

**Elmwood Village Charter School
Board of Trustees Meeting
Wednesday, April 21, 2021
Meeting Site: Zoom Online Meeting**

Trustees Present: Mimi Barnes Coppola; Jennifer Bernacki-Smith; Lacoie Brumfield; Ed Castine; Kathy Franklin-Adams; Evelyn Kerney; Matt Moscati; Joshua Pennell; Pamela Pollock; Matt Ryan; Liz Santacrose

Trustees Excused: Anna Sotelo Peryea; Jamie Smith

Trustees Absent: None

Others Present: Danielle Bruno, Director EVCS Days Park; Liz Evans, EVCS Director of Operations; Liz Fisher, Director of EVCS Hertel; Anne Wechsler, EVCS Director of Curriculum and Instruction

CALL TO ORDER

Liz Santacrose 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 Schools Board of Trustees Meeting held on March 17, 2021, were presented.

Matt Ryan moved and Ed seconded that the minutes be accepted as presented. Approved unanimously.

TREASURER'S REPORT

Matt Moscati presented the Treasurer's Report. For the nine months ended March 31, 2021, EVCS showed an increase in net assets of \$687,900 vs. a budgeted decrease in net assets of approximately (\$430,400). The result was a favorable variance of approximately \$1,118,300.

Budget lines showing significant favorable or unfavorable variances were identified and discussed. Some items worthy of note included:

-Special education funding has lagged behind projections as referrals have been slow to be processed. This is now moving forward so FTEs have increased. Special education revenue now shows actual revenue of \$908,000.

-Transportation expenses of \$400 compared to a budget of \$24,500 have resulted in a favorable variance of \$24,000. This is a result of remote instruction and a lack of student activities.

-Textbooks and library books total \$43,200 through March 31, 2021 as compared to approximately \$88,400 budgeted, resulting in a favorable variance of \$45,200. This line will likely remain under budget due to remote instruction and will offset the additional spending in technology.

Ed moved and Matt Ryan seconded that the financial report be accepted. Approved unanimously.

DIRECTORS' REPORT

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

School Reopening Update

Current Enrollment

Days Park Hybrid	Days Park Remote	Hertel Hybrid	Hertel Remote
302 in cohorts A&B 33 students attending 4-days a week	108 students	225 in cohorts A&B 22 students attending 4 days a week	74 students
335	108	247	74

Current enrollment was reviewed in March. Criteria were identified for inviting students in special populations to attend school 4 days per week. Students with the greatest number of the following indicators were prioritized for these invitations based on classroom capacity:

- % of ICT time and/or 504 Plan
- Related Services
- Free and Reduced Lunch Status
- ENL
- Struggling Student
- Other factors, including teacher/family referrals

The table above reflects the number of students who it has been possible to accommodate with the physical distancing limit of six-feet currently in place.

On April 9, the NYS DOH issued updated guidance to schools regarding the physical distancing requirements for in-person instruction. In summary:

- **Schools may reduce physical distancing to 3 feet in elementary schools, and middle schools with cohorting in place.** (The CDC indicates four levels of indicators for threshold for community transmission that affect this guidance, but as it relates to EVCS, the statement in bold above applies to the highest level of community transmission.)
- **Schools must maintain 6 feet of physical distancing in the following circumstances:**
 - Adults must always maintain 6 feet of physical distancing;
 - Meals, snacks, and anytime masks are removed;
 - Activities that require projection of the voice (i.e. singing, wind instruments);
 - Common areas (halls, etc.).
- **Prior to making any changes to reduce physical distancing to less than 6 feet, schools must:**
 - Provide opportunities to work with and gather feedback from parents, teachers, staff, community members, and local departments of health.

-The new plan must be posted online and sent to the local DOH and NYS Department of Education.

Ultimately, the school/district's decision to move to shorter physical distances will come down to a local community's risk tolerance based on its unique circumstances.

The EVCS decision-making process includes the following events and timeline:

- April 21 Input meeting with Reopening Task Force
- April 23 Narrated Informational Slide Deck and Survey to Families and Staff
- April 28 Survey Deadline
- April 30 Decision Making

If it is decided to shorten physical distances at EVCS, the school will submit transportation changes to BPS. It will take 3 weeks to implement changes. If that decision is made, 4 or 5 days of in-person instruction for all students could begin on Monday, May 25.

Schools are now required to report on the vaccination status of instructional staff to the state Department of Health. Currently, 73% (of the 128 staff members who reported their vaccination status) are fully vaccinated.

Operations/Facilities

Days Park - Nothing new to report.

Hertel - Nothing new to report

Shared - Planning for 2021-2022 school year has begun and end of year routines have been reviewed with all staff.

Admissions/Student Enrollment

EVCS remains slightly under-enrolled (8 students: 7 students at Days Park and 1 student at Hertel).

EVCS had 911 applications between both schools. This is slightly better than last year. Families have already begun the registration process.

Technology

EVCS ordered 100 more chromebooks for students to get through the remainder of the year with in-person need for technology, as well as ongoing repairs, maintenance and loss. It was learned that EVCS can be reimbursed, through new Erate funds, for all laptops, chrome books, document cameras, and wi-fi hotspots purchased beginning in March, 2020.

HR Updates

Personnel - Leadership Team requested approval for the following:

Position	Name	Campus	Qualifications
Isolation Room Attendant	Naomi Shaffer	Hertel	AS - Baton Rouge Community College Associate of Arts Social Science
PT Evening Custodian	Yvette Drayton	Hertel	Bennett High School 1 year of custodial experience

Pam moved and Matt Moscati seconded that the proposed individuals be hired for the respective positions. Approved unanimously.

Currently Hiring: Day Porter, PT Custodians, Assistant Principal

Academics

NYS Assessments

Grades 3-8: Session 1 of the ELA and Mathematics assessments will be administered to in-person students beginning next week. The ELA assessment will be administered the week of 5/3. Only session1 (multiple choice section) is required this year.

Schools are not expected to bring students into the building if they are learning remotely. However, fully remote students who opt in, will come in on the Wednesday of each testing week.

Summer

EVCS will be providing small group targeted summer tutoring via Zoom to the most academically at-risk students. Families interested in more extensive summer programming will be directed to other programs in the community. A document listing these resources has been created and will be updated as more information becomes available. This is being shared periodically via social media and the EVCS listserv.

Academic Excellence Committee

Committee Report forthcoming later in the meeting.

Professional Development/Strategic Planning

EVCS contacted the CEO of the NY Charter School Association to ask if she had any recommendations for a facilitator for strategic planning. She recommended Lindsay Haldeman. Ms. Haldeman was familiar to EVCS's Leadership Team from a Critical Friends visit to EVCS that provided feedback to the instructional leadership team on expert observations. EVCS has money allotted to PD/Board development to cover the cost of this project.

Lindsey Haldeman is the former Chief of Staff and Northeast Regional Vice President for The Achievement Network. Over her 9 years there the organization grew from

30 to 220 staff and became a national support for communities across the country that care about educational equity. She has worked with district and charter leaders across 12 systems and 150 schools in NY, CT, RI, and MA to scope proposals that match their needs. She has managed and led teams of instructional leadership coaches. She also has experience with board management, fundraising, business development, strategic planning and hiring. Lindsay co-facilitated the Critical Friends visits in Buffalo and Rochester in 2019-2020. She lives in Rochester, NY and is a proud board member of Veritas Holyoke, founding member of 100 Women Who Care Rochester, founding team member at Co-Teach, and mom to 3 boys. She is very curious and invested in understanding if the events of last year will bring about changes in parent/school relationships. Lindsay graduated from Bowdoin College and Harvard Business School.

Her proposal for for a comprehensive process, including a board retreat follows:

Strategic Planning Project

Lindsay will facilitate strategic planning process from May - Aug. that centers on the Elmwood Village Charter School vision and asks these key questions:

- Where are we against this vision (SWOT)?
- What are we imagining in the next 3 years?
- What are the top priorities at the organizational level to get there?

Deliverables will include:

- Parent Focus Groups
- Current State Deck / SWOT analysis
- Facilitation plan and execution for Board Retreat
- Priorities for the next 2-3 years
- Recommendations for making progress on strategic priorities

The design of the process is meant to be:

- Focusing and efficient for the board
- Informed by stakeholder voice and data
- Rigorous and inclusive enough to share with the community

Timeline

The process will be launched in late April and wrap up the week of Aug. 9. This will be discussed as a group to make certain that both the steps and the timing are what Elmwood Village is looking for in this project.

Budget

The strategic planning process has been budgeted for up to \$7,500.

Other Business

EVCS expects short term (3 year) funding from federal and state sources to address:

- 1) a safe return to in-person instruction;
- 2) assessments and interventions to address learning loss due to COVID;
- 3) Social and emotional supports to address COVID-related issues; and improvements to facilities to improve ventilation and increase social distancing.

One consultant recommended creating two budgets to prepare for this large but short-term increase in funding.

COMMITTEE REPORTS

- Space Planning -committee met March 26 and toured the Days Park addition. They also discussed a possible timeline for the Phase 3 renovation of the Hertel Arts building.

- Facilities -committee is watching timelines. Refinancing is complete. Some items remain on hold.

- Nominating -committee has nothing to report at this time.

- Academic Excellence -committee met on April 20 to review three indicators of student performance. These were:
 1. Attendance: Average daily attendance was 93.4% at Days Park and 92.1 at Hertel. Weekly attendance reports are sent home.
 2. Academic achievement relied on the mid-year STAR Performance Assessment. Scores were not as high as in previous years. Both remote learning and irregular attendance have posed problems in this Covid year.
 3. Attendance issues were addressed by adding classes following the Wednesday Morning meeting.

COMMUNITY ASSOCIATION

Danielle reported for the Days Park CA as Jamie was unavailable. The group met recently for the first time in awhile. They are in the process of reorganizing and will hold an election of Officers at their meeting next month. They showed concern about how the organization might better support the teachers.

The Hertel CA is ready for their Chiavetta's Chicken Barbecue fundraiser Scheduled for April 22. Meals were purchased pre-sale. Several families have donated meals to other families at the school.

The first week in May has been designated as Staff Appreciation Week.

A possible June Field Day is being discussed.

ANNOUNCEMENTS/NEW BUSINESS

It was announced that retiring board member, Jamie Smith, Has been named to the post of Chief Academic Officer at Roswell Park Cancer Center. Board members

offered hearty congratulations. Some questions arose about how this connection might present some future learning opportunities for EVCS students.

There were no additional announcements nor any new business.

Mimi moved and Kathy seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 7:12 PM.

Respectfully submitted

Pamela Pollock

Future Meetings:

May 19, 2021; June 16, 2021; July 21, 2021

All meetings begin at 6:00 PM

