



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
AUGUST 24, 2026
2:30 PM
MONTHLY MEETING**

Board Members

Present: Peter Heffley, Michelle Stevens, James Deuschle, Deborah Licata, Brielynn Bell

Absent: Ronald Rambally, Robert Schreck

Also Present: Andrea Todoro, Lauren Lysiak, Rachel Banas, Erin Clifford

Quorum Present: Yes

Call to Order

Mrs. Licata called the meeting to order at **2:30PM**. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on **August 17, 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 July 20, 2026 Minutes and the Annual Minutes were approved.

Upon motion duly made by Peter Hefley and seconded by Michelle Stevens, the July Minutes and the Annual Minutes were approved as presented. All in favor. None opposed.

Director of Operations Report

Rachel Banas presented the operations report outlining summer building updates, including construction projects, such as kitchen upgrades, classroom movements etc. Personal Touch Food Service has been in the building getting ready for the start of the year.

Board approval for an electrical quote of \$9,938.00 from Wittburn Electric.

Upon motion duly made by Michelle Stevens and seconded by Peter Heffley, the Wittburn quote has been approved as presented. All in favor. None opposed.

K-8 Principal Report

Erin Clifford highlighted the remaining weeks of the summer camp, Kinder Camp, and all of the schedules needed for the beginning of the year. She highlighted Kinder Camp's attendance and how great it was for WBCS Staff to meet these incoming students.

Director of Administrative & Student Services Report

Andrea Todoro presented the administrative services report outlining data reports that have been certified. Data has been updated. Collaboration with IT has been taking place to ensure that all new members of the WBCS team and students have access to everything they need.

Financial Report

Amy Jones presented the financial reports for the period ending **July 30, 2026** (a copy is attached hereto and made a part hereof.)

A discussion was had regarding the July financials. The first payment from Buffalo Public Schools has been received for the year. A recent financial situation regarding check washing was explained and addressed. WBCS is in a good financial position. A financial forecast will be examined in response to upcoming payments due. The financial audit will begin on September 14, 2026.

Upon motion duly made by Peter Heffley and seconded by Michelle Stevens, the June 2026 Financials were approved as presented. All in favor. None opposed.

School Leader Report

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

A discussion was held regarding the preparation underway for the beginning of the year, a staffing update, and the upcoming professional development days. Student achievements were shared in respect to ENL students. Updates on personnel were given, including internal movement and new hires.

Upon motion duly made by Michelle Stevens and seconded by James Deuschle, the new hires were approved. All in favor. None opposed.

Upon motion duly made by Peter Heffley and seconded by Michelle Stevens, the Safety Plan has been approved as presented. All in favor. None opposed.

Upon motion duly made by Brielynn Bell and seconded by James Deuschle, 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 James Deuschle and seconded by Peter Heffley, the meeting was adjourned at 3:14PM.

Respectfully Submitted,
Rachel Banas

The next WBCS Board meeting will take place on September 28, 2026 at 2:30 PM in the WBCS Administrative Conference Room.