

**Elmwood Village Charter School  
Board of Trustees Meeting  
Wednesday, June 16, 2021  
Meeting Site: Zoom Online Meeting**

**Trustees Present:** Mimi Barnes-Coppola; Jennifer Bernacki-Smith; Lacle Brumfield; Ed Castine; Kathy Franklin-Adams; Evelyn Kerney; Joshua Pennell; Pamela Pollock; Liz Santacrose; Anna Sotelo Peryea

**Trustees Excused:** Matt Ryan

**Trustees Absent:** Matt Moscati; Jamie Smith

**Others Present:** Danielle Bruno, Director EVCS Days Park; Liz Evans, EVCS Director of Operations; Liz Fisher, Director, EVCS Hertel; Anne Wechsler, EVCS Director of Curriculum and Instruction;

#### CALL TO ORDER

Liz Santacrose called the meeting to order at 6:05 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 19, 2021, were presented.

**Kathy moved and Lacle seconded that the minutes be accepted as presented. Approved unanimously.**

#### TREASURER'S REPORT

Financial Committee member, Ed Castine, presented the Treasurer's Report in the absence of both Matt Moscati, EVCS BOT Treasurer, and Lisa Kirsits, EVCS Accountant. For the eleven months ended May 31, 2021, EVCS showed an increase in net assets of \$2,468,700 vs. a budgeted decrease in net assets of approximately (\$125,600). The result was a favorable variance of approximately \$2,594,300. The Paycheck Protection Program Loan (PPP) was forgiven in May, 2021 in the amount of \$1,451,500 and is shown as "Gain on extinguishment of debt".

**Pam moved and Josh seconded that the Treasurer's Report be accepted. Approved unanimously.**

#### DIRECTORS' REPORT

The Directors' Report was prepared jointly by Danielle Bruno, Liz Evans, Liz Fisher and Anne Wechsler.

#### **Reopening Update**

As the 20-21 school year comes to a close, plans have already begun for five days of full in-person instruction in 21-22, to be discussed in more detail in this report.

## Operations/Facilities

**Days Park** - A basement clean-out/organization project is underway in anticipation of future teacher storage and the need for storage of classroom furniture that doesn't fit in the classroom with the 3-foot spacing regulations.

**Hertel** - Room assignments for 2021-2022 are set. Draft plans are ready for the two-story building. These will be put out to bid in order to get construction numbers for the next phase of renovation.

An AC unit servicing the student services suite, dance room, and upstairs staff workroom failed. The unit is from 1979 and the cost of repair was \$8,000 versus the cost to replace the unit at \$22,400. Since the budget line for major mechanical repairs and replacement was still underspent for the year, it was decided to replace the unit. The work was done on Wednesday, 6/16.

**Shared** - Nothing to report.

## Admissions/Student Enrollment

EVCS continues to make offers to kindergarten families and will begin to make offers for seats in grade 1 and up.

## Technology

Ordering of new technology will begin July 1st. Purchases for new chrome books will be made under Erate Emergency Funding (ECF). The remainder of the technology purchases (including retroactive purchases) will be made under the American Rescue Plan funding.

## HR Updates

### **Personel**

#### **HR Current Work**

- **HR Policy Updates:** Over the past few months HR has developed numerous policies to be added to the employee handbook. The policies that were created were done so as to cover areas that are currently lacking in the employee handbook and to follow best practices in the areas of employee handbooks. Policies were developed after reviewing policies from other school districts and the society of Human Resources (SHRM). As there are numerous policies to review, **the complete list will be submitted to the Board a week before the July BOT meeting to provide ample time to review.**
- **Assistant Principal Search Process:** The Assistant Principal Search process is well under way.
  - In April the position was posted in nine different places focusing on job boards that reach a diverse audience
  - EVCS received 27 applicants for the position

- The Leadership Team narrowed down the search to 6 candidates to be phone screened
- All 6 candidates were contacted and 5 phone screens have occurred with the HR Manager (One person dropped out as a candidate.)
- First round interviews began on June 11th and should conclude by the last week of June

After the first round interviews are completed, the committee will decide if a second round interview is warranted for the top two candidates.

Action Items: None

Currently Hiring: General Education and Special Education Teachers, Custodians, Speech Language Pathologist (p/t)

### **Hertel Renewal**

EVCS Hertel is up for renewal. The application is due to SUNY Charter School Institute by August 16, 2021. SUNY CSI will be reaching out to the School Leadership Team to schedule a visit to the school to conduct observations and focus groups of parents, students, teachers and trustees sometime during the 2021-2022 year.

### **EVCS 2021-2022 School Calendar**

The proposed EVCS School Calendar for academic year 2021-2022 was presented. **Anna moved and Kathy seconded that the proposed calendar be accepted. Approved unanimously.**

### **Academics**

#### **Planning for Next Year**

Anne presented some exciting new programs to be initiated in 21-22.

#### **SEL**

-Fly-Five: A new kindergarten to eighth grade social and emotional learning curriculum developed by Responsive Schools on the core belief that, in order for students to be academically, socially, and behaviorally successful in, out of and beyond school, they need to learn a set of social and emotional competencies, namely cooperation, assertiveness, responsibility, empathy, and self control (C.A.R.E.S.).

-Panorama: SEL survey that will be delivered 3x per year. Panorama helps schools and districts support student and adult SEL with research-backed surveys and actionable data reports.

#### **ACADEMICS**

-Science of Reading Curriculum: Really Great Reading provides engaging, evidence-based foundational reading instruction and interventions. This program will be used to build strong literacy foundations in the primary grades and to help remediate decoding issues in upper elementary and middle grades. It will be used

for 25-30 minutes of daily Tier 1 instruction in grades K-3 and as remediation in grades 4 and up. Faculty will receive training in August.

-Kindergarten Camp Description: The EVCS kindergarten will begin with a two-week (7 school days) period that is planned specifically to address school readiness skills which focus on self-regulation and acclimating to a new school. The Kindergarten Camp program strives to provide the youngest learners the opportunity to develop readiness skills within a small group setting. Children will spend the morning in cohorts focused on building social emotional skills through play-based learning. In these small groups, children will learn to navigate the new school environment, practice readiness skills such as turn taking and classroom routines, and develop authentic relationships through intentional conversations. In the afternoon, the special services team will implement activities and lessons that marry social and emotional learning and purposeful play. This slow and intentional introduction to school and its academic and behavioral expectations are designed to set students up for success in kindergarten. At the end of this period, teachers and specialists will reflect on their interactions and observations. These discussions will inform the creation of two, well-balanced classrooms.

#### Teacher Induction and Support

- Newly designed teacher induction program with year-long scope and sequence of practice clinics
- New stipended Special Ed Mentor position at each campus.
- Tiered/differentiated plan for observation and feedback, allowing new teachers to receive more robust support.

#### **Professional Development /Strategic Planning**

Lindsay Haldeman has been engaged to lead EVCS in the strategic planning process. Board members were sent an email with a link to a document by which they might reserve a time to talk with her for 30 minute sessions and an additional link to a poll to assist in scheduling a summer board retreat.

EVCS has partnered with Dr. Jevon Hunter in the areas of professional development and teacher leadership. Dr. Hunter will conduct a series of interactive professional services designed to support the transformation of curricular, instructional, and pedagogical practices as the faculty moves towards the effective integration and implementation of Culturally Relevant Education (CRE) and other asset-based instructional and curricular frameworks into the 2021-2022 academic year curriculum.

This work will include a professional development session in the summer of 2021 on Culturally Relevant Education, a book study through the 21-22 school year, and support with the development of a CRE-informed unit of study. Dr. Hunter will work with teacher leaders to develop, identify and promote student and teacher work through multiple conference outlets.

### **Other Business**

EVCS Hertel and EVCS Days Park Kindergarten graduations will be held Monday, June 21st, and Tuesday, June 22. EVCS Days Park 8th grade graduation will be held Thursday, June 24, at 6 PM at the Hertel Campus.

Liz Evans will be sending out via DocuSign **Trustee Financial Disclosure** Statements for the 2020-2021 Annual Report.

### SUBCOMMITTEE REPORTS

Space Planning :           The Space Planning Committee has not met this period. The plan is to meet soon to finalize summer plans.

Nominating:                The Nominating Committee has not met this period. A meeting is to be held soon to nominate officers for the 2021-2022 academic year and possibly new Board members for those whose terms have ended.

Academic Excellence:    The Academic Excellence Committee Plans to meet as soon as end-of-year performance data is available for analysis.

Fundraising:              The Fundraising Committee has not met.

### COMMUNITY ASSOCIATION

Anna reported that the Hertel CA last met on May 26.

-Their Chiavettas' Chicken barbecue fundraiser was reported to have been very successful. They are planning to schedule another one for the fall - perhaps September 23 or 30.

-They have been working on collecting various school supplies for the "closet" collection.

-They prepared bags of summer toys for the students to experience an "at home" Field Day.

The next meeting is scheduled for August. They are attempting to analyze why parents attend or do not.

There was no update from the Days Park CA as Jamie was unavailable.

### BOARD RETREAT

The EVCS BOT Retreat has been scheduled for Tues., July 20 and Thurs. July 22 from 5-7 PM via Zoom.

## ANNOUNCEMENTS/NEW BUSINESS

There was no additional business nor further announcements.

**Mimi moved and Kathy seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 7:08 PM.

Respectfully submitted,

Pamela Pollock

### **Future Meetings:**

July 21, 2021

All meetings begin at 6:00 PM