

The Elmwood Village Charter School

Board of Trustees Meeting
Wednesday, November 19, 2008

Trustees Present: Mimi Barnes-Coppola, Shirley Courton, Liz Evans, Marguerite Battaglia-Evans, Kathy Franklin-Adams, Regan Ihde, Kitty Herrick, Pam Pollock, David Rodriuez, Kelli Simpson

Trustees Absent: Paul Souter

Others Present: John Sheffield (Director), Tom Burns from the auditing firm of Lumsden and McCormick, LLP, Lisa Kirisits, accountant

Liz Evans called the meeting to order at 6:06 p.m.

1. Liz presented the agenda for the meeting. There were no additions. Approved.
2. **Motion to approve the minutes from Wednesday, October 15, was made by Kathy, seconded by Kitty. Approved.**
3. **Financial reports were presented.**
 - a. Tom Burns of Lumsden and McCormick reported findings of the audit of the EVCS financial statements for the year ending June 30, 2008. He approved the work of our accountant, and reported that "Financial Statements are presented fairly in all aspects." Expenses increased 47% from 2007 to 2008. This was considered to be "reasonable" considering the additional students. Administrative costs dropped from 32% of the budget in 2007 to 20% of the budget in 2008. This was also considered "reasonable". EVCS net assets increased 26% from 2007 to 2008. Internal controls were tested and deemed "adequate". Student records were reviewed and described as "well-kept."
 - b. Lisa Kirisits, accountant, presented the financial statements for July, August, September and October of 2008. She explained how to read and interpret the balance sheet and statement of activities. She stated that EVCS had what would be considered a "healthy balance sheet". The Board reviewed these documents. **Marguerite moved and Shirley seconded that the financial statements from July, August September and October of 2008 be accepted. Approved.**
4. **Director's summary of activities**

ACADEMICS

 - a. EVCS is attempting to use a new student data management system to generate report cards for the first time. There have been some technology problems. If these can not be resolved in a timely fashion, paper report cards will be used again this quarter.
 - b. Report of students' October Terra Nova Test scores should be out in several weeks. EVCS 5th graders took NYS Social Studies Assessment on November 12 and 13.
 - c. EVCS has enrolled a new student to replace one who left after the school year began. It was later learned that the student requires 4.5 hours of consultant teacher time every day.

The school does not currently have a special education teacher assigned to that student's classroom for that many hours. We notified VESID of the situation and requested an emergency CSE meeting. We are currently facilitating the IEP to the best of our ability and this is documented with VESID.

- d. John is currently working with several teachers on a more comprehensive philosophy of homework. They hope to draw from the best research on homework and its correlation to student achievement. This will create a more unified and focused approach to homework that is not too restrictive and yet highly effective. This will not be a policy, but a common vision of the purpose and desired outcomes of homework.
- e. EVCS is trying to forge a new partnership with the Buffalo Museum of Science. This will compensate for the loss of our partnership with the Elmwood Science Spot which closed August 31, 2008.
- f. Starbucks Coffee on Delaware Avenue and Chipewa has chosen EVCS as its partner school and has taken on our library as a special project. They are hosting an Usborne Book sale on our behalf, and are running a gently used book drive for our school.
- g. The Third-Year Charter Review visit is scheduled for Wednesday, March 25, 2008. Darlene Mengel and Sue Gibbons will be site visitors. John anticipates a positive report.

FINANCIAL

A desk audit of the 2008-2009 PCSP Grant was just completed.

PERSONNEL

- a. Lea Dick, school secretary has returned to work on a part-time basis. She is still attending physical therapy.
- b. John is seeking to establish an arrangement with a children's counselor from the Msgr. Carr Center to work with EVCS on a per diem basis. She is discussing prices with her supervisor.
- c. Custodian, John Grabowski, will need to be out for another surgery on the shoulder that he hurt at work. He expects to be out for two months beginning in January.

FACILITIES

- a. The pothole in the parking lot was repaired at a cost of \$1700.
- b. EVCS received four estimates for snow plowing and signed a contract with Don Nigro, a local landscaper whose quote was very competitive.
- c. The annual fire inspection was completed November 18. EVCS passed and a copy of the report was sent to Albany. The asbestos survey is underway. We await statements from the architects confirming that new materials in the building are asbestos-free.

5. Finance Committee

EVCS by-laws state that the Board is responsible for the fiscal health and well being of the school. To that end Pam moved and Marguerite seconded that a standing committee for finance be established. Approved. Liz, Regan, Kitty and Kelli agreed to serve on the financial committee. Additional members will be sought including parent representatives. The first meeting will be the first Friday in December. It was noted that the October financial statements were received in a timely fashion.

6. Other Business

The possibility of a middle school component at EVCS was revisited. A task force to review this option was created. Founders Liz, Mimi, Marguerite and Anne Wechsler will serve. Some parents of 3rd and 4th grade students will be invited to join the task force.

A motion to adjourn was made by Regan and seconded by Liz. Approved. The meeting was adjourned at 8:14 p.m.

Respectfully submitted,
Pamela Pollock