

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
AGENDA FOR BOARD MEETING TO BE HELD ON  
WEDNESDAY, SEPTEMBER 27, 2023 AT 3:30PM**

- 1) Call meeting to order
- 2) Review 08-30-23 Minutes
- 3) Public Comment Period
- 4) Principal Report {**Gerchman**} 3:30pm-4:00pm
- 5) Consider the adoption of the following resolutions:
  - 2023 - 037 APPROVAL OF EXPENDITURES OVER \$25,000.
  - 2023 – 038 APPROVAL OF 2023-24 DISTRICT SAFETY PLAN AND EMERGENCY RESPONSE PROCEDURES.
  - 2023 – 039 APPROVAL OF STAFF HANDBOOK.
  - 2023 – 040 APPROVAL OF 2023-24 STAFFING RESIGNATIONS.
  - 2023 – 041 CONTRACT WITH ERIE COUNTY RESTORATIVE JUSTICE COALITION.
  - 2023 – 042 CONTRACT WITH JOHN W. DANFORTH COMPANY.
  - 2023 – 043 CONTRACT WITH STERLING GLASS.
  - 2023 – 044 CONTRACT WITH VECTOR SOLUTIONS.
  - 2023 – 045 CONTRACT WITH SYNERGY.
  - 2023 – 046 ENGAGEMENT LETTER WITH LUMSDEN & MCCORMICK.
- 6) Advisory Board Committee Updates 4:05pm-4:15pm
  - Academic
  - Finance
  - Governance
  - School Culture
- 7) Financial Update {**Ferrino**} 4:15pm-4:30pm
- 8) Other Business **If required**

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
SEPTEMBER 27, 2023 MINUTES**

In attendance at the Board meeting were:

Terenda Brown  
Liz Czarnecki  
Rita Eisenbeis  
Thomas Kim  
Raquel Schmidt  
Rosalyn Taylor

- Chairperson Eisenbeis called the meeting to order at 3:30 p.m.
- The August 30, 2023 minutes were reviewed approved.
- **Principal Report** – updates included an overview on staff preparedness schedule for the first week of school for teachers, the first day of school for students, estimated enrollment, attendance, and absenteeism for the first week of school, various grade level changes and an updated organizational chart. The balance of the Principal Report focused on a parent incident that took place on September 7, 2023. The Safety Team meet on September 8 to assess the situation allowing them to review the events as they transpired, develop internal changes to the process, address concerns and make requests that were shared with the board. Staff expressed their appreciation of our Community Mentors that worked quickly with the parent to help deescalate the situation.
- **Advisory Board Committee Updates**  
Academics – committee lead reviewed key items from their meeting provided in the board packet.  
Finance – committee lead reviewed key items from their meeting provided in the board packet.  
HR & Governance – no meeting held this month.  
School Culture – no meeting held this month.
- **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of August 31, 2023 and July 1, 2023 to June 30, 2024 actual vs. budget year to date.
- After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2023 - 037 APPROVAL OF EXPENDITURES OVER \$25,000.

- Highmark BC/BS (Jun-Jul payments)      \$146,242.56
- NYSTRS      \$182,648.59
- Equipment      \$34,644.00

2023 – 038 APPROVAL OF 2023-24 DISTRICT SAFETY PLAN AND EMERGENCY RESPONSE PROCEDURES. Resolved: That the Westminster Community Charter School 2023-24 District Safety Plan and Emergency Response Procedures be approved.

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2023 – 039 APPROVAL OF STAFF HANDBOOK. Resolved: That the Westminster Community Charter School Staff Handbook be approved.

2023 – 040 APPROVAL OF 2023-24 STAFFING RESIGNATIONS. Resolved: That the Board approve the resignations of the following staff employed in the following positions that have communicated to Westminster Community Charter School that they have resigned from their employment effective the dates listed below:

| <u>Name</u>      | <u>Title</u>                  | <u>Hire Date/Resignation Date</u> |
|------------------|-------------------------------|-----------------------------------|
| Paul Benedetto   | Teacher Assistant             | 02/06/2023 to 08/04/2023          |
| LaSylvia Benning | Teacher Aide                  | 12/11/2017 to 08/28/2023          |
| Kaitlyn Gaik     | 4 <sup>th</sup> Grade Teacher | 08/06/2021 to 08/01/2023          |
| Jessica Hageman  | Interventionist               | 09/28/2021 to 08/03/2023          |
| Ann Marie Hoak   | 5 <sup>th</sup> Grade Teacher | 08/10/2015 to 06/29/2023          |
| Julia Kohler     | Special Education             | 10/09/2019 to 08/01/2023          |
| Colette McDonald | 1 <sup>st</sup> Grade Teacher | 08/19/2021 to 07/21/2023          |
| Laurie Nunez     | Special Education             | 08/21/2018 to 08/28/2023          |

2023 – 041 CONTRACT WITH ERIE COUNTY RESTORATIVE JUSTICE COALITION. Resolved: That the contract with Erie County Restorative Justice Coalition, Inc. for the 2023-24 school year for Westminster Community Charter School be approved. The cost is \$17,000.

2023 – 042 CONTRACT WITH JOHN W. DANFORTH COMPANY. Resolved: That the contract with John W. Danforth Company to replace the air conditioner unit at Westminster Community Charter School be approved. The cost is \$7,700.

2023 – 043 CONTRACT WITH STERLING GLASS. Resolved: That the contract with Sterling Glass to replace an atrium skylight at Westminster Community Charter School be approved. The cost is \$4,100.

2023 – 044 CONTRACT WITH VECTOR SOLUTIONS. Resolved: That the contract with Vector Solutions to manage annual compliance training at Westminster Community Charter School be approved. The cost is \$2,136.

2023 – 045 CONTRACT WITH SYNERGY. Resolved: That the contract with Synergy to provide Cloud and other network storage for Westminster Community Charter School covering the period of October 1, 2023 to September 30, 2024 be approved. The monthly costs for these services are \$178 and \$338, respectively.

2023 – 046 ENGAGEMENT LETTER WITH LUMSDEN & MCCORMICK. Resolved: That the engagement letter with Lumsden & McCormick to provide audit and tax preparation services for 2022-23 be approved. The fee for audit and tax services is \$19,000.

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- **Other Business**

Chairperson Eisenbeis took the board through the new outline of the monthly Principal Report. In addition, every month the Assistant Principals will report out and staff will be provided with an opportunity to present to the board (voluntary).

Additionally, beginning in October 2023, the meetings will be extended by 30 minutes to accommodate agenda items.

Finally, Chairperson Eisenbeis will be reaching out to the Advisory Committee leads tasking them with updating roles and responsibilities as well as additional topics that should be added to their individual monthly meetings.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 4:25 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary