West Buffalo Charter School
Board of Trustees Meeting
September 28, 2026
2:30 PM
Monthly Meeting

Board Members

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

Absent: James Deuschle

Also Present: Andrea Todoro, Lauren Lysiak, Amy Jones

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 **September 21, 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 August 24, 2026 Minutes were approved.

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

Director of Operations Report

Rachel Banas presented the operations report outlining how the new food service has been going, kitchen equipment updates, and the purpose of the Wellness Committee.

K-8 Principal Report

Erin Clifford highlighted how SST Meetings were going, the purpose of roster review meetings, and the success of our first, monthly, whole-school assembly. She also talked about the various enrichment activities Middle School students are offered through Power Hour and updated the Board on how the high school transition meetings were going.

Director of Administrative & Student Services Report

Andrea Todoro presented the administrative services report outlining data reports that have been certified. All data has been updated. She debriefed on her work with the ENL and SPED Departments and how that has been going.

Financial Report

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

A discussion was had regarding the August financials. Amy gave updates on the financial audit that started on September 14, 2026 and discussed updates she made to the Financial Management Policy.

Upon motion duly made by Michelle Stevens and seconded by Peter Heffley, the updates to the Financial Management Policy were approved as presented. All in favor. None opposed.

Upon motion duly made by Peter Heffley and seconded by Ronald Rambally, the Financial Report was 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 status of students' high school transition meetings, curriculum updates, and all of the amazing things happening in the classrooms. Updates were given on personnel, including internal movement and new hires.

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

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

Executive Session
The Board entered Executive Session at 3:02PM and exited at 3:44PM.

Adjournment
Being that there is no further business to discuss, a motion to dismiss was made by Peter Heffley and seconded by Ronald Rambally. The meeting was adjourned at 3:45 PM.

Respectfully Submitted,
Lauren Lysiak

The next WBCS Board meeting will take place on October 26, 2026 at 2:30 PM in the WBCS Administrative Conference Room.