

**The Elmwood Village Charter School
Board of Trustees Meeting
Wednesday February 20, 2013**

Trustees Present: Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki Smith, Roy Clay, Leah Eagan-Stoddard, Concetta Ferguson, Kathy Franklin-Adams

Trustees Absent: Liz Evans, Matt Ryan, Pam Pollock

Others Present: John Sheffield, EVCS Director

1. Leah called the meeting to order at 6:08 p.m. Leah presented the agenda for the meeting. There were no changes. Approved.

2. Minutes from the Board of Trustees meeting held January 16, 2013 were presented. **Mimi moved and Kathy seconded that the minutes be approved as written. Approved unanimously.**

3. **TASK FORCE UPDATES**-The Director Evaluation Committee met on January 31 to discuss the nine academic goals taken from the Charter, two goals taken from parent annual survey with regard to satisfaction and retention ,one recruitment goal focused on attracting students with limited English proficiency and special education needs, and economically disadvantaged students and one managerial goal . This year the focus was on the move of the school from 124 Elmwood to 40 Days Park. With a discussion on ESL and demographics, it is felt that EVCS really does reflect the demographics of the city of Buffalo. A tool was developed based on goals and needs of the school . There was discussion on when it would be appropriate to do the evaluation. John's contract will be presented at the May meeting, so the evaluation will be presented in April. **Mimi moved to approve the "Progress toward Goals" tool as the evaluation. Leah seconded. Approved unanimously.**

4. **EXPANSION/FACILITIES UPDATE**- HHL still has not finished the punch list. Watts performed testing. There are still four rooms that don't meet SED code requirements. Watts will repair at their expense. **Marguerite moved to approve the resolution that the EVCS Board Of Trustees approves an additional contingency in the amount of \$35,000 for a total of \$85,000 added to the original contingency of \$160,000 payable only upon the completion of all outstanding work to 40 Days Park. Jennifer seconded. Approved unanimously.**

5. DIRECTOR'S SUMMARY OF ACTIVITIES

Motion to move to Executive Session at 6:15 to discuss two personnel matters. Motion to leave executive session by Marguerite at 6:31. Kathy seconded. Approved unanimously.

- I. Jennifer Seitz, our Title I reading and math teacher, began maternity leave today. Mrs. Seitz will be on leave until June 3. She is requesting six to eight weeks of unpaid leave under the Family and Medical Leave Act. Staci Lorich, a certified reading teacher will substitute for Mrs. Seitz until March 18 when Katie Stanek returns from her leave. At that time, Melissa Bak, also a certified reading teacher, will substitute for Mrs. Seitz until her return. Ms. Lorich

and Mrs. Bak both have a Master's degree in literacy and meet Title I requirements.

Concetta moved to approve Mrs. Seitz requested unpaid leave and approval to appoint Staci Lorich and Melissa Bak to cover her responsibilities at Title I Reading and Math Teacher. Leah seconded. Approved unanimously.

- II. It is expected that Ms. Stanek will return to full-time work on March 18, and Ms. Warnes expects to return on April 8.
- III. The high percentage of teachers out on long-term leave this year has put a strain on our substitute teacher pool.
- IV. Last month we discussed the increase in health insurance premiums. John is asking the BOT to specify a date when insurance premiums for full-time employees will increase by 6%. It is recommended that the increase go into effect on August 15, 2013, when the new contracts go into effect. **Concetta Moved to approve and Leah seconded that this go into effect on August 15, 2013. Approved unanimously.**

Recruitment

- I. The number of applications that we have been receiving for the lottery is high, but I still want to focus on our target populations. I will once again run radio advertisements on radio stations with our target demographics as listeners.

Academics

- I. All mid-year data meetings are complete. Results of STAR Assessments and DIBELS were reviewed at these meetings. Additional strategies were employed for students who are not meeting mid-year benchmarks.
- II. STAR Assessment Data has shown us that all classes have exceeded the National Student Growth Percentile in both math and ELA, with the exception of sixth, seventh, and eighth grade mathematics. Classroom observations show that whole-group instruction is sound and well-delivered, but AIS is being delivered primarily by push-in support teachers and not the lead teacher. Consequently, lower achieving students are not progressing at the same rate as their peers. A new structure for grouping students and rotating learning groups has been implemented and will be closely monitored.
- III. The half-day of professional development on March 15 will focus on the Common Core Learning Standards, assess where we are in the process of fully implementing these standards, and making adjustments to our curriculum in areas where we are not yet fully meeting the new standards.

Transportation

- I. Our request for transportation has been approved with a 7:15 a.m. drop-off and a 3:15 pick up. I will be meeting on February 21, 2013, with Al Diamico, Director of Transportation, to discuss details.
- II. Point of clarification: The change to the start and end times that was approved at the January meeting of the BOT will go into effect at the start of the next school year. This was not clearly specified in the January minutes of the BOT. This change in start and end times will not require a charter amendment since the length of our school day will not change.

Funding Freeze

- I. Going into a third year of level funding, EVCS will lose over \$406,000 that we would have been entitled to under the old formula. In 2011, Buffalo spent \$19,883 per student. Under the original charter funding formula, charter schools in Buffalo would have received \$13,255 per student, instead of the current \$12,005 per student. This translates into a \$1,250 loss of revenue per student. Parents have been asked to contact their assemblymembers and the Governor.

State Comptroller's Audit

- I. The vast majority of the initial documentation requested for the audit has been sent to Kirisits and Associates in preparation for the audit. Additional documentation will likely be requested during the course of the audit that could last from four to seven weeks.

Overview of Emergency Operations Plan

- I. Purpose of Plan

This emergency operations plan details how the school district will operate during critical incidents affecting students, faculty, staff, or facilities. It is designed to provide guidance for personnel who discover or are notified of any emergency situation. The plan also aids in the resolution of the events by structuring levels of potential responses, each designed to address a corresponding level of threat. The emergency operations plan does not replace existing contingency plans; rather, it supplements those plans by providing a means for "operationalizing" them quickly and efficiently.

- II. Incident Command System

The emergency operations plan is based on the nationally-recognized Incident Command System (ICS). ICS provides flexibility and adaptability to a wide variety of situations. It does this by establishing common standards in organization, procedures, communications, and terminology. The system calls for the appointment of an Incident Coordinator (IC), a person responsible for the overall coordination of a situation. An Incident Management Team (IMT) is also appointed to help manage a response. The IMT serves under the directions of the IC.

This plan recognizes the need to ensure direction and control for an incident affecting more than one site or school district. When such a situation exists, a unified command structure will be used under the direction of one IC. The concept of unified command means that all agencies and organizations having responsibility and authority at an incident will contribute to the process of

- Determining overall response directives
- Selecting response strategies
- Ensuring joint application of tactical activities
- Maximizing the use of available resources

- III. There were no major changes to the Emergency Operations Plan for the 2012-2013, other than to change specifics relating to our new building. There were, however, several changes made to our confidential Emergency Procedures, essentially better defining our three threat levels and offering more specifics regarding response to the threat levels if communication with main office personnel is lost. The Emergency Procedures Plan is posted to our web site; the Emergency Procedures are not.
- IV. In addition to our half-day of training on safety and emergency procedures in August, two mandatory training sessions were held in February to review emergency plans and procedures. All members of the staff participated.
- V. I will be attending a full-day of training on school safety at the University of Buffalo on March 15. UB has assembled experts in the field of school safety to conduct a workshop for school administrators.
- VI. Public comment on the Emergency Operations Plan will be tabled until next month's meeting of the BOT. Members of the BOT are asked to review the Plan that is posted on our web site under the Reporting and Accountability tab.

6. NEW BUSINESS/ANNOUNCEMENTS

Leah gave a report from Development Committee. Annual Campaign kick-off is 3/1 via the United Way Spring It On. Meg McCollough will spearhead the social media. "Fish" will be sent home with every student next Wednesday. The hope is that every family will decorate their fish and return them to the school with some donation no matter how big or small. We are just looking for 100% participation of returning the decorated fish to make a "school" even if a family cannot make a monetary donation. Emails and phone calls from parent volunteers will be made to gently remind families to return their decorated fish. The fish will be displayed by the fish sculpture by the entrance of the school. Communication will be increased telling exactly what the donations received will be used for. We are looking to strike the right balance of information and participation.

A motion to adjourn was made by Marguerite and seconded by Leah. Approved unanimously. The meeting was adjourned at 7:30p.m.

Respectfully submitted,
Concetta Ferguson

FUTURE DATES:

Meetings at 6:00 p.m.- Mar. 20, 2013, Apr.17, 2013, May 8, 2013; June 19, 2013