

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, May 15, 2019
Meeting Site: Days Park Campus**

Trustees Present: Mimi Barnes-Coppola; Marguerite Battaglia; Jennifer Bernacki-Smith; Lacoie Brumfield; Evelyn Kerney; Pamela Pollock; Matthew Ryan; Elizabeth Santacrose; Jamie Smith

Trustees Excused: Kathy Franklin-Adams; Matt Moscati

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

Liz Santacrose called the meeting to order at 6:03 PM. She presented the agenda. There were no changes.

MINUTES

The Minutes of the Elmwood Village Charter Schools Board of Trustees Meeting held on April 17, 2019, were presented. **Marguerite moved and Evelyn seconded that the minutes be approved as presented. Approved unanimously.**

BOARD VISITATION DAY - DEBRIEF

Board members who were able to visit one or both schools generally enjoyed their experiences and found them helpful in understanding and evaluating the workings of the schools. They provided much positive feedback to teachers and others. It was generally agreed that these visits be scheduled on a regular basis, perhaps several times each year.

TREASURER'S REPORT AND FINANCIALS

Lisa Kirisits gave the Financial report. For the ten months ended April 30, 2019, EVCS showed an increase in net assets of \$415,991 vs. a budgeted decrease in net assets of approximately (\$76,780). The result was a favorable variance of approximately \$492,771. Favorable and unfavorable variances on various budget lines were highlighted and discussed. As of April 30, 2019, the EVCS balance sheet showed Total Liabilities and Net Assets of \$16,011,097.14.

Lisa also presented a Projected Operating Budget for the upcoming academic year, July 1, 2019 through June 30 2020. The budget was based on an anticipated total of 700 students and included an expected 1.09% increase in per pupil reimbursement from NY State. The budget also included expected increases in salaries and health and retirement insurance costs.

Matt Ryan moved and Mimi seconded that both the Treasurer's report and the Proposed Budget for 2019-2020 be approved. Approved unanimously.

Matt also thanked Lisa for her impeccable work on preparation of the budget.

Lisa also presented communications between the NY State Education Department and EVCS Attorney, Hodgson-Russ indicating that the merger between EVCS1 and EVCS2 was completed on July 1, 2017. She is currently working on the final #990 Form with that assumption. It will be filed for the period ended 6/30/2019 .

DIRECTORS' REPORTS

Directors' Report May 15, 2019

Operations/Facilities

Days Park – Nothing to report

Hertel – The soccer field has been fertilized, rolled and striped, with the financial assistance of Senator Chris Jacobs' office. Delaware Soccer is holding practices there, and EVCS Days Park is holding clinics for K-8th graders throughout the spring.

Shared – Furniture orders have been submitted for the coming year for both buildings.

Technology: Nothing to report

Personnel

No personnel actions this month.

Professional Development

No PD updates this month.

Hertel

- **Afterschool** – Funding for the Hertel Best Self Behavioral Health after school program, which we thought was assured, is not available for the coming year. Cullen suggested that we pursue a partnership with City Year, which is an Americorps program that can provide schools with team of 6-10 corps members and a supervisor. Their duties are flexible, depending on the need of the schools, including running an afterschool program. If we use corps members in lieu of two teaching assistants, have them staff the morning program, and assist in the after school program, the cost to EVCS's bottom line will be net zero. We are also working with BSBH on getting Advantage Grant funding, which is administered through the NYS Office of Children and Family Services. If the funding is awarded (usually announced in July), the entire cost of the program would be covered, in which case we could continue our partnership with BSBH at no cost to families. There is also an option of charging families for after school care, but all billing and collections would be done through the school, and there would be a disparity between EVCS Hertel and EVCS Days Park in cost for after school, which is not ideal and would impede access for some families.

Days Park

Days Park has its first renewal under SUNY approaching. The renewal application will be due on August 15th and then SUNY will be scheduling its renewal visit, usually between

September and November. This will be a two day site visit consisting of classroom observations, focus groups and interviews with teachers, parents, and board members. They will also be examining documents and observing school wide procedures and protocols to determine if the school is effective.

- The renewal options are no renewal, three year, and full five year, based on achievement of the benchmarks.

An excerpt from the renewal guidance:

- The Institute uses the following four interconnected questions for framing its renewal reviews and to determine if a school has made an adequate case for renewal: 1) Is the school an academic success?
 - 2) Is the school an effective, viable organization?
 - 3) Is the education corporation fiscally sound?
 - 4) If the SUNY Trustees renew the education corporation's authority to operate the school, are its plans for the school reasonable, feasible, and achievable?
- Attached is an accountability dossier provided to us by SUNY which assists in preparing for the renewal process.
 - Our current accountability status according to ESSA (Every Student Succeeds Act) is "Good Standing." On a scale of 1-4, our indicator levels based on NYS ELA and Math assessment scores for all students are:
 - Composite Performance: 4
 - Growth: 3
 - Composite Performance & Growth Combined: 4
 - Progress: 3
 - Chronic Absenteeism: 4

Events

May 16 – Early Dismissal and Parent-Teacher Conferences

June 1 – 9:30 – 1:30 EVCS Board Retreat, EVCS Hertel

Other Business

- The Family Satisfaction Survey will be sent to EVCS Days Park and Hertel communities during the last two weeks of May. Results will be reviewed by Leadership team and reported out to the Board.
- The organizational consultant has developed a draft organizational chart based on her conversations and observations over a three day period. Her draft report is available for review and comment and will be updated to its final iteration by the June board meeting. It reflects her vision of an org structure based on EVCS's needs and future growth.
- Andrew Marietta of NYCON developed and sent out a board survey, which everyone should have gotten. He will analyze the results and share this out at the board retreat as a springboard to beginning the strategic planning process.

- Calendar for 2019-2020 Buffalo Public Schools has not finalized its calendar yet. They are contemplating starting instruction on September 11th and eliminating the February break. The Directors are proposing approval of both calendars, to be finalized when Buffalo has set its calendar. Calendar A has a September 3rd start with a week-long February break, and calendar B has a September 4th start, with a two day February break. Busing on days that Buffalo is closed cost EVCS, and we want to minimize that cost if possible.

Respectfully submitted by Danielle Bruno, Liz Evans, Kathy Jamil, and Anne Wechsler – May 15, 2019

SUBCOMMITTEE REPORTS

Fundraising Committee

The Fund raising committee did not meet this period.

Space Planning Working Group

The space planning Working Group met on 5/13/19 at the Hertel Campus. In attendance were Jen Bernacki Smith, Matthew Moscati, and Liz Evans.

Discussion was held to discuss the selection of an architect to lead the renovation of central office space based on the RFPs that were submitted. After some discussion, Jen and Matt both recommended that the firm of Carmina Wood Morris be engaged to undertake the design of all spaces at Hertel. The stated reasons were that they had a thorough knowledge of the building, and that we have worked successfully with them in past renovation projects, including initial renovation of EVCS .Hertel. They have completed projects on time and within budget.

Next steps are to reach out to CWM to do ratings of all spaces impacted by the creation of the central office space, renovation of the Arts building to house music, dance, and storage, and reuse of vacant spaces in phases ((central) office space first, then other spaces. Colby Smith can then bid out projects to get a sense of cost for different phases.

The Board will then consider the timeline of renovations and, in case the renovations can't be completed in time for central office to occupy a renovated space, whether they will need to move into an unoccupied classroom at Hertel temporarily.

One consideration is the possibility of State Stimulus Fund (SSF) grant availability for Hertel in the amount of \$150,000. It is a reimbursement grant and, if there is a new cycle announced, the time frame for expending funds is July 1, 2019 - July 31, 2020.

Academic Excellence Committee

The Academic Excellence Committee did not meet this period.

Nominating Committee

The Nominating Committee is scheduled to meet next week.

Finance Committee

At the last meeting of the Finance Committee, the Committee drafted the following resolution:

Resolved:

New expenditures outside of the approved EVCS Budget, which are in excess of \$10,000, must be submitted to the Finance Committee for review prior to presentation to the Board of Trustees.

Liz Santacrose moved and Matt Ryan seconded that the resolution be passed. The resolution passed unanimously.

COMMUNITY ASSOCIATION

Days Park - Jaime reported that the Days Park CA has elected new officers for the 2019-2020 academic year. The office of secretary remains open at this time as they are still seeking a person to fill the position.

The group is engaging in a fundraising evaluation to determine if events, such as the Scholastic Book Fair are worth continuing. Various activities were conducted in honor of Teacher Appreciation Week.

Hertel - Lacole indicated that the Hertel CA had also planned a variety of successful activities in honor of teacher appreciation. She commended the committees for a job well done.

ANNOUNCEMENTS/NEW BUSINESS

-EVCS Directors and Dave Phillips graduated from the RELAY Program this past weekend. All agreed that it had been a difficult, but very worthwhile experience.

-Currently six staff members including individuals from both schools, are attending a program featuring anti-bias training.

There was no new business.

Jaime moved and Lacole seconded that the meeting be adjourned. Approved unanimously.
The meeting was adjourned at 7:40 P.M.

Respectfully Submitted,
Pamela Pollock

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