

**WESTMINSTER COMMUNITY CHARTER SCHOOL
AGENDA FOR BOARD MEETING TO BE HELD ON
WEDNESDAY, JUNE 26, 2024 AT 3:30PM
Location – Westminster Community Charter School**

- 1) Call meeting to order
- 2) Review 03-27-24 and 04-24-24 Minutes
- 3) Public Comment Period
- 4) Principal Report {**Gerchman**} 3:30pm-4:00pm
- 5) Recruitment Update {**Ansari/Gramza/Mesi**} 4:00pm-4:15pm
- 6) Advisory Board Committee Updates 4:15pm-4:30pm
 - Academic
 - Finance
 - Governance
 - School Culture
- 7) Financial Update {**Ferrino**} 4:30pm-4:45pm
 - 2024-25 Budget Overview
- 8) 2024-25 Board Meeting Schedule {**All**} 4:45pm-4:50pm
- 9) Consider the adoption of the following resolutions:
 - 2024 – 014 ELECTION OF BOARD OF TRUSTEES.
 - 2024 – 015 ELECTION OF BOARD OFFICERS.
 - 2024 – 016 WCCS BOARD MEMBER RESIGNATION.
 - 2024 - 017 APPROVAL OF EXPENDITURES OVER \$25,000.
 - 2024 – 018 APPROVAL OF VENDOR LIST.
 - 2024 – 019 CONTRACT WITH THE READING LEAGUE.
 - 2024 – 020 CONTRACT WITH OPTIMAL THERAPY ASSOCIATES SERVICES.
 - 2024 - 021 APPROVAL OF WCCS 2024-25 CALENDAR.
 - 2024 – 022 APPROVAL OF 2024-25 PROFESSIONAL DEVELOPMENT PLAN.
 - 2024 – 023 APPROVAL OF 2024-25 BUDGET.
 - 2024 – 024 SCHEDULE OF 2024-25 BOARD MEETINGS.

- 2024 – 025 APPROVAL OF GOGUARDIAN RENEWAL.
- 2024 – 026 CONTRACT WITH R&B ROCK GYM.
- 2024 – 027 APPROVAL OF CONTRACT WITH APPERTURE EDUCATION.
- 2024 – 028 CONTRACTS WITH LATASHA LEEPER AND KEION PARIS.
- 2024 – 029 CONTRACT WITH DAVIS ULMER.
- 2024 - 030 APPROVAL OF WCCS TUITION REIMBURSEMENT PROGRAM.
- 2024 – 031 APPROVAL OF CONTRACT WITH SCHOOLWORKS.

10) Other Business

If required

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JUNE 26, 2024 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Liz Czarnecki
Rita Eisenbeis
Raquel Schmidt
Rosaly Taylor

- Chair Eisenbeis called the meeting to order at 3:33p.m.
- The March 27 and April 24, 2024 minutes were reviewed and approved.
- **Principal Report** – updates included Math and ELA comparison school rankings, four year renewal recommendation rationale, ESSA LSI status to include areas of improvement, corrective action planning, iReady Fall to Spring rankings for reading and Math, September 2023-June 2024 discipline data and referral averages, current enrollment numbers K-8, summer professional development plan and finally quick stats on enrollment, disciplinary actions, attendance, and staffing.
- **WCCS Recruitment Efforts** – Stephanie Ansari, Alisha Baggiano-Gramza and Amy Mesi provided updates to include total recruitment spend for 2022-23 and 2023-24, targeted outreach opportunities, social media analytics (Facebook and Instagram) to include comparison from April-May 2023 and April-May 2024 and recruitment channels utilized. Board members would like to see an update on the total spend for 2023-24/2024-25 at the September meeting.
- **Advisory Board Committee Updates**
Academics – committee lead reviewed key items from their meeting provided in the board packet
Finance – committee lead reviewed key items from their meeting provided in the board packet
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 May 31, 2024 and July 1, 2023 to June 30, 2024 actual vs. budget year to date. She also provided an in depth overview of the 2024-25 financial plan.

After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2024 – 014 ELECTION OF BOARD OF TRUSTEES. Resolved: The following Trustees shall be elected until the next annual meeting of the Trustees:

- Terenda Brown
- Diane Cozzo
- Elizabeth Czarnecki
- Melissa Leopard
- James Obletz
- Raquel Schmidt
- Rosaly Taylor

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2024 – 015 ELECTION OF BOARD OFFICERS. Resolved: The following officers shall be elected until the next annual meeting of the Trustees:

- Chair – Raquel Schmidt
- Vice Chair – Elizabeth Czarnecki

2024 – 016 WCCS BOARD MEMBER RESIGNATION. Resolved: That the resignation of Rita Eisenbeis as Chairman of the Board of Trustees of Westminster Community Charter School be accepted.

2024 - 017 APPROVAL OF EXPENDITURES OVER \$25,000.

- Buffalo Board of Education Benefits Dept. \$335,838.86
 - Highmark BC/BS (Dec 2023-Apr 2024)
- Buffalo Board of Education Benefits Dept. \$68,711.80
 - Highmark BC/BS (May 2024)
- Sustainable Foods \$34,474.80

2024 – 018 APPROVAL OF VENDOR LIST. Resolved: That the Westminster Community Charter School New Vendor list be approved.

2024 – 019 CONTRACT WITH THE READING LEAGUE. Resolved: That the contract with The Reading League to provide professional development for Westminster Community Charter School be approved. First session will be held June 26, 2024 and the remaining three sessions will be held during the 2024-25 school year. The cost for these services are \$30,000.

2024 – 020 CONTRACT WITH OPTIMAL THERAPY ASSOCIATES SERVICES. Resolved: That the contract with Optimal Therapy Associates Services (OTAS) to provide therapy services to students at Westminster Community Charter School (WCCS) for the 2024-2025 school year be approved.

2024 - 021 APPROVAL OF WCCS 2024-25 CALENDAR. Resolved: That the Westminster Community Charter School 2024-25 calendar be approved.

WCCS Total Calendar Days					
	T	S		T	S
Aug	3	0	Feb	15	15
Sept	20	20	Mar	21	20
Oct	22	22	Apr	17	17
Nov	18	18	May	21	21
Dec	15	15	Jun	14	13
Jan	20	20	Total	186	181
BPS Total Calendar Days					
	T	S		T	S
Aug	0	0	Feb	15	15
Sept	20	18	Mar	21	21
Oct	22	22	Apr	16	16
Nov	16	16	May	21	19
Dec	15	15	Jun	19	18
Jan	20	20	Total	185	180

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2024 – 022 APPROVAL OF 2024-25 PROFESSIONAL DEVELOPMENT PLAN. Resolved: That the Westminster Community Charter School 2024-25 Professional Development Plan be approved.

2024 – 023 APPROVAL OF 2024-25 BUDGET. Resolved: That the proposed Westminster Community Charter School Budget for Fiscal Year 2024-25 be approved.

2024 – 024 SCHEDULE OF 2024-25 BOARD MEETINGS. Resolved: That the schedule of the 2024-25 meetings for the Westminster Community Charter School Board of Trustees be approved.

2024 – 025 APPROVAL OF GOGUARDIAN RENEWAL. Resolved: that the Services Agreement with GoGuardian for the 2024-25 school year be approved. The cost for these services is \$6,520.

2024 – 026 CONTRACT WITH R&B ROCK GYM. Resolved: that the contract with R&B Rock Gym dba Niagara Climb Center to provide a portable rock climbing structure for Super Saturday event be approved. The cost for this service is \$590.

2024 – 027 APPROVAL OF CONTRACT WITH APPERTURE EDUCATION. Resolved: That the contract with Apperture Education to provide DESSA SEL support for the term July 1, 2024 to June 30, 2025 be approved. The cost for these services is \$3,187.50.

2024 – 028 CONTRACTS WITH LATASHA LEEPER AND KEION PARIS. Resolved: That the contracts with Latasha Leeper and Keion Paris to serve as Success Mentors and render services as scheduled during school days from 10:00am-4:00pm at \$20 per hour not to exceed 6 hours per day unless authorized and approved by an Administrator at Westminster Community Charter School be approved.

2024 – 029 CONTRACT WITH DAVIS ULMER. Resolved: That the contract with Davis Ulmer to inspect and test the fire and sprinkler system at Westminster Community Charter School be approved. The cost is \$1,325.

2024 - 030 APPROVAL OF WCCS TUITION REIMBURSEMENT PROGRAM. Resolved: That the tuition assistance reimbursement request for Teresa Gerchman to attend the University of Buffalo in the Summer 2024 (9 credit hours) in order to obtain her EdD degree be approved.

2024 – 031 APPROVAL OF CONTRACT WITH SCHOOLWORKS. Resolved: That the contract with School Works, LLC to provide project management, two strategic sessions, in-person, and virtual coaching and SQR prioritization for Westminster Community Charter School be approved. The cost for these services is \$77,700.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:06 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary