

**The Elmwood Village Charter School  
Board of Trustees Meeting  
Wednesday, September 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 Stoyloff

**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; Michael Johnson, QPFC, Account Manager, Northwest Savings Bank

Mimi Barnes-Coppola called the meeting to order at 6:04 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 August 20, 2014, were presented. **Matt moved and Roy seconded that the minutes be accepted as presented. Approved unanimously.**

3. EXPANSION/FACILITIES UPDATE

EVCS Owner's Rep., Colby Smith, stated that 58 items on the punch list have been completed. Of the 23 remaining items, 7 are in the final phase. Spending from the contingency fund stands at \$115,000 of the budgeted \$179,000. Plans are being developed for mitigating water levels to reduce damage to the building. Efforts to avoid blockage of Cottage street continue. Construction is currently two days ahead of schedule.

4. OVERVIEW OF 403B SELECTION PROCESS

Karen Burhans, CPA, Partner, Kirisits & Associates, discussed employee retirement options with the Board. Only certain employees are allowed to join the NY State Teachers Retirement System. The Board and Leadership Team have expressed an interest in finding a suitable retirement program which might be offered to non-instructional full-time employees. Disadvantages of the NY State Employees Retirement system are that it is costly and it is not possible to exit the system once entered. Some 403B plans were discussed. A 403B plan is a tax deferred annuity. At EVCS the program would be 100% employee driven. Typically a third party administrator would be selected to administer the plan for the school. A financial advisor and custodian are also needed. Some 403 B plans offer all three. There is usually a one-time set-up fee for organization of the program. A Universal Notice of Availability is required to inform eligible employees annually.

5. NORTHWEST SAVINGS BANK PROPOSAL

Michael Johnson, QPFC, Account Manager for Northwest Savings Bank Retirement services, presented a 403B Plan designed with Elmwood Village Charter School employees in mind. He stated that the competitive advantage of this plan was its extremely low cost. After some discussion, Andrew and Matt agreed to do side-by-side comparisons of several 403 B Plans, with input from Liz and Karen, and present their findings to the Board.

6. FINANCIAL STATEMENTS

Financial Reports were delayed. **Marguerite moved and Kathy seconded that financial reports be tabled until the October meeting. Approved unanimously.** The annual financial audit will also be done next month.

7. DIRECTOR'S REPORT

### Personnel Action Items(Maintenance Staff)

John proposed the following personnel actions:

- Accept the resignation of Nydia Quiles, part-time custodian.
- Approve the hiring of Yvonne Annariono, part-time custodian, at a pay rate of \$8.75 per hour, to increase to \$9.00 per hour after her 30-day probationary period. Full background clearance has been done.
- Increase Leroy Horne's (part-time custodian) rate of pay by \$.25 from \$9.75 per hour to \$10.00 per hour retroactive to September 1, 2014.

**Matt moved and Pam seconded that the preceding personnel actions be approved.**

**Approved unanimously.** John also recommended that John Grabowski, James Graham, and Leroy Horne be given bonuses of \$200 each for work above and beyond during the construction this summer. **Matt moved and Kathy seconded that the recommended bonuses be given.**

**Approved unanimously.**

### Personnel Action Items (Instructional Staff)

The following actions regarding instructional staff were also proposed:

- Accept the resignation of Stephanie Krentz, Part-time Spanish teacher.
- Approve the hiring of Jessica Hills, part-time Spanish and ESL teacher at a salary of \$23, 625 for the remainder of the year.
- Approve the hiring of Alan Townsend as long-term substitute teacher for middle school science at the rate of pay of \$160 per day.
- Approve the hiring of Elizabeth Van Harken, per diem math teacher, for half days to assist with Integrated Algebra, at the rate of pay of \$80 per day.

**Matt moved and Jenn seconded that the proposed actions regarding instructional staff be approved. Approved unanimously.**

### STAR Testing and Pre-Test SLO Testing

Both STAR testing and SLO testing began this week.

### APPR (Annual Professional Performance Review)

In an attempt to make the Annual Professional Performance Review more meaningful for teachers, the Components of Professional Practice section, which is 60% of a teacher's total professional review, is now separated into three sections, or domains, instead of four. The three domains are:

- The Classroom Environment (creating an environment of respect and rapport, building community, managing student behaviors)
- Instruction and Planning (instructional practices, instructional planning, knowledge of students)
- Professional Responsibilities (flexibility, professionalism, communication, ability to make things happen)

This year John broke the instrument apart in order to discuss each domain separately, beginning with Classroom Environment, followed by Instruction, followed by Professional Responsibilities. This will allow everyone to focus on each area more thoroughly and accurately. He and the teachers can then discuss progress toward specific goals throughout the year.

John also included a description or "rubric" of a *highly effective teacher* for each of the three domains to assist with self-reflection and goal setting. The point system was simplified in order to make it easier to calculate and apply to the HEDI Scale. The HEDI Scale is now more precise in determining a teacher's category of performance.

The APPR instrument itself now has a built-in self-reflection component that is designed to facilitate discussion on areas of strength and weakness, as well as to aid each teacher in developing

his/her professional goals for the year.

John will be meeting with teachers individually next week for pre-evaluation conferences.

#### SED Charter Renewal Visit

The Renewal Visit is scheduled for Tuesday, October 7, and Wednesday, October 8. In addition to classroom observations, the team from SED will lead focus groups with the Board of Trustees, teachers, parents, students, and administrators.

The focus group with the BOT is scheduled for Tuesday, October 7, at 1:00 p.m.

The primary purpose of the charter renewal site visit, to charter schools authorized by the Board of Regents, is to conduct a detailed evaluation of the School's performance. (See attached site visit protocol.)

The charter renewal site visit report, along with other sources of evidence, informs the charter renewal decision, which is based on the School's performance over the term of the charter in three areas:

- the School's academic success and ability to operate in an educationally sound manner
- The School's organizational viability and its ability to operate in a fiscally sound manner
- The School's faithfulness to the terms of its charter and adherence to the applicable laws and regulations.

#### 8. REPLICATION TASK FORCE UPDATE

Liz reported that the Task Force met on Monday, September 15. A backward time-line of necessary tasks was created. In short, an application would be due in July, 2015 in order to open a school in September 2016. It was felt that it might be helpful for Task Force members to speak with representatives from a school that has already successfully replicated. Liz noted that the building formerly occupied by Pinnacle Charter School has been emptied and will be available. Task Force members are invited to meet with the owners for a tour of the building, at 115 Ash Street, on Friday, September 26, at 10:00 a.m. The Task Force will meet again on Friday, October 10, at 10:00 a.m.

#### 9. STRATEGIC CONVERSATION REGARDING REPLICATION

Natalie challenged the Board to think strategically. She asked the question, "How do our decisions support our mission and strategic goals?" The group agreed that the conversation was larger than the time available within the context of a regular business meeting. Liz will survey Board members regarding a possible date, prior to Thanksgiving, for a Saturday Board retreat to discuss the matter.

#### 10. COMMUNITY ASSOCIATION TASK FORCE UPDATE

Roy and Ingrid reported that parents had been notified by e-mail about the need for reorganization of the Community Association. There have been some volunteers to run for leadership positions. The group will meet on Wednesday, September 24, to re-organize and hold an election.

#### 11. NOMINATIONS COMMITTEE

Although there are no immediate plans to fill the vacant seat on the Board, prior to some strategic planning, the group will continue to meet. Jenn and Ingrid agreed to fill the positions on the committee left vacant by the departures of Leah Eagan-Stoddard and Concetta Ferguson.

#### 12. NEW BUSINESS/ ANNOUNCEMENTS

There was no new business.

-New Parent Representative, Ingrid Johnson-Jacobs, is a claimant in a Lawsuit brought against the State of New York by New York Charter Schools regarding inequity in funding. A picture of her daughter was featured prominently in a *Buffalo News* article discussing the lawsuit.

-The EVCS fund raising event, *Evening In Days Park*, will be held on Saturday, October 25, 2014. Roy distributed packets of tickets to Board Members. BOT members also made their

contributions on behalf of the Board. The money will be used to purchase raffle prizes for the event.

**Matt moved and Jenn seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 8:06 p.m.

Respectfully submitted,

Pamela Pollock

FUTURE DATES:

-Meetings at 6:00 p.m. - Oct.15, 2014; Nov.19, 2014; Dec. 17, 2014; 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