

BOARD OF TRUSTEES MEETING

WEDNESDAY, JULY 17, 2024

EVCS HERTEL CAMPUS

TRUSTEES PRESENT: Matt Ryan; Jennifer Bernacki-Smith; Ed Castine; Kathy Franklin-Adams; Ken Gholston; Nicca Lebeda; George McLean; Joshua Pennel; Jacob Piorkowski; Pamela Pollock; Patti Anderson; Mimi Barnes Coppola; Anna Sotelo-Peryea

TRUSTEES EXCUSED: Lacole Brumfield

TRUSTEES ABSENT: None.

OTHERS PRESENT: Danielle Bruno, EVCS Head of Schools; Christine Cleary, Days Park Principal; Sara Carona, Hertel Acting Principal; Dave Phillips, Facilities and Student Activities Manager

1. CALL TO ORDER

Matt called the meeting to order at 6:00 PM. She presented the agenda. There were no changes.

2. MINUTES

The minutes of the Elmwood Village Charter School Board of Trustees meeting held on June 12, 2024, were presented. There were no changes.

Jake moved that the minutes be approved, and Jen seconded. Approved unanimously.

3. CHAIR REPORT

Chair plans to meet with Directors moving forward. Charged chairs of Board committees to write brief descriptions of committees.

4. TREASURER'S REPORT

Matt presented, no anomalies.

Jake moved that the financial report be approved, and Ken seconded. Approved unanimously.

Ed proposed fiscal policy updates.

Mimi motioned to approve. Kathy seconded.

Ed proposed investment updates.

Jen motioned to approve. Pam seconded.

Ed proposed the following resolution:

NOW THEREFORE BE IT RESOLVED, the Board approves the updates to the Elmwood Village Charter Schools Fiscal Policies & Procedures and the Board approves the Elmwood Village Charter School Investment Policies.

Resolution was adopted by the board.

5. DIRECTORS' REPORT

Board welcomed new Principal of Day's Park and Interim Principal of Hertel.

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

DIRECTOR OF SCHOOLS:

SCHOOL LEADERSHIP & CULTURE

- Meet our principals:
 - o Christine Cleary, Days Park
 - o Sara Corona, Hertel
- We will provide the Board with a summative review of this year's data during the Academic Excellence Committee portion of tonight's meeting.
- Draft 2024-2025 Strategic Plan was presented for consideration, to be finalized at August meeting.

HR/HIRING

Staff retention much higher than past years at both campuses. New employee retention plan credited.

HIRES (VOTE)

<u>Position</u>	<u>Name</u>	<u>Campus</u>	<u>Qualifications</u>
Nurse	Robin Borzellere	Days Park	Associate's Degree - Sister's School of Nursing Nursing, RN
General Education Teacher	Amanda Hollenback	Hertel	Bachelor's Degree - Columbia University Anthropology Master's Degree - Harvard Learning and Teaching
Instructional Assistant	Maddy Rabadi	Hertel	Bachelor's Degree - Canisius University Psychology Master's Degree - Canisius University Education (in progress)
Instructional Assistant	Marrisa Mergler	Hertel	Bachelor's Degree - Nazareth University of Rochester Music Education Bachelor's Degree - SUNY Buffalo State University Music Education Master's Degree - SUNY Buffalo State University Education, Literacy Specialist Certifications: Music Teacher Certification

Instructional Assistant	Georgia Gurney	Days Park	<p>Bachelor's Degree - Elon University Engineering</p> <p>Master's Degree - Canisius University Education (in progress)</p>
Instructional Assistant	Melanie Larsen	Days Park	<p>Bachelor's Degree - Evangel University Journalism</p> <p>Master's Degree - Canisius University Education (in progress)</p>
General Education Teacher	Emma Nelson	Days Park	<p>Bachelor's Degree - Canisius College Animal Behavior, Ecology, and Conservatism Environmental Studies</p> <p>Master's Degree - Buffalo State College Education</p> <p>Certification: Childhood Education (Grades 1-6)</p>
Middle School Math	Mary Ann Parks	Days Park	<p>Bachelor's Degree - State University of New York at Geneseo Education</p> <p>Master's Degree - State University of New York at Buffalo Education</p> <p>Certifications: Maine Professional Certification General Elementary Maine Professional Certification Students with Disabilities</p>

Instructional Assistant	Willow Baginski	Hertel	Bachelor's Degree - St. Bonaventure University Environmental Studies Master's Degree - Buffalo State University Education (in progress)
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Ed moved to approve new hires; Josh seconded. Approved unanimously.

PROMOTIONS

Name	Previous Position	New Position
Sara Corona	Operations Manager/Chief of Staff	Interim Principal - Hertel
Kyshira Cummings	Substitute Teacher	Instructional Assistant
Donna Ajaero	Instructional Assistant	Special Education Teacher
Jourdan Spark	Substitute Teacher	Instructional Assistant
Olivia Spencer	Substitute Teacher	Instructional Assistant
Sean Powers	Substitute Teacher	Instructional Assistant
Yamilla Tate	Substitute Teacher	Spanish Teacher
Hayley Welch	Instructional Assistant	Special Education Teacher

TERMINATIONS

Type of Termination	Number of Terminations
Voluntary	8
Involuntary	1
Non-Renewal	2

DIRECTOR OF CURRICULUM AND INSTRUCTION:

ACADEMICS

- Academic Excellence Committee met 6/27

PROFESSIONAL DEVELOPMENT

- Working on schedule for two weeks of August PD

DIRECTOR OF OPERATIONS:

OPERATIONS/FACILITIES

Hertel: Cleaning underway and repairs being undertaken.

Days Park: Cleaning underway and repairs being undertaken.

Shared: Job for temporary Operations Manager for the 2024-2025 school year has been posted and two candidates have been interviewed with a third interview scheduled for next week.

[Safety Plans \(building level and district level\)](#) have been updated and the DSP has been uploaded to EVCS's website for 30 days of public comment. It will be presented for board approval at the August meeting. Dave Phillips, Facilities and Student Activities Manager will present plan elements and overview.

ADMISSIONS/STUDENT ENROLLMENT

ENROLLMENT COUNTS:

Days Park: 435

Hertel: 432

Admissions has been communicating with families to determine any transfers and make seat offers to get as close to enrollment goals as possible.

EVCS re-enrolled to participate in the common charter application, Enroll Buffalo Charters (EBC.) Admissions team has to migrate to a new application and lottery platform by mid-November. This decision was made by the New York Charter School Association in connection to complaints about the former platform's performance. The new system will be less expensive than the former system. EVCS's admissions and communications coordinator are both active members on the EBC marketing committee.

TECHNOLOGY

Replacement staff laptops have been ordered. We are continuing to migrate from Windows-based devices to enhanced Chromebooks. This reduces overall cost but also minimizes maintenance time.

GRANTS/FINANCE

GRANTS: Nothing to report

FINANCE: Nothing to report

HR UPDATES

Hiring for Temp Operations Manager and Front Office Assistant at Days Park is underway.

Respectfully submitted by Danielle Bruno, Liz Evans, and Anne Wechsler – July 17, 2024

6. PRINCIPAL/STAFFING UPDATE

Director contracts completed. Anne and Liz signed on for two years and Danielle signed usual one year contract.

7. SUBCOMMITTEE REPORTS

- a. **Academic Excellence Committee** Met and reviewed data related to attendance, academic achievement, and school culture. Successful Hertel VP pilot initiative to boost student attendance on half days through arts infusion programming noted. Attendance rates exceeded that of surrounding district. Pleased with academic progress of students. Correlation between higher academic performance and longer tenure at EVCS among students. Planning additional support for students coming in between 5-8 grade, similar to kindergarten model. Staff retention and satisfaction is up at both schools.
- b. **Space planning Committee** Did not meet
- c. **Finance Committee** Covered in Treasurer's Report
- d. **Nominating Committee** Jake has agreed to stay on as Days Park Parent Representative until a successful replacement can be identified going into fall.
- e. **Development and Advocacy Committee** Identified strategy to lead into fall.
- f. **EVCS Culture Committee** Did not meet

8. SUNY CHARTER SCHOOLS INSTITUTE: 2024-2025 CHARTER RENEWAL FOR DAYS PARK UPDATE

Nothing to report.

9. PEOPLE INC./HERTEL CAMPUS WATERLINE ISSUE UPDATE

No update at this time.

10. COMMUNITY ASSOCIATION REPORTS

- a. Days Park: Days CA hopes to organize a social for new parents.
- b. Hertel Campus: Did not meet, but Chair planned out 2024-2025 calendar with Interim Principal Sara Carona.

11. ADMINISTRATION, PERSONNEL & BOARD MANAGEMENT

Jake moved that the Board enter executive session and Nicca seconded. Approved unanimously.

Discussion ensued.

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

15. ANNOUNCEMENTS/NEW BUSINESS

No new business was raised.

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

The meeting was adjourned at 7:47 PM.

Respectfully submitted,

Anna Sotelo-Peryea

EVCS Board Secretary