

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

**Trustees Present:** Mimi Barnes Coppola; Jennifer Bernacki-Smith; Lacle Brumfield; Evelyn Kerney; Matthew Moscati; Pamela Pollock; Matt Ryan; Elizabeth Santacrose; Jamie Smith

**Trustees Excused:** Kathy Franklin-Adams

**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; Thomas Burns, CPA and Peter DeSabio, CPA of Lumsden McCormick, Certified Public Accountants, EVCS Auditors

#### CALL TO ORDER

Liz Santacrose called the meeting to order at 6:06 PM. She presented the agenda. There were no changes.

#### MINUTES

The Minutes of the Elmwood Village Charter Schools Board of Trustees Meeting held on September 18, 2019, were presented. **Jen moved and Jamie seconded that the minutes be accepted. Approved unanimously.**

#### AUDIT REPORT

Tom Burns, CPA and Peter De Sabio, CPA, presented the audit findings accompanied by a substantial document. A summary follows:

##### **OPINION**

- The financial statements present fairly, in all respects, the financial position as of June 30, 2019 and 2018, and the changes in net assets and cash flow for the years then ended in accordance with accounting principles generally accepted in the United States of America. Unmodified or “clean” opinion on financial statements.

##### **MANAGEMENT’S RESPONSIBILITY**

- Preparation and fair presentation of financial statements in accordance with US generally accepted accounting principles; including the design, implementation, and maintenance of internal control.

##### **AUDITOR’S RESPONSIBILITY**

- Express opinion on financial statements

##### **OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS**

##### **COMMUNICATION OF AUDIT FINDINGS**

- Accounting Practices  
-ASU 20116-14 *Not-for-Profit Entities*
- Estimates
- Footnote Disclosures

DIFFICULTIES ENCOUNTERED  
DISAGREEMENTS WITH MANAGEMENT  
CORRECTED AND UNCORRECTED MISSTATEMENTS  
MANAGEMENT REPRESENTATIONS  
OTHER MATTERS

Additional details are available in the full report. Lisa Kirists will submit the final document to the authorizer.

TREASURER'S REPORT

The Finance Committee met and agreed on a new reporting schedule. Lisa will present the Financial Report seven times per year. Additional reports will be given by the Treasurer. Matt Moscati reported that, for the three months ended September 30, 2019, EVCS showed a decrease in net assets of \$610,400 vs. a budgeted decrease in net assets of approximately \$925,500. The result was a favorable variance of approximately \$315,100.

**Matt Ryan moved and Jamie seconded that both the Audit Report and the Financial Statement be accepted. Approved unanimously.**

For ease in understanding, Liz Evans will meet with Kathy Jamil and Danielle Bruno in an effort to make items in the financial statement align with actual expenditures.

Future topics scheduled for Financial Committee discussion include:

- Review forecast for when future large expenses are likely to occur
- Review level of a safe amount to maintain a stable bank account
- Move one million dollars from the operating account to short term CDs
- Review status of cash and CDs relative to upcoming expenses every 6 months

DIRECTORS' REPORTS

Directors' reports were prepared jointly by Danielle Bruno, Liz Evans, Kathy Jamil and Anne Wechsler.

**Operations/Facilities**

**Days Park** - There was another theft. The snowblower was stolen out of the locked shed next to the dumpster. A photo of the person was captured on the camera and was shared with the police. A police report was filed and three additional motion detectors have been added to the 2nd floor of the building.

**Hertel** - Work on the replacement Gym floor is nearly complete. The bill for repairs to damage from the flooding (minus the \$25,000 deductible) was paid to R&P Oak Hill by the insurance company.

**Shared - Construction** Colby Smith, EVCS Owners' Representative shared the following:

- The situation with the sewer which caused the flooding at the Hertel Campus remains under investigation.
- Planned construction at the Hertel Campus awaits proper permits and price estimates. R&P Oak Hill is ready to proceed once these are in place.
- Some changes have been made to plans for future construction at Days Park. A 2020 start date is anticipated for this project.

**Substitute management** at both schools has become increasingly unwieldy, taking up time reaching out to subs at each building and also scheduling subs and teachers within the building when short staffing occurs. EVCS had a demo of a management system called *Frontline Ed* which is used by the BPS. It seemed successful and will be implemented as soon as possible.

**Facilities and management** - An asset/facilities management system called *School Dude*, widely used in schools, was also demonstrated. It will give teachers and other staff the ability to submit work orders and to have them assigned and tracked. It will also give facilities and operations staff the ability to track regular preventive maintenance and school assets. This will provide an easy way to complete a yearly school inventory which is currently done on paper.

### **Personnel**

Approval for the following hire was requested:

<b>Position</b>	<b>Name</b>	<b>Campus</b>	<b>Qualifications</b>
Operations Manager	Brittany Mez	Shared	BA in Adolescent Ed., Canisius College; Previous Managing Dir. for Strategy, Talent Operations and Program at Teach for America; 5 years experience in operations

**Pam moved and Evelyn seconded a motion to approve the proposed hiring. Approved unanimously.**

**Currently Hiring** - EVCS is seeking to hire a Special Education Teacher for the Days Park Campus as well as a part-time Receptionist, Front Desk Administrative Assistant and an Art Teacher for the Hertel Campus.

### **Academics**

See report of Academic Excellence Committee

### **Events - Both Campuses**

- Nov. 11 - Veterans Day Holiday                      Schools closed
- Nov. 15 - End of First Trimester

### **Other Business**

EVCS Leadership Team engaged an executive coaching consultant recommended by the reorganization consultant. She is being engaged to help to perfect implementation of the Shared leadership model at EVCS. The cost of the coach was integrated into the Title grant monies. The consultant will meet initially with the Leadership Team in early December for a full day and will schedule follow-up sessions throughout the spring.

### SUBCOMMITTEE REPORTS

#### **Fundraising Committee**

The Committee has not met this month.

#### **Space Planning Committee**

See report from Colby Smith

### Academic Excellence Committee

The Academic Excellence Committee met on October 15, 2019. Discussion was held regarding recent NY State Assessment data and implications for instruction. The gap between economically disadvantaged students and non-economically disadvantaged students was noted. Best practices for closing this gap will be further investigated.

Predictive value of the STAR assessments was examined. A correlation of STAR results to future scores on the ELA and Math tests of 75% to 84% was found. This seems to suggest that the test is useful in identifying students who might be in need of additional instruction.

STEP assessment is being used for the first time at EVCS. Once mastered it is meant to be the diagnostic tool for helping teachers target skills and indicate strategies for intervention.

### Nominating Committee

EVCS founder and Founding Board Member, Marguerite Battaglia, resigned from the Board by e-mail last week. Board members expressed gratitude and appreciation to Marguerite for her many years of loyal service to the school. The Nominating committee will be meeting soon to discuss strategies for recruiting future Board members.

### COMMUNITY ASSOCIATION

Jamie reported that the Days Park CA has elected to meet at 5:30 PM on the first Monday of each month. She also indicated that she had spoken to the Director of Placement for the BPS. There had been some confusion regarding placement for some of the 8th graders graduating from EVCS last June. She hopes to have further conversations in order to avoid such problems for future classes.

Lacole announced that the Hertel CA and the Days Park CA will once again cooperate to sponsor a pre-Halloween "Trunk-Or-Treat" event at the Hertel Campus on Saturday, October 26, 2019, from 1:00 to 3:00 PM.

### NEW BUSINESS/ANNOUNCEMENTS

There was no new business nor any further announcements. **Matt Ryan moved and Jen seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 7:35 PM

Respectfully Submitted  
Pamela Pollock

### **Future Meetings:**

Nov. 20, 2019; Dec. 18, 2019; Jan. 15, 2020; Feb.12, 2020; Mar.18, 2020; April 8, 2020;  
May 20, 2020; June 17, 2020; July 15, 2020.

Note: All meetings begin at 6:00 PM

