

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, May 13, 2015**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki-Smith, Roy Clay, Kathy Franklin-Adams, Ingrid Knight, Pamela Pollock

**Trustees Excused:** Andrew Mouw, Matt Ryan, Natalie Stoyanoff

**Trustees Absent:** None

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

Mimi Barnes-Coppola called the meeting to order at 6:05 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 April 15, 2015, were presented.

**Marguerite moved and Roy seconded that the minutes be accepted. Approved unanimously.**

3. CONSTRUCTION STATUS REPORT

Owner's Representative, Colby Smith, stated that the final payout is this week. He has reviewed it and sent it to the bank. The final walk-through is scheduled for this Friday. There are several items left on the punch list which will be addressed. The Board expressed thanks to Colby and congratulated him on a job well done.

4. FINANCIAL REPORT

As Andrew was not available, Karen Burhans, CPA, presented the financial report for the ten months ended April 30, 2015. For that period EVCS showed an increase in net assets of \$639,139 vs. a budgeted decrease in net assets of \$73,932. The result was a favorable variance of approximately \$713,071. A significant portion of this variance was attributed to the SSF grant monies related to the building expansion. Ratios looked good. In response to confusion expressed about several lines of the EVCS budget, Karen stated that it might be more efficient if fund-raising expenses were listed separately for each event. She proposed a quarterly narrative.

**Pam moved and Marguerite seconded that the financial report be accepted. Approved unanimously.**

5. APPROVAL OF ANNUAL BUDGET

Karen also presented the proposed budget for 2015-2016. The announced reimbursement rate from New York State is \$12,355 per pupil. With the addition of an additional class next year, enrollment is expected to be 375 students. This, together with the reduced rate for workman's compensation insurance, should allow the school to come close to the break-even point. **Ingrid moved and Kathy seconded a motion to approve the proposed 2015-2016 EVCS Budget. Approved unanimously.** Karen will submit the approved budget to the New York State Education Department.

6. INVITATION TO JOIN NATIONAL COALITION OF DIVERSE CHARTER SCHOOLS

The National Coalition of Diverse Charter Schools is a group committed to establishing and maintaining diversity in charter schools throughout the country. The group was very supportive recently when questions arose regarding diversity at EVCS. They have invited the school to join. Liz presented further information about the group. There was discussion regarding potential pros and cons of membership. **Marguerite moved and Mimi seconded that EVCS join the National**

**Coalition of Diverse Charter Schools. Approved unanimously.**

**7. DIRECTOR'S EVALUATION AND CONTRACT RENEWAL**

Kathy Franklin-Adams met with John on May 5, 2015 to discuss this year's performance relative to his self-evaluation rubric. This research based rubric is from Kim Marshall's book, New Leaders for New Schools. It examines six performance areas. Based on the discussion, six goals were set for the upcoming school year. Following the discussion, John and Kathy toured the school to meet with students and teachers. Kathy expressed her pleasure at the professionalism of the teachers and the polite, engaged demeanor of the students. They enjoyed lunch with the 7<sup>th</sup> and 8<sup>th</sup> grade students. Following lunch, a contract for next year was discussed. John agreed in principle to a one-year contract which included a 3% raise in pay, bringing his annual salary to \$102,000. **Marguerite moved and Pam seconded that the proposed 2015-2016 contract for the Director be accepted. Approved unanimously.**

**8. DIRECTOR'S REPORT**

Academics

- One of John's goals for the school is to facilitate a paradigm shift regarding the relationship between assessments and instruction. EVCS has a standards based-report card, standards-based state assessments, and standards-aligned lesson plans; however, programmatic assessments (especially in ELA) are skills based and not explicitly linked to the standards. This gap between programmatic assessments and the standards is hindering ability to make timely judgements regarding which standards students are meeting and which ones they are not meeting. Consequently, teachers do not have all of the necessary data to adequately adjust or differentiate instruction in a timely manner. STAR Assessments help to narrow this gap, but teachers need "real-time" data.

A task force consisting of John, Anne Wechsler and one teacher from each grade level has been convened this week. They have begun to explore three possible options to alleviate the problem. These will be discussed more fully at a future meeting.

Personnel

-Recruitment and Retention Coordinator: John is currently developing a job description for the new part-time position of Recruitment and Retention Coordinator. This will be presented to the BOT at the June meeting. As per directives of the BOT, this will be a half-time position created to engage in extensive outreach to recruit students from target populations, to work with the Director and Operations Manager to create advertisements that will better reach target populations, and to work with the director to ensure that the Retention and Recruitment Plan is being fully implemented in all areas. John envisions this person doing extensive outreach, but also working with families of students who are currently enrolled to ensure that their needs are being fully met. This person can assist with arranging translation services for ELL students and their families, ensure appropriate transportation for children who are identified as homeless, and work with transfer students and their families to familiarize them with the Responsive Classroom model and the EVCS culture.

- 403(b) Plan: John and Liz have been talking extensively about the implementation of the 403(b) plan for non-instructional employees. Implementing a retirement benefit has been discussed for the past seven years. The process of establishing a 403(b) plan has been underway for the past two years. Asking these employees to wait until June 30 of 2016 before receiving their first contribution from the school seems unnecessary, given the fiscal health of the school as the end of the school year approaches. John proposed that the first installment, which will total approximately \$8000, be contributed on behalf of non-instructional employees on June 30, 2015,

and the second contribution be made on June 30, 2016. It is important to note that the majority of the employees who will be receiving this benefit have been with the school since it opened in 2006. **Mimi moved and Jenn seconded that 403(b) contributions for non-instructional employees be made annually beginning on June 30, 2015. Approved unanimously.**

9. RENEWAL AND REPLICATION

Liz announced that she has scheduled a meeting with Anna Hall of *Uncommon Schools* and a visit to Rochester Prep on June 11, 2015. Board members are invited to attend if they are able. A group will be leaving from EVCS at 8:30 a.m.

10. APPROVE STUDENT CODE OF CONDUCT

The following amendment to the student code of conduct was proposed:

**RESOLVED, that in order to comply with federal regulations associated with E-Rate funding, the Acceptable Use policy in the Student Code of Conduct be amended with the following sentence: "EVCS employs Internet filtering software to restrict students' exposure to any inappropriate images and/or materials."**

**Ingrid moved and Roy seconded that the proposed resolution be adopted. Approved unanimously.**

11. NOMINATING COMMITTEE REPORT

-Mimi reported that the C.A. has identified four outstanding candidates to replace Roy as Parent Representative to the Board of Trustees.

-Marguerite proposed the following slate of officers of the Board of Trustees for the 2015-2016 term:

Chairperson	Mimi Barnes-Coppola
Vice Chair	Jennifer Bernacki-Smith
Secretary	Pamela Pollock
Treasurer	open

Above members have agreed to serve, if elected. Board members have been asked to look for a new member with the skills to replace Andre Mouw as Treasurer when Andrew leaves the Board. Elections will be held at the June Meeting.

12. COMMUNITY ASSOCIATION UPDATE

-The C.A. elections were held earlier this month. Andrea Rodriguez will return as Community Association President. She will be supported by a strong slate of officers. The group seems to be focused and cohesive.

-The date for the *Evening In Days Park* fund raising event has been set for Saturday, October 17, 2015.

13. NEW BUSINESS/ ANNOUNCEMENTS

There was no additional new business and no further announcements.

**Marguerite moved and Jenn seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Pamela Pollock

FUTURE DATES:

-Meetings at 6:00 p.m.: June 17, 2015; July, 2015 no meeting; Aug. 19, 2015

