



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
JULY 31, 2017
12:30 PM
MONTHLY AND ANNUAL MEETING
D'YOUVILLE COLLEGE, BUFFALO, NEW YORK**

Board Members

Present: Michelle Stevens, James Sampson, Richard Baer, Lee Pearce, Amy Friedman, Lynn Shea, Arup Sen

Excused: James Deuschle

Also Present: Liz Sterns, Andrea Todoro, Thomas Schenk

Quorum Present: Yes

Call to Order

Dr. Sen called the meeting to order at 12.24 PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, July 24th, 2017 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Upon motion duly made by Richard Baer and seconded by Mrs. Friedman, the meeting agenda order was changed so that the monthly meeting agenda is presented first. All in favor. Non-opposed.

Monthly Meeting

Review of the June 27th, 2017 Meeting Minutes

Minutes of the June 27th, 2017 Board of Trustees meeting were presented for approval. **Upon motion duly made by Mr. Baer and seconded by Mrs. Stevens, the minutes of the June, 2017 board meeting were approved as presented. All in favor. Non-opposed.**

- In discussing the expansion plan, Mrs. Sterns commented on the process by which staff were assigned office space and the contingencies in place if in fact newly created space is not ready at the time of school starting.
- Phase IV complete.

Financial Report

Mrs. Sterns presented the financial reports for the period ending June 30th, 2017 (a copy is attached hereto and made a part hereof).

Upon motion duly made by Mr. Sampson and seconded by Mrs. Stevens, the June 30th, 2017 financials were approved as presented. All in favor. Non-opposed.

- Discussion regarding Teacher Retirement contributions.
- Mrs. Sterns presented two contracts for approval.

Upon motion duly made by Mr. Sampson and seconded by Mrs. Stevens, the contract with the International Institute for interpreting and translation services was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mr. Sampson and seconded by Mrs. Stevens, the contract with Buffalo Hearing and Speech was approved as presented. All in favor. Non-opposed. Mrs. Shea abstained from the vote.

School Leader Report

Mrs. Todoro presented the School Leader report (a copy is attached hereto and made a part hereof).

- Ms. Gibbons from SED will be touring the new building on August 10th at 9:00AM.
- Discussion regarding ICE (Immigration and Custom Enforcement Policy).

Upon motion duly made by Mrs. Stevens and seconded by Mrs. Pearce, the Immigration and Custom Enforcement Policy was approved as presented. All in favor. Non-opposed.

- New Safety Plan guidelines have been approved by SED. The BoT will vote on the Safety Plan at the December meeting.

New Business

Review of board retreat:

- The board agreed that the retreat was a valuable tool to aid the board as it navigates moving forward as a cohesive unit.
- The development of a board handbook and calendar will be addressed. The creation of these tools will streamline the BoT's understanding of their responsibilities and timelines, therefore creating tools to better assist and support Administration.

Upon motion duly made by Mr. Sampson and seconded by Mrs. Stevens, the monthly meeting was completed and the annual meeting was begun at 1:00PM. All in favor. Non-opposed.

Upon motion duly made by Mrs. Friedman and seconded by Mrs. Stevens, Mr. Sampson was voted to the WBCS BoT for a 3 year term. All in favor. Non-opposed.

- The BoT nominated from the floor the following candidates for office:
President: Mrs. Michelle Stevens
Vice President: Mr. James Sampson
Secretary: Mr. Richard Baer
Treasurer: Mr. James Deuschle

Upon motion duly made by Mrs. Pearce and seconded by Mrs. Shea, the candidates for BoT office were accepted as presented. All in favor. Non-opposed.

- Mrs. Stevens thanked Dr. Sen for his two years of service as BoT President and congratulated the newly elected board.
- Mrs. Stevens, Dr. Sen, Mrs. Todoro and Mrs. Sterns will work with Dr. Sen to find a stand-in for Dr. Sen as an institutional partner while he is on sabbatical.

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by Mrs. Friedman and seconded by Mrs. Pearce. The meeting was adjourned at 1:10 PM.

Respectfully submitted,
Leslie Bunis Ohl

The next WBCS BoT meeting will take place on Monday, August 28th, 2017 at 2:30 PM at West Buffalo Charter School. Please note that this a change of venue for this month's meeting.