

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, November 14, 2018
Meeting Site: Days Park Campus**

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

Trustees Excused: Evelyn Kerney, Elizabeth Santacrose; 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

In the absence of Board Chair, Liz Santacrose, Jen called the meeting to order at 6:01 PM. She presented the agenda. There were no changes.

MINUTES

The Minutes of the Elmwood Village Charter Schools Board of Trustees Meeting held on October 17, 2018, were presented. Matt Ryan noted that the section of the Treasurer's Report that cited a "balance of \$ 500,000 in the CD account" should read "a cash balance in the CD account". **Matt Ryan moved and Matt Moscati seconded that the minutes be accepted including the aforementioned revision. Approved unanimously.**

TREASURER'S REPORT and FINANCIALS

Matt Moscati and Lisa Kirisits gave the Treasurer's Report. For the four months ended October 31, 2018, EVCS showed a decrease in net assets of (\$612,090) vs. a budgeted decrease in net assets of approximately (\$759,010). The result was a favorable variance of approximately \$146,920. Additional details are available in the full report. **Mimi moved and Pam seconded that the Treasurer's Report be accepted. Approved unanimously.**

OPERATIONS UPDATES

Liz Evans gave the operations report.

Facilities:

Days Park - The cleaning company continues to generate complaints from staff. Mr. G. will begin to get bids from other janitorial services in December. The roof above the staff room continues to leak. Replacement of at least part of the roof should be considered for future budgets.

Hertel - DWC Mechanical refurbished two boiler units. However, the third unit needed additional parts. They also provided the school with a quote for the cost of an outside air monitor to tie into the boiler system. This will alleviate the rooms being too hot or too cold

when the weather fluctuates and will save the School money in the long run. (EVCS Days Park has such a unit for the boiler system.) The additional cost is about \$3,500.

Delaware Soccer began using the gym for practices Tuesday through Thursday nights. They are accommodating EVCS existing activities, clubs and practices, but have added 2 additional hours/week to their practice time for a total of 8 hours/week.

Shared - Space planning is continuing. The last meeting was held October 29, 2018. Future space needs for both buildings are being discussed with administration and departmental staff.

Technology - Liz will be meeting with Station 28 on Friday 11/16/18 to check in about workload hours, processes and planning for Winter Break and Beyond.

Other - Reporting: EVCS teachers submitted their course and certification information with the help of Lori Szpaicher of BOCES.

SCHOOL DIRECTOR'S REPORTS

Personnel

Kathy Jamil requested permission for the following new hires:

Name	Position	Qualifications
Erin Bastian	SPED Teacher and Assistant Coordinator	Masters SPED 1-6
Patricia Wilson	Afterschool Teacher	Masters Childhood Ed. 1-6
Alexa Bowden	Afterschool Staff	n/a
Nicole Campbell	4 weeks until BestSelf payroll	"
Ahlan Ahmed	"	"
MaryBeth LeCaste	"	"
Ruby Leary	Delaware Soccer-Door Monitor	n/a
Kenyon Clarke	Substitute Teacher	
Lenora Bruno	Substitute-office	

Marguerite moved and Kathy seconded that the proposed personnel actions be approved. Approved unanimously.

Benefits Insurance Renewal Update

Danielle Bruno reported on the 2019 Benefits Program. Lora Wilson and the team at Lawley Insurance received the renewal from Blue Cross/Blue Shield with the proposed increase for 2019. They are in negotiations with BCBS and will have their underwriting department review the plan. EVCS administration will meet with Lawley on November 27 to review the financials. The recommended insurance plan will be presented to the Board for review and recommendation at the December meeting.

Events

November 15 -	Thankful for EVCS Potluck Dinner (Days Park)
November 16 -	Whole School Morning Meeting (Days Park)
November 22&23	Thanksgiving Break
November 29-	Family Heritage Night (Shared Event at the Hertel Campus)

SUBCOMMITTEE REPORTS

Academic Excellence Committee

The AEC agreed upon the following initial goals:

- To ensure all students at EVCS will achieve at their highest potential
- To understand the EVCS Charter and its promises regarding academic achievement
- To focus on the Charter's accountability plan and focus on monitoring how well the schools are currently performing against those promises
- To understand what standardized assessments each school administers, what each purports to assess, when each is administered and how the data from each is used to inform instruction and programmatic changes

For additional details, see complete report

Space planning Committee

As previously reported by Liz Evans, the Space Planning Committee is currently assessing the needs for both schools and discussing these with staff.

By-Laws Review Working Group

The By-Laws are being reviewed and proposed revisions will be circulated for Board review prior to the next BOT meeting.

COMMUNITY ASSOCIATION UPDATES

Lacole reported that the the Hertel Campus CA was also meeting this evening. They have negotiated pre-holiday fundraising partnerships with Tree House Toy Store on Elmwood Avenue and with Barnes and Noble Bookstore.

Jamie Smith was unavailable to provide information regarding activities at Days Park.

NEW BUSINESS/ANNOUNCEMENTS

Danielle noted that, thanks to the generosity of the Cullen Foundation, the Administrative Team had already attended one RELAY training program this fall and was looking forward to another in mid-December. These conferences provide school leaders with specific strategies for building a strong school. They stress aggressive monitoring and immediate feedback. During the Professional Development meeting scheduled for the afternoon of Dec. 7, they will be stressing Building a strong School Culture and Building a Stronger Instructional Program by using Common Language Across Both schools.

It was also suggested that the Board investigate an opportunity to meet with someone from the Cullen Foundation to discuss our relationship and possible future plans.

There was no additional business and no announcement. **Matt Ryan moved and Mimi seconded that the meeting be adjourned. Approved unanimously.**

The meeting was adjourned at 7:27 PM.

Respectfully submitted,
Pamela Pollock

Future meetings: Jan. 16, 2019; 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.

