



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
AUGUST 25, 2025
2:30 PM
MONTHLY MEETING**

Board Members

Present: Peter Heffley, Joyce Fanning, Deborah Licata, Ronald Rambally, Michelle Stevens, Brielynn Bell, Robert Schreck

Excused: James Deuschle

Also Present: Andrea Todoro, Amy Jones, Lauren Lysiak, Rachel Banas, Maxine Perez

Quorum Present: Yes

Call to Order

Mr. Schreck called the meeting to order at **2:29 PM**. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on **August 18, 2025** 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 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 July Minutes were approved.

Upon motion duly made by Peter Heffley and seconded by Deborah Licata the July Minutes were approved as presented. All in favor. None opposed.

Director of Operations Report

Rachel Banas presented the operations report outlining the extreme heat condition policy, AED Annex training, and school law conference.

Upon motion duly made by Ronald Rambally and seconded by Deborah Licata, the Extreme Heat Days Condition Policy has been approved as presented. All in favor. None opposed.

Director of Administrative Services

Lauren Lysiak presented the administrative services report outlining 63 reports submitted and verified.

Financial Report

Amy Jones presented the financial reports for the period ending **July 31, 2025** (a copy is attached hereto and made a part hereof.)

A discussion was held regarding positive monthly financials and the possibility of offering all employees a 403(b) retirement plan

Upon motion duly made by Michelle Stevens and seconded by Brielynn Bell, the 403(b) retirement plan Financials were approved as presented. All in favor. None opposed.

Upon motion duly made by Brielynn Bell and seconded by Peter Heffley, the July Financials were approved as presented. All in favor. None opposed.

School Leader Report

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

A discussion was held regarding the recently released SED scores, the use of AI in the school, class placements, the parent portal, and upcoming professional development days.

Upon motion duly made by Deborah Licata and seconded by Brielynn Bell , the New Hires has been approved as presented. All in favor. None opposed.

Upon motion duly made by Peter Heffley and seconded by Ronald Rambally , the School Leader Report has been approved as presented. All in favor. None opposed.

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by Peter Heffley and seconded by Joyce Fanning the meeting was adjourned at 3:06 PM.

Respectfully Submitted,
Maxine Perez

The next WBCS Board meeting will take place on September 29th at 2:30 PM in the WBCS Administrative Conference Room.