

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
AGENDA FOR BOARD MEETING TO BE HELD ON  
WEDNESDAY, OCTOBER 26, 2022 AT 3:30 PM**

- 1) Call meeting to order
- 2) Review 09-28-22 Minutes
- 3) Public Comment Period
- 4) Principal Report {**Teresa Gerchman**} 3:35pm-3:55pm
- 5) Advisory Board Committee Updates 3:55pm-4:10pm
  - Academic (**Czarnecki**/Cozzo/Eisenbeis/Kim)
  - Finance (**Eisenbeis**/Czarnecki/Obletz)
  - Governance & HR (**Obletz**/Eisenbeis/Kim/Taylor)
  - School Culture (**Brown**/Cozzo/Johnson/Taylor)
- 6) Financial Update {**Laura Ferrino**} 4:10pm-4:25pm
- 7) Consider the adoption of the following resolutions:
  - 2022 - 044 APPROVAL OF EXPENDITURES OVER \$25,000.
  - 2022 – 045 APPROVAL OF VENDOR LIST.
  - 2022 – 046 CONTRACT WITH BUFFALO RIVER FEST PARK.
  - 2022 – 047 CONTRACT WITH SYNERGY.
  - 2022 – 048 CONTRACT WITH BUFFALO CITY SCHOOL DISTRICT BOARD OF EDUCATION & DR. CONSTANCE MOSS.
- 8) 2023 Board Meeting Schedule {**Amy Mesi**}
- 9) Other Business **If required**

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
OCTOBER 26, 2022 MINUTES**

In attendance at the Board meeting were:

Terenda Brown  
Rita Eisenbeis  
Thomas Kim  
Melissa Leopard  
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 3:34 p.m.
- 2) The September 28, 2022 minutes were reviewed approved
- 3) Public Comment Period
- 4) **Principal Report** – updates include: Fall iReady reading and math diagnostics including overall placements, action planning and what steps are being used to support academics, as well as attendance, discipline, and suspensions. Current enrollment numbers sit at approximately 452. An enrollment committee is being assembled to help get the school numbers up. We need to tell a story about what sets Westminster apart from other charter and public schools. Principal Gerchman provided a high-level update on the SIP Plan and what is being put in place to address chronic absences. Finally, she shared ways the school is looking to engage the school community as a whole along with staff professional development and student events. The Academic Advisory Committee will continue to meet monthly with Principal Gerchman and bring forward pressing issues in their meeting minutes. Board members recommended that the Academic Committee continue to work with Principal Gerchman to tweak her monthly presentation. They recommend that she continually report out on academics and attendance and another rotating topic per month.
- 5) **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 members met briefly in October to discuss rewriting the by-laws. Pam Hokanson is working with Hodgson Russ and will send the red-lined by-laws to the full committee shortly.  
School Culture – meeting minutes were not shared ahead of time but consist of the following: met with Principal Gerchman on current school climate. The committee agreed to work on developing an agenda prior to scheduling meetings to ensure they are keeping on task, and they are beneficial to the school.
- 6) **Financial Update** – Laura Ferrino reviewed the following financial reports: the summary balance sheet as of September 30, 2022 and July 1, 2022 to September 30, 2022 actual vs. budget year to date. Additionally, she reviewed the proposed capital & building improvements planned as of October 2022.

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7) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2022 - 044 APPROVAL OF EXPENDITURES OVER \$25,000.

- Blue Cross Blue Shield (October)           \$75,784.57
- NYSTRS (payments 1 and 2 of 3)           \$303,784.28

2022 – 045 APPROVAL OF VENDOR LIST. Resolved: That the Westminster Community Charter School New Vendor list be approved.

2022 – 046 CONTRACT WITH BUFFALO RIVER FEST PARK. Resolved: That the contract with Pearl Street Grill & Brewery for the 2022 Westminster Community Charter School holiday party be approved. The cost is not to exceed \$3,600.

2022 – 047 CONTRACT WITH SYNERGY. Resolved: That the remote monitoring for Westminster Community Charter School covering the period of October 1, 2022 to September 30, 2023 be approved. The monthly cost for this service is \$338.

2022 – 048 CONTRACT WITH BUFFALO CITY SCHOOL DISTRICT BOARD OF EDUCATION & DR. CONSTANCE MOSS. Resolved: That the contract with Buffalo City School District Board of Education and Dr. Constance Moss to serve as the Charter School Advisor for Westminster Community Charter School be approved. The term runs from October 1, 2022 to February 1, 2024. Dr. Moss shall be paid at a rate of \$200 per hour for services performed.

8) Other Business - 2023 board meeting dates were shared with the board. Every other meeting beginning in January 2023 will be held at Westminster Community Charter School at 6:00pm.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 4:37p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary