

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, June 15, 2011**

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

**Trustees Absent:** Catherine Herrick

**Others Present:** John Sheffield, EVCS Director

Liz Evans called the meeting to order at 6:04 p.m.

1. Liz presented the agenda for the meeting. There were no changes. **Approved.**
2. Minutes from the Board of Trustees Meeting held on May 11, 2011, were presented. **Matt moved and Kathy seconded that the minutes be accepted as presented. Approved.**
3. FINANCIAL REPORT

The financial report was presented. In summary, for the eleven months ended May 31, 2011, EVCS had an increase in net assets of \$521,810, versus a budgeted decrease in net assets of \$31,526. The result was a favorable variance of \$553,336. **Matt moved and Concetta seconded that the financial report be accepted as presented. Approved.**

4. BOARD MEMBERSHIP

A. New Parent Representative to the EVCS Board of Trustees

The nominating committee sent out a call for submission of biographies from EVCS parents interested in serving as parent representative to the Board of Trustees. Considerations included diversity on the Board and needed areas of expertise. It should be noted that no minorities applied for the position. There was some discussion of the nominating process. It was the sense of the Board that, henceforth, the nominating committee should include an EVCS parent. Concetta volunteered to serve in that capacity. Following the selection process outlined in the Charter, the nominating committee presented the name of Leah Egan-Stoddard as a candidate for parent representative to the Board. **Frank moved and Concetta seconded that Leah Egan-Stoddard be elected to the position of parent representative to the EVCS Board of Trustees. Approved.**

B. Members of the EVCS Board of Trustees whose terms are expiring

Current Board members whose terms are about to expire are Kathy Franklin-Adams and Catherine Herrick. **Liz moved and Concetta seconded that Kathy Franklin-Adams be named to a new term on the EVCS Board of trustees. Approved. Kathy moved and Frank seconded that Catherine Herrick be named to a second term on the EVCS Board of Trustees. Approved.**

C. Election of Officers for 2011-2012

**-Marguerite moved and Pam seconded that Liz Evans be elected to serve another term as EVCS Board President. Approved.**

**-Mimi moved and Kathy seconded that Matt Ryan be elected to serve as Vice President of the EVCS Board of Trustees. Approved.**

**-Liz moved and Kathy seconded that Pam Pollock be elected to serve another term as EVCS Board Secretary. Approved.**

**-Marguerite moved and Matt seconded that Concetta Ferguson be elected to serve**

**another term as EVCS Board Treasurer. Approved.**

Currently, there is one vacant position on the EVCS Board of Trustees. The Board is seeking a suitable candidate for that position.

5. DIRECTOR'S SUMMARY OF ACTIVITIES

A. Spring Terra Nova Test

Results are back from the spring administration of the Terra Nova Tests. John is still working on dis-aggregation of the data. Preliminary findings show an overall improvement in scores from the 5<sup>th</sup> grade, despite the large number of new students at that grade level due the loss of students to City Honors School. John will continue to map individual and group student profiles in order to identify and address learning needs and to adjust programs as necessary.

B. New NY State Requirements

New NY State requirements may require that EVCS discontinue use of the Terra Nova Test and adopt a new measure. Other measures, that are compatible with requirements for Race to the Top and Response To Intervention, are currently being explored. Formal measures of Response to Intervention are now required before referring a student to Committee on Special Education. EVCS has been using DORA and DOMA to track this progress. Necessary assessment changes may require changes to the EVCS Charter.

C. Teacher Evaluations

End of the year staff summative evaluations are scheduled for June 23, 24, 27 and 28. Currently, evaluations focus on the teacher's progress toward individual goals. In the future, most parts of the teacher evaluations will be dictated. Student test performance will count 40% of the teacher evaluation if all students in a class participate in statewide assessments. Next year only core subject scores will be considered.

D. "Business First" Ranking

Recent rankings of area elementary schools by the "Business First" periodical put EVCS in 67<sup>th</sup> place. These rankings average results from the prior four years. In its first year of eligibility, EVCS ranked number 181. In its second year, it ranked number 104. This is the third year of eligibility. In addition to student test scores, factors such as the percentage of students below the poverty level count against a school.

E. Personnel

-John presented the following new candidates for employment during 2011-2012:

- Ashley Smith; long-term art substitute for Elvi Jo Dougherty on maternity leave
- Brittany Machmer; Teaching Assistant
- Courtney Kerwin; Teaching Assistant
- Lindsay Sprague; Special Education
- Renee Zerkowski; Middle School Mathematics (and Science for one year)
- Shawn Marie Warnes; Kindergarten

**Pam moved and Concetta seconded that the Board accept the proposed slate in its entirety. Approved.**

-Melissa Bak, Teaching Assistant, has requested a one-year unpaid leave of absence.

**Kathy moved and Liz seconded that Melissa Bak's request for a one-year, unpaid leave be granted. Approved.**

-Elvi Jo Dougherty, Art Teacher, has requested an unpaid maternity leave of up to six months. **Frank moved and Matt seconded that Elvi Jo Dougherty's request for an unpaid maternity leave of up to six months be granted. Approved.**

-Bill McNamara, one of the part-time cleaners, is out on disability. John is searching for a replacement.

6. OLD BUSINESS

A. Facilities Update: Liz reported that EVCS will hold an Open House to show the temporary facilities at First Presbyterian Church which will be used for the first year of middle school expansion.. The event will take place on Thursday, June 23, 2011, from 4:00 - 6:00 P.M. Middle school teachers will be present.

Parents, Board Members and other interested parties are invited to attend.

**B. Mimi moved and Matt seconded that the Board enter executive session to discuss legal matters. Approved.** Discussion followed. **Liz moved and Kathy seconded that the Board exit executive session. Approved.**

7. NEW BUSINESS/ANNOUNCEMENTS

A. Board Retreat: Liz proposed a Board Retreat to be held in August. This could combine our regular August meeting with some staff development. This would be helpful in orienting our new Board member. Other items might include setting a perpetual calendar to include a schedule of future Board Development, Board Self- Evaluation, Evaluation of the Director, Board Elections, etc. We could also assess priorities of the Board, Board composition, terms of office, recruitment needs and related matters. The date of Saturday, August 20, 2011, was suggested. Liz will seek a facilitator.

B. Liz announced that a Universal Pre-Kindergarten program, which is established in the suburbs, will be launching a satellite program in the city and will be sharing our space at First Presbyterian Church. This will not imply any preferential treatment in the EVCS kindergarten admission lottery. However, we can suggest this option as a convenience to EVCS families who have younger siblings in this age range.

C. The New York State Charter School Association will be holding its annual convention in Manhattan over Veteran's Day weekend. There are sessions designed for teachers, administrators, and Board members, should anyone wish to attend. Liz is hoping that Buffalo might host some type of Charter School conference in the spring of 2012.

D. John Sheffield has signed a two-year contract as Director of EVCS.

E. On behalf of the entire Board, Liz thanked Paul Souter, for his service, hard work and dedication during his term as Parent Representative to the Board of Trustees.

**A motion to adjourn was made by Matt and seconded by Marguerite. Approved.** The meeting was adjourned at 7:45 p.m.

Respectfully submitted,  
Pamela Pollock

FUTURE DATES:

Meetings at 6:00 p.m.: Aug. 17, 2011