

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, October 19, 2022
Meeting Site, EVCS Days Park**

Trustees Present: Jennifer Bernacki Smith; Mimi Barnes-Coppola; Lacle Brumfield; Kathy Franklin-Adams; Ken Gholston; Joshua Pennel; Jacob Piorkowski; Pamela Pollock; Matt Ryan; Anna Sotelo-Peryea

Trustees Excused: Ed Castine

Trustees Absent: None

Others Present: Danielle Bruno, EVCS Director of Schools; Liz Evans, EVCS Director of Operations; Anne Wechsler, EVCS Director of Curriculum and Instruction; Lisa Kirisits of Kirisits & Associates, EVCS Accountants

CALL TO ORDER

Jennifer Bernacki Smith called the meeting to order at 6:03 PM. She presented the agenda. There were no changes.

MINUTES

The minutes of the Elmwood Village Charter Schools meeting held on September 21, 2022, were presented. Jake moved and Kathy seconded that the minutes be accepted as presented. Approved unanimously.

TREASURER'S REPORT

The anticipated audit report from EVCS's independent auditors, Lumsden & McCormick has not yet been completed.

Mimi moved and Ken seconded that the EVCS Finance Committee be empowered to accept the audit when it has been completed. Approved unanimously.

Lisa Kirisits presented the Financial Report. For the three months ended September 30, 2022, EVCS showed a decrease in net assets of \$(1,220,300) vs. a budgeted decrease in net assets of approximately \$(1,279,200). The result was a favorable variance of approximately \$58,900.

Some highlights from the report:

-Merrill Lynch has returned all paperwork to EVCS as the company "is unable to accept a public entity as a client." The Finance Committee is investigating other investment options.

-Regarding the "Clawback" of education monies from NY State, the State has sent a letter to the BPS regarding one intercept. It is hoped that EVCS might be next in line.

-Under the Federal Cares Act, EVCS may qualify for monies set aside to compensate for some revenues lost due to COVID.

Matt moved and Jake seconded that the Financial Report be approved. Approved unanimously.

DIRECTORS' REPORT

The Directors' report was prepared jointly by Danielle Bruno, Liz Evans and Anne Wechsler

Director of Schools

School Leadership and Culture

Areas of Focus for October:

- Monitoring of instructional programs and instructional delivery in collaboration with Instructional Leadership Team (i.e. Instructional Rounds - weekly)
- Continued focus on community-building and culture hallmarks of EVCS - field trips,

Whole School Morning Meetings, Buddy Classes, Extracurriculars

- Begin cycles of supervisory observations and feedback (formal and informal)
- Annual goal-setting with all employees (part of annual evaluation plan)
- Continued monitoring of overall culture, systems, and procedures
- Liz Fisher, Andrea Cwynar, and Katie Istas attended RELAY

Intersession #1 October 6-8.

HR/Hiring

Position	Name	Campus	Qualifications
Substitute Teacher	Vonetta Rhodes	Days Park	Master's Degree - University of Buffalo Elementary Education Bachelor's Degree - SUNY Old Westbury Elementary Education
Substitute Teacher	Sarina Brown	Hertel	Bachelor's Degree - University of Buffalo Communications
School Nurse	Karen Pezouvanis	Hertel	Bachelor's Degree - State University of NY Registered Nurse Certification: Professional Registered Nurse
Substitute Teacher	Casey Koenig	Hertel	Bachelor's Degree - Niagara University Integrative Management
Substitute Teacher	Andriel Billups	Days Park	Associated Degree - Erie Community College Early Childhood Education

School Building Leader Designee	Dr. Karen Whiteman	Shared	Doctoral Degree -North Carolina State University at Raleigh School Administration and Supervision Master's Degree - University of Buffalo Elementary Education Bachelor's Degree - Fredonia State College Elementary Education
Evening Custodian	Nakeie Carpenter	Hertel	Associate's Degree - Trocaire College Business/Human Resource Management
Substitute Teacher	Natalie Waddell	Days Park	Bachelor's Degree - Alfred University Psychology and Early Childhood Education

Mimi moved and Matt seconded that all proposed hires be approved. Approved unanimously.

Director of Curriculum and Instruction

Academics

- Parent-teacher conferences were held at each campus on October 13th. There was strong turnout of parents of students up to grade 7.
- STAR Data meetings have been held. AIS (Academic Intervention Services) groups have been determined and AIS Teachers are beginning to pull small groups.
- The Panorama Social Emotional Learning Student Survey was administered the week of 10/10/22.
- The Academic Excellence Committee Meeting has been scheduled for 10/25 at 1:00 PM

Professional Development

- Practice Clinics and Workshops:
 - How to Prepare for Parent-teacher Conferences workshop held on 10/6/22.
 - UB is doing a series of follow-up 30 minute Zoom workshops on Trauma Informed Instruction during the months of Oct., Nov., and Dec.
 - Whole Class Reset Practice Clinic is scheduled for the last week of October.

Director of Operations

Operations/Facilities

Hertel:

- Trees are being donated and will be planted this week.
- Basketball hoops were installed last week and striping for half-court and extra activities will be put down when weather permits.

Days Park:

- Blinds were installed on the south side of the first floor. Additional installation will take place on upcoming weekends.

Shared:

- Custodial hiring for both campuses is complete. Staffing levels are being monitored to ensure enough coverage for the square footage of the buildings. Findings will be incorporated into next year's budget.

Admissions/Student Enrollment

Offers are continuing to be made and communications are going out to new families.

	Days Park	Hertel	Total
<u>Current Enrollment</u>	438	391	829
<u># of New Students since 9/1/22</u>	9	14	23
<u># of New Students Since 9/21/22 (last Board meeting)</u>	4	10	14
<u># of Withdrawals since 9/21/22 (last Board meeting)</u>	4	0	4

Technology

Nothing to report

Grants/Finance

Grants: The third round of Emergency Connectivity Funding through the Federal Communications Commission (FCC) is active. They are actively reviewing EVCS's application and school leaders will be applying the funding toward 100 new Chromebooks and 40 iPads if approved.

Finance: Audit was undertaken and EVCS staff responded to requests from the auditors.

HR Updates

The HR Manager is currently implementing a new HR program that will help improve workflows and simplify payroll.

Now that EVCS has enough employees, the school received a benefits overview based on actual health data of employees. This gives us a snapshot on benefits use, and will be used by the underwriters when putting the health insurance plan out to bid.

Other Business

EVCS is hosting a flu clinic at both buildings on Thursday October 20, 2022, from 11AM-1PM.

SUBCOMMITTEE REPORTS

Space Planning Committee	Nothing to report. The committee will meet next Month.
Finance Committee	Nothing further to report.
Nominating Committee	Nothing to report at this time.
Academic Excellence Committee	Will meet next week to review STAR test results.
Fund Raising Committee	Will meet next month. Planning to schedule a “Day of Giving” and hoping to set goal amount.
EVCS Culture	Will meet later this month.

LAWSUIT UPDATE - 124 ELMWOOD

There is little to report on this matter. The attorney for 124 Elmwood has been replaced by Paul Joyce. A meeting has been scheduled for November 9, 2022.

BOARD DEVELOPMENT RECAP

Board members generally had a positive opinion of the workshop held on September 24, 2022. The manual contained pertinent and valuable information and the leader guided the group into relevant discussion.

COMMUNITY ASSOCIATION

Jake reported that the new Co-Chairs of the Days Park CA seem invested and have have gotten off to a strong start. They have a sponsor for the Eighth Grade year-end festivities. The Meet-and-Greet gathering for new parents of students at both schools reportedly was well attended and enjoyed by all.

Anna announced that the Hertel CA had made approximately \$3000 on their recent Chiavetta’s chicken sale. Both CAs are collaborating to sponsor a Trunk or Treat event for all EVCS students at the Hertel parking lot on October 29, from 1-3 PM. Hertel is also holding a pre-holiday Wreath and Poinsettia Sale starting in early November. The new basketball court has had its grand opening.

ANNOUNCEMENTS AND NEW BUSINESS

Jake announced that a young musician named Jazeel Montes has started a new program called Internal Creations which teaches interested students from grade 5 and up to play classical guitar. Instruments are provided for the program which reportedly teaches “lessons about music and life.” He thought some families might be interested in this program.

Matt moved and Kathy seconded that the Board enter executive session to discuss personnel matters. Approved unanimously.

Discussion ensued.

Matt moved and Lacle seconded that the Board exit executive session. Approved unanimously.

There was no additional business and no further announcements.

Mimi moved and Ken seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 7:41 PM.

Respectfully submitted,

Pamela Pollock
Board Secretary

Future Meeting Dates: November 16, 2022; December 21, 2022; January 18, 2023; February 15, 2023; March 15, 2023; April 19, 2023; May 17, 2023; June 21, 2023; July 19, 2023; August 16, 2023

All meetings begin at 6:00 PM

