

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, July 19, 2023
Site: EVCS Hertel**

Trustees Present: Patricia Anderson; Mimi Barnes-Coppola; Jennifer Bernacki-Smith; Lacole Brumfield; Ed Castine; Kathy Franklin-Adams; Ken Gholston; Nicca Lebeda; George McLean; Jake Piorkowski; Pamela Pollock; Matt Ryan; Anna Sotelo-Peryea

Trustees Absent: None

Trustees Excused: Josh Pennel

Others Present: Joseph Cieseilski, Principal EVCS Hertel; Liz Evans, EVCS Director of Operations; Anne Wechsler, EVCS Director of Curriculum and Instruction; Brandon Williamson, Assistant Principal, EVCS 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.

Jen introduced three new members of the EVCS Board of Trustees. They were Nicca Lebeda, Parent Representative from the Hertel Campus, and Patricia Anderson and George McLean members at large. Current members welcomed the new members and introduced themselves.

MINUTES

The minutes of the Elmwood Village Charter Schools Board of Trustees meeting held on Wednesday, June 21, 2023, were presented.

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

TREASURER'S REPORT

Lisa Kirisits presented the Treasurer's report and stated that "It is guaranteed to change." This is because at the end of the fiscal year invoices trickle in and must be recorded for the fiscal year in which the expense actually occurred.

For the fiscal year ended June 30, 2023, EVCS showed an increase in net assets of \$522,300 vs. a budgeted increase in net assets of approximately \$76,800. The favorable variance was approximately \$455,500.

Accrued expenses totaled approximately \$1,468,200 and represented accrued payroll of \$654,500, accrued pension of \$628,900 and \$184,800 in other accruals as of June 30, 2023.

The current ratio is the ratio of the school's current assets (e.g. current assets consisting of cash, receivables and prepaid expenses = approximately \$7,854,700) to current liabilities (e.g. long term debt = approximately \$1,907,100) and measures the school's ability to meet current obligations as they become due. The school's current ratio on June 30, 2023, was 4.12 to 1. A current ratio in excess of 2:1 is considered favorable,

Matt Ryan reported on EVCS investments. He indicated that there is \$1 million per campus in an operating account. There is also a reserve account for each campus of an additional \$1 million. These accounts are with UBS earning 5% interest.

BOARD COMPOSITION

The EVCS Board has previously discussed the advisability of increasing the number of trustees in order to better serve the needs of increasing number of students, teachers and families at the two campuses. The following resolution was passed by a unanimous vote:

At a regularly scheduled meeting of the Board of Trustees of Elmwood Village Charter Schools held on this 19th day of July, 2023, with a lawful quorum being present, the number of Trustees constituting the Entire Board of Trustees for the Elmwood Village Charter Schools was officially set at fourteen [14].

DIRECTORS' REPORT

The Directors' Report was prepared and submitted jointly by Daniel Bruno, Liz Evans and Anne Wecshler.

Director of Schools

School Leadership and Culture

The Director of Schools oriented the new Hertel leadership to EVCS and both school teams have been preparing for the upcoming year (working on room assignments, schedules, staffing, class placements, etc.)

The Administrative Team (Shared Leadership Team and School Building Leaders) are participating in the annual EVCS Summer leadership Retreat on 7/25 where the group will:

- Conduct team building and orientation activities to welcome new leadership team members
- Revisit and revise the drivers and the interventions aligned with Organizational Goals
- Finalize the Arc of the Year document which guides EVCS leadership work and delineates roles and responsibilities
- Review and solidify recurring meeting types, purposes, schedules and format

An additional strategic planning day will occur on 8/2 and will include 1-month and 12-month employees (Administrative Team and coaches and coordinators). The agenda will include the EVCS culture rubric, and real time feedback/coaching.

HR/HIRING

<u>Position</u>	<u>Name</u>	<u>Campus</u>	<u>Qualifications</u>
Middle School Math Teacher	Cailee Sarick	Days Park	-Bachelor's Degree: SUNY College at Brockport; Math -Master's Degree: SUNY College at Brockport, Math Ed. -Certifications: Adolescent Mathematics Education (Gr.7-12); Middle Childhood Gr. 5-6
Middle School Special Education Teacher	Nissa Dean	Hertel	-Bachelor's Degree: Indiana Wesleyan University; Elementary Education -Master's Degree: University of Illinois at Chicago; Special Education -Certifications: Learning Behavior Specialist 1 Teaching License
Middle School Math Teacher	Libby Baldwin	Hertel	-Bachelor's Degree: SUNY College at Buffalo; Childhood Education-concentration-Math

			-Certifications: Childhood Education (Gr.1-6); Middle Childhood Ed., Math (gr.7-9)
Middle School Math Teacher	Alanna Burt	Hertel	-Bachelor's Degree: Cornell University; Communications -Master's Degree: Quinnipiac University; Business Administration -Master's Degree: Niagara University; Education Certifications: Mathematics (Gr. 5-9), (Gr. 7-12) Business Gr. 5-12)
Middle School Spanish Teacher	Zuleimy Diaz	Hertel	-Bachelor's Degree; Walden University; Psychology
Middle School Science Teacher	Megan Van Vorce	Days Park	-Bachelor's Degree: SUNY at Oswego; Zoology -Master's Degree: Adolescent Education; Biology -Certifications: Biology (Gr. 7-12)
Middle School ELA Teacher	Miya McAndrews	Hertel	-Bachelor's Degree: SUNY Buffalo State; Secondary English Education (Gr. 7-12) Concentration: English Language Arts -Master's Degree: SUNY Buffalo State; English Education (Gr. 7-12) -Concentration: English Language Arts -Certifications: English Language Arts (Gr. 7-12)
Middle School Special Education Teacher	Max Wagner	Hertel	-Bachelor's Degree: SUNY Buffalo State; Journalism & Communications; English Education (Gr. 7-12) -Master's Degree: SUNY Buffalo State; English Education, Gr.7-12) (in progress)

Instructional Assistant	Quiana Bell	Hertel	-Bachelor's Degree: SUNY Buffalo State; Music -Certifications: Erie County Justice Restorative Coalition- Restorative Practices
General Education Teacher	Elizabeth Orloff	Hertel	-Bachelor's Degree: Canisius College; Business Management -Master's Degree: Canisius College; Education Administration -Certifications: Literacy Instruction (B-12); Early Childhood Education (B-Gr. 2), Childhood Education: (Gr.1-6), Literacy Instruction (B-Gr. 12)
General Education Teacher	Olivia Marchionda	Hertel	-Bachelor's Degree: Brigham Young University; Idaho; Elementary education
Instructional Assistant	Ginny Stewart	Hertel	-Bachelor's degree: SUNY Buffalo; Early Childhood Ed.
Special Education Teacher	Alison Ray	Hertel	-Bachelor's Degree: Canisius College; Special Education -Master's Degree: Canisius College: Special Education -Certifications: Childhood Education (Gr.1-6); Early Childhood Education (birth-Gr. 2); Students with Disabilities (birth-Gr. 2); Students with Disabilities (Gr. 1-6)
Instructional Assistant	Lanie Mahon	Hertel	Associate's Degree: ECC Early Childhood Education
General Education Teacher	Dominique Murawski	Days Park	-Bachelor's Degree: SUNY Empire State College; Historical Studies -Master's Degree: SUNY Empire State College: Adult Learning -Certifications: Childhood Education (Gr.1-6); Early Childhood Ed.(Birth-Gr.2)

Custodian	Brianna Bennett	Days Park	High School Diploma: East High School
Building Manager	Miguel Ayala	Days Park	
Instructional Assistant	Kiera James	Hertel	-Bachelor's Degree: (in progress); ECC; Early Childhood Education
Instructional Assistant	Kiya James	Days Park	-Associates' Degree: (in progress); ECC; Early Childhood Education
General Education Teacher	Erin Veronica	Hertel	-Masters Degree: SUNY Geneseo; Reading and Literacy; -Bachelor's Degree: SUNY Geneseo; Childhood and Special Education -Certifications: Childhood Education (Gr.1-6); Students with Disabilities (Gr. 1-6); Literacy (B-Gr. 12)

Promotions

Name	Previous Position	New Position
Jacque Pason	Substitute Teacher	HR Assistant
Swar Dakien	Substitute Teacher	Instructional Assistant
Tibrisha Faulkner	Substitute Teacher	Instructional Assistant
Jessie Rogacki	Instructional Assistant	General Education Teacher
Mary Franczyk	Instructional Assistant	General Education Assistant
Ethan Fisher	Instructional Assistant	Middle School Special Education Teacher

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

Director of Curriculum and Instruction

Academics

The Academic Excellence Committee met on July 5, 2023. Data relating to school attendance, student behavior and academic performance were discussed.

Professional Development

Individual PD sessions during the two weeks of PD in August (August 21-September 1) are in the planning stages.

School Culture

Planning for:

- New Family Orientation
- 8th Grade Strong Start
- Communication of common expectations and tight routines and procedures for the middle school
- Rollout/review of behavior protocol, role of the Student Support Team, and the levels of support/response

Director of Operations

Operations/Facilities

Hertel: Summer Cleaning is underway.

Cardinal Dougherty is holding two alumni events during July and August.

Days Park: Summer Cleaning is underway.

EVCS's new Operations Manager and Chief of Staff coordinated a skateboarding camp for EVCS students from both campuses at Days Park free of charge. There are 45 students registered. They are running SATURDAYS from July 15 - August 26, from 10-11 AM (ages 8-11) and 11AM-12PM (ages 12-14).

Shared: Security update is underway. Monitors and a new bell system were installed at Hertel. These will be programmed at both campuses.

Liz Evans met with a representative from Game Time about new playground proposals at both buildings. She is putting together draft sketches and proposals which can be taken to the Space Planning Committee for feedback and planning.

Admissions/Student Enrollment

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

The admissions coordinator (AC) is making good progress toward target enrollment goals. A billboard at Hertel and Elmwood has been a success, and has garnered at least five additional applications that are known.

-Hertel: 437 projected enrollment

-Days Park: 442 projected enrollment

AC is sending out bi-weekly communication (electronic and mail-outs) to enrolled or accepted families to maintain interest and connection.

Upcoming:

- Student Mentor Messages are being pushed out on social media and being sent to new families - Students at each campus to be paired with an incoming student at their grade level.

Technology

Summer projects are in full swing, including:

- Maintenance on and inventory of staff and student computers
- Data Manager, Melina Hong coordinated “tech hubs” this year. These organized classroom technology, (document cameras, phones, walks, etc.) and improved tracking and maintenance of these devices.
- Student Information System was rolled over to current year and subscription products are being updated with returning and new student account data.

Grants/Finance

Grants: EVCS was awarded the safety and security grant from NYS DOJ (\$50,000). Security upgrade is underway. New Lights in the parking lot at Hertel have been ordered.

There has been no word as yet regarding a Foundation 214 grant for musical instruments and a sound system for Hertel.

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

HR Updates

New employee policies, including Religious Accommodation, Personal Property, and Problem Resolution will be presented ahead of the fall for the Board’s consideration and approval.

Related services were requested from Buffalo by Student Services Coordinators at both campuses. It is hoped to learn as soon as possible if Buffalo will provide EVCS students with necessary OT/PT and Speech therapy services.

Other Business

Board Retreat: Saturday, November 4, 2023, was discussed. It was noted that this was the only day that the proposed presenter could be present in person. A new Doodle poll will be circulated.

SUBCOMMITTEE REPORTS

Space Planning Committee

- The Committee is working to reach an agreement regarding the waterline under the driveway which also serves the People Inc. property next door.

Finance Committee

- The Board supports the decision to continue the policy of making laddered investments. The group is working to formalize an investment policy which can be brought to the Board for official approval.

Nominating Committee

- Three new Board members; Patricia Anderson; Nicca Lebeda; and George McLean, were introduced and took their seats at this meeting.

Academic Excellence Committee

-The Committee met on July 7, 2023. They reviewed the School' performance over the parameters of attendance, test scores and behavior. Positive and negative performances were discussed.

Development and Advocacy Committee

- A possible breakout session at the annual Board Retreat was discussed.

EVCS Culture Committee

-No meeting was held in July

LAWSUIT UPDATE - 124 ELMWOOD

This property, leased by EVCS, has been sublet to Autism Services until 2026. The lease holder has initiated a lawsuit against EVCS and the matter is currently under litigation. It is also noted that Autism Services is now operating under the auspices of People, Inc. and has a new Board of Directors. Parties are scheduled to meet on September 7, 2023.

SPED FUNDING UPDATE

Charter School Representatives are talking with BPS attorneys. It is hoped that a settlement will be reached.

COMMUNITY ASSOCIATION

Jake noted that the Days Park CA has not met this summer. Anna indicated that the Hertel CA will be meeting soon.

ADMINISTRATION, PERSONNEL & BOARD MANAGEMENT: considerations and discussion

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

Relevant discussion ensued.

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

ADMINISTRATION/LEADERSHIP ASSESSMENTS / CONTRACT REVIEWS

Performance of EVCS administrators was reviewed both individually and as members of the team.

Ed moved and Matt seconded that the contracts of Danielle Bruno, Liz Evans, Dave Phillips and Anne Wechsler be renewed with a 5% increase in Pay.

Motion approved. *

*** Pam Pollock recused herself citing a potential conflict of interest.**

ANNOUNCEMENTS/NEW BUSINESS

There were no additional announcements and no new business.

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

The meeting was adjourned at 7:58 PM.

Respectfully submitted,

Pamela Pollock
EVCS Board Secretary

Future Meeting Dates: August 16, 2023; September 20, 2023; October 18, 2023; 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

