

**Elmwood Village Charter School
Board of Trustees Meeting
Wednesday, August 17, 2022
Meeting Site: EVCS Days Park**

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

Trustees Excused: Mimi Barnes-Coppola; Ken Gholston; Joshua Pennel Matt Ryan
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; Dave Phillips, Principal Days Park; Katie Istas, Assistant Principal at Days Park; Andrea Cwynar, Assistant Principal at Hertel; Lisa Kirisits, CPA, of Kirisits & Associates, EVCS Accountants

CALL TO ORDER

Jennifer Bernacki-Smith called the meeting to order at 6:01 PM. She presented the agenda. There were no changes.

MINUTES

The minutes of the Elmwood Village Charter School Board of Trustees Meeting held on July 20, 2022, were presented.

Jacob moved and Lacle seconded that the minutes be accepted as presented. Approved unanimously.

INTRODUCTION AND WELCOME

Danielle introduced recently hired personnel Katie Istas, Assistant Principal at Days Park and Andrea Cwynar, Assistant Principal at Hertel. The Board welcomed the new members to the EVCS team.

TREASURER'S REPORT

Lisa Kiristis presented the Financial Statement. For the month ended July 31, 2022, EVCS showed a decrease in net assets of (524,300) vs. a budgeted decrease in net assets of approximately (\$538,200). The result was a favorable variance of approximately \$13,900.

A review of the balance sheet indicated that, as of July 31 2022, the ratio of the school's current assets to current liabilities was 2.62 to 1. This ratio measures the school's ability to meet current obligations as they become due. A current ratio in excess of 2:1 is considered favorable.

Lisa also indicated that there has been slow progress in the attempt to recoup contested special education funds from New York State.

Ed reminded the Board that EVCS had secured a payroll protection loan from Evans Bank in May of 2020 which required that a bank account be opened with them for the initial deposit of the loan funds. He proposed the following resolution:

*At a regular meeting of the Elmwood Village Charter Schools (“School”) held on this 17th day of August, 2022, a lawful quorum being present, the **following Resolution was adopted by the Board of Trustees:***

WHEREAS, Elmwood Village Charter Schools secured a payroll protection loan from Evans Bank in May 2020 which required the opening of a bank account for the initial deposit of the loan funds,

WHEREAS, Elmwood Village Charter Schools no longer has a need for a checking account at Evans Bank,

NOW THEREFORE BE IT RESOLVED, the bank account #10172930 with Evans Bank will be closed and all funds transferred to Elmwood Village Charter Schools’ checking account at Northwest Bank.

Anna moved and Ed seconded that the proposed resolution be approved. Approved unanimously by members present.

There was some discussion of future investment possibilities. Ed reported that interest rates were generally up for CD options and that Merrill Lynch seemed to be offering the best rates and the best value. It is to be noted that Matt Ryan was not present at the time of this discussion.

Ed moved and Jacob seconded that the Board approve the financial report. Approved unanimously by members present.
Funds remaining in the account will be transferred to the EVCS account at Northwest Bank.

DIRECTORS’ REPORTS

Director of Schools

School Leadership

Danielle welcomed building-level leadership team members:

Dave Phillips, Principal Days Park
Liz Fisher, Principal, Hertel

and new Assistant Principals

Andrea Cwynar: Hertel Campus
Katie Istas; Days Park Campus

HR/Hiring

Position	Name	Campus	Qualifications
Instructional Assistant-Canisius College, Teacher Resident	Shajuana Day	Days Park	Bachelor's Degree: D'Youville College; Physician Assistant Studies Master's Degree: Canisius College; (in progress); Childhood Education and Special education
Instructional Assistant-Canisius College, Teacher Resident	Rebecca Gasiorek-Kawamura	Hertel	Bachelor's Degree: Buffalo State College: Japanese Language Master's Degree: Canisius College (in progress); Childhood Education and Special Education
Middle School Math Teacher	Brett Martin	Days Park	Bachelor's Degree: SUNY Fredonia; Mathematics Education (7-12) Certifications: Commonwealth of Virginia: Teaching License New York Adolescence Mathematics Education (7-12) (pending)
Behavior Intervention Specialist	Elizabeth Dillon	Days Park	Bachelor's Degree: Loyola University, Maryland; Elementary Education Master's Degree: Loyola Marymount University; Special Education Certifications: Professional Development Moderator; Building Relationships & Behavior Interventions California: Multiple subject Teaching Credentials

Position	Name	Campus	Qualifications
Middle School Spanish Teacher	Abigail MacWilliams	Days Park	Bachelor's Degree: St. Bonaventure University; Spanish Master's Degree: St. Bonaventure University; Adolescence Education Spanish, Gr. K-7
Instructional Assistant	Kelsey Wipperman	Hertel	Bachelor's Degree: SUNY Buffalo; Psychology Master's Degree: Buffalo State College; Education (in progress)
Special Education Teacher	Molly D'Angelo	Days Park	Bachelor's Degree: SUNY Fredonia; Education Master's Degree: Buffalo State College; Education Certifications: Early Childhood Education, Birth-Gr. 2 Childhood Education, Gr.1-6 Students with Disabilities Gr. 1-6

Lacole moved and Ed seconded that all proposed new hires be approved. Approved unanimously.

Director of Curriculum and Instruction

Professional Development

All staff participated in professional development during the two-week period prior to the opening of school. It was as follows:

8/15 - 8/19 - faculty with < 3 years at EVCS

- 4 day Intro to Responsive Classroom Elementary Core Course
- 4 day Responsive Classroom middle school course
- EVCS culture and values

8/22 - 8/26 - Everyone

In addition to curriculum-based PD and time for planning, topics included

- Full Day of Diversity, Equity and Inclusion with Dr. Hunter
- 2 hours of Trauma Informed Instruction provided by the Institute of Trauma and Trauma-Informed Care, UB School of Social Work (and continued partnership)

Community/Culture Building

- Hot Dog Social on 8/23 4:00-6:00
- Open House/Supply Drop Off on 8/30, 1:00-4:00
- Community Gathering with families on 8/30 ,4:00-6:00

Director of Operations

Operations/Facilities

Hertel: Construction on the arts building is reaching conclusion. Certificate of operation is expected before the start of the school year.

Days Park: Nothing new to report.

Shared: Safety and Security Update

The updated District Safety Plan (2022-2023) has been posted on the website for 30 days with no public comment.

Lacole moved and Jen seconded that the 2022-2023 Safety and Security Plan be approved. Approved unanimously.

Admissions/Student Enrollment

Offers are continuing to be made and communications are going out to new families about orientation and welcome events.

Technology

Summer work on student and staff devices and accounts is continuing. Rosters for academic subscriptions are being updated with new classroom assignments as they change.

Grants/Finance

Grants: Cullen Foundation has offered Buffalo charter schools a new opportunity. This would involve the chance to fund a fundraising platform and fundraising coaching support through Jumpstart. This would cost \$1000 during the first year and then \$2,400/year subsequently. It could track all fundraisers and can have multiple users (CA users, business office, accountant, etc.). Grant application is due by the end of the month.

Finance: Nothing new to report.

HR Updates

Several new policies were presented for Board consideration:

-The first was an **Employees with Children Policy**. This proposed certain guidelines for employees whose children attend the school.

-The second policy proposed that EVCS reimburse teachers' tuition for education related courses during their employment at the school. Considerable discussion ensued and a number of modifications to the proposals were suggested.

Ed moved and Lacle seconded that both proposal be approved pending appropriate modifications. Approved unanimously.

In response to inquiry, HR breakdown and attrition ate were discussed with graphic illustrations on PowerPoint.

Other Business

The New York Charter School Association is holding its annual Charter School Conference in Buffalo, NY on October 19-21. EVCS Staff and Board may Attend for free.

2022-2023 BOARD MEETING SCHEDULE

The EVCS Board of Trustees meeting schedule for the 2022-2023 academic year was announced and reviewed. Dates and locations are as follow:

September 21, 2022

Hertel

September 24 2022 (9 am -1pm) *Board Retreat (Location TBD)*

October 19, 2022

Days Park

November 16, 2022

Hertel

December 21, 2022

Days Park

January 18, 2023

Hertel

February, 15, 2023

Days Park

March 15, 2023

Hertel

April 19, 2023

Days Park

May 17, 2023

Hertel

June 21, 2023

Days Park

July19, 2023

Hertel

August 16, 2022

Days Park

Ed moved and Kathy seconded that the 2022-2023 Board Meeting Schedule be approved. Approved unanimously.

SUBCOMMITTEE REPORTS

Space Planning Committee	No new information
Finance Committee	See Treasurer's report. No additional information.
Nominating Committee	No new information.
Academic Excellence Committee	No new information.
Fundraising Committee	Jacob Piorkowski has agreed to serve as the new Chair of the Fundraising Committee. He has previous experience which can be helpful in this area.
EVCS Culture Committee	The group has planned ways of welcoming new and returning staff and families. They continue to develop teacher recognition strategies.

124 ELMWOOD - LAWSUIT UPDATE

There has been some action regarding the property at 124 Elmwood. Autism Services has provided some necessary invoices. The court has inquired about movement. There seems to be some pressure to settle the matter.

BOARD DEVELOPMENT

The Annual Board Development retreat has been scheduled for Saturday, September 24, 2022, from 9 am to 1pm. The focus will be on developing and defining roles and responsibilities of Board Members and leaders.

COMMUNITY ASSOCIATION

Both the Days Park and Hertel Community Associations are looking forward to the upcoming 2022-2023 academic year. The groups have not met in August, but are planning to have a joint meeting soon, perhaps including families.

SCHOOL LEADERSHIP AND EVALUATIONS

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

Several matters pertaining to personal policies and procedures and their relationships to various employees were discussed.

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

ANNOUNCEMENTS AND NEW BUSINESS

There was neither additional business nor further announcements.
Jake moved and Ed seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 8:07 PM

Respectfully submitted,

Pamela Pollock
Board Secretary

Future Meeting Dates: September 21, 2022; October 19, 2022; 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