

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, June 21, 2023
Site: EVCS Days Park**

Trustees Present: Mimi Barnes Coppola; Lacoie Brumfield; Kathy Franklin-Adams; Ken Gholston; Joshua Pennel; Jacob Piorkowski; Pamela Pollock; Anna Sotelo-Peryea

Trustees Absent: None

Trustees Excused: Jennifer Bernaki-Smith; Matt Ryan

Others Present: Danielle Bruno, EVCS Head 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

Ed Castine called the meeting to order at 6:04 PM. He presented the agenda. There were no changes.

MINUTES

The minutes of the Elmwood Village Charter Schools Board of Trustees meeting held on Wednesday, May 17, 2023, were presented.

Jake moved and Lacoie seconded that the minutes be approved as presented. Approved unanimously.

TREASURER'S REPORT

Lisa Kirisits presented the Financial Report. She highlighted that \$199,000 of the money owed EVCS from the "Buffalo Clawback" has been received. She added that the state will resume review of this situation in June of 2023.

The current ratio of the school's current assets (e.g., current assets consisting of cash, receivables and prepaid expenses = approximately \$8,614,700) to current liabilities (e.g., consisting of accounts payable, deferred revenue, accrued expenses, current portion of long-term debt = approximately \$2,878,700) and measures the school's ability to meet current obligations as they become due. The school's ratio on May 31, 2023 was 2.99 to 1. A current ratio in excess of 2:1 is considered favorable.

Lisa presented the Projected Operating Budget for the year ending June 30, 2024, and highlighted several changes from the current year.

Lisa added that the Investment Account with UBS is making progress and that her office is already preparing for the annual financial audit.

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

DIRECTORS' REPORTS

This report was submitted jointly by Danielle Bruno, Liz Evans and Anne Wechsler.

Director of Schools

School Leadership and Culture

- Hertel School Leadership held a meet and greet on 6/20/23.
- End of year evaluations and exit meetings have been completed.
- School year 23-24 teacher retention: 88% Days Park; 77% Hertel.
- Hiring and staffing open positions for school year 2023-2024.
- Board commendations were given to those who ran extracurricular clubs and activities this year.

HR/Hiring

<u>Position</u>	<u>Name</u>	<u>Campus</u>	<u>Qualifications</u>
Substitute Teacher	Jasmine Finkley	Hertel	High School Diploma: Bennett H.S. Previous school-based experience as a Substitute Teacher
Operations Manager and Chief of Staff	Sara Corona	Shared	-Master's Degree: U. of Nevada, Las Vegas; Special Education -Bachelor's Degree: SUNY Buffalo; English -Buffalo Collegiate Charter School; CS Academy Director -NYC Charter School of the Arts; Assistant Principal/Assistant head of School (2018-20) Dean of Students (2017-18) Director of Student Support (2016-2017)

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

Director of Curriculum and Instruction

Academics

Math and Science Regents assessments have been completed and many 8th grade students completed the Spanish 1 exam.

Academic Excellence Committee meeting to be scheduled.

Professional Development.

Planning for August PD is well underway. A strong focus is placed on The First Six Weeks, student management and establishing a strong classroom culture (see below).

Director of Operations

Operations/Facilities

Hertel: Parking lot paving and striping will be taking place the last week in June, after teachers are out of the building, but before the end of the fiscal year.

Days Park: Playground consultation scheduled for the week of July 3rd.

Shared: Security update scheduled; installing bell system (see technology, below), planning for summer wrap-up, including deep cleaning over summer.

District Safety Plan

The District Safety Plan for 2023-2024 has been posted on the website for 30 days for review and public comment.

Jake moved and Mimi seconded that the District Safety Plan for 2023-2024 be approved. Approved unanimously.

Admissions/Student Enrollment

Offers are continuing to be made and communications are going out to new families about orientation and welcome events.

Admissions Coordinator (AC) is making good progress on target enrollment goals:

- Hertel: 441 currently enrolled
- Days Park: 444 currently enrolled

In-District Kindergarten applications are still being received for Hertel (one or two each couple of days). EVCS purchased advertising on Billboard at Hertel @ Elmwood to advertise open seats still available (runs in July).

AC is canvassing CAO Head Starts, libraries, community centers, pediatrician/dentist offices, etc. with application posters (copies available to post in churches, libraries, etc. where you may have relationships).

High traffic locations in the neighborhood are being targeted for lawn signs.

Over 25 individual tours have been conducted. Dozens of call hours reaching out to families making offers or assisting with incomplete enrollment have been logged.

Weekly office hours are being held to assist families in completing registration.

AC is sending out bi-weekly communication (electronic and mail-outs) to enrolled or accepted families to maintain interest and connection.

Planned for Summer:

- New Family Orientation Night - the committee had its first meeting to allocate tasks and start preparing for event on August 24th.
- Launched the Student Mentor Program - soliciting exemplar students at each campus to be partnered with an incoming student at their grade level. Nominated students are currently signing up for the program and submitting messages to be sent to new families over the summer.

Technology

Projects over the summer include:

- Installing a bell system at Hertel and programming the PA system at Days Park to help tighten up transitions.
- Purchasing a number of Chromebooks for students and some better models for staff. This is in preparation for a number of devices reaching end of life and for the beginning of mandatory computer based testing (CBT) that is being rolled out by SED.

Grants/Finance

Grants: No word yet on safety and security grant. Foundation 214 grant application for musical instruments and a sound system for Hertel was submitted.

Finance: Compensation study is continuing, and communication went out to staff about creating a system of graduated raises around performance and contribution to EVCS. This will be shared with the Board when the draft has been finalized.

EVCS Raised \$8,695 for the annual appeal this year. Thanks to everyone who donated!

HR Updates

New employee policies, including Religious Accommodation, Personal Property, and Problem Resolution will be presented ahead of the fall for the Board's consideration and approval.

EVCS requested nursing services for EVCS Days Park for the 2023-2024 school year and was assigned a 1.0 FTE RN. This assignment has been accepted and will be communicated to families when the identity of the nurse is known.

Other Business

Discipline at EVCS: In response to increased student behaviors post-pandemic, the school is taking the following steps for SY 23-24.

- Full time Behavior Intervention Specialist at both campuses
- Robust student and family onboarding and orientation for newly enrolled students
- 8th Grade "Culture Week" and middle school leadership and community service expectations
- Bell system and tightening of middle school expectations, routines and procedures
- Internal logical consequences and disciplinary response updates aligned with code of conduct
- Civility policy for families
- Professional Development in summer (see below)
- Special education consulting and parent education regarding disciplinary procedures and rights
- Weekly checkpoints with instructional coaches and school leaders with strategic action plans for struggling teachers

PD Topics:

Responsive Classroom

Morning Meeting

RC Pillars

Rule Creation & Hopes & Dreams

Routines & Procedures

Teacher Language

Positive Framing/Envisioning Language

RC Discipline

Practice Clinics:

HALLS Procedure

Confident Presence/Strong Voice

Teacher Radar/Be seen Looking

What to do directions/CFU

Whole Class Reset (Do it Again)

Transitions (entry routine, exit routine, desk to carpet, Do it Again, etc.)

Redirection - reinforce, remind, redirect (with scenario cards)

Least invasive redirection

Social Conference practice clinic

Behavior Team Practice Clinic

First Five/Last Five

SLANT - Track the Speaker

Play like a Champion

Other Behavior Related Topics:

EVCS Way

Cooperative Discipline

K Camp

8th Grade Boot Camp

Behavior Protocol

Culture Rubric

Parent Communication

Board Retreat The two dates that the most people can come are Saturday 8/19 and Saturday 9/23. Michael Good said that he can be on site 8/19, but would have to lead remotely on 9/23.

Those that can come on 8/19 but not 9/23:

Anna

Lacole

Kathy

Those that can come on 9/23 but not on 8/19

Mimi

Jen

Jacob

SUBCOMMITTEE REPORTS**Space planning Committee**

-See Directors' Report

Finance Committee

-Committee has not met since approval of the 2023-2024 budget.

Nominating Committee

The Committee met to review and potentially fill some vacancies on the Board. See following;

Mimi moved and Pam seconded

-that Kathy Franklin Adams, Lacoie Brunfield, Josh Pennel and Anna Sotelo-Peryea be approved for an additional three-year term on the EVCS Board of Trustees

-that Nicca Lebeda be approved for a three-year term as Parent Representative from the Hertel Campus to the Board

- and that Patti Anderson be approved to fill the remaining two years on a vacant Board Seat.

Approved unanimously.

Josh moved and Jake seconded that the current slate of Board officers be approved for the next year. Approved unanimously.

Academic Excellence

-The Academic Excellence Committee will meet in July to review EVCS's 2022-2023 performance.

**Development and Advocacy
EVCS Culture**

-The Committee is scheduled to meet in July.
-End of year is being celebrated with a variety of activities.

HERTEL LEADERSHIP UPDATE

Joseph Ciesielski has been hired as the new Principal at the Hertel Campus and Brandon Williamson has been selected to become the new Assistant Principal. They will be formally introduced to the Board at the August meeting.

124 ELMWOOD UPDATE

Matters are currently in limbo as Autism Services has been acquired by People, Inc. and Hodson Russ has been Attorney of record for both institutions.

SUNY INSTITUTE UPDATE

There was no new information on this matter.

SPED FUNDING UPDATE

Charter Schools have requested that BPS provide, or pay for, Special Education services, to Buffalo students who require them. This matter remains unsettled.

COMMUNNITY ASSOCIATION

Jake reported that Days Park students enjoyed the end-of-year Field Day. The Community Association has not met this month.

Anna noted that the Hertel CA has sponsored a number of successful activities including A Chiavetta's Chicken Barbecue, a student dance and field days. A summer CA Officers meeting will be held. They will be looking for strategies to recruit volunteers.

ADMINISTRATION PERFORMANCE REVIEWS & RECOMMENDATIONS

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

Relevant discussion ensued.

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

ANNOUNCEMENTS/NEW BUSINESS

There were no further announcements and no additional business.

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

The meeting was adjourned at 8:07 PM.

Respectfully submitted,

Pamela Pollock
EVCS Board Secretary

Future meeting dates: July 19, 2023
All meetings begin at 6:00 PM