

**Elmwood Village Charter Schools  
Board of Trustees Meeting  
Wednesday, August 16, 2023  
Site: EVCS Days Park**

**Trustees Present:** Patricia Anderson; Mimi Barnes-Coppola; Lacle Brumfield; Ed Castine; Ken Gholston; Nicca Lebeda; Joshua Pennel; Jake Piorkowski; Pamela Pollock; Matt Ryan; Anna Sotelo-Peryea

**Trustees Absent:** None

**Trustees Excused:** Jennifer Bernacki-Smith; Kathy Franklin-Adams; George McLean

**Others: Present:** Danielle Bruno, EVCS Head of Schools; Joseph Ciesielski, Principal EVCS Hertel; Liz Evans, EVCS Director of Operations; Melina Hong, EVCS Data Manager, Lisa Kirisits, EVCS Accountant; Dave Phillips, Principal EVCS Days Park; Anne Wechsler, EVCS Director of Curriculum and Instruction

**CALL TO ORDER;**

Matt Ryan called the meeting to order at 6:03 PM. He presented the agenda. There were no changes.

**MINUTES**

The minutes of the Elmwood Village Charter Schools Board of Trustees meeting held on Wednesday, July 19, 2023 were presented. There were no changes.

**Ken moved and Anna seconded that the minutes be approved as presented. Approved unanimously.**

**TREASURER'S REPORT**

Lisa Kirisits, EVCS Accountant, reported that the school has \$9000.00 in a "sweep account" in which cash is moved each night into a "repurpose account" which earns a nightly interest rate of 2.5% which amounts to approximately \$9000. A UBS Investment Account with M&T Bank is earning 4% interest. She also noted that this is the last year of the ESSER Grant. "The season for audit readiness begins on August 17, 2023."

Ed stated that the investment account was doing "very well" and that there might be an opportunity to make some changes. The Financial Committee is looking for opportunities to make those changes.

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

## BOARD ORGANIZATION/PLANNING ITEMS

Matt circulated a list of current Board Committees and assignments. Continuing Board Members were asked to confirm or change their assignments. New members were encouraged to sign up for committees of interest to them.

EVCS Board of Trustees Meetings for the upcoming academic year were scheduled for the following Wednesdays:

***Aug. 16, 2023; Sept. 20, 2023; Oct. 18, 2023; Nov. 15, 2023;  
Dec. 20, 2023; Jan. 17, 2024; Feb. 28, 2024; Mar. 20, 2024; April 17, 2024;  
May 15, 2024; June 12, 2024***

The Annual EVCS Board of Trustees Retreat was scheduled for Saturday, October 28, 2023, from 9:00 AM until 1:00 PM.

## DIRECTOR'S REPORTS

The Director's Report was prepared jointly by Danielle Bruno, Liz Evans and Anne Wechsler

### **Director of Schools**

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

School Leadership priorities have included:

- finalizing staffing for optimal instructional teams
- reviewing academic and culture data
- collaborating to review and finalize goals and strategies for SY23-24
- class placements for students
- collaborating with Instructional Team to plan Professional Development sessions
- connecting personally with new families, students and staff
- collaborating with Admissions Coordinator to secure enrollment, welcome new families to EVCS, and plan new family orientations
- planning Open House/Supply Drop Off
- planning communication systems for SY23-24
- planning faculty meetings
- finalizing schedules
- establishing a First Six Weeks Plan and Playbook
- planning 8th Grade Strong Start
- perfecting behavior protocols and communication systems

### **HR/Hiring**

EVCS is fully staffed for SY 23-24

<u>Position</u>	<u>Name</u>	<u>Campus</u>	<u>Qualifications</u>
Instructional Assistant	Giuliana Nojaim	Hertel	-Bachelor's Degree: SUNY Buffalo State College; Spanish -Master's Degree: SUNY Buffalo State College; Education
Special Education Teacher	Katherine Powers	Hertel	-Bachelor's Degree: Canisius College; Childhood and Special Education -Certifications: *Early Childhood Education (Birth - Grade 2) *Childhood Education (Grades 1-6) *Students with Disabilities 1-6
Building Manager	Juan Feliciano	Days Park	-High School Diploma, Grover Cleveland, HS
Instructional Assistant	Michelle Martin	Days Park	-Associates Degree: Early Childhood Education
Instructional Assistant	Marita Miller	Hertel	-Bachelor's Degree: SUNY at Buffalo; Special Education -Certifications: *Childhood Education (Grades 1-6); *Students with Disabilities (Grades 1-6)
6th Grade ELA A	Austin Nagelhout	Hertel	-Bachelor's Degree: SUNY at Buffalo; English and Media Studies -Master's Degree: Suny at Buffalo: Childhood Education -Certifications: Childhood Education (Gr. 1-6)
Instructional Assistant	Derrick Morris	Days Park	-Associates Degree: Community College of Rhode Island
Elementary Spanish Facilitator	Danielle Johnson	Hertel	-Bachelor's Degree: SUNY at Buffalo; Theater and Performance

## Promotions

<u>Name</u>	<u>Previous Position</u>	<u>New Position</u>
Faith Britt	Substitute Teacher	Instructional Assistant
Jennifer Kwiatek	Instructional Assistant	Special Education Teacher
Jasmine Finkley	Substitute Teacher	Middle School Spanish Facilitator

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

## Director of Curriculum and Instruction

### Academics

See Committee Reports

### Professional Development

Plans for two weeks of Professional Development (August 21-September 1) are being finalized. The first week will concentrate on new faculty. The second week will include everyone.

## Director of Operations

### Operations Facilities

**Hertel:** Building is clean and ready for teaching staff to return.

Striping for asphalt area with basketball hoops has been requested and will be done in August or September.

Light poles have been ordered and will be installed by October.

**Days Park:** Despite some staff turnover, the building is clean and ready for teaching staff to return. Facilities staff went above and beyond to get the buildings ready for the start of the year.

Repairs to the bridge in the playground have been requested but may take a while based on scheduling and extent of work.

**Shared:** Security upgrade is continuing.

### **Admissions/Student Enrollment**

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

Enrollment Projections;

-Hertel: 438 projected enrollment

-Days Park; 444 Projected enrollment

Enrollment of the inaugural eighth grade at Hertel is a bit low which contributes to the under enrollment.

### **Technology**

Summer projects nearing completion include:

- Rollover of integration program for classroom software (Clever)
- Rostering of those programs not supported by Clever
- Programming and testing of bell systems at both campuses
- Rollover of Health Information System
- Rollover of Dismissal Management System
- Creation of staff and student accounts
- Ordering for new staff and student device replacements

### **Grants/Finance**

**Grants:** EVCS was awarded a foundation 214 grant for musical instruments and a sound system for Hertel. The project was not fully funded, but approximately half the cost of the projects was received.

EVCS is applying for the Stronger Connections grant administered through NYSED to strengthen the Social Emotional Learning program. The grant is due 9/15 and runs for three years.

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

### **HR Updates**

New Employee policies, including Religious Accommodation, Personal Property and Title IX are available for review and action. An Employee Handbook will be forthcoming..

**Mimi moved and Anna seconded that the new employee policies be approved. Approved unanimously.**

Related Services were requested from BPS by Student Services Coordinators at both campuses. As yet there has been no response to this request. It is hoped that there will soon be a response as to whether BPS will be providing OT, PT and Speech therapy providers for EVCS students.

EVCS has learned that BPS will provide the school with a School Nurse to begin on 8-31-2023.

### **Other Business**

**Board Retreat:** Discussed the date of 10/28. Michale Good has reserved this date for EVCS.

### **SUBCOMMITTEE REPORTS**

#### **Academic Excellence Committee**

The Academic Excellence Committee met on July 5, 2023. Melina Hong, EVCS Data Manager, gave a comprehensive presentation of slides and accompanying hard-copy data covering various aspects of students attendance, academic performance and social-emotional status. Strengths and weaknesses were discussed as were possible remedial actions in certain areas.

#### **Space Planning Committee**

The Space planning Committee did not meet this month.

#### **Finance Committee**

See Treasurer's Report for Financial Committee actions.

#### **Nominating Committee**

The Nominating Committee has not met this month.

#### **Development and Advocacy**

The Development and Advocacy did not meet this month.

#### **EVCS Culture Committee**

The EVCS Culture Committee is attempting to increase involvement and diversity in various activities throughout both schools.

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

Discussion Ensued.

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

#### COMMUNITY ASSOCIATION

Jake stated that the Days Park Community Association has not met this month and has no report.

The Hertel Community Association has scheduled the first meeting of the 23-24 academic year. They are looking for some help. They have scheduled a joint meeting with the Days Park CA. Hertel CA has also scheduled a Chiavetta's Chicken Barbecue near the end of September.

#### ADMINISTRATION, PERSONNEL AND BOARD MANAGEMENT

**Ed moved and Jake seconded that the Board enter Executive Session to discuss considerations regarding Board Management and Personnel decisions. Approved unanimously.**

Discussion followed.

**Jake moved and Pam seconded that the Board exit Executive Session. Approved unanimously.**

#### ANNOUNCEMENTS/NEW BUSINESS

There were no further announcements and no additional business.

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

The meeting was adjourned at 7:50 PM

Respectfully submitted,

Pamela Pollock  
EVCS Board Secretary

**Future Meeting Dates:** September 20, 2023; October 18, 2023; November 15, 2023; December 20, 2023; January 17, 2024; February 28, 2024; March 20, 2024; April 24, 2024; May 15, 2024; June 19, 2024

**All meeting begin at 6:00 PM.**

