefit to employees; however, the school may elect to offer it if the Board so chooses. Ms. Lorry Goldhawk, HR Consultant, is present this evening to discuss the pros and cons of PFL with the Board as well as the cost to EVCS should the Board decide to offer this benefit to employees. (See attachment.)

Administrative personnel will further research this proposal and report to the Board.

Academic Report

STAR testing in reading and mathematics has been completed for all grade levels. Data Meetings haven conducted with all teachers to review student assessment data, set student achievement/progress goals, and make decisions. regarding Academic Intervention Services and referrals to the Committee on Special Education. (See attachment.)*

Calendar Notes

November 17 -	Whole School Morning Meeting and End of First Trimester
November 21 -	Thankful for EVCS Potluck Dinner (5:30 PM)
November 23,24 -	Thanksgiving Holidays
Nov. 27 - Dec. 2 -	Book Fair
November 28 -	Picture Retake Day
November 30 -	Family Heritage Night (Shared Event) - 6:00 PM at Hertel Campus
December 8 -	Early Dismissal and Professional Development Day
December 21 -	Whole School Morning Meeting
Dec. 25 - Jan. 1	Winter Recess and New Year's Day Holiday

*STAR Assessment Summary - Reading

Student proficiency in Grades K-1 is reported by Level. Students may score in the Early Emergent, Late Emergent, Transitional, and Probable Reader ranges.

STAR Assessment Summary (Beginning of Year)					
READING					
Grade	Urgent Intervention	Intervention	On Watch	At/Above Benchmark	
Grade K	8%	19%	14%	59%	
Grade 1	13%	17%	14%	56%	
Grade	Level 1	Level 2	Level 3	Level 4	Proficient
Grade 2	48%	29%	20%	3%	23%
Grade 3	29%	29%	29%	13%	42%
Grade 4	17%	38%	23%	23%	46%
Grade 5	20%	49%	14%	18%	31%
Grade 6	16%	47%	18%	18%	37%
Grade 7	9%	51%	18%	11%	29%
Grade 8	18%	14%	59%	9%	68%

STAR Assessment Summary - Math

Kindergarten students do not take the STAR Math assessment in September.

STAR Assessment Summary (Beginning of Year)					
MATH					
Grade	Level 1	Level 2	Level 3	Level 4	Proficient
Grade 1	40%	33%	19%	8%	27%
Grade 2	38%	39%	10%	14%	24%
Grade 3	19%	44%	27%	10%	37%
Grade 4	35%	27%	17%	21%	38%
Grade 5	35%	33%	24%	8%	32%
Grade 6	20%	47%	22%	10%	33%
Grade 7	32%	39%	25%	5%	30%
Grade 8	18%	36%	45%	0%	45%

The beginning of year assessment scores for 2017 are aligned with the average scores over the last three years. These initial scores provide us with a baseline from which we are able to make instructional decisions and begin to measure student growth.

Hertel

Kathy Jamil gave the Director's Report for the Hertel Campus:

Staffing

No staffing changes have taken effect since the October meeting.

The shared administrators' workload has significantly increased with working between the two buildings. A proposal for a part-time Administrative Assistant position to assist them with office-related tasks is being drafted for the board's approval. We are looking at potential funding sources, developing a job description, and how to best organize the estimated 10-12/hour a week position to support the shared administrators.

Academics

After grade-level teams' review of the data from the STAR assessments and other factors, Academic Intervention Services were scheduled for students with the greatest need (13%). Students are being pulled for explicit instruction and the AIS teacher is pushing in to provide supports as well.

Behaviors

Mr. Walsh has completed three Function Behavior Assessments, Behavior Intervention Plans, and reviewed them with the teachers, including special area teachers. He is doing observations to ensure implementation and supporting the teachers as needed. There are four other urgent plans he will be completing for our Tier 3 students. He has worked with individual teachers for multiple Tier 2 students, providing them with strategies, and scheduling positive breaks in the Wellness Room. The Student Support Team (SST) systems are in place from the initial request from teachers for supports through 18 weeks of progress monitoring and follow-up reviews. Procedures were put into place for long-term suspensions, a fair hearing process, and when applicable for Special Education students, a Manifestation Determination Review (MDRs). Mr. Walsh will be providing a monthly behavior report on calls for assistance and behavior referrals to monitor the progress the intervention strategies are having.

Events

November 27-31 Book Fair

November 30 Family Heritage Night 6:00-7:30 pm

SIBLING PREFERENCE DISCUSSION

A policy regarding siblings of students registered at EVCS Hertel, who would be eligible to enroll in grades **not yet offered** at EVCS Hertel, was presented. Such students will be eligible for sibling preference in those grades at EVCS Days Park. Sibling preference will not be honored between campuses if the sibling is in a grade level being offered at EVCS Hertel.

The order of preference for admission at EVCS Days Park is:

1. Siblings of students at EVCS Days Park
2. Children of employees at EVCS Days Park
3. Siblings of students at EVCS Hertel

This policy will expire when EVCS Hertel adds its 8th grade class (2023-2024)

BOARD OF TRUSTEES ANNUAL RETREAT

Mimi announced that it was time to schedule the Annual BOT Retreat. Possible topics and discussion leaders were suggested. A Survey Monkey internet questionnaire will be used in an effort to identify a satisfactory date in January.

PARENT REPRESENTATIVE RECRUITMENT

Now that EVCS Hertel is up and running, it is time to elect a Parent Representative to the EVCS BOT from the parent body at that campus. Mimi has sent a recruitment letter to parents of students at the Hertel Campus. Mimi, Marguerite and Liz will continue to work on the process.

COMMUNITY ASSOCIATION UPDATE

Parent Representative, Liz Santacrose was not available. Danielle reported that the CA had met recently and there were no significant issues. A Scholastic Book Fair begins Nov. 27, and a major goal is to acquire more books for the Hertel Campus.

ANNOUNCEMENTS / NEW BUSINESS

Danielle noted that there have been some parent complaints about school lunches. There is a new Director of Food Services. An effort is being made to include fresher fruit and vegetable choices and also to insist that all food be labelled regarding potential allergens.

Kathy Franklin-Adams moved and Natalie seconded that the meeting be adjourned. Approved unanimously. The meeting was adjourned at 8:28 PM.

Respectfully Submitted,
Pamela Pollock

**Future meetings - All meetings to begin at 6:00 PM: Dec. 20, 2017; Jan. 17, 2018; Feb. 14, 2018*; Mar. 21, 2018; April 18, 2018; May 16, 2018; June 20, 2018; July 18, 2018

*February meeting the 2nd Wednesday.

