

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
AGENDA FOR BOARD MEETING TO BE HELD ON  
WEDNESDAY, SEPTEMBER 28, 2022**

- 1) Call Meeting to Order
- 2) Review 07-18-22 Minutes
- 3) Public Comment Period
- 4) Westminster Foundation Board Participation **{Dixon}** 3:30pm-3:45pm
- 5) Principal Report **{Gerchman}** 3:45pm-4:05pm
- 6) Advisory Board Committee Updates 4:05pm-4:15pm
  - Academic (**Czarnecki/Cozzo/Eisenbeis/Kim**)
  - Finance (**Eisenbeis/Czarnecki/Obletz**)
  - Governance & HR (**Obletz/Eisenbeis/Kim/Taylor**)
  - School Culture (**Brown/Cozzo/Johnson/Taylor**)
- 7) Principal Performance Appraisal Review **{All}** 4:15pm-4:20pm
- 8) Admin Team Compensation Review **{Eisenbeis/Ferrino}** 4:20pm-4:25pm
- 9) BPS Charter Board Advisor & Trustee **{Rita Eisenbeis}** 4:25pm-4:30pm
- 10) Financial Update **{Ferrino}** 4:30pm-4:45pm
- 11) Consider the adoption of the following resolutions:

2022 - 035 APPROVAL OF EXPENDITURES OVER \$25,000.

2022 – 036 APPROVAL OF 2022-23 SAFETY PLAN AND EMERGENCY RESPONSE PROCEDURES.

2022 – 037 CONTRACT WITH LIFE TOUCH.

2022 – 038 CONTRACT WITH SYNERGY.

2022 – 039 CONTRACT WITH DUNCAN KIRKWOOD.

2022 – 040 CONTRACT WITH WENDEL COMPANIES.

2022 – 041 APPROVAL OF CONTRACT WITH N. CHOOPS PAINTING.

2022 – 042 APPROVAL OF CONTRACT WITH LEHIGH CONSTRUCTION GROUP.

2022 – 0043 ELECTION OF SELECTED TRUSTEE TO THE BOARD OF TRUSTEES.

12) Other Business

**If required**

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
SEPTEMBER 28, 2022 MINUTES**

In attendance at the Board meeting were:

Terenda Brown  
Diane Cozzo  
Liz Czarnecki  
Rita Eisenbeis  
Callie Johnson  
Thomas Kim  
James Oblatz  
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 3:28 p.m.
- 2) The July 18, 2022 minutes were reviewed approved
- 3) Public Comment Period
- 4) **Westminster Foundation Board Participation** –Amber Dixon, Vice Chairman of the Westminster Foundation Board provided the board with a brief history of the Westminster Foundation Board. She advised that M&T will continue to support Westminster Foundation dba Buffalo Promise Neighborhood initiative and as the board transitions and determines their role going forward, they would like to continue to support Westminster Community Charter School in whatever way they are able, and the school is agreeable to. At the right time, there will be an update from either Amber Dixon or Liz Czarnecki, who serves on both boards.
- 5) **Principal Report** – as discussed at the July board retreat the monthly Principal Report will be sent out prior to the monthly meeting giving board members time to review and pose pointed questions. Additionally, the Academic Advisory Committee will continue to meet monthly with Principal Gerchman and bring forward pressing issues in their meeting minutes. Principal Gerchman answered specific questions related to the first three weeks of school, current enrollment numbers and test scores. Rosalyn Taylor has requested that Principal Gerchman provide a more comprehensive review for those that might not have a full picture. Perhaps focus on 3-4 specific items (i.e. testing, behavior, enrollment etc.). Pam Hokanson will speak to Principal Gerchman to request she develop and present a scorecard as recommended by SchoolWorks at the July board retreat. Finally, the majority of board members would like to have the electronic packet at least 48 hours prior to the meeting giving them more of a chance to review thoroughly.
- 6) **Advisory Board Committee Updates**  
Academics – committee lead provided an overview of their meeting in the meeting minutes provided in the board packet.  
Finance – committee lead provided an overview of their meeting in the meeting minutes provided in the board packet.  
HR & Governance – committee lead provided an overview of their meeting in the meeting minutes provided in the board packet.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
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School Culture – meeting minutes were not shared ahead of time but consist of the following: met with Principal Gerchman on current climate of the school, first few weeks of back to school and upcoming school events. Discussion about establishing a Student Enrollment Committee (more to come) and encouraging board members to attend school events to show their support for the staff, students, and families.

- 7) **Principal Performance Appraisal Review** – high level overview of Principal Gerchman’s 2021-22 (six month) performance review (team rating/self-rating).
- 8) **WCCS Admin Team Compensation Review** – Laura Ferrino shared a breakdown of the current administration team’s benefits and compensation package.
- 9) **BPS Charter Board Advisor & Trustee** – board members were provided with the resumes for Constance M. Moss, Ph.D. (BPS appointed charter board advisor) and Melissa Leopard (BPS appointed charter board trustee). Melissa Leopard was voted in as a member and will begin attending monthly board meetings effective October 26, 2022.
- 10) **Financial Update** – Laura Ferrino reviewed the following financial reports: the summary balance sheet as of August 31, 2022 and July 1, 2021 to June 30, 2022 actual vs. budget year to date for the two-month period ending August 31, 2022.
- 11) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2022 - 035 APPROVAL OF EXPENDITURES OVER \$25,000.

- Blue Cross Blue Shield (July-Sept) \$219,267.17
- Buffalo Board of Ed (21-22 Maintenance) \$211,663.18
- Philadelphia Insurance \$ 98,103.00
- Houghton Mifflin Harcourt (ELA) \$ 26,287.16

2022 – 036 APPROVAL OF 2022-23 SAFETY PLAN AND EMERGENCY RESPONSE PROCEDURES. Resolved: That the Westminster Community Charter School 2022-23 District Safety Plan and Emergency Response Procedures be approved.

2022 – 037 CONTRACT WITH LIFE TOUCH. Resolved: That the Lifetouch contract for 2022-23 school year class photos be approved.

2022 – 038 CONTRACT WITH SYNERGY. Resolved: That the annual Cloud storage renewal for Westminster Community Charter School be approved for an additional one-year term. The annual cost for these services is \$2,145.60.

2022 – 039 CONTRACT WITH DUNCAN KIRKWOOD. Resolved: That the contract with Duncan Kirkwood to provide student enrichment through workshops and mentoring sessions for Westminster Community Charter School be approved. The cost for these services is \$12,000.

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SEPTEMBER 28, 2022 MINUTES**

2022 – 040 CONTRACT WITH WENDEL COMPANIES. Resolved: That the proposal with Wendel Companies to conduct a HVAC Feasibility Study for Westminster Community Charter School be approved. The cost for these services is \$39,900.

2022 – 041 APPROVAL OF CONTRACT WITH N. CHOOPS PAINTING. Resolved: That N. Choops Painting will paint the library corridor at Westminster Community Charter School. The cost for these services is \$4,700.

2022 – 042 APPROVAL OF CONTRACT WITH LEHIGH CONSTRUCTION GROUP. Resolved: That Lehigh Construction Group will replace three doors (boiler room, library hallway and East Amherst rear) at Westminster Community Charter School. The cost for these services is \$23,800.

2022 – 0043 ELECTION OF SELECTED TRUSTEE TO THE BOARD OF TRUSTEES. Resolved: That Melissa Leopard, be elected as a Selected Trustee of the Board of Trustees beginning September 28, 2022 through June 30, 2024. Ms. Leopard has been selected by the Buffalo Board of Education, Charter Authorizer for Westminster Community Charter School. The Selected Trustee shall have all of the powers, responsibilities, and duties of a charter school trustee, including but not limited to the duty not to disclose confidential information disclosed in Executive Session. The Selected Trustee shall be permitted to provide non-confidential information to/from the Buffalo Board of Education, if requested to do so. If attorney-client privileged matters related to the implementation of the Agreement are required to be discussed, the President of the Board of Trustees, may, at their discretion, exclude the Selected Trustee from the discussion.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:10p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary