

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, December 20, 2017
Meeting Site: Hertel Campus**

Trustees Present: Mimi Barnes-Coppola; Marguerite Battaglia; Kathy Franklin-Adams; Matthew Moscati; Pamela Pollock; Matthew Ryan; Elizabeth Santacrose

Trustees Excused: Jennifer Bernacki Smith; Natalie Stoyanoff

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; Karen Burhans, Kirisits & Associates, EVCS Accountant; Colby Smith, EVCS Owners' Representative

CALL TO ORDER

Board Chair, Mimi Barnes Coppola, called the meeting to order at 5:59 PM. She presented the agenda for the meeting which was modified to include a report on the status of the school's relationship with the Delaware Soccer Club.

MINUTES

Minutes of the Elmwood Village Charter Schools Board of Trustees meeting held on November 15, 2017, were presented. **Marguerite moved and Liz Santacrose seconded that the minutes be accepted with the modification of a typographical error in the Director's report from the Hertel campus. Approved unanimously.**

TREASURER'S REPORT

Matt Moscati reported that he has reviewed the check signing procedures with the accountants several times. Best practices and procedures have been discussed. He presented the following Statement:

**Elmwood Village Charter Schools
Second Signer (BOT Member) Responsibility**

General

The organization requires that all checks be countersigned by a second individual acting as a dual signatory on all checks. This process serves as an important vital internal control function whereby all cash disbursements are being reviewed and approved by a second individual who is independent of initiating and authorizing cash disbursements and the processing of checks.

All disbursements made payable to either one of the School Leaders should be signed by two BOT members.

Roles and Responsibilities

1-All checks presented for payment should be supported by adequate supporting documentation to facilitate proper approval of the disbursement. Adequate supporting documentation should include copies of vendor invoices (not vendor statements) and all supporting documentation, including evidence of location of site where the expense is to be charged. When the expense is to be shared

between locations, both directors will sign off as evidence of acceptance of their share of the expense. Original invoices are to be maintained by Kirisits & Associates, CPAS, PLLC, office until such time that they are archived and returned to EVCS.

2- The check shall be compared to the vendor invoice noting that the payee and the amount on the check agree to the vendor invoice presented for payment. The vendor invoice should be effectively cancelled upon payment (i.e. marked with a "paid" stamp).

3- The expenditure shall be reviewed to the extent that expenditure appears reasonable and necessary in light of all known circumstances. The vendor being used should be reviewed to determine if it is a reasonable vendor to be used in consideration of the nature of the business (i.e. no unusual vendors should be used or vendors that have been prohibited from being used by the Board).

4- A new vendor list is available for Board review.

Matt Ryan moved and Marguerite seconded that the Second Signer policy be accepted. Approved unanimously.

Karen Burhans and Matt Moscati discussed the status and continuing fluctuation of assets and liabilities as they relate to the process to the two schools becoming one. When the process has been completed, documentation will be attributed to the Days Park Cost Center or the Hertel Cost Center. Matt requested that there be a separate narrative to highlight each center. In summary, for the four months ended November 31, 2017, EVCS shows a decrease in net assets of (\$73,819) vs. a budgeted decrease in net assets of approximately (\$673,785). The result was a favorable variance of approximately \$599,966. **Matt Ryan moved and Marguerite seconded that the Financial Report be accepted. Approved unanimously.**

BUILDING UPDATE

Owners' Representative, Colby Smith, reported that the failure to include installation of the air conditioning system in the remodel of the gym at EVCS Hertel had resulted from a miscommunication. Total cost to remedy the situation was placed at \$69,300. Liz Evans stated that this cost should be covered under the State Stimulus Fund Grant. **Liz Santacrose moved and Marguerite seconded that the installation of the air conditioning system for the gym at the Hertel Campus be approved. Approved unanimously.**

Continuing problems with the air-conditioning system at Days Park were also reported. The system has suffered from persistent noise problems. One classroom in particular has experienced an ongoing problem with noise levels that interfere with learning. Several options were discussed. **Liz Santacrose moved and Kathy Franklin-Adams seconded that the Board authorize expenditure of monies necessary to implement option #1. Approved unanimously.**

Marguerite asked Colby what might be done to better illuminate the entrance to the Hertel Campus. The driveway is difficult to see until one is right on top of it, particularly early or late when the light is poor. Colby said he would check into the matter.

TRUSTEE RESIGNATION

Mimi read a letter from EVCS Trustee Natalie Stoyanoff stating that she must, regretfully, resign from the EVCS Board of Trustees. Additional professional responsibilities have made it impossible for her to continue to participate fully. Mimi and the Board expressed thanks to Natalie for her years of leadership and service and accepted her resignation with regret.

DIRECTOR'S REPORTS

Days Park

Danielle Bruno presented the Director's Report for the Days Park Campus.

Personnel

Resignation: Ellen Hoepfinger, Assistant Teacher (Moved out of Buffalo)

Hire: Emma Janicki-Gechoff, Assistant Teacher
B.A. SUNY Buffalo (English - Advanced Honors)
M.A. SUNY Buffalo - Elementary Education (in process)
NYS Certification - Childhood Education Gr. 1-6

Professional Development

December 7 - Coaching Day in Behavioral Intervention Strategies

December 8 - Strategies for Best Practices in ELA with Wonders Program

Special Services Update

IEPs 14% (60 students)

504s 21% (88 students)

ENLLs 2% (7 students)

AIS 30% (130 students)

Referrals in Process 8 students

Free and Reduced Price Lunch 52%

Human Resources Update - Paid Family leave Act

On December 1, charter schools received correspondence that the workers compensation Board (casted to oversee the PFL Act) decided that charter schools are subject to the laws and regulations surrounding PFL. EVCS collaborated with the Northeast Charter School Network to gain clarity around this issue, and received confirmation from them that, at this time, charters must now comply with this law. This information has been sent the attorney to determine if further action is needed. This matter was discussed further and remains under investigations of EVCS legal counsel.

Calendar Notes

December 25 - January 1 Winter Recess and New Year's Day Holiday

January 15 Martin Luther King, Jr. Day Holiday

January 25 Early Dismissal and Parent-Teacher Conferences

Matt Ryan moved and Matt Moscati seconded that the proposed EVCS personnel action be approved. Approved unanimously.

Hertel

Kathy Jamil presented the Director's Report for the Hertel Campus.

Staffing

Upon Board approval, Debra Steckler will be offered the position of Administrative Assistant for the Shared Faculty. Her role will be to assist the shared faculty with various projects as needed. She is currently working for the after school program Monday through Friday for 2.25 hours per day. The new position will be for 20 hours, bringing Ms. Steckler's hours to a total of 31.25. She was offered a rate of \$15 per hour plus insurance coverage.

Insurance Renewal

Having investigated multiple plans and reviewing Lawley's updates, Blue cross Blue Shield appears to be the best option. Their lower rates offer an increase in cost of 4.28% annually. The total additional cost for the renewal year will be \$30,529.68. Having more than 100 employees between the two sites, EVCS is considered Experience Rated rather than Community Rated, which allows for a lower annual percentage rate.

CSP Funds

The School will be utilizing some of the year-two funds from The CSP Grant to partner with BOCES to provide unlimited online workshops for the faculty at both Hertel and Days Park. There will also be some onsite Professional development at their campus for some teachers to attend.

Later in the year, funds will be used to purchase two Smart Boards and classroom and Library furniture which will be needed for next year.

An additional \$2,000 of the CSP monies will be used to offset the \$8600 implementation cost of the SchoolMint, student enrollment platform.

Demographic Updates

IEPs	16% (24 students)
504s	22% (33 students)
ENLLs	6% (9 students)
AIS	54 students; working on identification
Referrals in Process	3 students
Free and Reduced Price Lunch	63.51%

Delaware Soccer Club

The Delaware Soccer Club is using the gym three days a week from 5:45 - 8:15 PM. A volunteer monitors the door and a custodian's hours were increased by 30 minutes to ensure that the gym will be ready for classes the next day. DSC pays \$50 per night for the use of the gym. Fees will be used for additional custodial costs. Excess will go into the general fund.

Family Heritage Night

The First Family Heritage Night was a success! The ENL teachers, Lynn Zendano and Caitlin Allaire, along with other supportive staff, planned an event attended and enjoyed by more than 100 students and family members. The event included international foods, a fashion show and cultural presentations.

Calendar Notes

December 8 Professional Development Day. Anne Wechsler presented Wonders ELA Curriculum. Chris Walsh discussed Crisis Prevention with special area teachers.
December 22 Whole School Morning meeting. Theme: Generosity
December 25 - January 1 Winter Recess and New Year's Day Holiday
January 15 Martin Luther King, Jr. Day Holiday
January 25 Early Dismissal and Parent-Teacher Conferences

Pam moved and Kathy Franklin Adams seconded that the appointment of Debra Steckler as Administrative Assistant to shared staff be approved. Approved unanimously.

PURCHASE OF SCHOOL ENROLLMENT PRODUCT

Liz Evans described SchoolMint, a cloud-based school choice and student enrollment platform for PreK-12 charter and district schools. The system is designed to assist schools with: achieving enrollment goals; providing families with a more equitable and transparent school choice experience; improving the lottery, waitlist and assignment process; streamlining application and registration management and allowing real-time access to reliable data. Historically, these tasks have been cumbersome at best and have required tremendous amounts of staff time. As previously noted, there is some money from the Hertel CSP grant which can be used to offset the initial implementation cost. **Marguerite moved and Liz Santacrose seconded that the SchoolMint program be purchased for EVCSs. Approved unanimously.**

BOARD OF TRUSTEES ANNUAL RETREAT

Liz Evans stated that she is still seeking facilitators to lead the BOT Annual Retreat on a Saturday in January or February.

BOARD NOMINATING COMMITTEE

The Board Nominating Committee has been activated. They have identified three candidates who might fill the position of Parent Representative from the Hertel Campus. They hope to have finalized the choice by the January BOT Meeting. They are also seeking candidates for two vacant positions on the Board.

COMMUNITY ASSOCIATION UPDATE

Liz Santacrose reported that the November Scholastic Book Fair at the Days Park Campus was the most successful ever with a profit of \$7000. They are also planning to assist with a Book Fair at the Hertel Campus. The CA is also planning to collaborate on a parent program with the Center for Missing and Exploited Children.

ANNOUNCEMENTS / NEW BUSINESS

There was no new business and there were no announcements.

Marguerite moved and Matt Ryan seconded that the meeting be adjourned. Approved unanimously. The meeting was adjourned at 8:20 PM.

Respectfully Submitted,
Pamela Pollock

**Future meetings - All meetings to begin at 6:00 PM: 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.