

# BOARD OF TRUSTEES MEETING

WEDNESDAY, AUGUST 21, 2024

EVCS HERTEL CAMPUS

**TRUSTEES PRESENT:** Matt Ryan; Ed Castine; Kathy Franklin-Adams; Nicca Lebeda; George McLean; Pamela Pollock; Patti Anderson; Lacole Brumfield; Mimi Barnes Coppola; Anna Sotelo-Peryea

**TRUSTEES EXCUSED:** Jacob Piorkowski; Joshua Pennel; Jennifer Bernacki-Smith; Ken Gholston

**TRUSTEES ABSENT:** None.

**OTHERS PRESENT:** Danielle Bruno, EVCS Head of Schools; Liz Evans, EVCS Director of Operations; Anne Wechsler, EVCS Director of Curriculum and Instruction; Lisa Kirisits of Kirisits & Associates (EVCS's Accountants)

## 1. CALL TO ORDER

Chair Matt Ryan called the meeting to order at 6:02 PM. He presented the agenda. There were no changes.

## 2. MINUTES

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

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

## 3. REVIEW OF JUNE BOARD MEETING MINUTES

Amended to clearly reflect Trustee slate vote, with names of reelected Trustees included.

*Mimi moved that the minutes be approved, and Lacole seconded. Approved unanimously.*

## 4. CHAIR REPORT

Matt reviewed and signed off on Annual Reports. They have been submitted to NYSED and are published on the school's website.

Matt met with School Leadership on August 6, 2024, and will meet with them monthly over the coming year. Legal matter in which EVCS was named has been settled and is now concluded.

## 4. TREASURER'S REPORT

Lisa presented financial statements, no anomalies. Healthy balance sheet noted. Audit starting presently, will likely present at September or October meeting.

*Matt moved that the financial report be approved, and Pam seconded. Approved unanimously.*

Lisa presented two resolutions reflecting the changes in officers and principals, we need to update those named on the accounts.

Firstly, the Board approves the following signers for UBS:

- Elizabeth Evans, Director of Operations
- Danielle Bruno, Director of Schools
- Jacob Piorkowski, Vice Chair
- Edward Robert Castine Jr., Board Treasurer

Secondly, the Board approves the following bank signers to sign checks. Each check requires any two individuals listed below to sign each check, with the exception that any checks payable to a school director are signed by two board members:

- Elizabeth Evans, Director of Operations
- Danielle Bruno, Director of Schools
- Christine Cleary, Principal – Days Park Campus
- Sara Corona, Principal – Hertel Campus
- Jacob Piorkowski, Vice Chair
- Anna Sotelo-Peryea, Secretary
- Edward Robert Castine Jr., Board Treasurer

*Ed motioned to approve the two resolutions. Nikka seconded. Resolutions were approved unanimously.*

## 6. DIRECTORS' REPORT

Matt met with Leaders prior to this meeting, prioritizing sharing with the Board how the school is a leader in school culture, rather than responding via disciplinary processes.

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

### DIRECTOR OF SCHOOLS:

#### SCHOOL LEADERSHIP & CULTURE

Leadership:

Strategic Plan Goal: Organizational Clarity

- Develop common knowledge management tools, system, and clear ownership to facilitate efficiency, support employee transitions, and contribute to organizational stability

Culture:

Strategic Plan Goal: School Culture

- Ensure schools are safe, orderly, nurturing, and equitable learning environments
- Culture Rounds at each campus
- Trimester School Culture "report cards"
- Student discipline handbook and revision of Code of Conduct
- New Panther Pathways - induction program for new students in Grades 5-8

Strategic Plan Goal: Family Partnership

- Rebuild family partnerships to build a strong school community and ensure families know and believe in EVCS' values
- Front office communication guides
- Professional development for teachers focused on family communication
- Family involvement plans
- Room parent roles - collaboration with CA
- Family Contract
- Meetings with new families and Kindergarten orientation sessions

HR/HIRING

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

HIRES (VOTE)

<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Campus</u></b>	<b><u>Qualifications</u></b>
<b>Custodian</b>	<b>Omayra Davilla-Morrero</b>	<b>Hertel</b>	<b>Associates Degree - ICPR Junior College-General Institutional Preschool Teacher Assistant</b>
<b>General Education Teacher</b>	<b>Alexis Treinnick</b>	<b>Hertel</b>	<b>Bachelor's Degree - Medaille College Early Childhood Education, Birth-6  Master's Degree - Medaille College Literacy, Birth-6  Certifications: Literacy, Birth-6 Early Childhood Education, Birth-6</b>
<b>Middle School Spanish Teacher</b>	<b>Camille Caraglin</b>	<b>Days Park</b>	<b>Bachelor's Degree - Buffalo State College Intercultural Studies Concentration: Spanish and Literature</b>
<b>Front Office Administrative Assistant</b>	<b>Estefany Hall</b>	<b>Days Park</b>	<b>Bachelor's Degree - Buffalo State University  Business Administration EVCS Alumni</b>
<b>General Education Teacher</b>	<b>Cierra Hernandez</b>	<b>Hertel</b>	<b>Bachelor's Degree - University at Buffalo, Health and Human Services  Childhood/Childhood Education  Certifications: Childhood Education (1-6) Early Childhood Education (Birth-2)</b>
<b>Instructional Assistant</b>	<b>Salemar Bi</b>	<b>Days Park</b>	<b>Bachelor's Degree - Buffalo State University Mathematics  Master's Degree (in progress) Buffalo State University Early Childhood Education</b>

<b>Operations Manager</b>	<b>Holly Dickinson</b>	<b>Shared</b>	<b>Bachelor's Degree - Fredonia University Art History and French</b>  <b>Master's Degree - Buffalo State University Visual Arts</b>  <b>PhD- University at Buffalo Culture, Policy, and Society (ABD)</b>  <b>Certifications: Community Schools Certificate Visual Arts Certificate</b>
<b>Day Porter</b>	<b>Joseph Cordova</b>	<b>Days Park</b>	<b>High School Diploma</b>
<b>Special Education Teacher</b>	<b>Kaylee Omahen</b>	<b>Hertel</b>	<b>Bachelor's Degree - Indiana University Elementary Education</b>  <b>Master's Degree - SUNY University at Buffalo Educational Psychology and Quantitative Methods</b>  <b>Certifications: Childhood Education (1-6)</b>
<b>Instructional Assistant</b>	<b>Catherine Skinner</b>	<b>Days Park</b>	<b>Bachelor's Degree - Houghton College Psychology</b>  <b>Certifications: New York State Assistant Certification</b>
<b>HR Manager</b>	<b>Louis Feliciano</b>	<b>Shared</b>	<b>Bachelor's Degree – Rutgers University, English</b>  <b>SHRM Certified</b>  <b>HR Generalist for Buffalo Sewer Authority, HR Business Partner, Whole Foods WNY region</b>

Lacole moved to approve new hires; Kathy seconded. Approved unanimously.

## PROMOTIONS

NAME	PREVIOUS POSITION	NEW POSITION
JAMIE HARRISON-JONES	SUBSTITUTE TEACHER	INSTRUCTIONAL ASSISTANT

EXITS: 4

## DIRECTOR OF CURRICULUM AND INSTRUCTION:

### ACADEMICS

New SEL curriculum - Caring Schools Community

- Responsive Classroom aligned
- Scope & Sequence for Morning Meetings with a focus on specific SEL skills (lesson plans provided)
- Embedded support for behavior management in teacher manuals
- Lesson plans for Buddy Activities
- Plans for weekly circles focused on SEL skill of the week

### Strategic Plan Goal

- Excellent Teaching: 100% of teachers at EVCS will implement the prioritized high-impact strategies for excellent teaching, measured by each instructional strategy observation tool at least two times throughout SY 24-25.
  - o Prioritize and require the use of four strategies that create high expectations for all kids:
    1. internalizing the lesson plans
    2. gradual release of responsibility (I do, we do, you do), academic monitoring
    3. show call.
- Support and monitor implementation through instructional rounds, sharing a modified Waterfall, Obs/Feedback, restructured PD calendar.

### PROFESSIONAL DEVELOPMENT

Week 1 (staff with < 2 years at EVCS): Focus is on Responsive Classroom, EVCS culture, curriculum, and teaching strategies that support strong classroom management

Sessions with specific focus on behavior management:

- Responsive Classroom discipline
- Practice Clinic on Logical Consequences
- Practice Clinic on Least Invasive Redirection
- Practice Clinic: Teacher Radar/Be Seen Looking

- Practice Clinic: Whole Class Reset/Do It Again

Week 2: Team-building, curriculum, new SEL program rollout, school-wide routines & systems

Sessions with specific focus on behavior management:

- Middle School Common Ground
- New Panther Pathways
- Kindergarten Camp
- 8th Grade Camp
- Caring Schools Community
- Deescalation Strategies for Challenging Behaviors
- Wellness Team: Social Conferences and Problem Solving
- Proactive Family Communication
- Play Like A Champion

## DIRECTOR OF OPERATIONS:

### OPERATIONS/FACILITIES

**Hertel:** Summer projects included: Outdoor bleacher installation, reinforcing sinks in middle school bathrooms, painting stalls, general repairs, plumbing line repair to improve drainage.

**Days Park:** Summer projects included: frosting exterior of student bathrooms, moving art room to another classroom, reorganizing cleaning supplies, refurbishment of equipment.

**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.

**Action Item:** Safety Plans (building level and district level) have been posted to EVCS's website for 30 days of public comment and are presented for board approval.

*Motion to approve safety plan made by Mimi, seconded by Pam. Motion passed unanimously.*

### ADMISSIONS/STUDENT ENROLLMENT

#### ENROLLMENT COUNTS:

Days Park: 435

Hertel: 430

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

The team is working on migrating systems for the upcoming application cycle, which begins December 1st.

The Admissions Coordinator is also working with the independent auditors on their review of student files for the 2023-2024 school year.

### TECHNOLOGY

Station 28 is working on updating student accounts for the upcoming school year and ensuring all tech is ready to be deployed.

## GRANTS/FINANCE

GRANTS: Nothing to report

FINANCE: Independent audit by Lumsden McCormick is underway.

## HR UPDATES

**Action Item:** Title IX policy (shared to trustees via email).

*Motion to approve by Lacole, seconded by Kathy. Mimi abstained. Motioned passed.*

Hiring for HR Manager is complete and the new HR Manager will start August 28. In the meantime, Kim Rosenfeld is working after school hours on time-sensitive HR duties.

*Respectfully submitted by Danielle Bruno, Liz Evans, and Anne Wechsler – August 21, 2024*

## 7. STAFFING UPDATE

Former HR manager transitioning into teaching role (4<sup>th</sup> grade). New candidate, Louis Feliciano, identified and ready to take on role next week.

## 8. SUBCOMMITTEE REPORTS

Updated committee list circulated by Chair.

- |  |  |
|--|--|
| a. <b>Academic Excellence Committee</b>      | Nothing to report.   |
| b. <b>Space Planning Committee</b>           | Nothing to report.   |
| c. <b>Finance Committee</b>                  | Covered in Treasurer's Report.   |
| d. <b>Nominating Committee</b>               | Actively soliciting nominations for Days Park Parent Representative.   |
| e. <b>Development and Advocacy Committee</b> | Nothing to report.   |
| f. <b>EVCS Culture Committee</b>             | Set priorities for coming year, including strategic planning, engaging in school culture around safety, and planning for climate survey. |

## 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

- Days Park: No report at this time.

- b. Hertel Campus: CA Leadership met with new Principal to review calendar for coming year, discuss CA presence and promotion at school events, and much anticipated return of room parents.

## 10. OLD BUSINESS

- a. People Inc./Hertel water line issue being resolved.
- b. SUNY Charter Schools Institute – 2024-2025 Charter Renewal for Days Park: no update.

## 11. ANNOUNCEMENTS/NEW BUSINESS

Meeting dates for 2024-2025 proposed.

*Motion to approve proposed meeting dates made by Ed, seconded by Pam. Approved unanimously.*

## 12. EXECUTIVE SESSION

*Kathy moved to enter executive session, seconded by George. Motion carried.*

Discussion ensued.

*Pam moved to exit executive session, seconded by Nikka. Motion carried.*

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

The meeting was adjourned at 7:29 PM.

*Respectfully submitted,*

*Anna Sotelo-Peryea*

*EVCS Board Secretary*