

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, December 20, 2023
Site: EVCS Days Park**

Trustees Present: Patti Anderson; Jennifer Bernacki Smith; Lacle Brumfield; Kathy Franklin-Adams; Ken Gholston; Nicca Lebeda; George McLean; Pamela Pollock; Matt Ryan; Anna Sotelo-Peryea

Trustees Absent: None

Trustees Excused: Mimi Barnes Coppola; Ed Castine; Josua Pennel; Jacob Piorkowski

Others Present: Danielle Bruno, EVCS Head of Schools; Liz Evans, EVCS Director of operations; Anne Wechsler, EVCS Director of Curriculum and Instruction; Angel Bearer, CPA, representing Kris's & Associates, EVCS Accountants

CALL TO ORDER

Jen 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 Schools Board of Trustees meeting held on November 15, 2023, were presented. There were no changes.

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

TREASURER'S REPORT

Angel Beiter, CPA, of Kirisits & Associates, presented the financial report. She noted that "everything looks good." For the five months ended November 30, 2023, EVCS showed a decrease in net assets of \$(1,039,800) vs. a budgeted decrease in net assets of approximately \$(1,132,300). The result was a favorable variance of approximately \$92,500.

DIRECTORS' REPORTS

Director of Schools

School Leadership and Culture

- Mini spirit week and pep rallies before winter break are being held at both campuses
- Community service projects (hats, gloves, socks) to benefit Friends of the Night People
- Basketball season is underway
- Therapy dogs are to visit each campus
- CPR training will be held for athletic coaches and support team members
- Ongoing staffing and hiring (substitutes and TAs) is taking place
- Ongoing evaluation process (observation of instruction and performance feedback)
- Weekly Pride Reports to community with highlights of the week

HR/Hiring

<u>Name</u>	<u>Campus</u>	<u>Qualifications</u>	<u>Position</u>
Instructional Assistant	Taliyah Brown	Days Park	-Bachelor's Degree: University at Buffalo: Psychology
Substitute Teacher	Tianca Truitt	Hertel	-Bachelor's Degree: Buffalo State University: Sociology
Substitute Teacher	Kyshira Cummings	Days ParK	-Bachelor's Degree: Buffalo State University
Substitute Teacher	Sarah Guglielmi	Days Park	-Bachelor's Degree: University of Delaware; Mechanical Engineering -Master's Degree: University of

Delaware: Engineering			
Substitute Teacher	Tyhirah Mims	Days Park	-High School Diploma: EVCS Alumnus
Communications and Community Engagement Coordinator	Cheyenne Ketter-Franklin	Shared	-Bachelor's degree: University at Buffalo; Business
			-Master's Degree: University at Buffalo: Business Administration
Assistant	Destinee Hertel		Instructional
Substitute Teacher	Minier		-High school Diploma: Hutchinson Central Technical High School
Evening Custodian	Emms	Days Park	-Bachelor's Degree: SUNY Buffalo; Fine Arts
Day Porter	Rosalie Watts	Hertel	Certified Trade School in Unit Health Clerk/Patient Care Representative
	Jeremiah Ali	Days Park	High School Diploma

Promotions

<u>Name</u>	<u>Previous Position</u>	<u>New position</u>
Juliane Bonilla	Substitute Teacher	Instructional Assistant

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

Director of Curriculum and Instruction

Academics

- First trimester report cards went home on 12/15
- ELA Interim Assessment #2 was administered and re-teaches are planned
- Mid-year STAR administration coming up in January
- 4th grade at Days Park has been selected to take the NAEP (National Assessment of Educational Progress) which will be administered at the end of January.

Professional Development

- Culture Clinic on In-class Behavior Progression is scheduled for all teaching faculty at both campuses
- Turn & Talk practice clinics held
- 1/2 Day PD on 1/11/24 - topics to include academic monitoring, math retrieval practice, de-escalation strategies, etc.

Director of Operations

Operations/ Facilities

Hertel:

Security and fire system switchover, including logins, camera placement and labeling are completed. Work on the enunciation system in the new wing will be completed during the winter break, in time for the fire inspections in January. Waterline discussions with People Inc. are continuing and an agreement is being negotiated on maintenance and billing for water usage for the residential house.

Days Park:

A day porter was hired and the building is on the way to being fully staffed. There continues to be turnover in part-time positions.

Shared:

Work at both buildings will be done during the break. This will include buffing and sealing the gym floors.

Admissions/Student Enrollment

Enrollment Projections:

-Hertel: 433 projected enrollment (12 under-enrolled- up from 432 at last report)

-Days Park: 438 projected enrollment (7 under-enrolled- same as last report)

Total enrollment numbers for this year remain consistent - EVCS has had some withdrawals, but also continues to fill open seats. The billboard advertising the open applications for 2024-2025 is up. Various other advertising opportunities are also being utilized.

Technology

New and replacement staff devices are being ordered in anticipation of end-of-life for a number of staff laptops (Microsoft laptops and staff Chromebooks).

Grants/Finance

Grants: Nothing to report.

Finance: Compensation study is continuing. School leaders are working with Kirisits and Associates to put together projections and will present them to the Finance Committee in January, if possible, for review and feed back.

EVCS has also consulted with Kirisits to ensure compliance for selling concessions at team events at each school.

They will be initiating the necessary steps in order for the school to begin collection of sales tax in connection with those sales.

HR Updates

A new Communication and Community Engagement Coordinator has been hired and will begin after January 1, 2024.

Her name is Cheyenne Ketter-Franklin. She has had non-profit communications experience at the Buffalo History Museum and at the Tool Library, among others. Plans are in place to utilize her in the open enrollment push,

including the launch of the new website in January and the Open Houses in early March.

Other Business

Bill Conrad, NYS Assembly Member for EVCS Hertel's location, visited EVCS Hertel on December 1st, during a half-day. He toured the school with members of the leadership team (Danielle, Liz, Joe Ciesielski) and Board member Josh Pennel.

He asked questions and was given a packet of information about EVCS, an advocacy letter, and a finance Q&A packet compiled by the NYCSA for his review.

SUBCOMMITTEE REPORTS

Space Planning Committee

Nothing to report

Finance Committee

See financial report

Nominating Committee

Nothing new to report

Academic Excellence Committee

Nothing new to report

Development and Advocacy Committee

Nothing new to report

EVCS Culture Committee

The group is working to develop some surveys which might assist in selecting future activities.

SUNY CHARTER SCHOOLS INSTITUTE - 2024-25 Charter Renewal - Days Park

Deadline for for a full-term charter renewal application is March 15-2024. Paperwork is being compiled for renewal of the charter for EVCS Days Park which is the campus for which renewal is due at this time.

SCHOOL WEBSITE

A formal complaint was presented to Jen, as Board President. The complaint requested that a separate annual report for each campus be prepared and circulated for each school. This was followed by numerous e-mails requesting specific information. Copies of the Charter and the Annual Report have been provided and there have been a number of phone calls requesting specific information. Copies of these exchanges have been provided to SUNY.

124 - ELMWOOD UPDATE

The lease at 124 Elmwood is valid until 1/31/2024. A proposed settlement agreement has been distributed and is being studied. The attorney for People Inc. is drafting a deed which EVCS will review. It is hoped that a satisfactory settlement will result.

Matt moved and Jen seconded that the Board enter executive session for further discussion. Approved unanimously.

Discussion followed.

Anna moved and Nicca seconded that the Board exit executive session.. Approved unanimously.

PEOPLE INC./HERTEL CAMPUS

The waterline which runs through part of the EVCS campus to serve the People, Inc. residence next door failed. As of 12/18/23 the plan was to have the line repaired and to share the cost equally.

SPED FUNDING

Various proposals are being heard for changing the funding formula for schools within New York State. Potential ramifications are being considered. Comments are due at the end of January, 2024. Decisions are expected by the end of March.

COMMUNITY ASSOCIATION

Nicca reported that the Hertel CA had sufficient funds to feed 9 families in need at Thanksgiving. They also sponsored a faculty breakfast this morning. A meat raffle, and a Chiavetta's chicken barbecue. are being planned. The goals include creating a \$5000 basketball court at the school. A text from Jake indicated that the poinsettia sale earned approximately \$800 per school. He stated that a herd of reindeer had visited EVCS Days Park, and that some therapy dogs were scheduled to visit in the near future.

ADMINISTRATION, PERSONNEL AND BOARD MANAGEMENT

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

Relevant discussion ensued.

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

ANNOUNCEMENTS/NEW BUSINESS

There was no additional business and no further announcements.

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

The meeting was adjourned at 7:26 PM.

Respectfully Submitted,

Pamela Pollock

EVCS Board Secretary

Future Meeting Dates: 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