

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, March 20, 2019
Meeting Site: Days Park Campus**

Trustees Present: Kathy Franklin-Adams, Matthew Moscati, Marguerite Battaglia, Jennifer Bernacki-Smith, Lacle Brumfield, Jamie Smith, Evelyn Kerney, Elizabeth Santacrose

Trustees Excused: Mimi Barnes-Coppola, Matthew Ryan, Pamela Pollock

Others Present: Aaron Glad, Northeast Charter School Network; Lisa Kirisits, Kirisits and Associates; Danielle Bruno, Director EVCS Days Park, Kathy Jamil, Director EVCS Hertel; Liz Evans, EVCS Director of Operations; Anne Wechsler, EVCS Director of Curriculum

CALL TO ORDER

Liz Santacrose called the meeting to order at 6:05pm and presented the agenda. There were no changes to the agenda.

MINUTES

The Minutes of the Elmwood Village Charter Schools Board of Trustees Meeting held on February 13, 2019, were presented. **Jen Smith moved and Kathy Franklin-Adams seconded that the minutes be approved as presented. Approved unanimously.**

TREASURER'S REPORT AND FINANCIALS

Lisa Kirisits presented the Financial Report. For the 8 months ending February 28, 2019, EVCS showed an increase in net assets of \$138,800 vs. a budgeted decrease in net assets of approximately \$299,400. The result is a favorable variance of approximately \$438,200. As of February 28, 2019 the balance sheet showed cash in the amount of \$4.2 million including \$2 million in CDs.

Lisa presented the Form 990 tax return for the "old" entity, Elmwood Village Charter School. The Board reviewed the Form 990 which covers activity up to June 30, 2017 and discussed the contents as completed on behalf of the school by Kirisits and Associates. One more 990 filing will be required for this entity to cover accrued expenses and receivables occurring after June 2017. Matt Moscati requested that Lisa coordinate with Andrew Friedman, the school's attorney, to make sure that the old entity is completely, legally dissolved by the end of June, 2019 in order to ensure that no additional 990 forms will be required after the submission covering 2018.

Lisa reported that she has had 2 meetings so far with school leaders in order to begin drafting next year's budget. They will meet again at the end of April and at that time should be ready to send the draft budget to the Board's Finance Subcommittee. The budget will be presented to the full Board in May or June for review and approval. The board-approved budget must be submitted to our authorizer by June 30th.

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

NORTHEAST CHARTER SCHOOLS NETWORK PRESENTATION

Aaron Gladd, New York State Director for the Northeast Charter Schools Network attended a portion of the meeting in order to provide the Board with information about the recent revitalization of their organization and current initiatives focused on New York charter schools outside of New York City. The NECSN has recently undergone a complete change in staffing and the new leadership within the organization is attempting to provide added value to charter school members, conduct successful policy advocacy for all charter schools, and to rethink previous strategies.

Some of the current focus areas for their advocacy include spreading bullet aid to all charter schools in New York rather than just New York City, trying to keep funding in line with previous years and fight “poison pill” legislation which would put onerous and unfair reporting requirements on charter schools. NECSN is trying to facilitate collaborative efforts with charter schools in our region to work on common issues such as district transportation services. Additionally, they are willing to act as a go-between for charter schools and districts, in order to press for action from the district on issues like transportation or any other specific problems that a charter school may be experiencing.

NECSN is hosting a conference in Buffalo on April 12th and encourages all board members to attend. There will also be a hearing on charter schools in Albany in the state legislature after the current session is over. It is expected that this hearing will focus on NYC charter schools and special education. NECSN is bringing on a school engagement officer who will reach out to us routinely in the future to find out how their organization can be of assistance. They are planning a town hall meeting in Buffalo with all local and state politicians to discuss charter school education reform. There was a discussion of how charter school parents can be educated and empowered to attend the town hall and be impactful.

DIRECTOR'S REPORTS

OPERATIONS/FACILITIES

Liz Evans reported that she is receiving proposals to change out the lighting at Days Park to more energy efficient bulbs. If the project is completed National Grid will provide us with a cost reimbursement. Ultimately it is expected that the energy efficient bulbs will save the school approximately \$10,000 per year on the electric bill. The overall cost of the project will be \$12,372.91.

Marguerite moved and Liz Santacrose seconded a motion to approve the completion of the project to change to energy efficient bulbs at Days Park. Approved unanimously.

The pneumatic valves in the heating system at Hertel continue to be a problem, in 2 class rooms especially (2nd grade classrooms). Liz Evans is researching the costs associated with swapping the old valves in 2 classrooms out for new electronic valves and adding additional electronic components to the boiler system in order to run the new valves. She will come back

to the Board with price breakdowns for valve replacement per class, any potential cost savings if we were to replace all valves at once, and the separate cost for the electronic components to run the valves.

Liz Evans has also solicited proposals for the renovation part of the custodial storage and garage space into new administrative offices at Hertel. It was stated that the renovation is likely to cost \$195,000. She will bring the detailed discussion to the Space Planning Working Group meeting for a detailed analysis and return the discussion to the full board for consideration of funding.

The new dismissal management system was rolled out previously at Hertel and has now been rolled out at Days Park. Board members who are also parents gave some comments on the system use and functionality. It was decided that additional information should be given to parents on how the system should be used in the instance of club cancellations as well as early-out appointment pick-ups when the child is returning to school. School directors discussed the possibility of sending a feedback survey to parents and also an FAQ's email.

There is also a new automated system in the works for the management of teacher absences and substitute teacher notifications.

There was a discussion of the teacher PD held on March 15th, particularly the training that was provided around the topic of Student Culture Practices.

The Cullen Foundation is following through with their offer to provide EVCS with a consultant qualified to assist us with assessing and improving our organizational structure. If hired and funded, the consultant will begin a 6-8 week process working with our school administrative team and the deliverables at the end of the process would include an organizational structure and specific job descriptions.

Charter Board Partners has provided EVCS with a short list of potential candidates to facilitate our board retreat. Scopes of work and pricing were solicited by Liz Evans and due by March 22.

The written Director's report submitted to the Board during the meeting is appended to these minutes and contains additional details and information reported to the Board.

SUBCOMMITTEE REPORTS

Fundraising

The Fundraising Subcommittee did not meet in March by design. The subcommittee is scheduled to meet again in April.

Space Planning

The Space Planning working group is continuing to review the possible site plan improvements and building expansions for the Days Park location. This includes exterior improvements that would improve safety and traffic patterns and provide better play spaces.

Academic Excellence

The committee is not scheduled to meet until June but is now considering a meeting in April in order to address topics that might impact the third trimester.

By Laws Review Working Group

The revised bylaws were submitted to Board members and will be reviewed for action at the Spring retreat.

COMMUNITY ASSOCIATION

Days Park

Jaimie reported that the Days Park CA successfully completed a Scholastic Book Fair as well as a Monk's Bread Sale. There is currently a spring flower sale going on as well as the annual Spring It On donations drive.

Hertel

The Hertel CA is preparing for an upcoming book fair. They completed the Niagara Chocolate sale however the final number for income is not yet available. The CA also recently hosted a movie night and a skating party. The last meeting of the Hertel CA was not well attended due to weather.

ANNOUNCEMENTS/NEW BUSINESS

Liz Santacrose mentioned the upcoming morning seminar being hosted for charter schools by Charter Board Partners, focusing on board subcommittees. Both Liz and Lacole are planning to attend. Charter Board Partners is expected to announce at least 1 additional seminar in the coming months.

Respectfully Submitted,
Elizabeth Santacrose

Future Meetings: April 17, 2019; May 15, 2019; June 12, 2019; July 17, 2019.
All meetings begin at 6:00 pm.