



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
SEPTEMBER 25, 2017
2:30 PM
113 LAFAYETTE AVENUE, BUFFALO, NEW YORK
MONTHLY MEETING**

Board Members

Present: Michelle Stevens, James Sampson, Richard Baer, Lynn Shea, Lee Pearce

Excused: Amy Friedman

Also Present: Elizabeth Sterns, Thomas Schenk, Robert Gamble

Quorum Present: Yes

Call to Order

Mrs. Stevens called the meeting to order at 2:32 PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, September 18th, 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.

Monthly Meeting

Review of the August 28th, 2017 Meeting Minutes

Minutes of the August 28th, 2017 Board of Trustees meeting were presented for approval.

Upon motion duly made by Mr. Sampson and seconded by Mrs. Shea, the minutes of the August 28th, 2017 Board meeting were approved as presented. All in favor. Non-opposed.

School Leader Report

- Mrs. Stevens and Mrs. Sterns addressed various topics pertaining to Mrs. Todoro's School Leader Report in her stead.

Upon motion duly made by Mr. Sampson and seconded by Mrs. Shea, the Art Teacher and Classroom Aide were approved as presented. All in favor. Non-opposed.

Expansion and Construction

- Mrs. Sterns provided information pertaining to Phases IV and V of the current construction project.
- Deadline milestones for steel is delayed about a week.
- Discussion regarding the fire pump. Mrs. Sterns and Mr. Baer to follow up with the school attorney regarding past inspections and reviewing previous documentation.

Financial Report

Mrs. Sterns presented the financial reports for the period ending August 31st, 2017 (a copy is attached hereto and made a part hereof).

After review and discussion, upon motion duly made by Mr. Sampson and seconded by Mr. Deuschle, the August 31st, 2017 financials were approved as presented. All in favor. Non-opposed.

- EBC auditing/consulting internal WBCS HR functions, processes and procedures to fine-tune and/or establish the creation of HR standards in the office.
- Financial audit currently taking place.

Upon motion duly made by Mr. Sampson and seconded by Mrs. Pearce, the contract with Catholic Charities was approved as presented. All in favor. Non-opposed.

- Mr. Sampson suggested that the board review the role of the school social worker and if an alternative organization is better suited for WBCS depending on if the role of the social worker was to change.
- Mrs. Stevens appealed to the board to contribute with their experience and expertise to assist various grade levels and/or individual students in an effort to find creative ways to motivate the students. Anyone with recommendations should contact Mrs. Todoro.

Committees

- The Governance committee recently met with Jill E. Shahan and Jason Zwara from Northeast Charter Schools Network. Committee is currently reviewing various BoT Bylaws and member job descriptions. Change recommendations will be provided to the board for review. To disseminate BoT Bylaws, Committees and School Charter information, a WBCS BoT dropbox is being developed.
- Dr. Gamble has agreed to chair the Academic Committee.

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by Mr. Baer and seconded by Mr. Deuschle. The meeting was adjourned at 3:45 PM.

Respectfully submitted,
Leslie Bunis Ohl

The next WBCS BoT meeting will take place on Monday, October 23rd, 2017 at 2:30 PM at West Buffalo Charter School.