

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, June 12, 2019
Meeting Site: Hertel Campus**

Trustees Present: Jennifer Bernacki-Smith; Lacle Brumfield; Kathy Franklin-Adams; Matt Moscati; Pamela Pollock; Matthew Ryan; Elizabeth Santacrose

Trustees Excused: Marguerite Battaglia; Evelyn Kerney

Trustees Absent: Mimi Barnes Coppola; Jamie Smith

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 6:10 PM. She presented the agenda. There were no changes.

MINUTES

The Minutes of the Elmwood Village Charter Schools Board of Trustees Meeting held on May 15, 2019, were presented. **Kathy Franklin-Adams moved and Liz Santacrose seconded that the minutes be approved as presented. Approved unanimously.**

TREASURER'S REPORT

Lisa presented the Treasurer's Report. For the eleven months ended May 31, 2019, EVCS showed an increase in net assets of \$588,300 vs. a budgeted increase in net assets of approximately \$34,500. The result was a favorable variance of approximately \$553,800.

Lisa also reported that there is one final Form 990 to file for Elmwood Village Charter School (EVCS 1), for the year ended June 30, 2019. She updated the BOT regarding the checking account at M & T Bank - which is the "dissolution" account required by CSI/NYSED. At the May BOT meeting, there was a board resolution directing Lisa to facilitate closing the M & T checking account and simultaneously open a savings account at M&T Bank (and transferring all the money from the checking to the savings) in order for EVCS to obtain a more favorable interest rate. At the same time, an additional \$50,000 was deposited into the M&T Bank account in order to fulfill the requirement to have \$150,000 (\$75,000 for each location) in the "Reserve for Dissolution". M&T Bank offered 1.75% interest on the savings account. EVCS also holds more than \$2 million in laddered CDs.

BY-LAWS REVISION

Changes in EVCS By-Laws, primarily relating to trustee term limits and the overall number of trustees were discussed. Members present seemed to be in general agreement. However, there was not a sufficient quorum to call an official vote.

DIRECTORS' REPORTS

Operations/Facilities

Days Park - Nothing to report.

Hertel - The hot water heater failed. It was an older unit, and a replacement that would work with the current system was priced out at about \$6,200 by a plumbing company recommended by Colby Smith. It will be installed by the end of this week.

Shared - Nothing to report.

Technology: Technology requirements for new staff members were priced out. For those new staff members beginning July 1, laptops and docking stations have been ordered. Other new staff, including instructional coaches, will receive laptops in the new fiscal year.

Personnel

Approval for the following new positions and personnel was requested:

Position	Name	Campus	Qualifications
HR Manager	Kimberly Rosenfield	Shared	12 years HR Generalist experience in for profit and non-profit settings
Assistant Principal	Elizabeth Fisher	Hertel	Erie 1 BOCES Coordinator of Curriculum and Staff Development, June 2008-present Elementary Teacher-11 years NYS CAS SBL/SDL Certification, 6/20/18 BS and MS, Elementary Education, SUNY College at Buffalo Permanent NYS Pre-K-6, English 7-12 and Gifted Extension
4th Grade Teacher	Polly Lenihan	Hertel	Cert - initial (NYS pending); Professional NJ, K-6 Degree - MA of Teaching
4th Grade SPED	Tavis Baish	Hertel	Cert-initial NYS Students with Disabilities 1-6: NYS Childhood Education 1-6; NYS Early Childhood Education Birth - 2
4th Grade Teacher	Ashley Sieber	Hertel	Degree Childhood Education; Cert-NYS Initial Early Childhood B-2 ; NYS Initial Childhood Education 1-6
Assistant Teacher	Sean Murphy	Hertel	Cert-NYS Initial Cert. in Childhood Education 1-6; Degree-BS in

			Childhood Education
SPED Coordinator	Tara Czamara	Hertel	Cert-Permanent K-12 SPED; Pre K-6 Elem. Ed. MS SPED

Pam moved and Kathy Franklin-Adams seconded that all proposed personnel actions be approved. Approved unanimously.

Academics

An end of the year academic report will be reviewed at the Academic Excellence Committee meeting on June 27, 2019.

Professional Development

No PD updates this month.

Hertel Updates

- **Afterschool** - EVCS is applying for Advantage Grant Funding for the Hertel Best Self Behavioral Health after school program. Application is due June 18.
- **City Year** - We met the site manager for the coming year and Liz Evans will be attending the kick-off summit with all charter school partners tomorrow, June 13.

Days Park Events

- June 18 - Kindergarten Graduation
- June 20 - Eighth Grade Graduation
- June 26 - Last Day of School

Other Business

The Family Satisfaction Survey closed out on Sunday, June 8th.

- 48% of Days Park families responded, and 97% indicated that “overall they were satisfied with EVCS”
- 67% of Hertel families responded and 98% indicated that “overall they were satisfied with EVCS.”
- Other areas will be examined in greater detail during the coming weeks and highlights shared with the Board.

The organizational consultant participated in calls and online feedback with the leadership team to further define organizational structure, job descriptions and advertisement drafts. It reflects her vision of an org structure based on EVCS’s needs and future growth. Both initial findings and revised org structure documents are available for review and discussion.

Andrew Marietta of NYCON shared his summaries of the Board retreat held on June 1st. He also included a strategic planning organization document with a few of the points discussed at the meeting, to be expanded upon by the Board in their strategic planning process. This can be emailed to Board members, or printed and shared at the next meeting, whichever is preferred.

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

Middle School rankings have been published by Buffalo Business First. EVCS went up in rank from 49th to 32nd and received a subject award in mathematics. EVCS was the second highest performing public school in Buffalo (after City honors), and the third highest performing school among all schools in the city of Buffalo (after City Honors and Saint Mark's.)

Liz Santacrose moved and Matt Ryan seconded that any calendar which did not exceed that the maximum number of busing days approved at the May BOT meeting be approved. Approved unanimously.

SUBCOMMITTEE REPORTS

Fundraising Committee - There was no meeting this month.

Space Planning Working Group

The Space Planning Working Group met on June 7, 2019. The draft space plan for central office space at Hertel was discussed. Carmina Wood Morris is still in the process of updating the plan. Discussion points that were raised will be communicated to CWM by Colby Smith. The timeline for completion of the project depends on many factors, including obtaining building permits. They are hoping to complete by September 1. However, mid-fall is deemed a more likely time. In that case, central office would temporarily occupy an empty classroom on the second floor.

Discussion was also held regarding the addition at Days Park. Concerns were expressed that, with a lower than expected per pupil funding increase and special education cut backs, the timeline could not be established until there has been a closer assessment of EVCS's long-term fiscal health. Various temporary options were discussed.

Academic Excellence Committee

The Academic Excellence Committee is scheduled to meet on Thursday, June 27 at 12:30 PM at the Days Park Campus to discuss student test performance.

Kathy Franklin Adams reported that she had attended the Charter Board Partners' workshop on Evaluating the Administration. She found the program to be very informative and noted that they felt that evaluation of the administration was best done by a committee.

Nominating Committee

Members of the Nominating Committee have met with Trustees whose terms expire at the end of this month. They are:

Mimi Barnes Coppola
Jennifer Bernacki Smith
Pamela Pollock
Matthew Ryan

All four were nominated and expressed willingness to serve another three-year term on the EVCS Board of Trustees. **Liz Santacrose moved and Marguerite seconded that the four members of the 2019 class of Trustees be elected to an additional three-year term.**

Approved unanimously.

Matt Ryan moved and Mimi seconded that the the current officers of the EVCS Board of Trustees be re-elected to an additional one-year term in their current office.

President	Elizabeth Santacrose
Vice President	Jennifer Bernacki-Smith
Secretary	Pamela Pollock
Treasurer	Matthew Moscati

The motion passed unanimously.

COMMUNITY ASSOCIATION

Lacole reported that the Hertel Campus had had their end-of-year Field Day earlier in the day. Everyone enjoyed the games and refreshments. Hertel fundraising figures are projected to be increased over last year. However, final figures are not yet available. Plans for 2019-2020 activities are already underway.

Jamie was not available to provide the report for the Days Park C.A.

NEW BUSINESS/ANNOUNCEMENTS

Kathy Jamil announced that, under Title 1, there is a new regulation requiring Charter Schools to have an official Family Engagement Policy. The Administrative Team is currently working on a document formally stating current practices. It is hoped that this will be ready for Board approval at the next meeting.

Liz Evans reported that a communication was received from Sam Savarino indicating that, under the terms of our lease/sub-lease, EVCS is responsible for repairs to the retaining wall at the Elmwood Ave. property currently occupied by Autism Services. Colby Smith and the EVCS attorneys believe it is the landlord's (Mr. Savarino) responsibility to fix the wall. The attorneys are preparing a letter, on attorneys' letter head, to be sent to Mr. Savarino.

There were no additional announcements or items of business.

Liz moved and Jen seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 7:33 P.M.

Respectfully Submitted,
Pamela Pollock

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