

ELMWOOD VILLAGE CHARTER SCHOOL

BOARD OF TRUSTEES MEETING

WEDNESDAY, JANUARY 15, 2025

EVCS HERTEL CAMPUS

TRUSTEES PRESENT: *Matt Ryan; Jennifer Bernacki-Smith; Ed Castine; Kathy Franklin-Adams; Nicca Lebeda; Ken Gholston; Jacob Piorkowski; Mimi Barnes Coppola; George McLean, Pamela Pollock*

TRUSTEES EXCUSED: *Lacole Brumfield; Anna Sotelo-Peryea*

TRUSTEES ABSENT: *Patti Anderson*

OTHERS PRESENT: *Danielle Bruno, EVCS Director of Schools; Liz Evans, EVCS Director of Operations; Anne Wechsler, EVCS Director of Curriculum and Instruction; Lisa Kirisits, Kirisits & Associates*

1. CALL TO ORDER

Chair Matt Ryan called the meeting to order at 6:02 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 December 18, 2024, were presented. There were no changes.

Jacob moved that the minutes be approved, and Kathy seconded. Approved unanimously.

3. CHAIR REPORT

Hertel Principal Search

- *Position to be posted at the end of January*
- *of Trustee Representatives will be Pam and Kathy, one as alternate and Ed and Nicca, one as alternate. Danielle Bruno to keep board reps up to date on process and Board scheduling as the search moves forward.*

4. TREASURER'S REPORT

Review of Financials

Budgeting Process for 2025-2026 School Year - Board Involvement Timeline

- *Finance committee to review budget at May committee meeting prior to presentation at the May board meeting.*

Jen moved that the financial report be approved, and Ed 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

- Culture Snapshot & Trends: suspensions trending down
- Culture Focused Strategies: Culture rounds, Middle school "Common Ground" – practices to support high social, academic and behavioral expectations, onboarding and monitoring new students, ongoing Code of Conduct matrices
- Current Priorities: Staff mid-year evaluations

STAFF SNAPSHOT:

HIRES (VOTE)

<u>Position</u>	<u>Name</u>	<u>Campus</u>	<u>Qualifications</u>
Substitute Teacher	Max Wechsler	Hertel	BA in progress
PT Payroll & HR	Meriah Milner	Shared	BS Business Administration
Rehire/Substitute Teacher	Derrick Morris	Hertel	

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

PROMOTIONS: 0

EXITS: 2 (NON-INSTRUCTIONAL)

DIRECTOR OF CURRICULUM AND INSTRUCTION:

ACADEMICS

STRATEGIC PLAN KEY IMPERATIVE: ACADEMIC ACHIEVEMENT

- ELA Interim 2 reteach data reviewed; board appreciated reteach data presented by standard.
- Mid year STAR data meetings upcoming to review progress and make adjustments to academic interventions, if necessary.
- Academic Excellence Committee meeting scheduled for February 3rd, time to be determined.

PROFESSIONAL DEVELOPMENT

STRATEGIC PLAN GOAL: EXCELLENT TEACHING

- Instructional Rounds topic: Revisit Phase 1 & 2 Management and Arc 1 (Internalizing the Lesson Plan) & Gradual Release of Responsibility to students (I do, we do, you do)
- Continuing SMARTE Goal middle of the year review meetings
- Coaches are continuing to schedule peer observations in exemplar classrooms both within campuses and across campuses
- Teachers are receiving targeted feedback on all four of our identified high impact instructional strategies throughout the remainder of the school year.
- Full day of PD on 1/16 (topics include Habits of Discussion, Preparing Students for Online Assessment, Crisis Plan Review, NYS Science Assessment data analysis, etc.)

DIRECTOR OF OPERATIONS:

OPERATIONS/FACILITIES

Hertel: HVAC repaired in early January and doors identified as needing service were addressed.

Days Park: HVAC repairs undertaken in early January.

Shared: Strategic planning is continuing around organizational clarity, roles and responsibilities, lines of responsibility and communication. Should wrap up in mid February.

Events and field trip processes are being refined to improve communication with all involved staff.

ADMISSIONS/STUDENT ENROLLMENT

ENROLLMENT COUNTS:

Down slightly from last month but students continue to be slowly onboarded.

Application for 25-26 is now open.

Past and upcoming outreach/promotional efforts:

- Community Tabling and programming planned for several area libraries. EVCS is organizing a story hour with Librarians and other staff reading to preschoolers and children in early grades.
- Advertising campaigns secured with WNY Family Magazine (December & February), Greyline Outside Advertising (bus shelters, December), Ujima Company, Inc. Theatre (full season through spring shows), and Step Out Buffalo (December through March).
- Distribution of new lawn signs has begun in key neighborhoods.
- Admissions team is partnering with Head Starts and continuing to explore new opportunities.
- Earned media opportunities are being pursued, e.g. news stories on youth leadership and SEL week providing free publicity for our school)

TECHNOLOGY

PowerSchool Data Breach Update

GRANTS/FINANCE

GRANTS: EVCS submitted a grant request to the Cullen Foundation.

FINANCE: Compensation work is continuing.

HR UPDATES

Open enrollment for benefits coverage ends January 17th.

OTHER BUSINESS

Renewal Report draft was received from the SUNY Charter School Institute and is being reviewed for factual accuracy. All revisions are due back to SUNY by 1/21/25.

6. SUBCOMMITTEE REPORTS

- a. **Academic Excellence Committee**
 - Did not meet, next meeting 2/3
- b. **Space Planning Committee**
 - Playground survey forthcoming, next meeting 2/4
- c. **Finance Committee**
 - Met last Friday, starting to look at loan refinance coming up 3/2026. Looking into NW and other local banks. Considering a pay down of principal to lower monthly payments as interest rate will likely be higher.
- d. **Nominating Committee**
 - *Days Park Parent Rep: Interview of Jason Lang, with finance background, should be done before next meeting.*
 - *June 2025 Slate Development, Matt reaching out to Bank of America contacts for potential members from the banking community.*
- e. **Development and Advocacy Committee** Shuttering until needed.
- f. **EVCS Culture Committee** Did not meet.

7. COMMUNITY ASSOCIATION REPORTS

- a. Days Park:
- b. Hertel Campus:

Joint January meeting was held to discuss joint spring candy sale beginning in February run by Days but to benefit both campuses.

Wait Until 8th Pledge – a program to build community among families who choose to wait to get their students phones until 8th grade. CA's will look to launch at both campuses in the near future.

Meat Raffle – March 7th 7-10 tables on sale now. Letter distributed to board members to collect donations for basket raffle and possible silent auction.

8. OLD BUSINESS

N/A

9. ANNOUNCEMENTS/NEW BUSINESS

Next meeting February 12 at Days. Future meetings as follows: March 19 (H), April 23 (D), May 21 (H), June 18 (D), and July 16 (H).

10. EXECUTIVE SESSION

George moved to enter executive session, seconded by Ed. Motion carried.

Discussion ensued.

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

Ken moved that the meeting be adjourned, and Mimi seconded. Approved unanimously.

The meeting was adjourned at 7:27 PM.

Respectfully submitted,

Nicca Lebeda

Hertel Parent Representative

for Anna Sotelo-Peryea, Board Secretary