



**WEST BUFFALO CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING  
MAY 30TH, 2018  
2:30 PM  
113 LAFAYETTE AVENUE, BUFFALO, NEW YORK  
MONTHLY MEETING**

**Board Members**

**Present:** Michelle Stevens, Robert Gamble, Amy Friedman, Richard Baer, James Sampson, Lynn Shea, James Deuschle

**Excused:** Tom Schenk

**Also Present:** Andrea Todoro, Liz Sterns

**Quorum Present:** Yes

**Call to Order**

Mrs. Stevens called the meeting to order at 2:34 PM. Quorum present.

**Proof of Public Notice of Meeting**

Media and public announcement was sent on Monday, May 21st, 2018 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**

- The April 23rd, 2018 meeting minutes were presented for approval.

- **Upon motion duly made by Mr. Sampson and seconded by Mrs. Friedman, the April 23rd, 2018 minutes were approved as presented. All in favor. Non-opposed.**

### **Financial Report**

- Construction personnel no longer on premises. Finishing touches almost complete. A new product called “living fence” is being applied to the fence that borders our neighbors. Striping of the newly paved parking lot will be completed shortly.
- Discussion regarding the definition of a “Ripple Coach.”
- Mrs. Sterns presented six contracts for approval.

**Upon motion duly made by Mr. Sampson and seconded by Dr. Gamble, the WNY Teacher Residency Affiliation Agreement with Canisius College was approved as presented. All in favor. Non opposed.**

**Upon motion duly made by Mr. Sampson and seconded by Mrs. Shea, the 2018-2019 BPS Food Service Contract was as approved as presented. All in favor. Non-opposed.**

**Upon motion duly made by Mr. Sampson and seconded by Mr. Deuschle, the Occupational Therapy contract with Associated Physical & Occupational Therapists, LLC for the remainder of the 2017-2018 school year was approved as presented. All in favor. Non-opposed.**

**Upon motion duly made by Mrs. Friedman and seconded by Mr. Sampson, the Occupational Therapy screening agreement with Associated Physical & Occupational Therapists, LLC was approved as presented. All in favor. Non-opposed.**

**Upon motion duly made by Mrs. Friedman and seconded by Mr. Sampson, the MOU with the Westminster Economic Development Initiative (WEDI) FLY program was approved as presented. All in favor. Non-opposed.**

**Upon motion duly made by Mr. Sampson and seconded by Dr. Gamble, the consultant agreement for required supervision hours for newly hired Speech-Language Pathologist was approved as presented. All in favor. Non-opposed.**

- Discussion regarding enrollment.
- Discussion regarding where the process stands pertaining to the purchase of two gently-used 24 passenger school buses. No CDL license required to drive the buses.

Mrs. Sterns presented the financial reports for the period ending April 30th, 2018 (a copy is attached hereto and made a part hereof).

**Upon motion duly made by Mr. Sampson and seconded by Mr. Deuschle, the April 23rd, 2018 financials were approved as presented. All in favor. Non-opposed.**

**Upon motion duly made by Mr. Deuschle and seconded by Mr. Sampson, the 2018-2019 budget was approved as presented. All in favor. Non-opposed.**

- An invitation to BoT members to a Finance Committee meeting will be forthcoming to review strategic planning. Potential dates will be provided. Similar information will be covered at the Board retreat in July.

### **School Leader Report**

- Mrs. Todoro has heard from SED that the site visit report will be delayed.

**Upon motion duly made by Mr. Sampson and seconded by Mrs. Shea, the 2018-2019 school calendar was approved as presented. All in favor. Non-opposed.**

- The BoT has given the go ahead for Mrs. Todoro to reach out to David Frank to move forward with a non-material language change pertaining to the range of

calendar days (i.e. 190-195) versus a pre-set hard number. This would allow for flexibility for holiday changes and/or snow days.

- Mr. Sampson requested Mrs. Todoro to provide information at the June meeting pertaining to the rate of staff turnover.
- The BoT agreed with Mrs. Todoro to move forward with modifying the titles of the current Student Support Coordinators to better reflect their actual responsibilities- Elementary House Principal and Middle School House Principal.
- The BoT are invited to attend the K-6 grand opening event of the new facilities on Monday, June 11th from 8:30-9:45 AM. The 6th graders will act as guides.
- Mrs. Stevens will be arranging for the delivery of breakfast items on Monday, June 18th for staff to eat prior to heading down to Wilkeson Pointe for Field Day activities.

### **Governance Committee**

- Diane Bessel will again facilitate the next BoT retreat that will take place at the July 18th Annual Meeting from 9:00 AM to 12:00 PM. Ms. Bessel made mention to Mrs. Friedman that she was very impressed by the progress that the BoT has made in this last year.
- A self-reflection survey will be sent to all board members prior to the July meeting.
- Leadership and board strategies will be discussed.

### **Adjournment**

Being that there is no further business to discuss, a motion to dismiss was made by Mrs. Friedman and seconded by Mr. Sampson. The meeting was adjourned at 4:15 PM.

Respectfully submitted,  
Leslie Bunis Ohl

**The next WBCS BoT meeting will take place on Monday, June 25th, 2018 in the WBCS conference room at 2:30 PM.**