

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, Dec. 18, 2019
Meeting Site: Days Park Campus**

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

Trustees Excused: Evelyn Kerney

Trustees Absent: None

Others Present: Danielle Bruno, Director, EVCS Days Park; Kathy Jamil, Director, EVCS Hertel; Elizabeth Evans, EVCS Director of Operations; Anne Wechsler, EVCS Director of Curriculum and Instruction

CALL TO ORDER

Liz Santacrose called the meeting to order at 6:04 P.M. She presented the agenda. There were no changes.

MINUTES

The minutes of the Elmwood Village Charter Schools Board of Trustees Meeting held on November 20, 2019, were presented. **Matt Ryan moved and Kathy Franklin-Adams seconded that the minutes be accepted as presented. Approved unanimously.**

TREASURER'S REPORT

Matt Moscatti gave the Treasurer's Report.. For the five months ended Nov. 30, 2019, EVCS showed a decrease in net assets of \$460,100 vs. a budgeted decrease in net assets of approximately \$710,600. The result was a favorable variance of approximately \$250,000. The loss due to the flood at Hertel in the amount of \$116,203 is reflected as "Loss due to flood" in the expense section which is offset by \$162,100 insurance claim reported in "other income".

Matt Ryan moved and Jamie seconded that the financial report be accepted. Approved unanimously.

Matt expressed concern that some items continue to be miscoded and thus appear on the wrong budget lines in accounting reports. This makes accurate tracking of expenditures impossible. Directors have agreed to follow up and begin to correct this. It is hoped that the new Procurity system will correct this problem as it is fully implemented.

CYBER RISK INSURANCE

Liz Evans reported that she has spoken further with Shawn Berger, the School Insurance Representative. When he met with the Board in September, he suggested that it might be wise to add cyber-risk insurance to the policy. He indicated that approximately 75% of schools in our size range carry this type of coverage. The cost would be an additional \$3100-\$4100 annually. It was not clear what would actually happen in the case of a security breach. Would the coverage

reimburse any financial losses or just the cost of repairing the breach? How does this mesh with the services of current IT people? Liz will investigate further and report back to the Board.

DISTRICT SAFETY PLAN

The Buffalo Public Schools have a District Safety Plan. EVCS has its own plan which was modeled on plans from several area schools. The plan must be redone annually and open for public comment for 30 days; available on the EVCS website and approved by the BOT. Print copies are available in each school's office. Copies were distributed to Board members for perusal and discussion. The plan will be presented to the Board for approval at its January meeting. Once approved, it will take effect in July 2020 and be in effect throughout the 2020-2021 academic year.

DIRECTORS' REPORTS

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

Operations/Facilities

Days Park - A community meeting to present plans for the proposed addition and curb cut at Days Park was held in conjunction with Fillmore Common Council Member elect, Mitch Nowakowski on Thursday, December 12th, at 6:00 p.m. at the Theater of Youth. Jon Morris of CWM brought boards with plans and answered questions along with school representatives. The majority of the comments were pertaining to busing and concerns about the state of the park. Questions were written down and subsequently addressed by Jon Morris in writing. EVCS's addition was on the Planning Board meeting on 12/16 (tabled from original 12/2 meeting) and Jon Morris attended the meeting to present. The Block Club president attended the meeting and was upset that the item hadn't been tabled in light of neighborhood concerns. EVCS agreed to have the item tabled until the January meeting. Electronic drawings and answers to questions were sent to the Block Club president. A representative from the Olmsted Conservancy shared design guidelines with the architect, who reviewed the guidelines and stated that the project was in alignment with them. The board was in general agreement with:

- sending a letter to Block Club members and school parents seeking feedback
- formulating a specific protocol to manage Block Club concerns
- another meeting with the councilman to clarify matters and ensure the matter is on the written agenda for the January 13 Planning Board meeting

Hertel - The plumber working on the Hertel Central Office Space contacted the City Sewer Authority regarding flooding. The sewer project at Hertel and Military was designed to widen the sewer. He relayed the following:

- Apparently the City has recently installed some larger sanitary lines in the area. (Contact) was checking some additional facts and whether other customers in the area

were experiencing similar back-ups to the one at EVCS during the flooding.

-(Plummer's) recommendation was for the school to file an official request to the City for information and notify them of the issues experienced. All believe this is a City sewer capacity issue.

Action: Will contact the Buffalo Sewer Authority to follow recommended course of action with the Board's consent. Board consensus was that such action was appropriate.

Shared -

Cleaning Contract - Since contracting with a new cleaning company in July 2019, the quality of cleaning in both buildings has been unacceptable. After staffing changes at the Buffalo office and the assignment of a new franchise owner, the quality is still poor. John Grabowski has been attempting to work with the cleaning company and communicates problems on a daily basis. A letter was sent to the Buffalo office and national headquarters of the company giving them thirty days to remedy the problems or the contract will be terminated. Interviews have begun for cleaners to be added to EVCS staff. The budgetary impact will be neutral, although costs will shift from "contracted services" to "salaries".

Admissions - Outreach has been underway in anticipation of applications for 2020-2021 becoming available on January 1st. The admissions coordinator has attended open houses at CAO Head Start Programs and has been working with ENL teachers to reach out to refugee and immigrant support organizations. The Webpage now has a translation feature for every page. All is set for January 1, 2020 application release.

Operations Manager - A "clean-up committee" has been formed to help organize spaces at Hertel. The new School Dude asset management system is being used to help track preventive maintenance and assign work orders to staff. The Frontline absence management system is due to launch 1/2/2020.

Human Relations - Kim Rosenfeld, HR Manager, is implementing the HR tracking system through the payroll provider to help streamline applications, onboarding and certification tracking. She also oversaw the the benefits bidding process, resulting in a 3.5% increase for health insurance (down from original proposed increase of 9%) as well as richer dental and vision coverage at a lower cost.

Personnel

Requests were made to approve the following hires:

<i>Position</i>	<i>Name</i>	<i>Campus</i>	<i>Qualifications</i>
Substitute Teacher	Pinkie Davis	Days Park	Bachelor's degree in Spanish Language and History and Cultural Anthropology; TESOL Certification 2019
Instructional Assistant	Katie Paiser	Hertel	M.A. Elementary Ed.; B.A. Accounting; in process - Cert. Childhood Ed., Gr.1-6

Pam moved and Matt Moscati seconded that both personnel actions be approved.

Approved unanimously.

Academics

- STEP Literary Assessments currently in progress
- STAR Math and Reading assessments to take place in January, followed by Mid-Year Data Analysis meetings

An academic report will be provided and discussed with the Academic Excellence Committee in February.

Events: Both Campuses

- Dec. 23 - Jan. 1 Winter Recess
- Jan. 2 - Lottery Applications open
- Jan. 9-10 STEP Professional Development
- Jan 17 Whole School Morning Meetings; Hertel & Days Park

Other Business

Shared Leadership Coaching Launch: As part of a grant-funded program, the School Leadership Team worked with coach Dominique Fredergill in an all-day launch in support of enhancing the shared leadership model. The Team will have nine more sessions with the coach throughout the year.

The APEX Leadership program was a fundraising success. Between both buildings, \$28,000 was collected from families. Students and parents were excited about being a part of a fundraising goal to install rock climbing walls in the gyms at at each campus. Quotes are being taken and it is hoped that the project can be completed during the February break.

SUBCOMMITTEE REPORTS

- Fundraising - The Fundraising Committee has not met. Some grant proposals are currently being written. Naming opportunities are being discussed.
- Space Planning - Concerns and activities were covered in the Directors' Report.
- Academic Excellence - Results of STAR and STEP Assessments will be discussed at the February meeting.
- Nominating Committee - The Nominating Committee expects to meet in February to discuss recruitment of additional members of the Board.

COMMUNITY ASSOCIATION

Jamie Smith reported for the Days Park C.A. The sale of Monks Bread proved to be a successful fundraiser. The "Swag Wear" sale was conducted online and had a two-week window. They are beginning to plan and prepare for the *Evening with EVCS* which will be held in March of 2020.

Lacole stated that the Hertel C.A. had not met, as the regularly scheduled meeting fell on a day when there was no school.

ANNOUNCEMENTS/NEEW BUSINESS

Kathy Franklin-Adams circulated a list of future Board meeting dates and asked that anyone who had not already signed up to bring a snack for one of the meetings to please do so. There were no further announcements and no new business

Mimi moved and Matt Ryan seconded that the meeting be adjourned. The motion was approved unanimously. The meeting was adjourned at 7:40 P.M.

Respectfully Submitted
Pamela Pollock

Future Meetings:

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

