

## Elmwood Village Charter Schools

### Board of Trustees Meeting

Wednesday, February 28, 2024

Site: EVCS Days Park

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

Trustees Excused: Mimi Barnes Coppola

Trustees Absent: None

Others Present: Danielle Bruno, EVCS Head of Schools; Joseph Ciesielski, Principal EVCS Hertel; Anne Wechsler, EVCS Director of Curriculum and Instruction; Lisa Kirisits of Kirtisits & Associates, EVCS Accountants

#### CALL TO ORDER

Jen called the meeting to order at 6:05 PM. She presented the agenda. There were no changes.

#### MINUTES

The minutes of the Elmwood Village Charter School Board of Trustees meeting held on January 17, 2024, were presented. There were no changes.

**Matt moved and Ed seconded that the minutes be approved. Approved unanimously.**

#### TREASURER'S REPORT

Ed noted that the Financial Committee has been focused on progress and planning including the feasibility of future salary increases.

Lisa had good news. She indicated that requested funding for special education had been received. EVCS is also expected to receive the long-awaited "clawback" monies within several weeks. This should amount to around \$116,000. She also stated that EVCS salaries are currently under budget as there are several positions that need to be filled.

**Jake moved and Lacoie seconded that the #990 report be submitted as presented. Approved unanimously.**

**Ed moved and Josh seconded that the financial report be approved. Approved unanimously.**

## DIRECTORS' REPORT

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

### Director of Schools

#### School Leadership and Culture

School leadership and Culture

-School leaders will present on AEC data later in tonight's Meeting.

-Leadership team met with the Finance Committee on 2/12/24 to review the first draft of compensation plan specifics.

### HR/Hiring

<u>Position</u>	<u>Name</u>	<u>Campus</u>	<u>Qualifications</u>
Receptionist	Nyree Norman	Hertel	Associate's Degree: Erie County Community College; Electrical Engineering Technology
Substitute Teacher	Julianne Shanahan	Days Park	-Bachelor's Degree: University at Rochester; International Relations -Master's Degree: Syracuse University; International Relations-Security Concentration
Substitute Teacher	Corey Cygan	Days Park	-Bachelor's Degree: SUNY College at Buffalo; Social Work
Substitute Teacher	Sarah Parks	Hertel	-Bachelor's Degree: Daemen College; Social Work -Master's Degree: Canisius College; Mental Health Counseling

## **Director of Curriculum and Instruction**

- Current topic for Instructional Rounds is educational equity
- ½ day of professional development on 3/1/24 - topics will include administering logical consequences and a review of schoolwide data with a focus on closing achievement gaps
- Academic Excellence Report  
(available under separate cover)

## **Director of Operations**

### **Operations/facilities**

**Hertel:** Light Poles have been installed, adding light to the parking lot at that campus.

### **Days Park:**

-Mr. Phillips is asking EVCS's access and monitoring company to provide an alarm which will sound when exterior doors are propped. This measure will improve building security.  
-An additional person has been stationed at the front door during dismissal time to assist with student dismissal and to ensure that students are being safely connected with their designated guardians.

### **Shared:**

Mr. Phillips will be attending the New York State Education Department's School Safety Summit on Wednesday, April 17 and Thursday, April 18, 2024, in Albany NY. He will report back at a future meeting of the administration team.

## **Admissions/Student Enrollment**

Applications to date for the 2024-2025 school year

	K	1	2	3	4	5	6	7	8	Totals
EVCS										
Days Park	100	18	8	11	11	16	13	13	25	215
EVCS										
Hertel	88	12	15	13	7	25	16	20	22	218

Low birth rates in recent years have resulted in fewer children entering schools across the

country. Last year at this time EVCS had received 314 applications at EVCS Days Park and 306 at EVCS Hertel. Two years ago at this time EVCS had received 289 applications at Days Park and 263 at EVCS Hertel.

Enroll Buffalo Charters (the common charter school application) has been doing less advertising than in the past, so the Admissions and Communication team has been stepping up efforts, including:

- Press release (picked up by a bilingual newspaper)
- Lawn signs placed in 14 different Zip codes
- Postcards dropped off at Holy Cross Head Starts and mailed out to approximately 60 different places (pre-k, community centers, libraries, museums)
- Tabled at Crane Library twice
- Social media postings, advertised on website, featured in EVCS Panther Press
- New Virtual Tour video created, *link here* (will be widely distributed in the future) featuring EVCS community members on voiceovers
- Planning for Open Houses on March 2nd (Days Park) and March 9th (Hertel)

The team is working on bettering the conversion of applicants to students by intensifying communication and personal outreach efforts. Additional, more in-depth open houses are scheduled for May at both schools for accepted families.

### **Technology**

Station 28 and EVCS's Data Manager are gathering and examining documents in order to be in compliance with NYSED's data and security reviews that are being checked at all New York State schools. These include checking for compliance on policies (acceptable use, passwords, incident response, etc.) controls for backups, access, password complexity and agreements with third parties for data sharing. The guidance memo was issued by NYSED on January 16, 2024.

### **Grants/Finance**

**Grants:** Nothing to report

**Finance:** Budget meetings are continuing. The next internal budget meeting will be held in early march.

### **HR Updates**

The HR Manager continues to work on hiring for various positions, especially instructional assistants.

**Other Business** - None

## SUBCOMMITTEE REPORTS

### **Academic Excellence Committee**

-The committee met on February 26, 2024 to review the results of the mid-year STAR tests. Overall results and performances of a variety of student groups were discussed.

### **Finance Committee**

-See Financial Report

### **Nominating Committee**

Matt has been assessing future needs in Advance of the next full committee meeting.

### **Space planning Committee**

-The committee has been looking at future security needs and updates to playgrounds, Bleachers, etc. for the future.

### **Development and Advocacy Committee**

Development and advocacy committee has not met this period.

### **EVCS Culture Committee**

The committee has been discussing various ways of having parents become more involved in the school. They discussed items such as access to the school, developing school "traditions", more special events to which parents might be invited, etc.

## SUNY CHARTER SCHOOLS INSTITUTE

April 1, 2024 is the deadline for renewal applications for SUNY Charter Schools. This applies to the EVCS Days Park Campus. Faculty and staff are working hard to prepare and present the necessary documents.

## SCHOOL WEBSITE

A new employee has been hired to improve access and content of the EVCS website.

### 124 Elmwood - Update

Summit is preparing to assume full responsibility for the 124 Elmwood property as of April 1, 2024.

### PEOPLE INC./HERTEL CAMPUS - Waterline Issue

The issue of the adjoining waterlines of EVCS Hertel and the People, Inc. property next door remains under negotiation.

## SPED FUNDING

Details of the changes in Special Education funding have not yet been fully explained. EVCS has been given modest estimates of a future increase.

## COMMUNITY ASSOCIATION

Anna and Josh collaborated on the report. The associations have been working together on several projects. The largest of these is the “Meat Raffle “ fund-raiser to be held in March. It is expected that there will be baskets and other items offered at the raffle in addition to the meat. Board members were thanked for their contributions to the fundraiser.

The Hertel Campus is sponsoring a school-time “Dance Party” for the younger students and a 6pm-8pm Dance for the middle schoolers.

## ADMINISTRATION, PERSONNEL & BOARD MANAGEMENT

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

Several items were discussed.

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

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

The meeting was adjourned at 8:32 PM.

Respectfully submitted

Pamela Pollock  
EVCS board Secretary

**Future Meeting Dates:** March 19, 2024; April 24, 2024; May 15, 2024; June 19, 2024

**All meetings begin at 6:00 pm**



