

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
AGENDA FOR BOARD MEETING TO BE HELD ON  
WEDNESDAY, MARCH 27, 2024 AT 3:30PM**  
Location - Westminster Community Charter School

- 1) Call meeting to order
- 2) Review 02-28-24 Minutes
- 3) Public Comment Period
- 4) Chronic Absenteeism Report {**Attendance Committee**} 3:30pm-3:55pm
- 5) Principal Report {**Gerchman**} 3:55pm-4:10pm
- 6) Advisory Board Committee Updates 4:10pm-4:20pm
  - Academic
  - Finance
  - Governance
  - School Culture
- 7) Financial Update {**Ferrino**} 4:20pm-4:35pm
- 8) Annual Conflict of Interest Statement & Policy {**Mesi**} 4:35pm-4:40pm
- 9) Consider the adoption of the following resolutions:
  - 2024 - 007 APPROVAL OF EXPENDITURES OVER \$25,000.
  - 2024 – 008 CONTRACT WITH SHANNON COMMUNICATIONS.
  - 2024 – 009 AGREEMENT WITH PANORAMA EDUCATION.
  - 2024 – 010 CONTRACT WITH TNTP, INC.
  - 2024 – 011 CONFLICT OF INTEREST POLICY.
- 10) Other Business **If required**

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
MARCH 27, 2024 MINUTES**

**Location:** Westminster Community Charter School

In attendance at the Board meeting were:

Terenda Brown  
Diane Cozzo  
Rita Eisenbeis  
Raquel Schmidt  
Rosalyn Taylor

- Chairperson Eisenbeis called the meeting to order at 3:35 p.m.
- The February 28, 2024 minutes were reviewed and approved.
- **Chronic Absenteeism** – the Attendance Committee members shared the current number of students chronically absent broken down Tier 1-3, per grade level, differences between February-March, the current support pyramid, and supports available at each tier.
- **Principal Report** – updates included i-Ready math and reading, math and reading growth charts, placement and growth in math and reading, overview of NYS Assessments grades 3-8, current enrollment numbers , new student recruitment, and quick stats on enrollment, disciplinary actions, attendance, and staffing.
- **Advisory Board Committee Updates**  
Academics – committee lead reviewed key items from their meeting provided in the board packet  
Finance – no meeting held this month  
Governance – no meeting held this month  
School Culture – committee lead reviewed key items from their meeting provided in the board packet
- **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of February 29, 2024 and July 1, 2023 to June 30, 2024 actual vs. budget year to date.
- **Annual Conflict of Interest** – the Board reviewed the Conflict of Interest policy document provided in the board materials and each board member will complete the Conflict of Interest statement which was mailed to their homes.
- After thorough discussion and upon motion duly made and seconded, the Board of Trustees unanimously adopted the following resolutions:

2024 - 007 APPROVAL OF EXPENDITURES OVER \$25,000.

- SchoolWorks       \$27,000

2024 – 008 CONTRACT WITH SHANNON COMMUNICATIONS. Resolved: That the contract with the Shannon Communications to provide social media, internal/external

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communications support, develop a communications plan and a public relations strategy for Westminster Community Charter School be approved. The term begins February 27, 2024 for a term of 90 days. The cost for these services is \$90 per hour not to exceed \$3,600 per month.

2024 – 009 AGREEMENT WITH PANORAMA EDUCATION. Resolved: That the contract with Panorama Education to provide Westminster Community Charter School access to climate surveys and SEL including student, teacher/staff, family, and community. The cost for this service which includes a license and technical support will not exceed \$5,130 per year.

2024 – 010 CONTRACT WITH TNTP, INC. Resolved: That the contract with TNTP, Inc. to provide Westminster Community Charter School services with respect to recruitment, selection, training, support, and certification of new teachers (the “Teaching Fellows”) beginning March 20, 2024 to June 30, 2025.

2024 – 011 CONFLICT OF INTEREST POLICY. Resolved: That the Conflict of Interest Policy for the Westminster Community Charter School be approved.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:05 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary