

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, April 18, 2012**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia-Evans, Leah Eagan-Stoddard, Concetta Ferguson, Kathy Franklin-Adams, Catherine Herrick, Frank Housh, Pam Pollock, Matt Ryan

**Trustees Absent:** Liz Evans

**Others Present:** John Sheffield, EVCS Director; Lisa Kirisits, CPA, EVCS Accountant; Christopher Bieda, father of an incoming kindergarten student

Matt Ryan called the meeting to order at 6:05 p.m.

1. Matt announced the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on March 21, 2012 were presented.

**Frank moved and Concetta seconded that the minutes be accepted as presented.**

**Approved unanimously.**

3. FINANCIALS

-Concetta and Lisa presented the financial statement for the nine months ended March 31, 2012. Figures showed an increase in net assets of \$361,456 compared to a budgeted decrease in net assets of \$113,779. The result was a favorable variance in net assets of \$475,235. Lisa pointed out several areas in which EVCS was over budget. These included Testing and Assessment and Technology. However, she added that, overall, it was a healthy balance sheet with an asset to liability ratio of 2.8 to 1. **Frank moved and Pam seconded that the financial report be accepted as presented. Approved unanimously.**

-Lisa presented a draft of the 2012-2013 EVCS Budget and explained various changes from the current year. Following discussion, **Catherine moved and Marguerite seconded that the Board accept the proposed 2012-2013 EVCS Budget. Approved unanimously.** The Board expressed thanks to Lisa for a job well done.

4. EXPANSION/FACILITIES UPDATE

-The Facilities Committee met with a broker from Militello Realty who outlined what the firm can do for EVCS in terms of finding an appropriate tenant to sub-let 124 Elmwood. However, the firm would expect to have an exclusive contract with the school which would include a current prospective tenant. The Board recommended that the current prospective tenant be excluded from any such contract.

-EVCS has been granted a permit for asbestos abatement at the new Days Park location. Workers have been laboring six days per week on the abatement project. It is currently week #5 of an anticipated 6-week wait for the construction permit. Dennis Masters, from BRD, stated that the project is currently on-schedule. He added that once he has the final construction permit, he will be able to formulate the final schedule.

-EVCS received a stimulus grant for the installation of an elevator in the new building. John expressed thanks to Anne Wechsler for the hours of hard work that went into the revised grant application.

5. DIRECTOR'S SUMMARY OF ACTIVITIES

Personnel

-John requested approval to hire Amanda Plant as a long-term substitute special education

teacher at a rate of \$150 per day, in order to provide required services for a student who was recently classified with Autism. Ms. Plant did her student teaching at EVCS several years ago, and has been a regular and preferred substitute ever since. She is certified in elementary and special education, and holds a Master's degree from Medaille College.

**Frank moved and Catherine seconded that the Board approve the hiring of Amanda Plant according to the terms proposed. Approved unanimously.**

-Diane Huzl, EVCS Spanish and ELL teacher, will not be returning next year. John accepted her letter of resignation today. A search is underway to find a qualified replacement.

-The EVCS special education program has grown considerably since the school opened in 2006, due to the greater number of students identified as having special needs. As reflected in the budget, the position of Special Services Coordinator now needs to become a twelve-month position. This will enable the Special Services Coordinator to attend CSE meetings, prepare schedules for service providers, complete required reports, meet with parents of incoming students with special needs, conduct Section 504 meetings and finalize preparations for accommodations for students with special needs before the start of the year. The Special Services Coordinator assists the Director with oversight of all special education programs, including related services; curriculum and testing for ELL; screening of incoming students; Section 504 meetings; special education reports; and scheduling of Title I and special education staff.

#### Proposed Calendar

John presented a proposed calendar for the 2012-2013 school year. The calendar has a later start date (September 4, the day after Labor Day) to accommodate the move to the new building. To compensate for the later start, the February break has been reduced to only two days. Parent-teacher conferences in October will be conducted from 12:00 to 8:00 p.m. following a half-day of instruction for students, rather than holding a full day of conferences with no instruction for students. The calendar shows that there will be 188 instructional days, with three of those days allotted for weather related closings, and 201 staff days, with ten of those days designated for professional development. **Frank moved and Concetta seconded that the proposed calendar be accepted. Approved unanimously.**

#### Busing

The Director of Transportation for Buffalo Public Schools has reiterated that the District will not provide busing to any new early-start schools. West Buffalo Charter School has retained the services of an attorney, Steven Polowitz. Steven has worked for EVCS before, most specifically helping the Board of Trustees re-write the By-Laws for the charter renewal. Steven has offered to represent EVCS in this matter. As legal counsel for EVCS, he would begin by preparing a letter to Al D'Amico, at the BPS Transportation Office, outlining EVCS's position and copying the communication to the BPS Legal Counsel, Superintendent Amber Dixon, and Cliff Chuang and Sally Bachofer at the New York State Charter School Association. **Matt moved and Concetta seconded that Frank and John be empowered to investigate the legal rates for such services, and to work together to draft their own such letter, should that be their decision. Approved unanimously.**

### New Building

EVCS staff and the Facilities Committee have been working with the architects and the general contractor almost daily. Designs are being finalized and electrical, technological, and security needs are being identified. John expressed his appreciation to Dana Fauth and Lea Gladysz for their assistance with these matters.

### Stimulus Fund Grant

EVCS was awarded \$100,000 from the State Stimulus Fund for the installation of the elevator at the new building. John thanked Anne Wechsler for the time she spent in preparing this grant application.

### Textbook Allotment

This year, the Buffalo Public School District will release only 80% of the textbook reimbursement allotment from New York State in September. The remaining 20% will be released after January 1, when the enrollment of all students has been verified.

### Statewide Assessments

-ELA Assessments are underway. EVCS is following the new protocol that excludes teachers from proctoring the assessments of their own students.

-As noted at an earlier meeting of the Board of Trustees, EVCS is now too large to ship the assessments to a consultant for scoring without sending teachers. The school will continue to contract with BOCES for the scoring of Part I, and ASAP (Accelerated Student Academic Performance) for the scoring of parts II and III. However, it will be necessary to send teachers to score Parts II and III, with teachers from schools in Rochester and Syracuse, under the direction and guidance of ASAP. EVCS teachers will score assessments for schools from Rochester and/or Syracuse. Their teachers will score assessments from EVCS. Scoring will be done in Rochester over a five-day period. Scoring teachers will be Anne Landrigan, Rob Campbell, Tara Czamara, Josette Smith, and Renee Zerkowski. The teachers have elected not to stay overnight in a motel. Therefore, they will be reimbursed for mileage and meals. Mileage for employees is reimbursed at the rate set by the IRS. Teachers will car-pool.

### Third Quarter Report Cards

-John will have finished reviewing each student's third quarter report card by the end of the week. They will be printed out and sent home on, or before, Wednesday next week.

-Because of the change in the dates for administration of the State Assessments, the third quarter parent-teacher conferences were rescheduled for May 10.

### Visit from SED

On May 17, 2012, a team of four representatives from the State Education Department will be at EVCS to conduct a review. The team is expected to observe classes, meet with the administrative team, conduct informal interviews with students and staff, and conduct a desk audit of specified documents. The team leader has not contacted John directly. However, at this point SED has not indicated that the team will need to meet with members of the Board. More information will be forthcoming.

### Lottery

Slightly over 400 names were entered into the EVCS lottery on April 4. The lottery ran very smoothly. Letters to parents of all children in the lottery have been mailed to inform them, either of their acceptance, or of their place on the waiting list. Special thanks to Lea Gladysz for all of her hard work which makes the lottery run so well. John also thanked Mark Williams, of U.S. Security Associates, Inc., for donating professional

security for the evening and Timothy White, of Theater of Youth, for donating his time to provide impartial oversight to the process.

NYS School Report Card

State report cards were released this week for all schools in New York State. EVCS is in good standing in all areas. A link to the entire document will be posted on the EVCS web site.

Autistic Services

Representatives from Autistic Services have a meeting scheduled with the NY State Education Department on Tuesday, April 24. They have support from their State Senator for expansion of their program while maintaining the current adult-child ratio. If the outcome is favorable, they hope to sub-lease the current building when it becomes vacant.

6. OLD BUSINESS

Following an inspection of the property adjacent to the EVCS parking lot, Frank called Noel Sutton to inform him that the Board declined to grant rights to the section of property he had requested. There were immediate follow-up calls to Frank and John. The Board maintains that granting such rights is not in the school's fiduciary interest.

7. NEW BUSINESS

There was no new business.

8. PUBLIC COMMENT/ANNOUNCEMENTS

Matt introduced Christopher Beda whose daughter has been accepted for kindergarten at EVCS in September.

**A motion to adjourn was made by Matt and seconded by Pam. Approved unanimously.** The meeting was adjourned at 7:20 p.m.

Respectfully submitted,  
Pamela Pollock

FUTURE DATES:

Meetings at 6:00 p.m.: May 9, 2012\*; June 20, 2012; Aug. 15, 2012

\* 2<sup>nd</sup> Wednesday