



**WEST BUFFALO CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING  
JANUARY 26, 2026  
RESCHEDULED FEBRUARY 2, 2026  
2:30 PM  
MONTHLY MEETING**

**Board Members**

**Present: Deborah Licata, Michelle Stevens, Peter Heffley, Brielynn Bell, Ronald Rambally**

**Excused: Robert Schreck, James Deuschle, Joyce Fanning**

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

**Quorum Present: Yes**

**Call to Order**

Mrs. Licata called the meeting to order at **2:29 pm**. Quorum present.

**Proof of Public Notice of Meeting**

Media and public announcement was sent on **January 26, 2026** 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 December 15, 2025 Minutes were approved.

**Upon motion duly made by Peter Heffley and seconded by Michelle Stevens the December Minutes were approved as presented. All in favor. None opposed.**

### **Director of Operations Report**

Rachel Banas presented the Operations Report outlining the challenges of a particularly snowy month, including the need for additional salt orders and ongoing snow-removal efforts. She reported issues with a maintenance truck having difficulty starting. She shared that repairs related to prior water damage are nearly complete. Ms. Banas noted that the Personal Touch meeting went well and provided updates on Student Services, including a 6.1.1 recommendation for a kindergarten student.

### **Director of Administrative Services**

Lauren Lysiak presented the administrative services report outlining ongoing data clean-up efforts, weekly data updates, and the resolution of discrepancies involving students listed as attending other schools while confirmed as enrolled at West Buffalo Charter School. She shared that acceptances have been received from private high schools and that she is currently advocating for financial aid on behalf of students. Ms. Lysiak also noted new mandated training requirements for faculty.

### **Financial Report**

**Amy Jones** presented the financial reports for the period ending **December 31, 2026** (a copy is attached hereto and made a part hereof.)

A discussion was held regarding the school's strong financial position within the \$147,000 budget. It was noted that an interest rate swap resulted in a loss; however, this was not a cause for concern. Recruiting efforts were reported as going well. The school received a Food Drive grant from Rich Products, as well as multiple donations from members of the Board of Trustees, for which appreciation was expressed. Discussion also included applying for the WiFi Grant through the Ralph C. Wilson Foundation, with potential funding ranging from \$25,000 to \$150,000, noting that the application would be student-driven.

**Upon motion duly made by Peter Heffley and seconded by Brielynn Bell, the Legal Fees of \$40,000 were approved as presented. All in favor. None opposed.**

**Upon motion duly made by Michelle Stevens and seconded by Ronald Rambally, the December 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 SED-related matters, including drafting the 2026–2027 school calendar to meet the required 180 instructional days, with consideration of building in one to two anticipated traditional snow days. Upcoming computer-based testing was also discussed. Prior to Winter Break, the termination of an Instructional Aide position was noted. During the break, an Instructional Aide resigned. Following the break, classroom assignments for Instructional Aides were adjusted. Two Instructional Aide positions were offered, and an upcoming transition of the Kindergarten Club teacher was discussed. It was noted that one Instructional Aide will be returning from medical leave, and another will be going out on maternity leave in February/March but is expected to return before the end of the school year. Additionally, one Physical Education teacher will be out on paternity leave for approximately five to six weeks, with the building substitute covering classes during that time. The upcoming Multicultural Night family event was also discussed.

**Upon motion duly made by Peter Heffley and seconded by Michelle Stevens , the hire of the 2 Instructional Aides has been approved as presented. All in favor. None opposed.**

**Upon motion duly made by Brielynn Bell and seconded by Michelle Stevens , the School Leader Report has been approved as presented. All in favor. None opposed.**

**The Board entered Executive Session at 3:06 p.m. and concluded Executive Session at 4:20 p.m.**

### **Adjournment**

Being that there is no further business to discuss, a motion to dismiss was made by Ronald Rambally and seconded by Brielynn Bell the meeting was adjourned at 4:23 PM.

Respectfully Submitted,  
Maxine Perez

**The next WBCS Board meeting will take place on February 23, 2026 at 2:30 PM in the WBCS Administrative Conference Room.**