

The Elmwood Village Charter School
Board of Trustees Meeting
Wednesday, February 12, 2014

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

Trustees Absent: Kathy Franklin Adams, Matt Ryan

Others Present: John Sheffield, EVCS Director; Liz Evans, EVCS Operations Manager
Concetta Ferguson called the meeting to order at 6:06 p.m.

1. Concetta presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on January 15, 2014, were presented.

Jennifer moved and Roy seconded that the minutes be accepted as presented. Approved unanimously.

3. EXPANSION/FACILITIES UPDATE

-Liz Evans stated that plans for the upcoming construction were cleared by the Buffalo Planning Board and the Preservation Board. As EVCS Owners' Rep, Colby Smith has attended both meetings. The itemized budget will be presented to the EVCS Board of Trustees at the next meeting, March 19, 2014.

-Construction is expected to begin in April, after the NY State testing has been completed. It is scheduled to be a one year construction plan lasting from April, 2014 to April 2015. The Board discussed notification of the neighbors. A possible article in *Buffalo Rising* was mentioned. Matt will also maintain his contacts with neighborhood groups.

-EVCS has been awarded \$200,000 from New York State to help pay for the air conditioning.

4. CHARTER RENEWAL

-Liz reported that the scheduled visit by members of the NY State Education Department on Feb. 6, 2014, went well. Members of the Leadership Team continue to work on various sections of the Charter. The format is somewhat different this year. The State is reportedly looking for a thirty page application with various attachments. A special work session is scheduled for a Saturday in March.

-Sue Gibbons reportedly brought up the topic of replication. She suggested that EVCS begin to explore future options in regard to replication. Board members Mimi Barnes-Coppola, Marguerite Battaglia, Pam Pollock, and Jennifer Bernacki Smith volunteered to serve on a Task Force on Replication. Liz Evans and other members of the Leadership team will also be involved, as will some members of the faculty.

-An update of the Board Governance Plan is to be a part of the Charter renewal. This is part of the By-Laws and is done by an attorney. It is expected that minimal change will be needed. Concetta will send it to Board members for comments. It will then be reviewed at the March meeting.

5. DIRECTOR EVALUATION

The New York State Education Department provides 40% of the evaluation of school leaders. Board member, Kathy Franklin Adams, a retired school principal, was instrumental in the development of the Director Evaluation instrument used at EVCS. Therefore, Concetta has asked Kathy to do the Director's evaluation this year.

6. EVENING IN DAYS PARK

Roy Clay distributed summaries of the 2013 *Evening In Days Park*, the fund raising event

sponsored by the EVCS Community Association. The Board was asked to review the document for discussion at the March meeting.

7. PROJECTED FIVE-YEAR BUDGET

-Concetta presented the projected five-year EVCS budget prepared by Kirisits and Associates, EVCS accountants, for the purpose of negotiating a bank loan for the construction build-out necessary for the school's expansion plans. The budget was prepared based on assumptions that:

- the build-out will be accomplished in the year ending June 30, 2015 at a cost of \$ 2,000,000
- the rate of per pupil reimbursement will remain constant at \$12,005 for the years ending June 30, 2015-2019
- an additional class of 25 students will be added each year during the same five year period
- various expenses will increase from 3% to 10% during the same five-year period.

Bill Ferguson, accountant and EVCS parent, has reviewed the document and found it credible.

-The January financial statement was not yet available. Review and approval of the January financial statement was tabled until the March meeting.

8. ANNUAL CAMPAIGN

Leah reported that the Annual Campaign Committee met on January 22, 2014. The campaign will proceed much like last year and have a target of \$13,000 to be used for technology. The United Way *Day of Giving* in March will be used as a springboard. The advantage to this is that it is open to donations from anyone, anywhere and is all electronic. In addition, children will be given cut-out fish, as they were last year, and asked to decorate them and return them during the next three weeks with a donation of any size. The possibility of a small token reward for each returned fish was discussed. The goal is for 100% participation on the part of EVCS families.

9. BOARD RETREAT FOLLOW-UP

Templates outlining responsibilities of the various EVCS committees have been received. These one-page statements of procedures and responsibilities are being collated and will serve as orientation tools for new BOT members and a handy reference for Board veterans.

10. NOMINATIONS COMMITTEE

Mimi noted that the Nominating Committee has been working for several months to find and interview the best candidates to fill vacancies on the Board of Trustees. Resumes were e-mailed to Board members last week. Following discussion of the recommended candidates,

Concetta moved and Pam seconded that the following resolutions be adopted:

- 1. Resolved that the Elmwood Village Charter School Board of Trustees select Andrew Mouw as a candidate to serve on its BOT, with a term expiring on 6/30/2015, pending approval by SED. The resolution approving Andrew Mouw is formally adopted upon SED's approval.**
- 2. Resolved that the Elmwood Village Charter School Board of Trustees select Natalie Stoyanoff as a candidate to serve on its BOT, with a term expiring on 6/30/2015, pending approval by SED. The resolution approving Natalie Stoyanoff is formally adopted upon SED's approval.**

The resolutions were approved unanimously.

11. DIRECTOR'S REPORT

Changes to Academic Calendar

At this point, EVCS has used five days for weather related closings, and only two days had been built into the calendar. Hence, three days of instruction must be made up in order to remain in compliance with the Charter. The following proposal has received support from

members of the BOT, parents and staff:

- Shorten the February break to three days and have instruction on Thursday, February 20, and Friday, February, 21.
- Shorten the April break by one day and have instruction on Monday, April 21 (the Monday after Easter).
- Reserve Thursday, June 26, and Friday, June 27, as possible make-up days should there be any more unexpected closings.

John noted that approval of the proposal would result in additional transportation costs of approximately \$5,100 for busing of students on days when Buffalo Public Schools are not in session. **Mimi moved and Concetta seconded that John's proposal to alter the academic calendar be accepted. Approved unanimously.**

Academic Report

-Mid-Year Progress Monitoring has been done using the STAR assessment. John distributed a chart showing average Student Growth Percentile (SGP) and Normal Curve Equivalent (NCE) for each grade. Mid year data meetings will be held to discuss implications of the data.

-Mid-Year Performance reviews will focus on meeting goals identified by teacher and Director at the start of the school year.

Personnel

-Nydia Quiles, custodian, completed her probationary period. John is requesting a pay increase retroactive to Jan 1, 2014, raising her hourly pay from \$8.50 to \$9.00 per hour.

-Renee Fitzsimmons, middle school math teacher, will begin maternity leave on February 14, 2014. John is seeking approval to hire Jessica Obercon as long-term substitute teacher at the rate of \$160 per day. Ms. Obercon has been working with Mrs. Fitzsimmons since the beginning of February to prepare for the transition. Ms. Obercon holds a Master's degree in special education from SUNY College at Buffalo and a Bachelor's degree in middle/secondary mathematics education and mathematics from SUNY at Potsdam. She is certified in special education for grades five through twelve and mathematics for grades five through twelve.

-Laura Cornejo-Lester, third grade lead teacher, will begin her maternity leave in March. John is requesting approval to hire Emily Gonyeau as long-term substitute teacher at the rate of \$160 per day. Ms Gonyeau has been a per diem substitute teacher at EVCS for the past two years. She holds a Master's degree in literacy from Niagara University. She is certified in literacy for pre-kindergarten through sixth grade, childhood education for grades first through sixth, and special education for grades first through sixth.

-Tricia Tangeman, kindergarten lead teacher, will begin her maternity leave in April. John is seeking approval to hire Brittany Machmer as long-term substitute teacher at the rate of \$160 per day. Ms. Machmer was a teaching assistant at EVCS for three years, and left for one semester to complete her Master's degree. Since then she has been a per diem substitute teacher nearly every day at EVCS. Ms. Machmer holds a Bachelor's degree from SUNY College at Buffalo and a Master's degree from Medaille College. She is certified in elementary education for grades one through six.

Leah moved and Pam seconded that all requested personnel actions be approved. Approved unanimously.

SED Visit

On February 6, 2014, Susan Gibbons and Blair Gearhart from the State Education

Department visited EVCS. The visit began with a meeting involving John, Ms. Gibbons and Mr. Gearhart. During the meeting, the issues of weather related closings, staff and student attrition, recruitment efforts and demographics, NYS Assessment results and the waiting list were discussed. John was then asked to discuss three things the team would see during classroom observations. John focused the discussion on consistent use of the Responsive Classroom Model, rigorous instruction and differentiated instruction. The team spent approximately one and one-half hours observing classroom instruction. At the conclusion of their visit, the SED team met with the EVCS Leadership team and Concetta Ferguson. The SED team reported that they observed the Responsive Classroom Model, rigorous instruction and differentiated instruction occurring consistently in each classroom. During this meeting, the group discussed Common Core Standards, the charter renewal, NYS assessment results, and replication. A full site visit will be scheduled for the fall of next year (2014).

Boys and Girls Club

The \$27,000 advance made to the Boys and Girls Club to enable operations to commence programming at the beginning of the year has been reimbursed in full.

12. NEW BUSINESS/ ANNOUNCEMENTS

-John reported that the teachers had expressed gratitude for the health package that the Board approved at the December meeting.

-John also announced that there had been some discussion in Albany of allowing charter schools to include pre-kindergarten programs.

-Concetta announced that the June meeting of the Board will be her last. She will be resigning her position on the Board in order to meet increasing demands of both her profession and her growing family.

Concetta moved and Mimi seconded that the meeting be adjourned. Approved unanimously. The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Pamela Pollock

FUTURE DATES:

-Meetings at 6:00 p.m. - Mar 19, 2014; April 9, 2014*; May 7, 2014*; June 18, 2014

*2nd rather than 3rd Wednesday