

**The Elmwood Village Charter School
Board of Trustees Meeting
Wednesday, November 16, 2011**

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

Trustees Absent: Marguerite Battaglia-Evans

Others Present: John Sheffield, EVCS Director

Liz Evans called the meeting to order at 6:10 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 October 19, 2011, were presented. It was noted that the spelling of the auditor's surname was 'McCormick'. **Matt moved and Concetta seconded that the minutes be accepted as corrected. Approved unanimously.**
3. FINANCIALS

It was noted that the financial report had arrived at 5:00 p.m. today. **Liz moved and Concetta seconded that the financial report be tabled until December, as there had been insufficient time for review. Approved unanimously.**

The Finance Committee recommended closing the bank accounts at Bank of America and at HSBC. **Frank moved and Pam seconded that the accounts be closed as recommended by the Finance Committee. Approved unanimously.**

4. DIRECTOR'S SUMMARY OF ACTIVITIES

A. Personnel

-John recommended the hiring of Jonathan Rodriguez as part-time custodian to replace Kevin Thompson. Starting salary will be \$8.50 per hour during the probationary period then increase to \$9.00 per hour. Background clearance is complete. **Liz moved and Concetta seconded that the recommended hiring be approved. Approved unanimously.**

-EVCS has been paying for a substitute teacher to cover for the AmeriCorps member who was serving in fourth grade. John is working with AmeriCorps to find a suitable replacement.

-One of the AmeriCorps members, who had been working as an assistant with Jennifer Seitz, will be leaving after Thanksgiving break due to a conflict with research that she must complete for her Ph.D. John is working with AmeriCorps to find a suitable replacement for her, as well. Americorps is recruiting prospective candidates from graduate school programs.

-Kathleen Smidt, one of EVCS's first grade teachers, was involved in a car accident on Nov. 6. It is expected that she will be out until Dec. 6. During her absence, her assistant teacher, Kathleen Stanek, who is a certified teacher with a masters' degree, has stepped into the role of lead teacher. Substitutes have been used to fulfill the responsibilities of the assistant teacher in the classroom. **Frank moved and Concetta seconded that John be authorized to compute and administer an appropriate stipend to compensate Ms. Stanek for the additional duties. Approved unanimously.**

B. Legal Matters

-A student suffered an injury in the Boys and Girls Club. The school has been served with a request for information from an attorney regarding the matter. Since it occurred at the Boys and Girls Club and with Boys and Girls Club staff in a supervisory role, the attorney for EVCS has responded to this request.

-The two legal matters regarding the alleged slip and fall accidents, one from 2009 and one from 2010 are still pending.

C. Academics

-On Nov. 17, 2011, John and Mrs. Landrigan will meet with the Title I AIS team to review the STAR Assessment data. This data will be one of the tools used to determine whether students should be moved into or out of AIS.

-Over the next two weeks, John will be meeting with each teacher to review *Standards Reports* from the STAR Assessments. These reports identify each of the new Common Core Standards and show which students are meeting or exceeding the standard and which students are not. This data will be used to help teachers set individual instructional goals for each student.

-John just finished reviewing report cards. The cards will be sent home at the end of this week or the beginning of next week. EVCS has been working with Keystone, the student data management system, to correct some problems with the departmentalized report cards for the middle school.

-To date, there has been no response to the EVCS letter of request for information about student bussing for next year.

D. State Education Conference at EVCS

- The State Education Department is hosting a forum at EVCS on November 30, 2011, from 4:30 to 6:30 p.m. The forum is for individuals and groups interested in learning more about the new requirements for applying for a charter. Members of the EVCS Board are invited to be present to greet the guests.

5. OLD BUSINESS

Expansion/Facilities update

-It is expected that EVCS will close the purchase of School # 36 by Thanksgiving. Four architectural firms were considered for the renovation and remodeling. The firm of HHL (Hamilton, Houston and Lownie) was selected. Not only did they submit the best proposal, but they are experienced in historic renovation and are located nearby, in Allentown. They will begin the necessary environmental work immediately after closing.

-Once EVCS officially owns the building, Liz will prepare and send an appropriate communication to EVCS parents and also an official press release. Matt volunteered to be the liaison with the neighborhood. Several events will be scheduled to make sure the neighbors are kept informed. Frank volunteered to set up a blog.

-Several banks are being considered with respect to financing.

-Possibilities for sub-leasing 124 Elmwood are being investigated.

Board Professional Development

-Catherine spent time looking through the EVCS Charter and divided the topics into five basic areas: finance, personnel, nominating, academics and governance. She suggested that the Board spend time studying each of these areas. It was suggested that our next topic for discussion should be goals. Board members were asked to familiarize

themselves with the goals set forth in the charter. These can also be found in the annual report on the EVCS web site.

6. NEW BUSINESS/ANNOUNCEMENTS

-Liz, Pam, and Anne Wechsler attended the annual NYSCA Conference in Manhattan on November 11 and 12, 2011. They reported that it had been a good experience. It was good to learn more about the issues currently being addressed by the authorizers and to learn more about specific laws applying to charter schools. It was also an opportunity to meet, on an informal basis, with individuals from a variety of charter schools across the state. The possibility of a second charter school conference to be held in Buffalo in the spring was discussed.

- Following the last meeting of the Community Association, C.A. President, Amy Flaherty, was invited to attend a future meeting of the Board of Trustees.

A motion to adjourn was made by Frank and seconded by Liz. Approved unanimously. The meeting was adjourned at 7:45 p.m.

Respectfully submitted,
Pamela Pollock

FUTURE DATES:

Meetings at 6:00 p.m.: Dec. 21, 2011; Jan. 18, 2012; Feb. 15, 2012 ; Mar. 21, 2012; Apr. 18, 2012; May 9, 2012*; June 20, 2012; Aug. 15, 2012

* 2nd Wednesday