

**Elmwood Village Charter Schools  
Board of Trustees Meeting  
Wednesday, March 15, 2023  
Meeting Site: EVCS Hertel**

**Trustees Present:** Jennifer Bernacki-Smith; Lacle Brumfield; Ed Castine; Kathy Franklin-Adams; Ken Gholston; Joshua Pennel; Jacob Piorkowski; Pamela Pollock; Anna Sotelo-Peryea

**Trustees Absent:** None

**Trustees Excused:** Mimi Barnes Coppola; Matt Ryan

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

#### CALL TO ORDER

Jennifer Bernacki-Smith called the meeting to order at 6:05 PM. She presented the agenda. There were no changes.

#### MINUTES

The minutes of the Elmwood Village Charter Schools Board of Trustees Meeting held on Wednesday, February 15, 2023, were presented.

**Kathy moved and Josh seconded that the minutes be approved as presented.  
Approved unanimously.**

#### TREASURER'S REPORT

Ed and Lisa cooperated to provide the Treasurer's Report.

Review of Financials: Ed reported a strong financial position stating that EVCS "has more cash" than is needed to pay current debts. The Financial Committee is seeking opportunities for investing that will allow "our money to work for us." It is hoped that it might be able to generate sufficient income to allow for an increase in teacher salaries.

Ed and Lisa also presented the Form 990 - Return of Organization Exempt from Income Tax, for the period beginning July 1, 2021, and ending June 30, 2022. A number of items were highlighted and explained.

The BPS Intercept was again discussed. Lisa's office has contacted officials weekly. Currently, it has been reported that all charter schools except EVCS and West Buffalo Charter are being processed. Josh volunteered to contact Sean Ryan to seek a possible explanation.

**Ed moved and Lacle seconded that the Treasurer's Report be accepted.  
Approved unanimously.**

## DIRECTORS' REPORT

The Directors' Report was prepared jointly by Danelle Bruno, Liz Evans and Anne Wechsler.

### **Director of Schools**

#### **School Leadership & Culture**

##### Principal Search Update:

- The committee moved one candidate on to the site visit, which was held on 3/13/23. The visit consisted of lunch, an informal conversation, and a tour/visit of the building. Board Trustee Kathy Franklin Adams participated in the entire process. Reference checks have been completed for the candidate, and the writing prompt has been received and rated by the committee. The committee will meet on 3/16/23 to review all of the information and come to a consensus on a decision.

##### Assistant. Principal Search Update:

- The committee has been assembled and has received all of the documents needed to rate the resumes and cover letters of the potential candidates.
- An initial meeting will be held with the committee to review the process and begin scheduling. It is hoped that this meeting can be held on 3/23/23 pending the outcome of the Principal search process.

##### Hertel Campus:

- Potential interim AP elected not to leave their school mid-year.
- Danielle will be based at Hertel full-time until further notice.

##### Days Park Campus:

- Daily check-ins with Days Park leadership team are scheduled to continue to provide support to that campus.

### **HR/Hiring**

<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Campus</u></b>	<b><u>Qualifications</u></b>
Substitute Teacher	Tibrisha Faulkner	Days Park	Bachelor's Degree: SUNY Fredonia; English
Substitute Teacher	Cassidy Klaybor	Hertel	Master's Degree: SUNY Buffalo; TESOL Bachelor's Degree: SUNY Buffalo; Early Childhood Education
Receptionist	Marcella James	Hertel	High School Diploma: Bennett High School

Substitute Teacher	Swar Dakein	Hertel	Master's Degree: Brown University; Chemistry B.A.; SUNY Fredonia Chemistry
Evening Custodian	Traymore Home	Hertel	High School Diploma: McKinley Vocational High School (in progress)

**Pam moved and Ed seconded that all proposed hires be approved. Approved unanimously.**

## **Director of Curriculum and Instruction**

### **Academics**

The trimester ends on 3/16. Report cards will be sent home on March 31st. NYS ELA Assessments are scheduled for April 19th and 20th.

### **Professional Development**

A half-day of professional development was held on March 3, 2023.

-Classroom teams worked collaboratively on project-based learning units.

-Special area teachers and AIS teachers worked on plans for Family Engagement Nights at each campus.

Each campus held practice clinics on the "Cold Call".

## **Director of Operations**

### **Operations/Facilities**

**Hertel:** EVCS is continuing the process of trying to reach an agreement with People Inc. to get reimbursed for water used by the residential facility that shares a water and sewer line with EVCS Hertel. This was discovered during a cold snap in January of 2022. Hodgson Russ is unable to represent EVCS in this matter because they are also counsel for People, Inc. They have referred us to a lawyer who can draw up an agreement letter. This can be discussed further at a later time.

**Days Park:** EVCS Days Park needs a repair to its back flow prevention system. This work will be scheduled to be done during the April break.

**Shared:** Each Campus of EVCS had a visit from a food service provider to assess the kitchen facilities and formulate a bid to offer meal preparation and service. This would replace the current practice of receiving breakfast and lunch through BPS. EVCS reached out to a School Food Administration. A consultant is to get a quote for services in connection with administering and overseeing the provision of a meal provider. The cost of the consult would, in the future, be covered by reimbursements for meals from the FDA, but since the cost would not be

covered during this fiscal year, EVCS will include the cost of a consultant in the 2023-2024 budget to oversee the implementation of the service in the 2024-2025 school year.

An interim Facilities Manager has been hired and is currently being onboarded. They will take over hiring and management of the custodial staff, as well as bidding out services for the coming school year, among other duties.

**Action Item:** The Board of Trustees must decide if they wish to engage counsel for the matter of water line maintenance and reimbursement for usage.

**Admissions/Student Enrollment**

Applications to date in Enroll Buffalo Charters:

	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>TOTAL</b>
<b>EVCS</b>										
<b>Days Park</b>	162	30	40	20	23	35	28	32	23	393
<b>EVCS Hertel</b>	140	34	32	21	22	44	38	38	21	390
<b>TOTAL</b>	302	64	72	41	45	79	66	70	44	783

At this time last year EVCS Days Park had 395 applications and EVCS Hertel had 359 applications for a total of 754.

EVCS will participate in a “School Choice” Fair at Buffalo Collegiate Charter School on Saturday 3/18/23 from 11-1 and a Buffalo Charter Fair The following Saturday at the Buffalo Museum of Science.

**Technology**

Station 28 has been informed by EVCS phone service provider, AT Technology, that the phones are approaching end of life and must be replaced in the near future. Station 28 is recommending moving from the current system to a cloud based system, which can be managed remotely. Both scenarios would require purchasing new phones. Station 28 is asking for updated quotes. The cost of maintaining either the current system or a cloud based system would be roughly

equivalent. The cost will be included in the capital expenditure portion of the 2023-2024 budget.

### **Grants/Finance**

Grants: No update

Finance: Work on the 2023-2024 budget is continuing.

### **HR Updates**

The Shared Leadership Team and HR Manager participated in the first session of Phase II of the Buffalo Compensation Project, sponsored by NYCSA and Edgility Consulting. Key headlines are:

- From the benchmark analysis conducted: charter schools and districts start at the same “starting line” in the “race” for teacher talent, but lose the race along the way. As competition for talent becomes more fierce, this becomes increasingly challenging.
- Consultant recommendation: Our major takeaway and recommendation is that each charter needs to have a compensation plan that is transparent and reflects their values, and which is regularly and proactively shared with staff.
- Work Sessions:
  - Session I: Exploring and discussing key design consideration and tensions in compensatory strategy
  - Session II: Building your toolkit of compensation tactics and policies
  - Session III: Creating personalized action plans to carry forward organizational change

### **Other Business**

There were no additional items to report.

### **SUBCOMMITTEE REPORTS**

**Space Planning Committee**  
**Finance Committee**  
**Nominating Committee**  
**Academic Excellence Committee**

-The Committee had nothing new to report.  
-The Committee had nothing new to report.  
-The Committee had nothing new to report.  
-The Committee met recently to share  
-recent information regarding Attendance,

**Development and Advocacy  
Committee**

Academic Performance, and Social/  
Emotional status.

-The Committee met on March 6. They  
discussed their developing role and  
responsibilities.

**EVCS Culture**

-There was no meeting this month.

**HERTEL LEADERSHIP UPDATE**

As noted in the Director's report, committees have been formed and the selection process has been initiated.

**124 ELMWOOD UPDATE**

The meeting was cancelled to accommodate a funeral. It is hoped to re-schedule for next month.

**SPECIAL EDUCATION FUNDING**

A preliminary discussion was held regarding apparent inequities in funding for Special Education services. The possibility of a lawsuit was mentioned.

**COMMUNITY ASSOCIATION**

Anna reported that the Hertel CA will sponsor a Spring Clean-Up Day on April 22, 2023. There will be a can and bottle drive and a sports equipment exchange. They are planning a Spring Dance, during the day sometime in May. There is an ongoing Anderson's ice cream gift card fundraiser and there will be a Chiavetta's Chicken sale on Thursday, May 11.

Jake noted that the Days Park CA had formed a new Steering Committee. They were looking into the possibility of collecting and distributing food from the cafeteria that might otherwise go to waste. They discussed a number of projects including the purchase of a refrigerator to be used for classroom projects and parties.

**ADMINISTRATION, PERSONNEL and BOARD MANAGEMENT**

**Ed moved and Lacole seconded that the Board enter executive session to discuss personnel matters. Approved unanimously.**

Appropriate discussion ensued.

**Josh moved and Ed seconded that the Board exit executive session. Approved unanimously.**

## ANNOUNCEMENTS /NEW BUSINESS

There were no further announcements and no new business.

**Ed moved and Josh seconded that the meeting be adjourned. Approved unanimously.**

The meeting was adjourned at 7:52 PM.

Respectfully submitted,

Pamela Pollock  
Board Secretary

**Future Meeting Dates:** April 19, 2023; May 17, 2023, June 21, 2023, July 19, 2023

**All meetings begin at 6:00 PM**