

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, April 19, 2023
Meeting Site: ECVS Days Park**

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

Trustees Absent: None

Trustees Excused: None

Others Present: Danielle Bruno, EVCS Head of Schools; Liz Evans, EVCS director of Operations; Anne Wechsler, EVCS Director of Curriculum and Instruction

CALL TO ORDER

Jennifer Bernacki-Smith called the meeting to order at 6:03 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, March 15, 2023, were presented.

Ed moved and Kathy seconded that the minutes be approved as presented.

Approved unanimously.

TREASURER'S REPORT

Lisa Kirisits, EVCS Accountant, was unavailable this evening. Ed Castine gave the Financial report. For the nine months ended March 31, 2023, EVCS showed a decrease in net assets of \$(179,200) vs. a budgeted decrease in net assets of approximately \$(316,700). The result was a favorable variance of approximately \$137,500.

The current ratio, on March 31, 2023, of the school's assets to current liabilities was 2.67 to 1. A current ratio in excess of 2:1 is considered favorable.

Lisa has been working on the EVCS Investment Account. Forms are being completed in order to make sure that the money is working for the school.

Lisa has reportedly been in weekly contact with officials in Albany regarding the SPED "claw back" money. The possibility of contacting representatives in Albany was discussed.

A meeting of the Financial Committee has been scheduled for Wednesday, May 10, 2023 at 5:00 PM.

Mimi moved and Lacole seconded that the Financial report be approved.

Approved unanimously.

DIRECTORS' REPORT

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

Director of Schools

School leadership and Culture

Principal and Assistant Principal Search Updates

- The Principal search has been completed. The committee has recommended a candidate to the Board for approval.
- The Assistant Principal search is in process. The committee has interviewed the top four candidates and will be meeting 4/20/23 to review the ratings from the interviews and writing samples. From there, two candidates will move to the site visit. After the half-day site visits with the two candidates, the committee will convene, review the ratings and make a recommendation to the Board for approval.

Whole School Morning Meetings - Earth Day/Environment: 4/21 at Days Park, and 4/28 at Hertel.

Field Trips - Students are getting out into the community and exploring Buffalo. All grade levels have either gone on field trips or have a few scheduled between now and the end of the year. The sixth and eighth graders are really excited about an upcoming field trip to tour the new Highmark Stadium.

Steering Committee - The Committee continues to meet monthly at each campus to solicit teacher input and address community concerns.

HR/Hiring

<u>Position</u>	<u>Name</u>	<u>Campus</u>	<u>Qualifications</u>
Substitute Teacher	Aileen Casey	Days Park	Bachelor's Degree: Champlain College; Communications
Substitute Teacher	Jennifer Hogan	Days Park	Bachelor's Degree: University at Buffalo; Psychology
Temporary Facilities Manager	Ottis Workman	Shared	Associate's Degree-Electrical; Erie Community College: Over 10 years facilities experience
Evening Custodian	Karelyn Torres	Hertel	Erie Community College: Associates Degree; Business Administration (in progress)
Substitute Teacher	Thomas Corey Neil	Hertel	Master's Degree: Medialle College; Mental Health Counseling University at Buffalo, Bachelor's Degree; Psychology

Substitute Teacher	Shaun Smith	Days Park	Niagara University: Doctorate: Leadership Buffalo State College: Master's Degree; Management University at Buffalo: Bachelor's Degree Communications
--------------------	-------------	-----------	--

Promotions

<u>Name</u>	<u>Previous Position</u>	<u>New Position</u>
Cassidy Klaybor	Long Term Substitute	Instructional Assistant

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

Director of Curriculum and Instruction

Academics

New York State ELA Assessments were done on April 19 and April 20. At Days Park 19 students opted out of testing. One student opted out at Hertel.

Professional Development

The Instructional Coaching Team had a day-long strategic planning retreat, off-site, to begin planning for next year (August professional development and a scope and sequence for a multiyear induction plan).

Director of Operations

Operations/Facilities

Hertel: New trees are being secured by a Hertel parent who works downtown with the city of Buffalo. The trees will be planted soon.

Delaware Soccer Club met with Coach Welch and Liz Evans this week to inquire about using the field at no cost. EVCS shared the proposal from Great Lakes Athletics for maintenance of the field and they indicated that they may be able to contribute toward the cost, and assist with striping and maintaining the field. Nothing definite has been decided at this time.

Days Park: Work on the boiler to repair the back flow was completed during spring break and is now in compliance.

Admissions/Student Enrollment

Applications to Enroll Buffalo Charters

	K	1	2	3	4	5	6	7	8	Total
Elmwood Village Charter School - Days Park	187	43	48	28	32	55	39	43	37	512
Elmwood Village Charter School - Hertel	163	44	42	27	27	58	48	49	34	492
TOTAL	350	87	90	55	59	113	87	92	71	1004

Last year at this time 487 applied to Days Park and 530 applied to Hertel for a total of 1117. It looks like kindergarten applications are down, which accounts for the decrease in overall applications. This is a trend throughout the area, according to the NYSCA liaison.

Update from new Admissions Coordinator & Registrar, Kelly Norton

The live lottery had good attendance - 60 people logged into the Zoom to watch the lottery. On Friday, April 14, families with open seat offers were called to ensure that they were aware of the Open House that weekend. There were 30 families across both campuses who attended. At the Open House, each family was provided with a folder containing information about the school and the next steps with respect to preparing for the school year. Families were taken for guided tours of the campuses and were introduced to members of the staff/faculty with whom they will be working over the coming weeks. Families who are still deciding about their seat offer continue to be called. EVCS is rescinding/declining when necessary and making new seat offers. Paperwork for students who have registered is being reviewed. Current student body is being contacted to identify withdrawals or potential open seats. There will be a focus on summer outreach, coordinating plans to keep newly registered families engaged and

connected with EVCS. Part of this outreach includes a more robust plan for new student orientation prior to the start of the school year.

Technology

End of year planning is underway for work on student and staff devices over the summer. EVCS's existing phone provider indicated that the current phones were at their end of life and would need to be replaced. EVCS has been contemplating a switch from on site phone service to phone service that is hosted in the cloud. This will make management easier and will give EVCS increased functionality with remote phone use, programming, troubleshooting, etc. This cost is included in the 2023-2024 budget.

Grants/Finance

Grants: EVCS was invited to submit a full application to the 214 Foundation, due in June. This grant will be for purchase of musical instruments and installation of a sound system at Hertel.

The grant from the School Safety Grant is under review. Decisions will be announced at the end of April.

Finance: Final Budget meeting is scheduled for Friday, 4/21. The budget will be ready for Finance Committee review after that.

HR Updates

Teaching candidates for any known openings next year are being interviewed.

Other Business

The proposed school calendar for 2013-2024 was distributed.

SUBCOMMITTEE REPORTS

Space Planning Committee

-Liz Evans, and Steve Bengar met with a lawyer regarding the water line that is shared between EVCS and the house across the driveway that is owned by People. Inc. EVCS has fixed the leak and installed a meter. It is hoped that a way can be found to share future costs. The Committee is also seeking support for a proposal to improve the playground.

Finance Committee

-Activity was reported during the Financial Report.

Nominating Committee

-The Committee is seeking candidates to fill new and expiring positions on the Board of Trustees.

Academic Excellence Committee

-The Committee plans to wait until final assessments have been completed. A meeting to review and discuss student performance will be scheduled for the second week in July.

Development & Advocacy Committee

-The Committee met to discuss and clarify the charge to the committee.

EVCS Culture Committee

-The group met. Some members attended training to identify unintentional biases and ways to support teacher retention. Future meetings will be scheduled to discuss potential goals and activities.

HERTEL LEADERSHIP UPDATE

The hiring committee considered eleven candidates for the position of Principal of the Hertel Campus. The process included:

- review of resumes and cover letters
- panel interview
- writing sample
- site visit
- reference checks

At the conclusion of the process, the hiring committee submitted Mr. Joseph Ciesielski to the EVCS Board of Trustees for approval as Principal of the Hertel Campus, effective July 1, 2023.

Kathy moved and Pam seconded the motion to approve Mr. Joseph Ciesielski to be hired as Principal of the EVCS Hertel Campus, effective July 1, 2023. Approved unanimously.

The hiring committee for Assistant Principal at EVCS Hertel has been reviewing letters and writing samples for 33 candidates for that position. Interviews will be scheduled soon for the highest ranked candidates.

124 ELMWOOD UPDATE

There is nothing new to report at this time. The next meeting date will be sometime in June.

SUNY INSTITUTE COMMUNICATION/COMPLAINT

A communication was received from an EVCS parent regarding the School's code of conduct and discipline practices. School leaders have contacted advisors at SUNY to help clarify specifics.

SPED FUNDING (Update)

A meeting was reportedly held earlier on this date. However, no additional information was yet forthcoming.

COMMUNITY ASSOCIATION

Anna noted that the following activities were scheduled for the Hertel Campus:

- A Square Art show supporting Project Hope
- An Earth Day Clean-up project on April 22, 2023, from 10:00 AM to 2 PM. There will be a sports equipment exchange occurring concurrently.
- Spring Dances on May 19, 2023. The lower school and upper school dances will be held at separate times.
- A Chiavetta's Chicken Barbecue sale on Thursday May 11, 2023.
- A Literacy Night and book sale - date to be determined.

Jake reported the following upcoming activities for the Days Park Campus:

- An Ice Cream Social
- Saturday Academy FieldTrips
- Earth Day Clean Up project on April 22, 2023.
- Teacher - Support Raffle.
- May 6, 2023 Literacy Night
- Spring Field Day with a Snow-Cone Machine

ADMINISTRATION, PERSONNEL AND BOARD MANAGEMENT

Ed moved and Jake seconded that the Board enter executive Session to discuss legal and personnel matters. Approved unanimously.

Relevant discussion ensued.

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

ANNOUNCEMENT/NEW BUSINESS

There were no further announcements and no new business.

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

The meeting was adjourned at 8:45 PM

Future Meeting Dates: May, 17, 2023; June 21, 2023; July 19, 2023

All meetings begin at 6:00 PM