

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, January 16, 2019
Meeting Site: Days Park Campus**

Trustees Present: Jennifer Bernacki-Smith; Lacole Brumfield; Kathy Franklin-Adams; Evelyn Kerney; Matthew Moscati; Pamela Pollock; Matthew Ryan; Elizabeth Santacrose

Trustees Excused: Mimi Barnes-Coppola; Marguerite Battaglia; Jamie Smith

Trustees Absent: None

Others Present: Danielle Bruno, Director EVCS Days Park; Kathy Jamil, Director EVCS Hertel; Liz Evans, EVCS Director of Operations; Anne Wechsler, EVCS Director of Curriculum and Instruction; Lisa Kirisits of Kirisits and Associates, EVCS Accountants

CALL TO ORDER

Liz Santacrose called the meeting to order at 6:03 PM. She presented the agenda. There were no changes.

MINUTES

The Minutes of the Elmwood Village Charter Schools Board of Trustees Meeting held on December 19, 2018, were presented. Lisa commented that “dissolution of the old entity” carried a legal definition and that the minutes should be modified to read “is in the process of being dissolved.”. **Jen moved and Kathy Franklin-Adams seconded that the minutes be accepted with the suggested modification. Approved unanimously.**

TREASURER’S REPORT and FINANCIALS

Lisa Kirisits gave the financial report. She stated that for the six months ended December 31, 2018, EVCS showed a decrease in net assets of (\$166,600) vs. a budgeted decrease in net assets of approximately \$(521,900). The result was a favorable variance of approximately \$355,300.

Lisa also noted that the bank account for the “old entity” has been closed and that the attorney has been given notice to begin the “dissolution process”.

DIRECTORS’ REPORTS

OPERATONS/FACILITIES

Liz Evans reported:

Facilities

Days Park - Installation of the PA system, which was not completed during the winter break, will continue during the February break.

Hertel - Work on the boiler system will continue during the February break.

Shared - Space planning is continuing. The most recent meeting of the Space Planning Working Group was held January 11, 2019.

Four bids were obtained for cleaning contracts for the coming year (July 1, 2019 - June 30, 2020). They will be reviewed and evaluated for budgetary impact and scope of work.

Dismissal Manager

EVCS Hertel rolled out Dismissal Manager to parents and guardians. Hertel Transportation Coordinator, Christina Petit, did outreach to parents and staff, ensuring a smooth transition. She continues to work with both groups to make sure the app becomes part of the everyday routine, but early reports are very positive in regard to ease of use and clarity of dismissal plans in the classrooms. EVCS Days Park is looking to roll out the product after the February break, with a longer roll-out due to the complexity of the dismissal landscape.

OTHER MATTERS

Danielle Bruno reported:

Personnel

There were no requests for approval of new hires this month.

Academics

All grades at Days Park and Hertel are conducting STAR assessments during the month of January. A growth report will be provided to the Academic Excellence Committee at the beginning of February.

Andy Steck visited Days Park and Hertel Campuses this month to visit classrooms and meet with teaching teams around best practices for Responsive Classroom. He shared that Responsive Classroom is developing trauma-informed best practices for RC schools and will be able to provide professional development around these practices to staff during the summer PD.

The EVCS instructional leadership team will attend the third RELAY intersession on February 8-9, 2019.

Kathy Jamil reported:

Events

EVCS Open Houses will take place during the first two weeks of February. EVCS will participate in a series of community outreach events sponsored by CAO Head Start and KidFEST. The schools will also be represented at a Charter School Fair held at the Aloma Johnson Campus.

| | |
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| -Parent Teacher Conferences | half/day; January 24 |
| -Hertel Whole School Morning Meeting | January 18 |
| -Days Park Whole SchoolMorning Meeting | January 18 |

Other

A group of visitors from the Genesee Community Charter School in Rochester will be at EVCS Days Park on 1/24/19 to observe classes and talk with Days Park administration about their upcoming renewal. EVCS DP's renewal application is due in August, 2019.

2019-2020 Planning

February marks planning for the new school year:

- Meeting with Lisa for initial budget discussions
- Meeting with RELAY Dean to share examples of network school organizational charts; will be reviewing other school organizational charts to identify operations and instructional management

- Interviews for three instructional coaches were held
- Open interviews for current staff will begin in February for new 4th grade positions
- Applications are open for the lottery as of January 1st. As of January 16, 2019, 263 potential students have applied:

| Grade | Days Park | Hertel |
|--------------|------------------|---------------|
| K | 64 | 64 |
| 1 | 16 | 14 |
| 2 | 11 | 12 |
| 3 | 14 | 13 |
| 4 | 14 | 12 |
| Total | 119 | 115 |

SUBCOMMITTEE REPORTS

Fundraising - The Fundraising Subcommittee will meet for the second time tomorrow, January 17, at 5:00 PM.

Academic Excellence - The next meeting of the Academic excellence Committee will be held on February 12, at 2:00 PM.

Space Planning - The Space Planning Committee met January 11. Matters under consideration include:

- possible strategies for expansion at Days Park
- possible “Central Office” space at Hertel
- scheduling a time for strategic planning with the entire BOT. This was suggested as a possible topic for a spring retreat.

By Laws - The By Laws working group has been circulating suggested by-laws modifications on e-mail for comment. There has been some discussion about creating better succession planning by instituting term limits for Board members. A minimally disrupting strategy for initiating this policy is being investigated.

CHARTER BOARD PARTNERS, PROGRAM UPDATE

Board members were given a booklet highlighting the functions of Charter Board Partners and summarizing the results of their full-day Governance Academy training that Board members attended in October and November. The group reviewed results of an online questionnaire and some training responses to prepare an outline of the current status of the EVCS Board. Most strategic issues facing the Board were identified as:

- Maintaining academic excellence
- Growth of student population and staff with newest expansion
- School leader succession plan

Three greatest recent accomplishments were said to be:

- Sourcing and hiring new school leader
- School expansion to second site
- Academic Excellence

Some concerns of Board members were also highlighted. The Board has already begun to address the most pressing of these issues.

COMMUNITY ASSOCIATION

Lacole gave the report from the January 20 meeting of the Hertel CA. The group continues to sponsor a number of fundraisers for the school. Most recent have been a holiday wreath sale, a pancake breakfast, a cooperation with Barnes and Noble and box top collection. Total profit from these projects was \$2,667.90. Upcoming events include:

- | | |
|----------|-----------------------------|
| Feb. 2 - | Movie Night |
| Feb. 4 - | Kick-off Niagara Candy Sale |
| June 1 - | Spring Yard Sale |

It was suggested that perhaps one of the Family Movie Nights might be held on a Friday night in an effort to entice families who are there to pick up children from the after-school program.

Jaime was not available to present the formal report from the Days Park CA. Liz Santacrose highlighted several items including the wreath sale, a sale of Monks Bread, and a spirit wear sale. They are collecting various hygiene items for those who need them. She also noted that the CA will be providing the teachers with lunch on the upcoming half-day of school. A roller skating party is scheduled for Sunday evening. Liz also mentioned an upcoming meeting of the WNY Charter Parent Council. She expressed thoughts that it might be good for EVCS families to become more involved with this group.

NEW BUSINESS/ANNOUNCEMENTS

Danielle raised the question of whether EVCS should become more involved with a new theater group run, at least in part, by a school parent. Three EVCS students are apparently performing in the current production. The consensus was that this theater group was not specifically child oriented and that the school already has an existing relationship with TOY which seems to be sufficient at this time.

Kathy Jamil mentioned that she is often asked to put "Penny Jars" in the school office at the Hertel Campus. The consensus of the Board was that any such collections be limited to EVCS led initiatives.

Looking ahead to the spring Board Retreat, a Doodle Poll will be circulated to determine members' availability.

There was no additional new business and no announcement.

Evelyn moved and Matt Ryan seconded that the meeting be adjourned. Approved unanimously. The meeting was adjourned at 7:20 PM.

Respectfully submitted,
Pamela Pollock

Future meetings: Feb. 13, 2019; Mar. 20, 2019; April 17, 2019; May 15, 2019; June 12, 2019; July 17, 2019. All meetings begin at 6:00 PM.