

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Saturday, August 20, 2011**

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

**Trustees Absent:** None

**Others Present:** John Sheffield, EVCS Director; Denise Paskiewicz, Governance Trainer

Liz Evans called the meeting to order at 9:05 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 15, 2011, were presented. **Matt moved and Concetta seconded that the minutes be accepted as presented. Approved.**

3. FINANCIAL REPORT

The financial report was unavailable. **Pam moved and Kathy seconded that the financial report be tabled. Approved.**

4. EXPANSION UPDATE

-Liz announced that Sam Savarino called to inform her, and the Board, that he will not be contesting the Buffalo Common Council's decision to approve the sale of School #36, on Days Park, to EVCS. She added that his client, Buffalo Hearing and Speech Center, is moving away from the idea of starting a new school and is considering trying to take over an existing Buffalo Public School in difficulty. The NY State Education Department has granted them an extra planning year.

-The need for a temporary committee to ease the transition to the former School #36 building was discussed. It was agreed that Liz and John needed to be a part of this committee along with members of the finance committee and Leah. All members of the Board agreed to assist in accordance with any need for their expertise.

5. DIRECTOR'S SUMMARY OF ACTIVITIES

A. Phone System

John reported that the current phone system has become inadequate for the size of EVCS.

There are only two lines available for incoming calls because the fax machine, security system, fire alarm system, and elevator all need dedicated lines. There are not enough mailboxes for every phone in the school and the mailbox size is small so boxes are frequently full. EVCS does not currently have an auto attendant for calls that come to the school after hours and there is no way for outside callers to access an extension after the office is closed. The person who has provided technical support for EVCS and installed the current phone system admits that expansion of the system is outside his area of expertise. Since we need to install phones at the middle school site and connect these phones to the main campus, this is an ideal opportunity to upgrade the entire phone system for efficiency and safety. After speaking with several companies, John presented a proposal from Annese and Associates to do the following at an estimated cost of \$6000:

- Set up a phone system at the middle school site
- Link the phone system at the middle school site to the main campus

- Create voicemails for all extensions
- Create an auto-attendant for off hours
- Add two additional phone lines
- Activate PA system through phones
- Upgrade current phone system to operate more efficiently
- Purchase necessary licenses for voicemail
- Coordinate change of service provider (One Communications to Time Warner)

**Liz moved and Pam seconded that the proposal from Annese and Associates be accepted as outlined. Approved.**

#### B. Technology Support

John also proposed a change in provider for technical support and maintenance. Since the school's opening, EVCS has been using an independent contractor who is an EVCS parent. Since he has a full time job, he is not available to provide service during the day.

This has become a problem as the school has grown. John suggested a switch to @AT Technology, a company which will allow us to purchase blocks of hours of service time as needed. The company would be the primary providers of technology support to EVCS. @AT Technology has submitted a five-year technology plan that includes renewal of site licences, repairs, maintenance and upgrades. This plan will ensure that EVCS is making high quality technical resources available to teachers and students, and will allow the school to more efficiently manage the technology budget and predict future costs.

#### C. Personnel

John proposed the following the following candidates for employment:

- Pamela Dorch for the position of full-time receptionist at the middle school site. She has been training with Leah since August 1.
- Kathleen Stanek for the position of full-time teaching assistant in second grade
- Chivon Andres for the position of part-time custodian at the middle school site
- Kevin Thompson for the position of part-time custodian at the Elmwood site, to replace William McNamara, pending satisfactory background check.

**Liz moved and Kathy seconded that the proposed candidates be hired as noted.**

**Approved.** John also reported that Elvi Jo Dougherty, art teacher, has retracted her request for a six-month leave of absence for maternity and is now requesting a one-year leave of absence. Ashley Smith, who was approved for employment at the June meeting of the Board of Trustees, will be offered a one-year contract as long-term substitute art teacher. **Pam moved and Kitty seconded that this change be accepted. Approved.**

#### D. State Education Department

-After a review and inspection on August 18, 2011, the State Education Department has approved the use of First Presbyterian Church as our temporary middle school site. All preparations for the expansion into middle school were reviewed and approved at that time.

-The State Education Department supports changes that need to be made to the EVCS professional development plan, assessment plan, and accountability plan in order for the school to meet the new State and Federal requirements. A letter from the Chair of the Board of Trustees will be necessary, but no action on the part of the Board of Regents will be required. This will be discussed further at the September meeting of the Board.

#### E. NY State Assessments

Last year, NY State raised the “proficiency” standard scores to better reflect the level of achievement needed to indicate that a student is on track to achieve college-ready scores on future state exams. This year the Department made changes to the format and content of the exams, including increasing the length of the exams to make them more comprehensive and challenging measures of students’ skills. John distributed a comparison of EVCS student scale scores to those of other top performing schools in Buffalo and two suburban districts. Once again, the scale scores of EVCS students were among the highest in the county. In the percentage of students meeting or exceeding proficiency, EVCS surpassed the state average by 16.2% in ELA and 19.7% in math. For the grades EVCS serves, EVCS surpassed Buffalo by 40.6% in ELA and 53.2% in math. EVCS had 100% of students score at or above proficiency in fourth grade math and science, with 72% scoring at mastery level in math and 80% scoring at mastery level in science. Our fourth grade was recognized by *Business First* for superior performance in both ELA and math, making EVCS the only school in Buffalo with the exception of City Honors to have received this distinction. EVCS fourth and sixth grades had the highest percentage of students passing math of any school in the county. The percentage of sixth graders meeting or exceeding proficiency in math was even higher than City Honors, although their scale scores were higher. In the area of special education, EVCS surpassed the State average by 13.5% in ELA and 31.4% in math.

#### 6. OLD BUSINESS

There was no old business

#### 7. NEW BUSINESS/ANNOUNCEMENTS

-The Board reviewed the calendar and scheduled meetings for the upcoming year. Dates are noted below. Board members were reminded to check when they are scheduled to provide refreshments.

-Liz announced the resignation of Andrea Rodriguez as Chair of the EVCS annual fund raising event, *Evening In the Atrium*. She expressed thanks to Andrea for her years of leadership and for establishing a template for the event. She also expressed appreciation to Amy Van Kerkoven for assuming responsibility for this year’s event which will be held on Saturday, October 1, 2011. Marguerite collected donations from Board members. The CSA will use the money to purchase some large prizes for the raffle. Board members were issued packets of ten tickets to sell.

-Liz reiterated that the annual meeting of the NY State Charter School Association will be held November 11 and 12, 2011 in Manhattan. There is some money in the Board Development section of the budget to assist Board members who wish to attend.

**A motion to adjourn was made by Liz and seconded by Paul. Approved.** The meeting was adjourned at 9:40 a.m. and was followed by a Board Training event which featured Denise Paskiewicz guiding Board members through some of the principles of good Board Governance.

Respectfully submitted,  
Pamela Pollock

**FUTURE DATES:**

Meetings at 6:00 p.m.: Sept. 21, 2011; Oct. 19, 2011; Nov. 16, 2011; Dec. 21, 2011; Jan. 18, 2012; Feb. 15, 2012 ; Mar. 21, 2012; April 18, 2012; May 9, 2012\*; June 20, 2012; Aug. 15, 2012

\* Note: This is a change to the second Wednesday!