

ELMWOOD VILLAGE CHARTER SCHOOL

BOARD OF TRUSTEES MEETING

WEDNESDAY, OCTOBER 16, 2024

EVCS DAYS CAMPUS

TRUSTEES PRESENT: Matt Ryan; Kathy Franklin-Adams; Nicca Lebeda; Jennifer Bernacki-Smith; Ken Gholston; Lacole Brumfield; Jacob Piorkowski; Pamela Pollock; George McLean; Ed Castine; Anna Sotelo-Peryea

TRUSTEES EXCUSED: Mimi Barnes Coppola; Patti Anderson

TRUSTEES ABSENT: None

OTHERS PRESENT: Danielle Bruno, EVCS Director of Schools; Liz Evans, EVCS Director of Operations; Anne Wechsler, EVCS Director of Curriculum and Instruction; Sara Corona, Hertel Principal; Christine Cleary, Days Principal

1. CALL TO ORDER

Chair Matt Ryan called the meeting to order at 6:00 PM. He presented the agenda. There were no changes.

2. MINUTES

The minutes of the Elmwood Village Charter School Board of Trustees meeting held on September 18, 2024, were presented. There were no changes.

Jen moved that the minutes be approved, and Nicca seconded. Approved unanimously.

3. CHAIR REPORT

Matt received updates from School Leadership. The Chair recognized the principals in attendance.

4. TREASURER'S REPORT

Ed presented treasurers report, behind budget due to state revenue due to enrollment, but ahead in payroll, so balanced out. Investment plan is working well, continuing course. Healthy balance sheet noted. Audit is ongoing, looking at state claw back accounting, no issue anticipated.

Matt moved that the financial report be approved, and Lacole seconded. Approved unanimously.

5. DIRECTORS' REPORT

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

DIRECTOR OF SCHOOLS:

SCHOOL LEADERSHIP & CULTURE

Strategic Plan Goal: School Culture

- New Panther Pathways program complete
- Culture Rounds of schoolwide systems in place

Strategic Plan Goal: Family Partnership

- Room Parent Program underway
- Family-facing version of strategic plan in process

Strategic Plan Goal: Organizational Clarity

- Leadership Team Retreat (November)

STAFF SNAPSHOT:

HIRES (VOTE)

<u>Position</u>	<u>Name</u>	<u>Campus</u>	<u>Qualifications</u>
<i>Instructional Assistant</i>	<i>Howard Pope III</i>	<i>Hertel</i>	<i>Associates</i>
<i>PT ENL</i>	<i>Margaret Connolly</i>	<i>Days Park</i>	<i>Masters</i>

Matt moved to approve new hires; Ed seconded. Approved unanimously.

PROMOTIONS

Lisa Grimaldi (from IA to Special Education Teacher)

EXITS: 0

DIRECTOR OF CURRICULUM AND INSTRUCTION:

ACADEMICS

- Academic Excellence Committee met - highlights will be shared
- SEL Survey administered to grade 3-8. Results used to create action plans for classrooms

PROFESSIONAL DEVELOPMENT

STRATEGIC PLAN GOAL: EXCELLENT TEACHING

- We have rolled out our first two high impact strategies (internalizing the lesson plans, & gradual release of responsibility) and we have monitored implementation during instructional rounds at each school.
- We will roll out the third strategy (academic monitoring) the last week of October.
- SMARTE goal setting meetings are underway. Teachers will set two data-driven goals and one around proactive family communication

DIRECTOR OF OPERATIONS:

OPERATIONS/FACILITIES

Hertel: People Inc house is redoing their parking lot week of 10/14-10/20, but they gave us notice ahead of time and indicated that it should not impede EVCS bus and car traffic.

Days Park: HVAC work performed in the gym. Doors undergoing adjustments in connection with feedback during recent drills.

Shared: Safety and security discussion: In connection with an increase in afterschool activities and sports, Dave Phillips created a spectator protocol that is being put into place for school events. This was shared with the trustees last week and outlines expectations and guidelines for EVCS event spectators.

EVCS is exploring enhancements to building safety and security and will be conducting a safety audit by an outside organization; speaking to other charter school leaders about their safety practices; reviewing security company proposals; adding camera and lighting coverage to both buildings; investigating PA and intercom upgrades; conversations with parents and staff about safety.

ADMISSIONS/STUDENT ENROLLMENT

ENROLLMENT COUNTS:

Days Park: 431

Hertel: 416

We believe that the most significant period of transition regarding student attrition has concluded. We have addressed the recent unexpected exits and no-shows, and we anticipate a decrease in withdrawals moving forward. To enhance our enrollment numbers, we will continue to conduct outreach and onboard new students in a thoughtful manner.

Upcoming outreach/promotional efforts:

- Admissions to table at Holy Cross Head Starts.
- Admissions to present to the Westminster Early Childhood Program during School Forum Night.
- Advertisement secured and placed with Ujima Theatre (will run through the length of their 2024-2025 season).
- Bus Shelter advertisements secured in key locations for the month of December.
- Advertisements scheduled in WNY Family Magazine for December and February.
- New marketing materials in development.

TECHNOLOGY

Data Manager is submitting data reports around poverty, special education services, teacher snapshot data which includes certifications, etc.

GRANTS/FINANCE

GRANTS: Nothing to report

FINANCE: Concessions sales have started at EVCS games and have gone smoothly. The business office staff is exploring expanding sales to different vendors/types of merchandise, eg. EVCS swag.

HR UPDATES

Employee Handbook underwent multiple reviews internally to update language and include any new regulations and policies. It will go to attorneys again and then be rolled out to staff.

Respectfully submitted by Danielle Bruno, Liz Evans, and Anne Wechsler – October 16, 2024

6. SUBCOMMITTEE REPORTS

Updated committee list circulated by Chair.

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|--|---------------------------------|
| a. Academic Excellence Committee | Report presented by principals. |
| b. Space Planning Committee | Report presented by Liz Evans. |
| c. Finance Committee | Nothing to report. |
| d. Nominating Committee | Seeking Days Park Parent Rep. |
| e. Development and Advocacy Committee | Shuttering until needed. |
| f. EVCS Culture Committee | Nothing to report. |

7. COMMUNITY ASSOCIATION REPORTS

- Days Park: Looking into multiple fundraising avenues; Chipotle, Chiavetta's in the spring, spaghetti dinner. Appreciates school leadership attending meetings. Joint Trunk or Treat with Hertel upcoming!
- Hertel Campus: Had first Happy Hour, thinking of planning more family-friendly events for future socials. Wreath/Poinsettia sale underway! Starting to discuss Meat Raffle. Nikka also brought up parent access to board meeting; discussed options for helping community feel welcome (perhaps highlighting a couple of meetings to specifically invite community in, offer to accompany their school parent rep. so they have a friendly face). Hertel committed funds to purchase portable scoreboard.

8. OLD BUSINESS

Nothing to report.

9. ANNOUNCEMENTS/NEW BUSINESS

Next meeting November 20 at Hertel. Future meetings as follows: December 18 (D), January 15 (H), February 12 (D), March 19 (H), April 23 (D), May 21 (H), June 18 (D), and July 16 (H).

10. EXECUTIVE SESSION

Matt moved to enter executive session, seconded by Kathy. Motion carried.

Discussion ensued.

Jen moved to exit executive session, seconded by Kathy. Motion carried.

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

The meeting was adjourned at 8:08 PM.

Respectfully submitted,

Anna Sotelo-Peryea

EVCS Board Secretary