

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday December 21, 2022
Meeting Site: EVCS Days Park**

Trustees Present: Mimi Barnes-Coppola; Jennifer Bernacki-Smith; Lacoie Brumfield; Ed Castine; Kathy Franklin-Adams; Ken Gholston; Joshua Pennel; Jacob Piorkowski; Pamela Pollock; Matthew Ryan; Anna Sotelo-Peryea

Trustees Absent: None

Trustees Excused: None

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

CALL TO ORDER

Jennifer Bernacki-Smith called the meeting to order at 6:07 PM. She presented the agenda. There were no changes

MINUTES

The minutes of the Elmwood Village Charter Schools Board of Trustees meeting held on Wednesday, November 16, 2022, were presented.

Mimi moved and Kathy seconded that the minutes be approved as presented. Approved unanimously.

TREASURER'S REPORT

Lisa Kirisits discussed the balance sheet. For the five months ended November 30, 2022, EVCS showed a decrease in net assets of \$(1,074,900) vs. a budgeted decrease in net assets of approximately \$(1,017,600). The result was an unfavorable variance of approximately \$(57,200). She noted that the Buffalo Public Schools are behind schedule with their payments.

In summary, accrued expenses totaling approximately \$605,000 represented accrued payroll of \$200,600, accrued pension of \$261,500 and \$142,900 in other accruals on November 30 2022.

The current ratio is the ratio of the school's current assets (e.g. current assets consisting of cash receivables and prepaid expenses = approximately \$6,120,600) to current liabilities (e.g., consisting of accounts payable, deferred revenue, accrued expenses, current portion on long-term debt = approximately \$1,925,700) and measures the schools' ability to meet current obligations as they come due. The schools' current ratio on November 30, 2022 was 3.18 to 1. A current ratio of 2:1 is considered favorable.

With regard to the "Claw back" of special education monies which have been withheld from Charter schools, EVCS is awaiting results from a meeting that was scheduled to have been held on November 10, 2022. Finance Committee Chair, Ed Castine reported that the group continues to seek appropriate investment opportunities

for EVCS. The group is hoping to formulate an investment policy which will focus on lower risk options and a consistent conservative strategy They are focusing on laddered CDs and Treasuries at the present time, the goal being “to keep up with inflation.”

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

Ed moved and Matt seconded that the committee be charged to pursue an offer from OBS to pursue additional possible investments. Approved unanimously.

DIRECTORS’ REPORTS

The Directors’ reports were prepared and submitted jointly by Danielle Bruno, Liz Evans and Anne Wechsler.

Director of Schools

School Leadership & Culture

- Whole School Morning Meetings on Gratitude held at each campus
- Committee to work on planning for Black History Month - meeting on Jan. 5th
- Reindeer visit to Days Park 12/16
- Middle School Dance at Hertel on 12/21
- Basketball teams in session - both schools: Days Park vs. Hertel at the Hertel Campus on date of next board meeting

Other updates later in session

HR/Hiring

Position	Name	Campus	Qualifications
School Nurse	Susan Budzinski	Hertel	Bachelor’s Degree: St. Joseph’s College; Health Care Administration Certifications: Registered Nurse
Purchasing Specialist	Jillann Brydges	Shared	Bachelor’s Degree: Niagara Univ.; Fine Arts *Previously employed at EVCS as an Instructional Assistant
Long Term Substitute	Elizabeth Strott	Hertel	Bachelor’s Degree: Franciscan Univ. of Steubenville Middle Childhood Education
Substitute Teacher	Tess Leverenz	Hertel	Bachelor’s Degree: SUNY Geneseo; Education Master’s Degree: Bank Street College of Education; Dual Language/Bilingual Childhood Special & General Education Certifications: -Students with Disabilities - Grades 1-6

-Childhood Education - Grades 1-6
 -Bilingual Extension Certification
 *Formerly worked at EVCS as a teacher

Position	Name	Campus	Qualifications	Continued
Substitute Custodian	Stephanie Santiago	Shared	High School Diploma: Grover Cleveland HS *Previous work at EVCS as custodian	
Librarian	Maeve Brownell	Hertel	Bachelor's Degree: Allegheny College: Communication, Arts Education Master's Degree: Buffalo State College; Elementary Education & Early Childhood Education Certification: Childhood Education (Grades 1-6) pending; Early Childhood Education (Birth - grade 2) pending	
Instructional Assistant	Heather Toole	Days Park	Bachelor's Degree: Buffalo State College Special Education and Elementary Education Master's Degree: Buffalo State College; Elementary Education Certification: Childhood Education (Grades 1-6)	
ENL Teacher	Mike Beck	Hertel	Bachelor's Degree: SUNY Buffalo; English Master's Degree: SUNY Buffalo; Education (TESOL)	
Substitute Teacher	Tia Brown	Hertel	Bachelor's Degree: Buffalo State College; English Master's Degree: Pacific University; Writing	
Substitute Teacher	Miko Holt	Hertel	Bachelor's Degree: SUNY Empire State College; Literature Master's Degree: University of Phoenix Education	
Substitute Teacher	Sumia Akter	Days Park	Bachelor's Degree: SUNY Buffalo; Childhood Education (grades 1-6)	
Substitute Teacher	Brendan Carroll	Hertel	Bachelor's Degree: SUNY Brockport; Adolescent Social Studies Education (in progress)	

Promotions

Name	Former Position	New Position
Meriah Millner	Receptionist - Hertel	Front Office Administrative Assistant - Days Park
Alexandra Pagan	Long Term Substitute Teacher	Elementary Spanish Teacher

Pam moved and Ed seconded that all proposed hires be approved. Approved unanimously.

Director of Curriculum and Instruction

Academics

- Trimester 1 Report Cards** - going home before break
- Mid-year STAR Assessments** - coming in January
- Parent-Teacher Conferences** - January 26

Professional Development

Practice Clinic - What to Do Directions and Check for Understanding
Workshop - Trauma Informed Instruction - Reason and Promoting Student Accountability-

1/2 day on Jan. 12th-

- Building community at the building level with community lunch and Name that Tune
- Review of Classroom Culture expectations from EVCS and Culture Rubric
- Writing at the Sentence Level

Director of Operations

Operations/Facilities

Hertel: Nothing new to report

Days Park: Nothing new to report

Shared: Because of long-standing service issues EVCS is moving to another fire and burglary monitoring provider. In order to integrate the camera systems that have been installed throughout the years, an expenditure of a proposed \$26,500 will be required for system upgrades. It is hoped that this expense can be covered by a safety and

security grant through NYS. If this is not possible, a capital expenditure may be required.

Admissions/Student Enrollment

Applications for the 2023-2024 school year are being submitted through Enroll Buffalo Charters.

There will be an open house at both buildings on Thursday, 2/16 from 5-7 and Saturday, 2/18 from 9-11.

New guidance was passed regarding employee preferences at charter schools. The policy reads as follows:

On an optional basis, charters may provide a preference to children of employees of the charter school education corporation or of its charter management organization limited to 15% of the charter school's total enrollment. Charters must affirmatively state they will use this preference by amending their admissions policies and applications.

Action Item:

EVCS needs to amend the lottery policy in the employee preference section to read as follows:

Staff preference applies only to children of EVCS Staff members who're employed as regular, permanent employees working under contract at the time of the lottery. Staff preference does not apply to children of temporary, per diem, outsourced service providers, nor to independent contractors serving the school. Staff members benefitting from the staff preference must be employed at EVCS on the first day of the school year for which their children were admitted. Any staff member not still employed at EVCS on the first day of school will forfeit their child's spot to the next eligible student on the waiting list for that grade level. Enrollment of staff members children is limited to 15% of the school's total enrollment. In the event that there are more children of staff members applying for admission than available seats, a staff lottery will be held at the time of the general lottery.

Matt moved and Ed seconded that the revised policy on enrollment of children of EVCS staff be approved. Approved unanimously.

Technology

EVCS IT provider, Station 28, is significantly over on hours for the year (by about 220 hours). They will make an effort to reduce the hours during the rest of the contract period. However, this overage can be covered by ESSER grant funds for the current year.

Grants/Finance

Grants: Nothing new to report.

Finance: Budgeting work will begin next month. There are ongoing conversations with the New York Charter School Association about pupil projections for the 2023-2024 school year. EVCS will be calling on the Board, staff and families to reach out to the NYS legislators in the coming months to advocate for increased funding.

HR Updates

HR Manager reported to the Culture Committee regarding hiring processes and challenges, and also about diversity statistics. Presentations are available to Board members if desired.

Other Business

EVCS will be closed for winter break 12-23-22 through 1-2-23.

SUBCOMMITTEE REPORTS

Space Planning Committee

The committee will meet in January to continue work on ongoing projects at both campuses.

Finance Committee

There were no additions to information presented in the Treasurer's Report.

Nominating Committee

The committee has nothing new to report.

Academic Excellence

The committee will meet in February to review mid-year test results.

Development and Advocacy

The committee had no report at this time.

EVCS Culture

The committee met to discuss recruitment, hiring and retention. They are scheduled to meet with Data Manager, Melina Hong in January.

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Jake has been monitoring the situation. He reports that property owner, Sam Savarino has engaged Paul Joyce as new counsel in this matter. The total cost of the repairs to the property have been estimated at \$233,588. No date has been scheduled for the work to begin. Jake believes that the “best case scenario” might be for repair costs to be shared between original lease holder, EVCS, and sub-lease holder, Autism Services. No decision has been reached at this time.

COMMUNITY ASSOCIATION

Days Park

Teachers enjoyed a holiday breakfast sponsored by the Days Park CA and a special visit from a herd of reindeer delighted the students. The group continues to investigate possible options for fundraising. Among those that have been suggested are a possible Square-One art fundraiser and a meat raffle. A popcorn sale earned the group \$180.

Hertel

The holiday wreath and poinsettia sale was reported to have been a very successful fundraiser. The CA continues to offer up gently used clothing for recycling by using clothespins to secure items to the the chain-link fence “like a Little Library for Clothing”.

Both Days Park and Hertel report a very successful “winter warmth drive.”. The groups hope continue to have some joint meetings to better know one another and to enhance EVCS spirit.

Lacole moved and Kathy seconded that the Board enter executive session to discuss personnel matters. Approved unanimously.

Relevant discussion ensued.

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

ANNOUNCEMENTS/NEW BUSINESS

There was no additional business and no further announcements.

Matt moved and Josh seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 8:06 PM.

Respectfully submitted,

Pamela Pollock
Board Secretary

Future Meeting Dates: January 18, 2023; February 15, 2023; March 15, 2023;
April 19, 2023; May 17, 2023, June 21, 2023, July 19, 2023

All meetings begin at 6:00 PM