

The Elmwood Village Charter School
Board of Trustees Meeting
Saturday, August 18, 2012

Trustees Present: Mimi Barnes-Coppola, Marguerite Battaglia-Evans, Roy Clay, Leah Eagan-Stoddard, Liz Evans, Concetta Ferguson, Kathy Franklin-Adams, Pam Pollock, Matt Ryan

Trustees Absent: Frank Housh

Others Present: John Sheffield, EVCS Director; Chuck Hertrick, Center for Community at St. John Fisher College and scheduled presenter at EVCS Board Development

Liz Evans called the meeting to order at 10:45 a.m.

1. Liz presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on June 20, 2012 were presented. **Matt moved and Kathy seconded that the minutes be accepted as presented. Approved unanimously.**

3. FINANCIALS

Financial reports were not available. **Matt moved and Kathy seconded that the financial reports be tabled until the next meeting. Approved unanimously.**

4. EXPANSION/FACILITIES UPDATE

Construction

Liz noted that John Masters, from BRD, Has stated that “EVCS is dangerously close to the top of the contingency” (\$158,000/\$160,000). He suggested that the contingency be raised to avoid any unnecessary construction delays. **Pam moved and Matt seconded that the Board empower Liz to sign a change order not to exceed 10%. Approved. Mimi abstained.**

Delays

Several factors have slowed the construction process. First, the City of Buffalo took sixteen weeks to complete the permitting process. Also, there have been some unforeseen difficulties, such as the unexpected requirement for new, rather than refurbished, fire-doors. Nevertheless, it is expected that EVCS will receive the certificate of occupancy and open school as scheduled.

5. FUND RAISING/DEVELOPMENT

As previously reported, Liz and Anne Wechsler met with Beth Gosch, Director of the WNY Foundation, to discuss strategies for future fundraising. A capital campaign with a targeted amount was suggested for the near future. The importance of energetic self-marketing was stressed. Leah has volunteered to Chair the Development Committee. The need for aggressive marketing has been highlighted. EVCS has received a proposal from Sally Crowley, an independent marketer, who has experience working with groups similar to EVCS. Her focus would be to help EVCS develop a cohesive story and polished verbal message, and to prepare an ask from the WNY Foundation. It would require a one-year marketing plan and would cost an estimated \$1750-\$2500. **Matt moved and Concetta seconded that the Board authorize the proposed marketing plan. Approved unanimously.**

6. DIRECTOR'S SUMMARY OF ACTIVITIES

Personnel

John announced the following new hires:

Andrea Hartmann	½ time ESL teacher
Katherine Giansante	K-8 Spanish teacher
Courtney Hartman	1/4 time Spec. Ed. teacher; 3/4 time teaching asst.

In addition, Dr. Norman Crouse, will be assisting Norma Fletcher with teacher mentoring. The school is currently fully staffed. Should EVCS qualify, on the basis of student poverty level, for entire school Title I, an additional AmeriCorps person will be hired.

7. OLD BUSINESS

There was no additional old business.

8. NEW BUSINESS

There was no additional new business. .

A motion to adjourn was made by Liz and seconded by Mimi. Approved unanimously. The meeting was adjourned at 11:15 a.m., when John Hertrick was introduced and the Board development program on Fundamentals of Trusteeship began.

Respectfully submitted,
Pamela Pollock

FUTURE DATES:

Meetings at 6:00 p.m. - Sept. 19, 2012; Oct. 17, 2012; Nov.14, 2012, Dec. 19, 2012;
Jan. 16, 2013; Feb. 20, 2013; Mar. 20, 2013, Apr. 17, 2013, May 8, 2013; June 19, 2013