

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, October 21, 2020
Meeting Site: ZOOM Online Meeting**

Trustees Present: Mimi Barnes-Coppola; Jennifer Bernacki-Smith; Kathy Franklin-Adams; Evelyn Kerney; Matthew Moscati; Joshua Pennell; Pamela Pollock; Matthew Ryan; Elizabeth Santacrose; Jamie Smith

Trustees Excused: Lacle Brumfield

Trustees Absent: Anna Sotelo-Peryea

Others Present: Danielle Bruno, Director EVCS Days Park; Elizabeth Evans, EVCS Director of Operations; Elizabeth Fisher, Acting Director EVCS Hertel; Anne Wechsler, EVCS Director of Curriculum and Instruction; Lisa Kirisits, CPA, of Kirisits & Associates, EVCS Accountants; Thomas Burns, CPA and Peter DeSabio CPA of Lumsden & McCormick, Certified Public Accountants, EVCS Independent Auditors; Rachel Schneecloth, EVCS Teacher

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 September 16, 2020, were presented. **Mimi moved and Matt Ryan seconded that the minutes be accepted as presented. Approved unanimously.**

AUDIT REPORT

Lisa Kirisits presented the compiled Financial Statement for EVCS for June 30, 2020, as compared to budget, and reviewed the highlights. There was a profit of \$807,811 compared to a budgeted profit of \$42,261. State revenue exceeded budget by \$47,380. Special Ed revenue was \$388,575 greater than budget based on student needs. It is difficult to budget state aid because student's IEPs are not always predictable or consistent. Special Ed is also over budget (in the amount of \$111,737). Federal grants are lower than budget by \$40,134. Due to COVID, NYSED allowed all unspent federal grants for charter schools (ie: Title I, Title II) to be carried forward in the budget for 2020-2021. This decision was due to the fact that for 2019-2020, there was no impact to the school from the pandemic, but there would be for 2020-2021 (reduction in state aid). Investment income of \$76,617 exceeded the budget by \$46,617. Other income of \$185,406 included insurance proceeds related to the flood at Hertel and are offset by loss due to flood in the amount of \$179,443. On the expense side, Central Office salaries was over budget because the Cullen grant that covered the salaries was not included in the budget. This was due to the fact that this Cullen grant was applied for

(and awarded) after the budget was finalized. Professional fees were over budget due to legal fees related to the BPS clawback.

The auditors (Tom Burns and Peter DeSabio from Lumsden & McCormick) presented the audited financial statements for EVCS for the year ended June 30, 2020. The financial statements included a comparison to prior year. The auditor's report included a "clean" opinion - which is the best you can get. Although the auditors do not opine on EVCS's internal control, they do review EVCS's internal control and stated that there is complete segregation of duties, which is accomplished by outsourcing the accounting functions. They further stated that it would be extremely expensive to replicate that internal control in-house. Tom reviewed the new accounting standards as well and the management letter (no material weakness) and the Report of Communications to the Board. Peter gave an overview of the financial statements, including the balance sheet, income statement and statement of cash flows.

Mimi moved and Matt Moscati seconded that the Audit Report be accepted as received on October 21, 2020. Approved unanimously.

TREASURER'S REPORT

Lisa and Matt Moscati presented the treasurer's report. For the three months ended September 30, 2020, EVCS showed a decrease in net assets of (\$680,000) vs. a budgeted decrease in net assets of approximately (\$1,257,500). The result was a favorable variance of approximately \$577,500.

A review of the balance sheet showed:

-Grants receivable - the expenditures must be made prior to the cash being received. The lead times for grant requisitions are approximately 6-8 weeks. There were grant receivables at September 30, 2020, of approximately \$78,400.

-Property and equipment - Total property and equipment includes approximately \$15,241,100 in cost at September 30, 2020, less accumulated depreciation of approximately \$3,486,400 for a net total of \$11,754,700 in property and equipment.

-Accrued expenses - accrued expenses totaling approximately \$638,000 represents accrued payroll of 457,200, accrued pension of \$412,500, accrued vacation \$5,800, and \$162,700 in other accruals at September 30, 2020.

-Deferred revenue - deferred revenue represents state aid billings received in advance of being earned. the most recent state aid check from Buffalo amounted to approximately \$930,600 (Days Park) and \$661,000 (Hertel) and were received in Sept., 2020 (2 of 6 billings for 20 20-2021) based on 701 (411-Days Park and 290 Hertel) Buffalo students.

Continued Strategy will be:

-Pay all priority vendors timely (payroll, payroll taxes, health insurance).

-Continue to follow up on federal grant reimbursement requests,

-Monitor cash flows and cash management.

Matt Ryan moved and Matt Moscati seconded that the financial statement be approved.

DIRECTORS' REPORT

School Reopening Update

EVCS began remote instruction on September 2, 2020. Through 9/11/20, average attendance rates were: Days Park - 96%; Hertel - 92%.

EVCS Administrative Team sent surveys to family and staff in September - first as a quick snapshot of preferences for remote vs. hybrid - then sent out intention surveys first to staff (on October 5, 2020) and then to families (on October 13, 2020). As of the writing of this report, 743/749 students are represented in the responses, and 123/138 staff members have responded.

Family Preferences Surveyed in September

46% preferred remote;

54% preferred hybrid

October Intent Form:

Family Selections	Number Responded	Remote Only	Hybrid
-Days Park	443	170	263
-Hertel	301	111	190
-TOTAL	744	281 (39%)	453 (61%)

Staff Preferences Surveyed in September

56% not comfortable with in-person learning

44% comfortable with in-person learning

October Intent Form

Staff Intentions	Return to Work	May Need Partial or Full-Time LOA	Request for Accommodation
89% responded to survey: Some of this data is updated after the intent form was sent. (LOAs, Accommodations)	107	10	9

The Administrative Team has continued to monitor and review the health and safety data collected to date, along with this preliminary survey data from families and staff, to determine next steps for the school year. Primary health and safety sources include:

-Regional and county dashboard;

<https://forward.ny.gov/percentage-positive-results-region-dashboard>

-Erie County dashboard (includes City of Buffalo and zip code dashboard);

<https://erieny.maps.arcgis.com/apps/opsdashboard/index.html#/dd7f1c0c352e4192ab162a1dfadc58e1>

-NY Schools COVID Report Card dashboard

<https://schoolcovidreportcard.health.ny.gov/#/home>

The result of the extensive survey and discussion produced no clear majority from either families or staff. Current health and safety data support a hybrid model return to school. However, a spike in positive Covid test results over the past week suggests the need for caution. As health and safety of all is the top priority,

conservative action is indicated. Danielle will have additional meetings with teachers and report back to the Board.

Partners programs at EVCS-Buildings Update

Days Park: Boys and Girls Club of Buffalo modified its after school program to run from 12-4 five days per week. They provide meals, supervision and enrichment activities. This program is only open to Days Park students. (22 enrolled for the PM program)

Hertel: Best Self Behavioral Health received funding from Erie County through 12/31/20 to offer the program free to families who qualify. The income cut-off for free participation is \$103,000 for a family of 4. For example: they have 32 students currently enrolled, with 6 awaiting registration. While this funding is in place, they are able to enroll only students whose families qualify for the subsidy.

Operations/Facilities

Days Park: Construction of the addition continues. There is a delay in completion due to the failure of National Grid failing to schedule installation of external transformers.

Hertel: No updates

Shared: The draft District Safety Plan has been posted on the EVCS website for 30 days and did not receive any public feedback. **Kathy moved and Pam seconded that the District Safety Plan be accepted. Approved unanimously.** The plan will be updated from “draft” to “final” and submitted to NYSED.

<https://drive.google.com/file/d/1GS0j2tSqlb5J0fd17bTqXhVmi9RzNS/view?usp=sharing>

Admissions/Student Enrollment

Days Park: Current enrollment stands at 446.

Hertel: Current enrollment stands at 303.

For kindergarten at Hertel we have reached out to families whose children are at the bottom of the Days Park Kindergarten waiting list. If they accept a spot at Hertel, they will remain on the Days Park waiting list and have the option of moving to Days Park if a spot there becomes open.

Technology

EVCS is out of extra chrome books because of a nation-wide demand and delay in the fulfillment of orders. We are reaching out to our vendors to try to get any updates. The latest estimate for delivery was mid-November to early December.

HR Updates

Approval to fill the following positions was requested:

<u>Position</u>	<u>Name</u>	<u>Campus</u>	<u>Qualifications</u>
-Custodian	Gregory Neblett	Hertel	High School Diploma 8 years Custodial experience
-Instructional Assistant	Elyse Davis	Hertel	BA - Syracuse University College of Visual and Performing Arts, School of Education

-Instructional Assistant	Germaine Riviera-Lopez	Hertel	MS - Education:Curriculum and Instruction, SUCB BS - Early Childhood Education, SUCB
Instructional	Nicole Strawder	Hertel	BA Psychology, D'Youville College MS Early Childhood Education, SUCB in progress (graduation 2021)

Pam moved and Mimi seconded that all proposed hires be approved. Approved unanimously.

EVCS Hertel is currently looking to hire an additional custodian, Substitute Teachers and a Principal. The continuing search for the Hertel School Leader will be discussed during executive session.

Academics

Reading specialists, ENL teachers, special education teachers and instructional assistants are currently completing administration of the STAR assessment (1-1 or in small groups) to all students in Grades 1-8 as baseline measures for reading and math. This data will be shared with the Academic Excellence Committee at their next meeting.

Other Business

None.

SUBCOMMITTEE REPORTS

Space Planning Committee - The committee has met with EVCS Owners' Representative Colby Smith regarding some National Grid delays troubling the remodel at Days Park. Jen, who resides in that area, was asked to meet with the neighborhood groups in an attempt to gather support. The Certificate of Occupancy for the second floor is expected by mid-November.

Nominating Committee - No report.

Academic Excellence Committee - The committee will schedule the next meeting when the STAR testing has been completed and data is ready for discussion.

Fundraising Committee - No report.

Principal Search Committee - The committee continues to select final candidates.

EXECUTIVE SESSION

Matt Ryan moved and Josh Pennel seconded that the Board enter executive session to discuss several pending legal matters. Approved unanimously. Discussion followed. **Pam moved and Kathy seconded that the Board exit executive session. Approved unanimously.**

COMMUNITY ASSOCIATION

No report was available from either school.

NEW BUSINESS/ANNOUNCEMENTS

There was neither new business, nor announcements.

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

The meeting was adjourned at 8:50 PM

Respectfully submitted

Pamela Pollock

Future Meetings:

Nov. 18, 2020; Dec. 16, 2020; Jan. 20, 2021; Feb. 24, 2021; Mar. 17, 2021; April 21, 2021;
May 19, 2021; June 16, 2021; July 21, 2021

All meetings begin at 6:00 PM