

**WESTMINSTER COMMUNITY CHARTER SCHOOL
AGENDA FOR BOARD MEETING TO BE HELD ON
WEDNESDAY, AUGUST 30, 2023**

- 1) Call meeting to order
- 2) Review 07-26-23 Minutes
- 3) Public Comment Period
- 4) Principal Report {**Gerchman**} 3:30pm-4:00pm
- 5) Board Committee Updates 4:00pm-4:10pm
 - Academic (**Czarnecki/Cozzo/Eisenbeis/Kim**)
 - Finance (**Eisenbeis/Czarnecki/Obletz**)
 - Governance & HR (**Obletz/Eisenbeis/Kim/Taylor**)
 - School Culture (**Brown/Cozzo/Mesi/Taylor**)
- 6) Advisory Board Committees {**Eisenbeis**} 4:10pm-4:15pm
- 7) Financial Update {**Ferrino**} 4:15pm-4:25pm
- 8) Board Meeting Schedule {**Mesi**} 4:25pm-4:30pm
 - 2023-2024 Board Meeting Schedule
 - a. Academic Year (July 1-June 30)
- 9) Consider the adoption of the following resolutions:
 - 2023 – 034 SCHEDULE OF 2023-24 BOARD MEETINGS.
 - 2023 – 035 APPROVAL OF PARENT/STUDENT HANDBOOK.
 - 2023 – 036 APPROVAL OF SERVICE AGREEMENT WITH SUSTAINABLE FOOD INSTITUTE OF AMERICA.
- 10) Other Business **If required**

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
AUGUST 30, 2023 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Liz Czarnecki
Rita Eisenbeis
Raquel Schmidt
Rosalyn Taylor

- Chairman Eisenbeis called the meeting to order at 3:31 p.m.
- The July 26, 2023 minutes were reviewed approved.
- **Principal Report** – updates included a breakdown of the academic measures required for charter renewal; we have met all 10 of the required measures and met or exceeded Buffalo Public Schools, high level review of Summer 2023 Professional Development Plan; full plan supplied for those that wish to review in detail, Attendance Plan Tier 1-3 was reviewed to include identification procedures/next steps, required actions as well as roles and data needed for individual SST meetings; full plan supplied for those that wish to review in greater detail. Updated org chart and the 2023-24 Master Schedule was also reviewed. Student enrollment as of August 25 is 472.
- **Advisory Board Committee Updates**
Academics – committee lead provided an overview of their meeting provided in the board packet. Minor correction will be made (administrative team to leadership team).
Finance – committee lead provided an overview of their meeting provided in the board packet.
HR & Governance – no meeting held this month.
School Culture – committee lead provided an overview of their meeting provided in the board packet.
- **2023-24 Board Meeting Schedule & Advisory Committees** – Amy Mesi reviewed the revised 2023-24 board meeting schedule which will follow the school academic calendar (July-June). Chairman Eisenbeis noted that more than half of the board meetings will now be held at Westminster Community Charter School and the start times of all board meetings will begin at 3:30pm to allow staff to attend. Board members present were asked if they planned to continue to serve on their respective advisory board committees. Those board members that do not currently serve on a committee were asked to reach out to Chairman Eisenbeis to select a committee. Additionally, one Westminster staff member per Advisory Board Committee will be selected to join one of the four committees.
- **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of July 31, 2023 and July 1, 2023 to June 30, 2023 actual vs. budget year to date.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
AUGUST 30, 2023 MINUTES**

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

2023 – 034 SCHEDULE OF 2023-24 BOARD MEETINGS. Resolved: That the schedule of the 2023-24 meetings for the Westminster Community Charter School Board of Trustees be approved.

2023 – 035 APPROVAL OF PARENT/STUDENT HANDBOOK. Resolved: That the Westminster Community Charter School Parent/Student Handbook be approved.

2023 – 036 APPROVAL OF SERVICE AGREEMENT WITH SUSTAINABLE FOOD INSTITUTE OF AMERICA. Resolved: That the service agreement with Sustainable Food Institute of America (Beyond Green Partners, Inc.) be approved. The agreement is to provide an assessment of the food service program at Westminster Community Charter School and develop a three-year strategic plan not to exceed \$11,500 plus travel expenses.

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

Respectfully submitted,

Amy J. Mesi

Board Secretary