

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, October 18, 2023
Site: EVCS Days Park**

Trustees Present: Patti Anderson; Jennifer Bernacki-Smith; Lacoie Brumfield; Ed Castine; Ken Gholston; Nicca Lebeda; George McLean; Joshua Pennel; Jacob Piokowski; Pamela Pollock; Matt Ryan; Anna Sotelo-Peryea

Trustees Absent: None

Trustees Excused: Mimi Barnes Coppola; Kathy Franklin Adams

Others Present: Angel Bider, Accountant @ Kirisits & associates; Danielle Bruno, EVCS Head of Schools; Peter DeSabio, CPA, Accountant, Lumsden McCormick; Bob Torella, CPA, Accountant, Lumsden McCormick; Anne Wechsler, EVCS Director of Curriculum and Instruction

CALL TO ORDER

Jen called the meeting to order at 6:04 PM. She presented the agenda. There were no changes.

MINUTES

The minutes of the Elmwood Village Charter School Board of Trustees meeting held on Wednesday, September 20, 2023, were presented. There were no changes.

Jake moved and Nicca seconded that the minutes be approved as presented. Approved unanimously.

REPORT OF INDEPENDENT AUDIT

The report was presented by Peter DeSabio, CPA and Bob Tuello, CPA, on behalf of Lumsden McCormick.

In summary, the audit went smoothly. Estimates were consistent with prior years. There were no material weaknesses and no required adjustments. Policies and practices were followed consistently. The report was “clean”, unmodified and timed to file by November 1, 2023. That was considered “the best possible report.”

TREASURER’S REPORT

Ed circulated copies of EVCS’s Investment Policy seeking feedback regarding the investment policy and general transparency. It was suggested

that page 2 of the document be stricken as the items discussed there were addressed elsewhere in the document.

Lacole moved and Anna seconded that the investment policy be modified to include that the changes discussed be added to the policies and procedures manual. Approved unanimously.

Angel Bider reviewed the Financial report. She noted that the balance sheet continues to be strong. The current ratio is the ratio of the schools' current assets to current liabilities. The school's current ratio on September 30, 2023 was 2.11 to 1. A current ratio in excess of 2:1 is considered favorable.

Ken moved and Josh seconded that the Financial Report be approved. Approved unanimously.

BOARD ADMINISTRATION: Informational Binders & Board Retreat update

Jen distributed newly created informational binders to all Board Members. Included were items such as the schools' By-Laws, Mission and Vision Statements, list of Board members, Committee lists, contact information, school schedule highlights, etc.

Liz and Jen continue to investigate possible locations and dates for the annual Board Retreat.

DIRECTORS' REPORTS

The Directors' reports were prepared and presented by Danielle Bruno, Liz Evans and Anne Wechsler

Director of Schools

School Leadership and Culture

Faculty Meetings - DEI (diversity, equity, inclusion) book study groups

Panther Pride Report - weekly in the Panther Press, highlights of the week

Student Leadership, clubs, Activities

Whole School Morning Meetings - October 20th (Days), October 27th (Hertel)

Employee Goal Setting and Observations - beginning this month

Unity Day (anti bullying month) - October 18th

- Continued focus on Strong Start through administrator presence and visibility in classrooms and common spaces (halls, cafeteria, arrival, dismissal, breakfast)
- Attendance monitoring for chronic absenteeism

- Instructional Rounds with coaching team (weekly)
- Hiring and staffing

HR/Hiring

| <u>Position</u> | <u>Name</u> | <u>Campus</u> | <u>Qualifications</u> |
|---------------------------|------------------------|---------------|---|
| Substitute Teacher | Sarah Wright | Hertel | -Bachelor's Degree: SUNY Geneseo; Sociology |
| Instructional Assistant | Brittany (Trent) Lucas | Hertel | -Bachelor's Degree: University of Alabama; Food and Nutrition -Bachelor's Degree: SUNY Buffalo; English Literature |
| Special Education Teacher | Rebecca Moorman | Hertel | -Bachelor's Degree: Buffalo State College; Psychology -Master's Degree: Buffalo State College; Secondary Special Education |
| Custodian | James Moss | Days Park | -High School Diploma 5+ years custodial experience |
| Custodian | Michelle Jeffries | Days Park | -Erie Community College: Hair Design 5+ years experience |
| Substitute Teacher | Erica Linda | Hertel | -Bachelor's Degree: Buffalo State University; Journalism |
| Substitute Teacher | Marissa Falzone | Hertel | -Master's Degree: Buffalo State College; Education Literacy Specialist -Bachelor's Degree: Buffalo State College; Exceptional and Elementary Education. Certifications: Elementary Education; (Grades 1-6) Students with Disabilities (Grades 1-6) Literacy Specialist (Birth - Grade 12) |
| Evening Custodian | Abigail Maysonet | Hertel | -High School Diploma 5+ years Custodial Experience |
| Building Manager | Harold Gamble | Days Park | -High School Diploma 5+ years custodial experience |
| Instructional Assistant | ZyLailjah Evans | Days Park | -High School Diploma 2 years childcare experience |
| Substitute Teacher | Miguel Santana | Hertel | -High School Diploma -3 years experience working with students in an educational setting |

Promotions

| Name | Previous Position | New Position |
|-----------------|--------------------------|-------------------------------------|
| NaShomi Shaffer | Instructional Assistant | Front Desk Administrative Assistant |

Matt moved and Ed seconded that all proposed personnel actions be approved. Approved unanimously.

Director of Curriculum and Instruction

Academics

- Academic Intervention Groups have started in ELA and Math
- Parent-Teacher conferences are on 10/19 (or spread across the week)

Coaching

- Coaches and admin are meeting with teachers to set 3 SMARTE Goals (one data-driven goal, one parent-communication goal, and one of the teachers' choosing)
- Coaches are completing their first full round of observation and feedback

Professional Development

- Workshop on parent-teacher conferences for new faculty was held on 10/15

Director of Operations

Hertel: Light poles are in the process of being installed.

Days Park: A building manager was identified and is the process of being onboarded.

Shared: Required drills are underway at both campuses. Safety reports have been submitted to NYSED for both buildings.

The transition to a new fire and security monitoring company is nearly complete.

Admissions/Student Enrollment

Enrollment Projections:

- Hertel: 432 projected enrollment (13 under-enrolled, up from 423 at last report)
- Days Park: 438 projected enrollment (7 under-enrolled, up from 437 at last report)

This increase in enrollment has been due to the hard work of the admissions and records team. They are currently scheduling open houses for interested parents weekly, or as requested.

The New York Charter School Association held a recruitment strategy session with area charter schools to discuss how to do outreach to incoming kindergarteners. There was agreement to investigate the cost of participating in a marketing campaign to be aired on local TV and streaming services.

EVCS also participated in a Saturday radio spot on WUFO that features local charter schools. Kelly Norman (Admissions Coordinator), Brandon Williamson (Hertel Assistant Principal), And Ebony Eison (Student Life Coordinator), all represented EVCS's special programs, emphasis on SEL, and inclusion model of education. They also discussed the upcoming opening of the 2024-2025 application through Enroll Buffalo Charters, and the need for substitute teachers. Sara Corona (Operations Manager and Chief of Staff) provided logistical support.

Technology

EVCS ran a test of device connectivity in anticipation of required computer based testing, in which 5th graders and 8th graders will participate this spring. So far tests have gone well and the team is working toward a pre-testing checklist to ensure that students are all able to access the online testing platform during the testing window.

Grants/Finance

Grants: Nothing to report

Finance: Compensation study is continuing and will be shared with the Board when a draft has been finalized.

HR Updates

HR Manager continues to work on hiring.

Other Business

None.

SUBCOMMITTEE REPORTS

| | |
|---|---|
| Space Planning Committee | The Committee has not met. There is nothing new to report. |
| Finance Committee | Transfer of monies from M&T Bank to UBS is underway. See Treasurer's Report for additional details. |
| Nominating Committee | Orientation of new Board members, Patti Anderson, Nicca Lobeda and George McLean is under way. |
| Academic Excellence Committee | The committee will meet when standardized testing is complete and results un-embargoed. |
| Development and Advocacy Committee | The Committee has not met this period. |
| EVCS Culture Committee | The Committee has distributed a Doodle-Poll to assist in future planning |

124 ELMWOOD - Lawsuit update

Liz has forwarded additional information to concerned parties at People, Inc. and Jen has checked with attorneys. A meeting has been scheduled for October 30, 2023. Further action is pending. Parties are waiting for additional action from Autism Services.

PEOPLE INC./ HERTLE CAMPUS WATERLINE ISSUE

Liz has re-sent pertinent information to People Inc., and Jen has checked with EVCS Attorneys. Additional action is pending.

SPED FUNDING UPDATE

Buffalo Public Schools' Speech Pathologists who had been providing services to EVCS students with IEPs mandating speech therapy were removed from from the school shortly after the start of school. Thanks to advocating by parents of students who required these services, the original therapists were returned to the school. Liz Evans will meet with other charter schools hoping to join with others to ensure needed related services are provide to all.

COMMUNITY ASSOCIATION

A "Trunk or Treat" event is scheduled for October 18, 2023, at the Hertel Campus. Students from both Campuses are invited to attend. There will be a Bounce House and other attractions for the celebration.

A Meat Raffle is scheduled for March 15, 2024, also at Hertel, with all invited.

Days Park has scheduled a roller skating outing at Canalside for October 26.

The Hertel parents are sponsoring sales of poinsettias and candles prior to the winter holidays.

Nicca reported that a Chiavetta's Chicken Barbecue at Hertel sold out and posted a profit of \$3500.

ANNOUNCEMENTS AND NEW BUSINESS

There were no additional announcements.

Ed Moved and Josh seconded that the Board enter executive session to discuss matters of administration, personnel and Board management. Approved unanimously.

Relevant discussion ensued.

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

Lacole moved and Matt seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 7:25 PM.

Respectfully submitted,

Pamela Pollock
EVCS Board Secretary

Future Meeting Dates: November 22, 2023; December 20, 2023; January 17, 2024; February 21, 2024; March 19, 2024; April 24, 2024; May 15, 2024; June 19, 2024

All meetings begin at 6:00 PM

