

**Elmwood Village Charter Schools  
Board of Trustees Meeting  
Wednesday, April 17, 2019  
Meeting Site: Days Park Campus**

**Trustees Present:** Kathy Franklin-Adams, Matthew Moscati, Marguerite Battaglia, Jennifer Bernacki-Smith, Lacoie Brumfield, Evelyn Kerney, Elizabeth Santacrose, Mimi Barnes-Coppola, Matthew Ryan,

**Trustees Excused:** Pamela Pollock, Jamie Smith

**Others Present:** Ms. R. Washington, Beyond Sixth; Lisa Kirisits, Kirisits and Associates; Danielle Bruno, Director EVCS Days Park, Kathy Jamil, Director EVCS Hertel; 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 March 20, 2019, were presented. **Jen Bernacki-Smith moved and Kathy Franklin-Adams seconded that the minutes be approved as presented. Approved unanimously.**

**REPORT from Chair Liz Santacrose**

Ms. Washington from Beyond Sixth was introduced. Liz shared how Ms. Washington has been working with the directors to understand the school's operating structure, chain of command and systems. On behalf of Beyond Sixth, she will be reposting back to the Directors in early June, and subsequently a report will be provided to the Board with her analysis and recommendations. Her cost is being covered by the Cullen Foundation. She asked the Board for some thoughts on what we might want to see from the report. General discussion was had.

Liz asked for discussion around how the school and thus the Board handles 'Media Outreach and Media Requests. She shared that she would like clarification on who would speak for the School in such situations where comments were requested. The Board discussion indicated consensus that such requests for comment would be directed to the Board Chair. Liz accepted this responsibility and would use her discretion on consulting our attorney before commenting. Furthermore, discussion was had on augmenting our proactive efforts to market the school via social media and such. Discussion was had around seeking to hire a professional to focus on that task. No decisive action taken.

Board Visitation Day is scheduled for May 7<sup>th</sup>. Board members are encouraged to attend this scheduled day of school visitation to observe and engage in dialog. Discussion was had about board members asking questions of instructional staff during this time. Anne W.

provided guidance. Liz S. also reported that there will be additional Board Visitation dates set in the coming year's calendar.

#### TREASURER'S REPORT AND FINANCIALS

Lisa Kirisits presented the Financial Report. For the 9 months ending March 31, 2019, EVCS showed an increase in net assets of \$382,000 vs. a budgeted decrease in net assets of approximately \$188,100. The result is a favorable variance of approximately \$570,100. As of March 31, 2019 the balance sheet showed cash in the amount of apx \$5.1 million including apx \$2 million in CDs. Review of budget lines with favorable/unfavorable variances.

**Matt Ryan moved and Matt Moscati seconded that the financial report be accepted.**

**Approved unanimously.**

Lisa suggested we now bring the dissolution account held at M&T up to the required \$150k, from the current \$100k.

**Matt Ryan moved that we bring the M&T account up to \$150k now, and also work with M&T to move that to an account such as money market to gain more interest. Matt Moscati seconded. Approved unanimously.** Lisa will see that is executed.

Lisa reported that she is working with our attorney at Hodgson Russ on closing the books on 'EVCS I'. Trying to get that done by 6/30/2019 as to avoid going into another fiscal year.

Lisa reported that next year's budget is coming along. She is working with the directors now. Finance committee will meet May 14<sup>th</sup> to review. Intent is to have that to the Board at the May meeting for approval. It is due by 6/30 so we are on track. One item that may delay the final into June is if there are budgetary considerations stemming from the report due from Beyond Sixth, as that may impact personnel population and thus salary expenses.

#### DIRECTOR'S REPORTS

OPERATIONS/FACILITIES : Liz Evans submitted a report in her absence.

Days Park: Danielle Bruno shared with the board that the gym wall is only partially covered with mats. Over the past couple years there have been instances where students have been injured by running into unpadded walls. Therefore she is requesting \$10,500 to be allocated toward the purchase and installation of pads by Action Pads. She offered a copy of the quote and asserted that it was her opinion that it was fair and reasonable.

**Liz S. moved that we allocate the funds as requested. Kathy F. seconded.**

**Approved unanimously.**

Hertel: Colby Smith is working on quotes from several vendors, including DWC as mentioned, to resolve heating issues.

Technology: All classrooms received document projectors, teachers received iPads to enhance usage of Smart boards in daily teaching activities. Funds for this initiative came from Knox Foundation.

Central Office Space, shared at Hertel Campus: Jen. B-S and Matt M. from the Space Planning subcommittee asked Coly Smith to come in and join the meeting for this discussion. They reported that the committee, including Liz E. had met to discuss plans for the renovation.

They requested the Board authorize the committee to engage with an architect to do the design needed to get accurate estimates on the project. They expressed having met with several architects and offered to review their selection process with the Board. They also indicated the apx expenditure for the architectural component to be apx \$23,500. Furthermore, Liz E. in her report requested the Board allocate '\$218,500 of reserve funds toward phase 1 of the space plan', etc. In discussion, the committee indicated they are not yet confident in the overall cost of the renovation, that will become more clear with the design elements secured. Apx 9,000 square feet of space.

**Matt R. moved and Marguerite seconded a motion to empower the committee to select an architect and needed professionals, based on their selection process, along with the funds requested for the design portion of the project. Approved unanimously.**

Days Park: Colby and the Space Planning Committee showed a concept rendering of the Days Park footprint. This demonstrated reuse of exterior space to reduce pick up and drop off congestion as well as adding some addition to the building to facilitate desired additional interior square footage. The committee made clear that this way only a concept image and by no means represented an illustration drawn to code or feasibility. They will continue such creative thinking to better use our real estate to attain our educational goals.

Colby Smith excused from the meeting.

Owners Rep: Liz S. read Liz E. report requesting the Board authorize the committee to hire Colby Smith as Owners Rep on the office renovation at his going rate which is estimated to be \$6,500 based on estimated project cost:

**Mimi moved and Jen B-S seconded the motion to empower the committee to engage Colby Smith's services on the project. Approved unanimously.**

Kathy Jamil and Danielle Bruno reported that there were no personnel actions this month, nor were there any professional development updates. Events: Snow day make up 4/19, spring recess 4/22-26. NYS Math Assessments 5/2-3. Early dismissal and parent teacher conferences 5/16.

## SUBCOMMITTEE REPORTS

### Fundraising:

Met 4/10. Annual appeal has raised apx \$9k YTD. Reviewing corp solicitation letter for Evening at EVCS. Will meet again after retreat to look at fund raising activities to support strategic plan.

### Space Planning

Covered in Operations report.

### Academic Excellence

Met 4/17. General review of academic happenings and culture. Number of trained Relay trained instructors is increasing. Reported to the board the general concept that more instructional help may be needed to bring up scores. They will be interested in hearing about

how budget may support. Danielle and Kathy both commented on how Cullen may be able to support that short term funding if needed, but expressed confidence in their current assets.

By Laws Review Working Group

Did not meet

## COMMUNITY ASSOCIATION

Days Park

Jaime was absent and no report given.

Hertel

Lacole reported on a number of happenings: book fair, teacher appreciation week, skating party. Expressed that the Hertel CA would like to see more events initiated by the school, rather than stemming from the CA

## ANNOUNCEMENTS/NEW BUSINESS

None

**Mimi moved and Kathy F-A. seconded the motion to adjourn. Approved unanimously at 8:09pm.**

Respectfully Submitted,  
**Matthew Ryan**

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