



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
APRIL 27, 2026
2:30 PM
MONTHLY MEETING**

Board Members

Present: Deborah Licata, Michelle Stevens, Brielynn Bell, Joyce Fanning, Peter Heffley, Robert Schreck, James Deuschle

Excused: Ronald Rambally

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 **2:29pm**. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on **April 20, 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 March 23, 2026 Minutes were approved.

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

Director of Operations Report

Rachel Banas presented the operations report outlining ongoing construction surrounding the exterior of the building, which has resulted in slight delays during arrival times. The team continues to monitor and adjust procedures to ensure student safety and efficiency. Work is ongoing with food service as the school navigates a transition in providers. During the break, attending a presentation with insurance vendors to review coverage options and things related to playground and overall facility needs. Brielynn Bell supported the school by connecting us with donations of bulletin boards and whiteboards, thank you for this contribution. The Massachusetts Avenue Project (MAP) has approached the school to partner on Tuesday mobile markets beginning in early June through October. This initiative presents a valuable opportunity to both support current families with access to fresh food resources and engage with prospective families in the community. Plans for Teacher Appreciation Week have been finalized, with a schedule of activities organized to recognize and celebrate staff. Registration efforts continue, and families of students with IEPs requiring alternative placements have been contacted and provided with guidance on next steps. Additionally, administration met with the Boys & Girls Clubs of America to establish a summer partnership. Through this collaboration, approximately ten families will receive scholarships to participate in summer programming.

Director of Administrative Services

Lauren Lysiak presented the administrative services report outlining that the school is currently halfway through assessments, with no issues reported at this time. High school acceptance updates were shared, including private school placements, with 14 students having completed the process. Some students are still awaiting additional acceptance letters from Buffalo Public Schools. Administration is also exploring new communication platforms, including Opera, as a potential tool for the upcoming school year to enhance family and staff engagement. From a curriculum standpoint, with approximately nine weeks remaining in the school year, instruction is progressing well and remains on track.

An alumni highlight was shared recognizing Nola, who has earned a full-ride scholarship to college, reflecting the continued success of our graduates.

Financial Report

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

A discussion was held regarding the school's strong financial position, including maintaining a conservative approach to the Buffalo Public Schools billing. Legal fees were noted to be decreasing, and the school continues to hold a strong cash position. The school has received recent payments from Buffalo Public Schools as well as the Cheektowaga School District. Interest income continues to show favorable gains. Additional funding updates included receipt of a \$500 grant from the University of Michigan. A donation of \$3,000 was also received from Peter Heffley to support student scholarships; appreciation was expressed for this contribution. Enrollment updates were shared, highlighting a successful lottery and first day of registration. The school currently has 166 students on the waitlist and is projecting a total enrollment of 511 students for the upcoming school year. In banking matters, the business office will be meeting with Citizens Bank in the near future. Under other business, the business office is reviewing receptionist duties in light of onboarding a new receptionist. Work is also ongoing regarding employee benefits. The annual financial audit has been scheduled, and the proposed 2026–2027 budget has been reviewed.

Upon motion duly made by Brielynn Bell and seconded by Michelle Stevens, the new receptionist approved as presented. All in favor. None opposed.

Upon motion duly made by Peter Heffley and seconded by Brielynn Bell, the March 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 a New York State Education Department (SED) related initiative, including the distribution of a curriculum audit guide for mathematics. This review is intended to ensure alignment with the implementation of a new math program for grades K–5 in the 2026–2027 school year and grades 5–8 in the 2027–2028 school year. Andrea also shared that she has spoken directly with the charter liaison regarding her decision to step down from the School Leader position. Staffing updates were provided, including the Registrar preparing for an upcoming maternity leave, with responsibilities to be shared by Brittany and Amy from the business office. The current receptionist will be leaving on May 21, with a new receptionist scheduled to begin on May 6 to support a transition period. Instructional staffing updates include current Resident Teachers interviewing for potential future teaching positions. It was also noted that one teacher may be placed on a Teacher Improvement Plan (TIP) for the 2026–2027 school year. Enrollment efforts remain strong, with the lottery and first day of registration placing the school in a positive position for the 2026–2027 school year. Lastly, the residency program continues to develop, with opportunities for participating teachers to be paired with experienced mentor teachers whom they can observe and learn from throughout the program.

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

Executive Session

The Board entered Executive Session at 3:27 p.m. and exited at 3:37 p.m.

Upon motion duly made by Michelle Stevens and seconded by Joyce Fanning to appoint Lauren Lysiak as School Leader, effective July 1, 2026. 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 Michelle Stevens. The meeting was adjourned at 3:37 PM.

Respectfully Submitted,

Maxine Perez

The next WBCS Board meeting will take place on May 18, 2026 at 2:30 PM in the WBCS Administrative Conference Room.