

**The Elmwood Village Charter School
Board of Trustees Meeting
Wednesday, December 17, 2014**

Trustees Present: Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki-Smith, Roy Clay, Kathy Franklin-Adams, Ingrid Johnson-Jacobs, Andrew Mouw, Pam Pollock, Matt Ryan, Natalie Stoyhoff

Trustees Excused: None

Trustees Absent: None

Others Present: John Sheffield, EVCS Director; Colby Smith, EVCS Owner's Rep; Liz Evans, EVCS Operations Manager; Karen Burhans, CPA, Partner Kirisits & Associates

Mimi Barnes-Coppola called the meeting to order at 6:10 p.m.

1. Mimi presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on October 15, 2014, were presented. **Roy moved and Andrew seconded that the minutes be accepted as presented. Approved unanimously.** The BOT meeting scheduled for November 19, 2014 was cancelled due to inclement weather. Hence there were no minutes for that date.
3. EXPANSION/FACILITIES UPDATE

EVCS Owner's Rep., Colby Smith, reported that the November storm resulted in a two-week delay in construction. Crews are gradually catching up. He expects to clean up the punch list by January, 2015. To date, only 70 percent of the contingency fund has been spent. There are plans to install a low static kit in order to reduce the noise of the HVAC (air and ventilation) system which has been a problem. A resident on the street ran over some construction debris which resulted in a flat tire. The school reimbursed the costs of replacement.

4. FINANCIAL MATTERS

-Karen Burhans, CPA, Partner, Kirisits & Associates, reviewed highlights of the 990 document which had been distributed to Board members via e-mail. This plan was prepared by the auditors and must be filed annually with the IRS. **Matt moved and Mimi seconded that the 990 document be accepted. Approved unanimously.**

-The question of the new "NY State Not-For-Profit Re-Vitalization Act" was raised. There was some confusion about this. Jenn volunteered to research the act and check whether the current EVCS By-Laws are in compliance.

-Andrew presented the financial statement for the four months ended October 31, 2014. This also included data from August and September. For the period, EVCS showed a decrease in net assets of \$209 vs. a budgeted decrease in net assets of \$404,301. The result was a favorable variance of \$404,092. A significant portion of this variance was attributable to the SSF (State Stimulus Fund) grant monies related to the building expansion. **Matt moved and Ingrid seconded that the October financial report be accepted. Approved unanimously.**

-Various 403(b) retirement plans for certain EVCS employees have been discussed and investigated. **Matt proposed and Natalie seconded the following:**

Resolution to Adopt a Retirement Plan

Whereas, The Board of Directors (the "Board") considered a proposal to establish a retirement program for the employees of the Elmwood Village Charter School; and

Whereas, after review of various presentations on plan design and service provider options, the Board agreed to adopt the following resolution:

Resolved: that the Elmwood Village Charter School 403(b) Plan is hereby adopted, effective January 1, 2015; and

Resolved: that Capital Bank and Trust Company is appointed to serve as the custodian of the plan, and

Resolved further, that John Sheffield is authorized to execute any legal documents necessary to establish the plan.

The resolution was approved unanimously.

-Matt raised the question about what laws, regulations and/or guidelines governed possible investments by charter schools. Karen noted that there was a guideline for non-profit organizations. However, she was not sure whether charter schools were included in this, or have a different set of guidelines. She noted that a good basic policy was to maintain a cash reserve of at least three months of operating expenses. She also suggested the formation of an investment committee. Matt stated that the financial committee would be responsible for investigating further at this time.

5. DIRECTOR'S REPORT

Copier Lease Buyout

As of November 11, 2014, EVCS is under a new 5 year lease agreement with United Business Systems which provides the school with all new copy machines including a fax. The lease agreement included a check to the school for \$23,902 to pay off the old machines which were leased from GE Capital through Western NY Imaging. The old machines are being stored at UBS until they can be payed off without prepayment penalties. This agreement puts all the machines on the same schedule and saves the school \$230 per month.

Student Recruitment Efforts for 2015-2016

John distributed a variety of materials demonstrating and describing efforts to recruit a diverse student population. Items included:

- a. Review of Recruitment and Retention Plan for
 - Students with Special Education needs
 - Students with Limited English Proficiency
 - Economically Disadvantaged Students
- b. Analysis of Efforts to Recruit Target Populations
 - Transportation
 - Proximity to Bilingual Centers
 - City-Wide Poverty Statistics
 - City-Wide Free Lunch and Breakfast Program
 - Success of Response to Intervention (RTI) Program
 - Academic 504 Plans
 - Retention of Students in Target Populations
 - Tracking Recruitment Efforts
- c. Advertisements Addressing Special Education and ESL
 - Western New York Family Magazine
- d. Letter to Pre-Schools and Service Organizations
 - Emphasize ESL and Special Education Services
- e. Outreach to Pre-Schools Serving Target Populations
- f. Contracts for Transportation Services
- g. Outreach to Hispanic Community Through Social Media
- h. School Informational Packet that Includes Information on Special Education and ESL Services

Mimi moved and Kathy seconded that the Board commend John and the entire administration for the thorough efforts made throughout the year to recruit and retain a diverse population of students that accurately reflects the demographics of the city of Buffalo. Approved unanimously.

Academic Matters

- a. First Quarter Data Analysis Meetings
 - All first quarter data meetings have been completed
 - Teachers will continue to discuss data during PLC meetings
 - Mid-year STAR Assessments will be administered in January
- b. First Quarter Report Cards
 - These were the first report cards to use the new Student data management system (Powerschool).
 - EVCS continues to use a Standards-Based report card.
- c. Additional AmeriCorps members
 - Four additional AmeriCorps members will be assigned to EVCS
 - Members will serve in classrooms to assist with small group activities and to provide one-on-one and small group support
 - EVCS had originally budgeted for more AmeriCorps members than were available

Burglary

On Sunday December 7, 2014, at approximately 6:25 a.m., two intruders broke into the building. Nothing was taken, although they tried to steal the laminating machine, a box of copier toner, and tools from the construction site. One of the two intruders was apprehended by the police. What was frightening about this break-in is how bold the two intruders were. They moved freely throughout the building even after John and the police conducted a search. They hid for two hours until they thought everyone was gone and then attempted to lower construction tools out of a second story window.

John will appear in court on Tuesday, December 23, 2014, to testify.

7. STRATEGIC PLANNING SESSION DISCUSSION

Natalie distributed summaries of the discussion and reviewed strengths and weaknesses. One of the weaknesses, lack of control of the current after school program, suggested a possible opportunity to “create a best-in-class after school program which would be aligned with the school vision/mission”. It was agreed that the Board would begin discussion of this opportunity at the January meeting.

8. REPLICATION TASK FORCE UPDATE

The Task Force met Monday, December 12, 2014. Liz presented a possible flow-chart showing which positions might be at each building and which might be shared. Some costs were available, but further cost information needs to be researched. Several possible building locations have been suggested. However, more information regarding actual availability and price is needed.

9. COMMUNITY ASSOCIATION UPDATE

The Community Association met on December 12, 2014. They have been planning events for the remainder of the school year. Roy noted that things have been going well under the new leadership. The re-institution of “room parents” has proved helpful. Ingrid noted that the Book Fair had been very successful.

10. NEW BUSINESS/ ANNOUNCEMENTS

-Liz announced a future BOCES training event on technology audits. She will follow up on this.

-Ingrid announced that she is being married on January 3, 2013. Her new name will be Ingrid Knight.

Pam moved and Andrew seconded that the meeting be adjourned. Approved unanimously. The meeting was adjourned at 8:13 p.m.

Respectfully submitted,

Pamela Pollock

FUTURE DATES:

-Meetings at 6:00 p.m.: Jan. 21, 2015; Feb. 18, 2015; Mar. 18, 2015; Apr. 15, 2015; May 13, 2015; June 17, 2015; July 2015 no meeting; Aug. 19, 2015