

**The Elmwood Village Charter School
Board of Trustees Meeting
Wednesday March 16, 2016**

Trustees Present: Marguerite Battaglia, Jennifer Bernacki-Smith, Kathy Franklin-Adams, Pamela Pollock, Matt Moscati, Liz Santacrose, Natalie Stoyanoff

Trustees Excused: Mimi Barnes-Coppola, Ingrid Knight, Matt Ryan

Trustees Absent: None

Others Present: John Sheffield, EVCS Director; Liz Evans, EVCS Operations Manager;

1. Vice Chairperson, Jennifer Bernacki-Smith, called the meeting to order at 6:05 p.m. She presented the agenda for the meeting. There were no changes. Approved.

2. Minutes from the Board of Trustees meeting held on February 17, 2016 were presented.

Marguerite moved and Matt Moscati seconded that the minutes be accepted. Approved unanimously.

3. FINANCIAL STATEMENT

Matt Moscati gave the financial statement. For the seven months ended January 31, 2016, EVCS showed an increase in net assets of \$176,015 versus a budgeted decrease in net assets of approximately \$(274,258). The result was a favorable variance of approximately \$450,273. Matt noted that Title I money was higher than expected due to increased numbers of students in poverty at the school. This money covers the cost of salary and benefits for Title I teachers **Marguerite moved and Liz Santacrose seconded that the financial report be accepted. Approved unanimously.**

4. FINANCE COMMITTEE UPDATE

Matt Moscati and Matt Ryan met with officials at Northwest Savings Bank to discuss options for EVCS cash reserves. It was decided that the operations account would be maintained at a minimum of \$500,000. The sum of one million dollars would be invested in a money market account earning .4% interest. The remainder of the reserves would be invested in laddered CDs earning .7% interest. The service fee on the CDs would start at .45% and would drop to .25%, .20% and .18% on amounts in excess of one million dollars.

5. DIRECTOR'S REPORT

Extra Curricular Stipends

John proposed the following stipends for teachers involved in students' extra curricular activities:

Boys Basketball Coach and Athletic Coordinator	\$975
Girls Basketball Head Coach	\$925
Girls Basketball Assistant Coach	\$300
Boys Basketball Assistant Coach	\$300
Girls on the Run Coordinator	\$300

Pam moved and Kath seconded that the Board approve all proposed extra curricular stipends. Approved unanimously.

Developing Teacher Leadership Opportunities

-Recruitment and Retention Coordinator

Students new to the school often bring with them a host of social problems as well as academic deficits, and even classifications of emotionally disturbed. It takes a great deal of time and skill to effectively assimilate new students into the culture of EVCS so that they can be

successful.

John proposed that the part-time recruitment coordinator position be expanded to a full-time position in order to assume additional responsibilities. This staff member has had extensive formal training in Responsive Classroom, and can assume a mentor role with her colleagues.

Duties would include:

1. Model effective Responsive Classroom strategies for teachers
2. Engage students in problem solving sessions and social conferences for low-level social problems
3. Address low-level incidences of misbehavior
4. Coach new teachers on effective techniques of Responsive Classroom
5. Meet regularly with students who are having adjustment problems to pro-actively address their needs in order to reduce low-level disruption referrals to the office
6. Periodically lead morning meetings or class meetings to address the needs of particular classes
7. Mentor teachers on Responsive Classroom and management strategies

By expanding this position, EVCS will better be able to serve higher needs students now and in the future. The job title may be modified.

The annual salary for the expanded position will be \$33,000 which has been included in the projected budget.

-Writing Coach

John proposed expanding and formalizing the duties of a particular teacher as writing coach. This teacher has had extensive training in the Writer's Workshop Model, and is a master teacher in this area. She is in a unique position to assist other teachers to enhance their writing instruction. These added responsibilities will require this teacher to conference with other teachers during her planning period, before school, and after school. Therefore, it will not take this teacher away from instruction.

The expansion of these two positions is aligned to the school's goal of cultivating teacher-leadership and will demonstrate to the grantors and authorizer EVCS's commitment to developing and utilizing human capital. **Pam moved and Liz Santacrose seconded that the Board approve the Director's proposals for teacher leadership. Approved unanimously.**

Budget

During spring break, John will be working with the accountant to finalize the proposed 2016-2017 school budget.

Governor Cuomo's proposed state budget includes:

- \$150 increase in per pupil reimbursement
- \$200 per student in additional aid
- a decrease in the teacher retirement contributions between 3.5 and 4.0%

Based on these projections, John proposed a 2% salary increase for all staff for the 2016-2017 school year. There was some discussion about whether this amount would be competitive in the marketplace and allow EVCS to retain and recruit outstanding staff. **Natalie moved and Matt Moscati seconded that EVCS offer a competitive salary increase by adjusting the base pay of teacher assistants with the addition of \$750, and then offering the additional 2% pay raise for 2016-2017 to all staff. Approved unanimously.**

Technology Support Proposal

Liz Evans reminded the Board that the School Nurse, Dana Fauth, has also provided technology support for the school since its opening. As EVCS grows the need for additional tech

support becomes increasingly apparent. She suggested the addition of a part-time position, of approximately eight hours per week. The new person would work with Ms. Fauth to maintain consistency. **Marguerite moved and Liz Santacrose seconded that a part-time technology position be created in order to meet the school's increasing needs. Approved unanimously.**

Motion to Enter Executive Session

Pam moved and Liz Santacrose seconded that the Board enter executive session regarding a previously discussed student issue. Approved unanimously. Discussion ensued. **Kathy moved and Pam seconded that the Board exit executive session. Approved unanimously.**

6. REPLICATION COMMITTEE STATUS REPORT

Liz Evans thanked the Trustees for attending the meeting with SUNY in Rochester. The meeting went well in general. Last Friday the school received a request from SUNY for several amendments. A number of these were related to the budget and its format.

She also noted that there will be a meeting with Mr. Belluck, Chair of the Charter School Committee of SUNY, on Wednesday, April 5, in New York City. A few of the EVCS group will attend. A Skype video conference will be scheduled in Buffalo in order for others to participate.

7. RE-BRANDING

Natalie has had several meetings with Julian Montague to refine the new logo. In general use of the school colors seems to be preferred. There would be options to change these for special events and to modify them for use by EVCS-2.

8. COMMUNITY ASSOCIATION UPDATE

Liz Santacrose announced that Andrea Rodriguez will be stepping down from her position as Chair of the C.A. There is another excellent candidate available.

Upcoming events include a family rock-climb and a small fundraiser which involves selling gift cards to White Rabbit Yogurt. The school will receive 40% of the profit.

Work is beginning on the school's major fund raising event, *Evening In Days Park*.

Ingrid Knight will be moving out of the area. Hence, a new parent representative to the Board will need to be named by June.

The C.A. has agreed to allow the Days Park Block Club use the EVCS parking lots to raise money during the Allentown Art Festival.

The annual Days Park barbecue will be held on June 16.

9. NEW BUSINESS/ANNOUNCEMENTS

Marguerite moved and Natalie seconded that the Board appoint Kathy Franklin-Adams to conduct the annual evaluation of the Director. Approved unanimously.

John announced that the Annual Campaign would begin during spring break with the United Way's "Spring It On" 24-hour online donation event.

Marguerite reminded the group that the board did not donate to the teachers' party this year. Other ways of showing the Board's appreciation for all the teachers' hard work were discussed.

Marguerite moved and Pam seconded that the meeting be adjourned. Approved unanimously. The meeting was adjourned at 7:29 p.m.

Respectfully submitted,
Pamela Pollock

Future Meetings - Meetings at 6:00 p.m.: April 20, 2016; May 11, 2016; June 15, 2016

