

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, January 17, 2018
Meeting Site: Days Park Campus**

Trustees Present: Mimi Barnes-Coppola; Marguerite Battaglia; Jennifer Bernacki Smith, Kathy Franklin-Adams; Matthew Moscati; Pamela Pollock; Matthew Ryan; Elizabeth Santacrose

Trustees Excused: None

Trustees Absent: None

Others Present: Danielle Bruno, Director, EVCS Days Park; Kathy Jamil, Director, EVCS Hertel; Elizabeth Evans, EVCS Operations Manager; Lisa Kirisits, CPA, Kirisits & Associates, EVCS Accountant; Lacole Brumfield, proposed Parent Representative from EVCS Hertel

CALL TO ORDER

Board Chair, Mimi Barnes Coppola, called the meeting to order at 6:10 PM. She presented the agenda for the meeting which was accepted.

MINUTES

Minutes of the Elmwood Village Charter Schools Board of Trustees meeting held on December 20, 2017, were presented. There were several corrections, most notably regarding discussions of portions of the Directors' Reports. **Marguerite moved and Matt Ryan seconded that the minutes be accepted as corrected. Approved unanimously.**

BOARD APPROVAL OF NEW PARENT REPRESENTATIVE

Mini introduced Lacole Brumfield, mother of students at the Hertel Campus. The Board Nominating Committee has interviewed several candidates to serve as Parent Representative to the Board from EVCS Hertel, and has selected Lacole as their nominee. **Marguerite moved and Mimi seconded that EVCSs Board of Trustees accept Lacole Brumfield to serve as Parent Representative to the Board representing the Hertel Campus, with a term to expire on June 30, 2020. Approved unanimously.** Liz Evans will be responsible for ensuring that necessary paperwork is completed and sent to Albany.

FINANCIAL REPORT

Lisa Kirisits gave the Financial Report. For the six months ended December 31, 2017, EVCS shows an increase in net assets of \$82,185 vs. a budgeted decrease in net assets of approximately \$(546,451). The result is a favorable variance of approximately \$628,636. Revenue sources included the expected NYS aid for regular and special education students, based on the number enrolled, and Federal grants. Salaries constituted the largest expense. All expenses, along with favorable and unfavorable variances, are documented in the complete report.

Lisa and Matt Moscati will be meeting soon to initiate movement of the investments from the account of EVCS-I to an account for the merged entity EVCS Charter Schools. **Matt Ryan**

moved and Marguerite seconded that the Financial report be approved. Approved unanimously.

At the May, 2016 BOT Meeting, it was decided that EVCS maintain :

- \$500,000 in an operating account
- \$1 million in money market accounts
- \$2 million in laddered CDs

The question was raised regarding what is appropriate now that there are two schools rather than one. Should there be a separate \$500,000 operating account for each school? Should money from maturing CDs be added to the money market account? These are questions requiring further investigation.

BUILDING UPDATES

In the absence of Owners' Representative, Colby Smith, Liz Evans highlighted the following items:

- Parts have been ordered for the necessary HVAC modifications to alleviate classroom noise at the Days Park Campus.
- The poor visibility of the entrance sign at the Hertel Camous remains a problem. The school has not been able to illuminate the sign or install a lighted one as there is currently no electricity available at the site. Perhaps a plan to use a source nearby could be devised.
- There are also lights out in the parking lot. Since it is a City lot, the City should be contacted to remediate this problem.
- It was noted that the driveway has been plowed in a narrow strip allowing space for only a single car. Plow personnel need to be contacted regarding the need to have space for a generous lane in each direction.

Liz stated that she will be doing further investigation regarding better outdoor lighting of the Hertel Campus. The sports field might be included in this project which might qualify for a grant.

RESPONSE TO OFFICE OF NYS COMPTROLLER AUDIT REPORT

The exit interview regarding last summer's audit by the Office of the New York State Office of the Comptroller was held on January 16, 2018. EVCS has until February 8, 2018 to respond. The negative findings centered on the opinion that the School paid too much money for the Hertel property. It was felt that the auditors considered "comparable" property primarily on the basis of square footage. The Board looked at factors such as potential cost of building rehabilitation, proximity to targeted student population, advantage of green space, etc. Better photographs and documentation might be included in the action plan. Lisa Kirisits said she had the appropriate form for the response. Lisa Mimi and Liz Evans will prepare the response expanding and explaining rationale for the Board's actions and adding rationale at each point. Once Mimi and Liz have drafted the response, Jen will read it for accuracy of legal language.

DIRECTORS' REPORTS

Days Park

Danielle Bruno presented the Director's Report for the Days Park Campus.

Director's Report – Days Park Campus

January 17, 2018

Personnel

No personnel actions at this time.

Academic Report

STAR Assessment Summary - Reading

STAR Assessment Summary (Midyear) READING At or Above Benchmark	
Grade	% of students
Grade K	68%
Grade 1	78%
Grade 2	81%
Grade 3	72%
Grade 4	77%
Grade 5	71%
Grade 6	62%
Grade 7	56%
Grade 8	68%

STAR Assessment Summary – Math

STAR Assessment Summary (Midyear) MATH At or Above Benchmark	
Grade	% of students
Grade K	in process
Grade 1	67%
Grade 2	79%
Grade 3	67%
Grade 4	73%
Grade 5	81%

Grade 6	79%
Grade 7	80%
Grade 8	83%

BPS/Charters Collaborative Alliance

WNY charter school leaders convened to discuss an invitation from Dr. Kriner Cash to create a collaborative alliance between BPS and charter schools. The minutes of the December 18 meeting:

- Accept Dr. Cash's invitation to begin a collaborative discussion.
- Attend a meeting on January 19 with Dr. Cash.
- Inform charter school boards of group processes.
- Areas of interest for collaboration: transportation, special education, charter/district communications

We will keep the Board apprised of the work of this collaborative alliance.

Calendar Notes

January 25 – Whole School Morning Meeting
 January 25 – Early Dismissal and Parent-Teacher Conferences
 February 8 – Open House (6:00 PM)
 February 12-16 – Spirit Week
 February 15 – Open House (8:30 AM)
 February 16 – Whole School Morning Meeting
 February 19-23 – Midwinter Recess

Hertel

Kathy Jamil presented the Director's Report for the Hertel Campus.

Staffing

Rebecca Budin is working as a 2nd Grade Assistant Teacher. She replaced Emerson Miller as of January 2, 2018. Mr. Miller was on an improvement plan early October but his performance did not improve with the supports provided. His employment was terminated on December 22, 2017. Ms. Budin has a Bachelor of Science in Physical Education and Health and has experience working in BPS tutoring students through an AmeriCorps program.

Administrator Professional Development

- The Directors attended Hodgson Russ School Law Conference. We attended sessions on Paid Family Leave, School Website Accessibility requirements, and regulation updates on Students with Disabilities.
- The Cullen Foundation has encouraged the Directors to apply for Relay's National Principal Academy Fellowship as part of their Buffalo School Leaders for Excellence program. The National Principal and Supervisor's Academy is a one-year fellowship that prepares aligned teams of principal, and leadership

team members to become instructional and cultural leaders. The Fellowship is a selective, job-embedded leadership program for current principals and supervisors from across the U.S. Excerpt from the Relay Overview: “Relay trained leaders return to their schools prepared to improve student learning. 270 schools have sent leaders to NPAF between 2014 and 2016...62% of these schools grew (on avg.) from '15 to '16 in English Language Arts and Mathematics. 25 of these schools (9%) saw double digit growth (Math & ELA averaged). Four Directors have applied for the program, which will require a two-week training in July and four intersessions on weekends throughout the school year. The cost of the program and registration is \$28,500 per fellow, which will be fully funded by Cullen including travel.

School Events:

- Jan 17 - Responsive Classroom Coaching Day
- Feb 2 - Whole School Morning Meeting
- Feb 6 - Progress Monitoring Professional Development
- Feb 7 - 100th Day Celebration
- Feb 6 & 13 - Open Houses

Jen moved and Liz Santacrose seconded that stated personnel actions be approved. Approved unanimously.

BOARD NOMINATING COMMITTEE

Having identified Lacle Brumfield as a candidate to fill the position of Parent Representative from the new Hertel Campus to the EVCS Board of Trustees, the Nominating Committee is now seeking a candidate to fill the remainder of the unexpired term left by the resignation of Natalie Stoyanoff. A candidate with expertise in development, marketing and/or property improvement would be a welcome addition to the Board.

COMMUNITY ASSOCIATION

Liz Santacrose reported that the CA has been active during the past month. They have:

- completed a meal train to assist an EVCS family who recently experienced the unexpected death of a parent
- sponsored a sale of “of Spirit Wear” which will be complete at the end of the week
- planned an evening roller skating event for Sunday, January 21, 2018

NEW BUSINESS AND ANNOUNCEMENTS

Matt Ryan has been investigating NYSED's requirements for Charter Schools' dissolution funds. He reported that the requirement is \$75,000 per school. He recommended that the first \$75,000 set-aside be completed by the end of June, 2018., and the second \$75,000 as soon as possible thereafter.

Liz Evans reported that the BOT Retreat originally scheduled for Jan.13, 2018, had been cancelled by the presenter, due to unfavorable weather and driving conditions. She will send out another survey in an attempt to identify a suitable retreat date in May.

Matt Moscati moved and Kathy Franklin-Adams seconded that the meeting be adjourned. Approved unanimously. The meeting was adjourned at 7:57 PM.

Respectfully Submitted,
Pamela Pollock

**Future meetings - All meetings to begin at 6:00 PM: Feb. 14, 2018*; Mar. 21, 2018; April 18, 2018; May 16, 2018; June 20, 2018; July 18, 2018

*February meeting the 2nd Wednesday.