

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

Trustees Present: Patti Anderson; Jennifer Bernacki-Smith; Mimi Barnes Coppola; Ed Castine; Kathy Franklin-Adams; Nicca Lebeda; George McLean;
Joshua Pennel; Jacob Piorkowski; Pamela Pollock; Anna Sotelo-Peryea

Trustees Absent: None

Trustees Excused: Lacle Brumfield; Ken Gholston; Matt Ryan

Others Present: Danielle Bruno, EVCS Head of Schools; Anne Wechsler, EVCS Director of Curriculum and Instruction; Joseph Ciesielski, Principal, EVCS Hertel;
David Phillips, Principal, EVCS Days Park

CALL TO ORDER

Jen called the meeting to order at 6:03 PM. She presented the agenda. There were no changes.

MINUTES

The minutes of the Elmwood Village Charter School Board of Trustees meeting held on October 18, 2023, were presented. There were no changes.

Mimi moved and Ed seconded that the minutes be approved as presented. Approved unanimously.

TREASURER'S REPORT

No accountants were in attendance this evening. Ed reported that EVCS financial status was looking good - in fact approximately \$200,000 ahead of budget. Some monies have been moved to take advantage of favorable rates.

Mimi moved and Josh seconded that the Treasurer's report be approved. Approved unanimously.

DIRECTORS' REPORT

Director of Schools

School Leadership & Culture

At this meeting, current data for academics, school culture, attendance and staffing will be reviewed through the progress to goals report.

HR/Hiring

<u>Position</u>	<u>Name</u>	<u>Campus</u>	<u>Qualifications</u>
Substitute Teacher	Melissa Sheppard	Hertel	-Associates Degree
Instructional Assistant	Rebekah Robinson	Hertel	-Bachelor's Degree: Buffalo State College: Fashion Design; (in process)
Instructional Assistant	Mikele King	Hertel	-Bachelor's Degree: Canisius College; Psychology and Criminal Justice -Master's Degree: Psychology
Instructional Assistant	Angela Bethin	Days Park	-Associate's Degree: Erie County Community College: Business Admin.

Instructional Assistant	Lauren Hardy	Hertel	-Bachelor's Degree: Buffalo State College; Early Childhood Education (in process)
Substitute Teacher	Jourdan Spark	Days Park	-Bachelor's Degree: Marymount University; Fashion Merchandising/ Business Administration -Master's Degree: Niagara University; Early Childhood and Childhood (Birth - Gr. 6) -Certifications: Early Childhood and Childhood Education (Birth - Gr. 6)
Day Porter	Jaquin James	Hertel	-High School Diploma 5+years custodial experience
Temporary Facilities Manager	John Marschner	Shared	-Bachelor's Degree:SUNY Buffalo; Business Administration
Substitute Teacher	Sean Powers	Days Park	-Bachelor's Degree: SUNY Buffalo; Communications (in process)
Substitute Teacher	Taylor Carillo	Days Park	-Bachelor's Degree: SUNY Buffalo; Childhood Education -Master's Degree: SUNY Buffalo; Childhood Education (in process) -Certifications: Childhood Education (Gr. 1-6)
Instructional Assistant	Destiny Byfield	Hertel	-Bachelor's Degree: Saint Augustine's University; Business Administration / Sports Management
Instructional Assistant	Max Wunderlin	Days Park	-Bachelor's Degree: Duquesne University; Digital Media, Arts/ Strategic Advertising & Public Relations

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

Promotions

There have been no promotions this period.

Director of Curriculum and Instruction

Academics

- Successful round of parent-teacher conferences was held on 10/19.
- Trimester 1 ends on 11/30. Report cards will be sent home 12/15.
- Assessment data will be reviewed during the the Academic Excellence Committee Report.

Coaching

- Team continues to focus on providing regular in the classroom "Live -coaching" support for a few targeted classroom teachers

Professional Development

- Culture Clinic is planned for after Thanksgiving to revisit RC progression of responses to misbehavior.

Director of Operations

Operations/Facilities

Hertel: Building Manager, Leroy, is out until next month with a knee injury. Evening lead and day porter have been covering the opening of the building and daytime coverage. Their dedication is much appreciated.

Days Park: After some beginning of the year transitions, EVCS Days Park has a permanent nurse assigned from BPS. Health practices (communications, protocols, etc.) are being updated and codified to help support whoever serves in that role.

Shared: The new Temporary Facilities Manager will begin on Monday, November 20th. The transition to a new Fire and Security monitoring company is still in process.

Admissions/Student Enrollment

Enrollment:

-Hertel: 437 enrollment (8 under-enrolled, up from 432 at last report)

-Days Park: 440 enrollment (5 under enrolled, up from 438 at last report)

The admissions and records team has started planning for outreach efforts for the new application cycle, which opens on December 1st. EVCS has begun attending charter fairs at Head Starts throughout the city. Staff members and parents of siblings should apply for any new children they wish to have attend EVCS in in the 24-25 school year beginning 12/1. The Lottery will be held after spring break on Tuesday, April 9th. Open houses will be held in March 2024.

Technology

Nothing New to report.

Grants/Finance

Grants: Nothing new 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

There was no additional business to report.

- The Directors Report was prepared and submitted by Danielle Bruno, Liz Evans and Anne Wechsler.

SUBCOMMITTEE REPORTS

Space Planning Committee

The committee has not met this month.

Finance Committee

No additional information. See Treasurer's report.

Nominating Committee

The committee has not met this month.

Academic Excellence Committee

The committee met to discuss student performance on the STAR Tests. On average, students made good gains in math at both schools. ELA results showed progress at Days Park, but losses at Hertel. New leadership there is addressing the issue. One strategy is Super-coaching meetings by classroom.

Development and Advocacy Committee

Liz went to a Charter School Conference in Albany. Much of the focus was on "Myth Busting".

EVCS Culture Committee

The Committee met on Nov. 1st. Topics of discussion included preparation for a Juneteenth Celebration, musical instruments, a possible Charter Board Symposium and possible reasons for declines in enrollment (increases in home schooling, decreasing birth-rates, etc.)

SECURITY PROCEDURES

Some questions have arisen regarding security issues and procedures at the schools. Recent actions include:

- Updating of equipment and procedures at both campuses
- Lighting upgrades

- Using the DASA (Dignity For All Students) Program at both schools.
Assistant Principals will be in charge of implementation
- Investigating the timeline for responsive actions
- Investigating/planning for security at after-school events

124 ELMWOOD

An agreement to discontinue the lawsuit has been filed. The lease for the 124 Elmwood property will be terminated as of 2-1-2024.

SPED FUNDING

There has been no need for legal activity. Students are currently being provided with all required services.

COMMUNITY ASSOCIATION

Josh reported that Days Park students will be visited by some reindeer during the month of December. The Days Park CA will be sponsoring a "Staff Breakfast" during that month. Square One will be providing supplies and presenting a project to the students at both Days park and Hertel.

Anna stated the joint Trunk or Treat Halloween activity held at Hertel was well attended and well received. She added that orders for the Poinsettia and Wreath Sale have closed. The Hertel CA is also planning a "Staff Breakfast" and is also working on a way to recognize staff birthdays. They are working on a Community Refrigerator for Hertel families and seeking contributions to the CARE Closet.

ADMINISTRATION, PERSONNEL & BOARD MANAGEMENT

Ed moved and Nicca Seconded that the Board enter executive session. Approved unanimously.

Ongoing legal matters were discussed and resolved.

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

ANNOUNCEMENTS/NEW BUSINESS

There was no new business. There being no additional business

Ed moved and Jake seconded that the meeting be adjourned, Approved unanimously.

The meeting was adjourned at 7:59 PM

Respectfully submitted,

Pamela Pollock

EVCS Board Secretary

Future Meeting Dates: Dec.20, 2023; Jan.17, 2024; Feb. 21, 2024; March 19, 2024,
April 24, 2024; May 15, 2024; June 19, 2024

All meetings begin at 6:00 PM