

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, February 14, 2018
Meeting Site: Hertel Campus**

Trustees Present: Mimi Barnes-Coppola; Marguerite Battaglia; Jennifer Bernacki Smith; Lacle Brumfield; Kathy Franklin-Adams; Pamela Pollock; Matthew Ryan; Elizabeth Santacrose

Trustees Excused: Matt Moscati

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, CPA, Kirisits & Associates, EVCS Accountant;

CALL TO ORDER

Board Chair, Mimi Barnes Coppola, called the meeting to order at 6:05 PM. She presented the agenda for the meeting which was accepted.

MINUTES

Minutes of the Elmwood Village Charter Schools Board of Trustees meeting held on January 17, 2018, were presented. **Marguerite moved and Jen seconded that the minutes be accepted as presented. Approved unanimously.**

FINANCIALS/TREASURER'S REPORT

Lisa Kirisits presented the Treasurer's report and the financials in the absence of Treasurer, Matt Moscati.

In summary: For the seven months ended January 31, 2018, EVCS showed an increase in net assets of \$213,500 vs. a budgeted decrease in net assets of approximately \$(439,797). The result was a favorable variance of approximately \$653, 297. Lisa highlighted and explained several favorable and unfavorable variances. Details can be found in the complete report.

Lisa stated that the portfolio of CD's is being moved from the former school account as cash. A new million dollars worth of CDs will be purchased and a checking account with a balance of two million dollars will be established..

Matt Ryan moved and Marguerite seconded that the financial report be approved. Approved unanimously.

BUILDING UPDATES

Owner's representative, Colby Smith, was unable to be present. Liz Evans gave the building updates.

-Modifications to quiet the HVAC system above the fifth grade classroom at Days Park will be completed within a few weeks.

-Work on the Hertel gymnasium has been put on hold until the weather warms sufficiently to pour a concrete pad.

- A third bid for improvement of the lighting at the Hertel Campus was recently received.
- The library at the Hertel campus remains cold. Insulated shades help somewhat. It may be possible to run an extra gas line to the area.

Councilman, Joe Golombek recently toured the Hertel Campus.

DISCUSSION of EVCS RESPONSE re: NYS COMPTROLLER AUDIT REPORT

Recommendations from the recent New York State Comptroller Audit were reviewed. The corrective action plan was presented and discussed. Recommendations for action included:

1. Conduct and document a thorough analysis of alternatives before making financial commitments.
2. Conduct and document site selection reviews and cost-benefit analyses for real estate transactions to ensure it is conducting its proceedings in the school's best interest.
3. Ensure that all Board proceedings are properly documented in the minutes and all such records are maintained by the Board Secretary.

Additional details are present in the full document, available upon request.

Matt Ryan moved and Liz Santacrose seconded that the corrective action plan be accepted as presented. Approved unanimously.

DIRECTOR'S REPORTS

Days Park

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

Director's Report - Days Park Campus

February 14, 2018

Personnel

Danielle requested Board approval for the following personnel actions:

Hires:

-Jessie Rogacki, Assistant Teacher (B.A. Communication and Speed Disorders, SUNY Fredonia)

Leave Request:

-Jennifer Seitz, Title 1 Reading Teacher - leave without pay and no benefits through June 30, 2018.

Open House

The Open house on the evening of February 8 was very successful. Prospective families visited and toured EVCS Days Park. Danielle thanked Parent volunteers and staff for representing EVCS in an exceptionally positive and professional manner. She noted that everyone is expecting another successful Open House tomorrow (Feb. 15th) from 8:30-10:00 AM. Student ambassadors, parents and staff members will be providing tours for prospective families.

Calendar Notes

Midwinter Recess - February 19-23

Pam moved and Kathy Franklin-Adams seconded that the proposed personnel actions be approved. Approved unanimously.

Hertel

Kathy Jamil gave the director's Report for the Hertel Campus.

Director's Report - Hertel

February 14, 2018

Staffing

No staffing changes or updates.

Professional Development

- Diversity Charter Schools Coalition - The Director attended a two-day conference in Denver, funded through a grant provided by the Coalition. We visited a top performing school in their state - Denver School of Science and Technology and interviewed a founder and the current principal on their best practices. The focus of the conference was on sustaining a diverse population of students from different races, cultures, and Special Education students. A session on Anti-bias and Social Justice from the Community Roots Charter School was attended, and led to the administration planning another professional development in NYC in May on incorporating social justice into our social studies curriculum.
- Progress Monitoring - Special Education teachers, the Behavioral Specialist, and SPED Coordinator attended a BOCES workshop on aligning progress monitoring tools for academic and behavior interventions.
- A Responsive Classroom site-visit was performed on February 2nd. The coach observed all classrooms, hallways, common areas, parent drop-offs/pick-ups, and specials. She will be providing a full report that will be provided to the board, but she shared her observations and summary:
 - Overall, the school scored as “Stable” for the implementation of RC, which is the highest score.
 - She said for us to focus on strengthening common area signage and practicing routines and procedures, such as hallway expectations, cafeteria, and other common areas.
 - She recommended that teachers continue with reinforcing classroom expectations and practice the next level of RC teacher language, which is normally completed in year two of implementation. She felt that the teachers were ready for it.
 - She said the hardest components of implementation to develop was our strength: establishing a positive school community, students feeling a strong sense of belonging, and the use of proactive language schoolwide.

She asked us to consider presenting how the school established the RC culture at their Leadership Institute to share with other schools.

Registration

Our School Mint application systems shows the following applications collected for the lottery as of February 14, 2018: **135 for Kindergarten** applicants; **57 for Grades 1 -3;** **192 total.**

Open House

Open Houses were on Feb 6th in the evening and Feb 13th in the morning. Between both events, an estimated **75 families** attended. The highlights of the tours were the Dance room and Wellness rooms.

STAR Growth Scores

STAR Growth for EVCS Hertel, September 2017- January 2018. The Student Growth Score (SGP) compares a student's growth to that of his or her academic peers nationwide. Academic peers are students in the same grade with a similar scaled score on STAR assessments at the beginning of the year. An SGP of 50% means a student/class has shown more growth than 50 percent of academic peers.

Assessment Type	STAR Early Literacy	STAR Reading	STAR Math
Kindergarten	50%		
First Grade	53%		76%
Second Grade		52%	51%

School Events:

- March 12 - 16 - Spirit Week
- March 14 - Administrator's training - Inter-rater Reliability (aligning observations and feedback to teachers)
- March 16 - Cooperative Learning
- March 23 - Whole School Morning Meeting

Parents have expressed some concerns about teacher absences. Flu and colds have been an issue in the building. Mr. G. has done a thorough job of preventive disinfection.

COMMUNITY ASSOCIATION UPDATE

Liz Santacrose reported that the Delaware Soccer Club was invoiced in January for their use of the Hertel gymnasium as practice space. CA meetings for the Days Park Campus will continue to be held on the second Wednesday of each month, while the Hertel Campus CA will meet on the fourth Wednesday. The CAs are looking to establish some cross representation to ensure communication and consistency. Spirit wear has arrived. Several future events are in the planning stages.

Lacole noted a concern about the limited number of books in the Hertel library. Several fund-raisers have been scheduled to purchase additional materials. These include:

- Niagara Chocolate sale
- Barnes and Noble Book Fair
- Applebee's Pancake Breakfast
- Bottle Drive

Students and families were invited to a "Movie Night" on February 9, 2018. Attendance by 58 people was reported.

NEW BUSINESS/ ANNOUNCEMENTS

Mimi noted that the Emergency and Safety Committee is working on some revised policies to be presented at the May meeting. Kathy Franklin-Adams volunteered to serve as a member of this committee.

Kathy Jamil thanked Matt Ryan for nominations of several individuals as potential members of the EVCS Board of Trustees. Current trustees were reminded to continue looking for qualified individuals to serve on the Board.

Danielle announced that EVCS has been selected by the Cullen Foundation to send four Administrators for the nationally recognized Relay Training in Philadelphia for two weeks beginning July 9, 2018.

Matt Ryan congratulated EVCS on their open house. He noted that as the father of a 4-year-old, his family and a number of their friends have been looking at schools for September. After visiting a variety of schools many have listed EVCS as their first choice.

Mimi reported that she and Brendan Murphy of Delaware Soccer Club had met with members of the Ralph Wilson Foundation. They are investigating the possibility of a grant to assist with development of playing fields.

Pam mentioned an article in the Buffalo News noting the fact that Global Concepts Charter School recently became the ninth charter school in the region to affiliate with NYSUT, a teachers' union which represents about three dozen charters statewide.

**Marguerite moved and Liz Santacrose seconded that the meeting be adjourned.
Approved unanimously.**

Respectfully Submitted,
Pamela Pollock

Future meetings - All meetings to begin at 6:00 PM: Mar. 21, 2018; April 18, 2018;
May 16, 2018; June 20, 2018; July 18, 2018