

**The Elmwood Village Charter School  
Board of Trustees Meeting  
Wednesday February 18, 2009**

**Trustees Present:** Shirley Courton, Liz Evans, Kathy Franklin-Adams, Regan Ihde, Pam Pollock, Kelli Simpson, Paul Souter

**Trustees Absent:** Mimi Barnes-Coppola, Marguerite Battaglia-Evans, Kitty Herrick, David Rodriguez

**Others Present:** John Sheffield (Director)

Liz Evans called the meeting to order at 6:12 p.m.

1. Liz presented the agenda for the meeting. There were no additions. Approved.
2. It was noted that the January minutes incorrectly state the year as 2008 rather than 2009 and that the Executive Committee, rather than the entire Board, would meet with Sue Gibbons on January 27.

**Motion to approve the minutes from January 21, 2009, as corrected, was made by Shirley and Seconded by Liz. Approved.**

3. DIRECTOR'S SUMMARY

Enrollment

Current EVCS enrollment is stable at 170 students.

Academics

ELA Tests from students in grades 3-6 have been sent out for scoring.

Personnel

- a. John proposed that David Philips be appointed to replace Bob Gainey as physical education and health teacher. Mr. Philips has a Bachelor of Arts degree in physical education for grades K-12. Background checks have been completed. The job description includes part-time service as a classroom teaching assistant. **A motion to appoint David Philips to the position of physical education and health teacher was made by Liz and seconded by Paul. Approved.**
- b. As of February 9, 2009, two students had changes in their IEPs that require more services than the current special education staff can provide. John proposed that Kelly Bohrer be appointed a part-time, long term, substitute teacher to provide the necessary services until a more permanent solution can be found. Ms. Bohrer has a Master's degree from D'Youville College and Bachelor's degree from Medaille College. She is certified in both general and special education. Background checks have been completed. **Pam moved and Paul seconded that Kelly Bohrer be appointed to fill the position as part-time, long term, substitute teacher of special education. Approved.** Ms. Bohrer will start immediately.
- c. The counselor from Catholic Charities has begun to work with some EVCS students. She is currently working four hours a week at a rate of \$25.00 per hour. She is available for more time as necessary. Her fee is coming from the student service budget line which also pays for OT and PT services provided to students as part of 504 plans. John pointed out the positive effects of having a counselor working in the building.

Facilities

- a. The EVCS phone system still presents problems. Work on the system continues.

- b. The school's main copier has been upgraded to a larger unit that is able to handle the larger volume of copies that EVCS now has. The new lease costs \$35.00 per month less than the previous one.

Financial

- a. John has received a letter from James Kane indicating that the Buffalo Public School District has reduced the amount of federal special education revenue to EVCS for students receiving OT, PT, speech and/or counseling from the district. The reduction is based on the percentage of overall services being provided by the district and will result in a reduction of more than \$26,000 from what was anticipated. A meeting between district and charter representatives to discuss this reduction will be held on February 26, 2009. John plans to investigate the possibility of contracting with an agency other than the Buffalo Public Schools to provide some or all of these services for the 2009-2010 school year.
- b. Final allocations for Title 1A were released on January 21, 2009. EVCS preliminary estimate was \$43,513. The final allocation will be \$46,619, a \$3,106 increase. As per our consolidated application, the entire amount is budgeted for the salary and benefits of our Title 1 teacher.  
\* See Treasurer's Report for overall financial status.

Emergency Operations Plan

John presented revisions to the Emergency Operations Plan based on the nationally recognized Incident Command System. The revised plan structures potential responses based on the level of threat. It will not replace existing contingency plans; rather, it supplements those plans by providing a means for implementing them quickly and effectively. The plan uses common standards in organization, procedures, communications and terminology. Unlike the current emergency plans that are building specific, the revised plan includes procedures for coordinating response with other sites and districts. **Motion to accept the revised Emergency Operations plan was made by Kathy and seconded by Regan. Approved.**

4. TREASURER'S REPORT

Regan Ihde presented the financial reports for the seven months ended January 31, 2009. (In packet.) In summary, for the seven months ending January 31, 2009, EVCS incurred an actual increase in net assets of \$197,700 vs. a budgeted decrease in net assets of \$128,400. The result is a favorable variance of \$326,100. **It was moved by Kelli and seconded by Kathy to accept the financial reports. Approved.** Liz and John met Karen to devise a simplification of the Statement of Activities form that the accountants send us each month. This resulted in a format which is easier to read. Members of the Executive Committee and John met with accountants and the banker to sign some papers and to discuss setting up online banking access in order that the treasurer and the accountants could read the status of the account at any time. The meeting of the Financial Committee is upcoming.

5. OLD BUSINESS

- a. The Task Force on Middle School Expansion continues to investigate possibilities. A walk-through of School #36 on Days Park has been scheduled for Saturday, February 21, 2009. School #36 is closing as a Buffalo Public School in June, 2009. It is hoped that this might meet our space needs and be available to EVCS. Liz continues correspond with Gary Crosby regarding this possibility. Community meetings regarding potential uses of the building are scheduled for March 27 and March 31, 2009. EVCS representatives plan to be present.

- b. EVCS is preparing for the Third Year Charter Review. The review will be conducted in two phases. The first phase is a desk audit. The State Education Department has requested that copies of many documents for both regular and special education be submitted to them by February 24, 2009. School staff is in the process of collecting these documents. Phase two is a site visit which is scheduled for March 25, 2009. At that time EVCS is expected to show evidence of a wide variety of things that are happening at the school.
  - c. A letter has been drafted to solicit volunteers to run for parent representative to the Board of Trustees. This will be sent out both as hard copy and on the EVCS Listserv.
  - d. A report on the school's first annual fund-raiser, *Evening In The Atrium*, was scheduled for this evening. However, this was postponed due to illness of the committee chairperson.
6. NEW BUSINESS
- a. Board member, David Rodriguez, has submitted a letter of resignation citing increasing responsibilities at work and at home. **It was moved by Pam and seconded by Regan to accept David's resignation. Approved.** Some possible individuals who might be asked to replace David were discussed.
  - b. Plans are in place to complete the annual EVCS Parent Survey and the annual Board Evaluation of the Director during March, 2009. This is slightly earlier than last year. The EVCS Board will also conduct its first annual Board Self-Evaluation during the month of March.
  - c. Kelli noted that Labor Day is late this year, September 7, 2009. She wondered if EVCS would be starting before or after Labor Day. John stated that no decision has been made as yet.

**A motion to adjourn was made by Liz and seconded by Regan. Approved. The meeting was adjourned at 7:46 p.m.**

Respectfully submitted,  
Pamela Pollock

FUTURE DATES:

-Next meeting of the EVCS Board of Trustees is Wednesday, March 18, 2009, at 6:00 p.m.

-NY State Department of Education site visit pertaining to the Third Year Charter Review is scheduled for Wednesday, March 25, 2009. It is expected that some Board members might be interviewed.