

**Elmwood Village Charter School  
Board of Trustees Meeting  
Wednesday, July 21, 2021  
Meeting Site: EVCS Days Park**

**Trustees Present:** Jennifer Bernacki-Smith; Lacle Brumfield; Ed Castine; Kathy Franklin-Adams; Joshua Pennell; Pamela Pollock; Matt Ryan (remote), Liz Santacrose; Anna Sotelo Peryea; Jamie Smith (remote)

**Trustees Excused:** Mimi Barnes-Coppola

**Trustees Absent:** Evelyn Kearney; Matt Moscati;

**Others Present:** Danielle Bruno, Director EVCS Days Park; Liz Evans, EVCS Director of Operations; Liz Fisher, Director, EVCS Hertel; Anne Wechsler, EVCS Director of Curriculum and Instruction; Lisa Kirisits, CPA, Kirisits & Associates, EVCS Accountants

#### 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 June 16, 2021, were presented.

**Ed moved and Kathy seconded that the minutes be accepted as presented. Approved unanimously.**

#### TREASURER'S REPORT

Lisa presented the Treasurer's Report. For the year ended June 30, 2021, EVCS showed an increase in net assets of \$2,592,200 vs. a budgeted decrease in net assets of approximately (\$39,100). The result was a favorable variance of approximately \$2,631,200. The Paycheck Protection Program (PPP) loan was forgiven in May, 2021 in the amount of \$1,451,500 and is shown as "Gain on extinguishment of debt".

Budget lines showing significant favorable and unfavorable variances were explained and discussed. Most have been reported in previous minutes and have been attributed to factors resulting from a year of remote instruction. Lisa reminded the Board that this is the end of the fiscal year and that final figures were subject to change due to the late arrival of some bills.

**Jen moved and Kathy seconded that the minutes be accepted as presented. Approved unanimously.**

#### DIRECTORS' REPORT

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

Liz Fisher began the report by introducing the newly appointed Assistant Principal at the Hertel Campus. Catrice Huff, who began her employment with EVCS as of July 15, 2021, was welcomed remotely.

## **Reopening Update**

Plans continue for a full reopening of school in the fall. Neither NYS Department of Health nor NYS Department of Education has issued new guidance to schools as yet. EVCS is planning for the current guidelines of 3 feet of social distancing.

## **Operations/Facilities**

**Transportation:** Buffalo Public Schools is anticipating a shortage of up to 150 bus drivers. Parents have been notified of the changes to bussing times and have completed applications. Because of the shift in transportation times, morning care will be discontinued and supervision will shift to the afternoon.

**Shared:** Both buildings are preparing for fall with thorough cleaning and reorganization of furniture to ensure a safe 3-foot social distancing of students.

## **Admissions/Student Enrollment**

EVCS is continuing to make offers to families. Both schools will be fully enrolled for fall 2021 with a healthy wait list at all grade levels.

## **Technology**

No updates.

## **HR Updates**

### **Personnel**

### **HR Current Work**

- **HR Policy Updates:** Over the past few months HR has developed numerous policies to be added to the employee handbook. The policies were created to cover areas currently lacking and to follow best practices. The policies were developed after reviewing materials from the Society of Human Resources (SHRM) and employee handbooks from other school districts. Kimberly Rosenfeld from Human Resources met with the Board remotely to explain and discuss recent modifications to the employees handbook which had been distributed to members earlier in the week. There was some discussion regarding clarification of certain items and modifications of some sections to improve use of non-binary language.  
**Lacole moved and Kathy seconded that the revised handbook be accepted with the suggested modifications. Approved unanimously.**

- **Assistant Principal:** EVCS welcomes a new Assistant Principal, Catrice Huff. Ms Huff is joining EVCS with many years of experience as an educator and educational administrator. Most recently, Ms. Huff was an instructional Coach for Buffalo Public Schools. Her diverse experience in education includes managing, coordinating, founding and directing child care centers in our region. Assistant Principal Huff will work closely with Principal Liz Fisher to Lead EVCS Hertel. Ms. Huff's start date was July 15th. She is currently participating in a 4-day Responsive Classroom training.

Currently Hiring: General Education and Special Education Teachers, Custodians, Social Worker (shared between campuses).

### **Hertel Renewal**

EVCS Hertel's charter is up for renewal. The application is due to SUNY Charter School Institute by August 16, 2021. SUNI CSI will be reaching out to the School Leadership Team to schedule a visit to the school in order to conduct observations and focus groups of parents, students, teachers and trustees sometime during the 2021-2022 school year.

### **Academics**

**Planning for Next Year:** The PD and faculty meeting schedule has been finalized for 2021-2022 to include a focus on goals and asset-based mindset.

**Summer Tutoring:** Tutoring will be concluding on August 6th.

### **Professional Development/Strategic Planning**

**Strategic Planning:** The two-day Board Strategic Planning Retreat concludes tomorrow, July 22, from 5-7 pm.

### **Other Business**

None.

### **ELECTION OF OFFICERS**

The Nominating Committee proposed the following slate of Board Officers for 2021-2022:

CHAIR	Jennifer Bernacki-Smith
VICE CHAIR	Matthew Ryan
TREASURER	Ed Castine
SECRETARY	Pamela Pollock

**-Ed moved and Kathy seconded that Jennifer Bernacki-Smith be elected to the position of EVCS Board President for 21-22. Approved unanimously.**

**-Pam moved and Ed seconded that Matthew Ryan be elected to the position of EVCS Board Vice President for 21-22. Approved unanimously.**

**-Jennifer moved and Lacle seconded that Ed Castine be elected to the position of EVCS Board Treasurer for 21-22. Approved unanimously.**

**-Lacle moved and Kathy seconded that Pamela Pollock be elected to the position of EVCS Board Secretary for 21-22. Approved unanimously.**

#### SUBCOMMITTEE REPORTS

Space Planning Committee	No report
Nominating Committee	Matt Moscati and Evelyn Kerney have completed their terms as EVCS Board Members. Jamie Smith's children have graduated from EVCS. Hence, she is no longer eligible to serve as Days Park Parent Representative. Liz thanked these individuals for their dedicated service. There is an ongoing search for qualified members to fill these positions.
Academic Excellence Committee	No report
Fundraising Committee	No Report

#### COMMUNITY ASSOCIATION

The Days Park Community Association recently elected a new slate of officers. The first meeting of the group will be held during the week of July 26, 2021. The Hertel Community Association is on vacation until September.

#### ANNOUNCEMENTS/NEW BUSINESS

Liz Santacrose announced that she will be resigning from the EVCS BOT, effective August 15, 2021, in order to accept a teaching position at EVCS Days Park. The Board expressed sadness at her departure from the Board, but excitement to add a wonderful new teacher to the EVCS faculty.

The final item of business was to establish the Board meeting schedule for 2021-2022. In keeping with the general practice of meeting on the third Wednesday of the month, meeting dates will be:

August 18, 2021; Sept.15, 2021; Oct. 20, 2021; Nov. 17, 2021; Dec. 15, 2021; Jan. 19, 2022; Feb. 16, 2022; Mar. 16, 2022; April 20, 2022; May 18, 2022; June 15, 2022; and July 20, 2022. All meetings begin at 6:00 PM.

As there was no further business, **Jen moved and Kathy seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 7:51 PM.

Respectfully submitted,

Pamela Pollock