

**WESTMINSTER COMMUNITY CHARTER SCHOOL
AGENDA FOR BOARD MEETING TO BE HELD ON
WEDNESDAY, DECEMBER 20, 2023 AT NOON**

- 1) Call meeting to order
- 2) Review 10-25-23 Minutes
- 3) Public Comment Period
- 4) Principal Report {**Gerchman**} 12:00pm-12:20pm
- 5) Advisory Board Committee Updates 12:20pm-12:30pm
 - Academic
 - Finance
 - Governance
 - School Culture
- 6) Financial Update & Teacher Turnover {**Ferrino**} 12:30pm-12:45pm
- 7) Advisory Committee Roles & Responsibilities {**All**} 12:45pm-1:00pm
- 8) Consider the adoption of the following resolutions:

2023 - 050 APPROVAL OF EXPENDITURES OVER \$25,000.

2023 – 051 APPROVAL OF CHARTER RENEWAL APPLICATION.

2023 – 052 WESTMINSTER COMMUNITY CHARTER SCHOOL INVESTMENT
POLICY.

2023 – 053 WCCS DATA PRIVACY AND SECURITY POLICY.

2023 – 054 CONTRACT WITH SYNERGY.

2023 – 055 AGREEMENT WITH O’DONNELL & ASSOCIATES.

2023 – 056 APPROVAL OF SERVICE AGREEMENT WITH SUSTAINABLE
FOOD INSTITUTE OF AMERICA.

2023 – 057 CONTRACT WITH PEARL STREET GRILL & BREWERY.

2023 – 058 CONTRACT WITH DAVIS ULMER.

2023 – 059 CONTRACT WITH DANIELLE GREEN.

2023 - 060 CONTRACT WITH JAMIEN EUTSEY.

2023 – 061 CHANGE TO 2023-24 CALENDAR.

2023 - 062 PARTICIPATION IN MULTI-DISTRICT SOCIAL MEDIA LITIGATION.

9) Other Business

If required

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
DECEMBER 20, 2023 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Liz Czarnecki
Rita Eisenbeis
Jamie Oblatz
Raquel Schmidt

- Chairperson Eisenbeis called the meeting to order at 12:05 p.m.
- The October 25, 2023 minutes were reviewed approved.
- **Principal Report** – updates included i-Ready growth monitoring results for reading and math, action planning to support continued growth in ELA and math, classroom visit stats to include highlights and improvements needed, major student incidents and quick stats on enrollment, disciplinary actions, attendance, and staffing.
- **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
Governance – committee lead reviewed key items from their meeting provided in the board packet
School Culture – committee lead reviewed key items from their meeting provided in the board packet
- **Financial Update & Teacher Turnover** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of November 30, 2023 and July 1, 2023 to June 30, 2024 actual vs. budget year to date. Additionally, a summary of employee turnover statistics for the past 4 years was shared.
- **Advisory Committee Roles & Responsibilities** – advisory committees updated their individual roles and responsibilities for 2023-24.
- After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2023 - 050 APPROVAL OF EXPENDITURES OVER \$25,000.

- Blue Cross & Blue Shield (August-September) \$136,483.43
- Philadelphia Insurance \$77,975.50
- NYSTRS \$182,615.00
- NYSLRS \$43,993.00
- Curriculum Associates \$29,115.50

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2023 – 051 APPROVAL OF CHARTER RENEWAL APPLICATION. Resolved: on November 10, 2023, the Board unanimously approved the 2024 charter renewal submission.

2023 – 052 WESTMINSTER COMMUNITY CHARTER SCHOOL INVESTMENT POLICY. Resolved: That the revised Investment Policy for Westminster Community Charter School be approved.

2023 – 053 WCCS DATA PRIVACY AND SECURITY POLICY. Education Law §2-d requires each educational agency to develop and adopt a Data Privacy and Security Policy. This policy must be posted on the agency’s website along with its Bill of Rights for Data Privacy and Security (“Bill of Rights”) and Supplemental Information about each contract for services between the agency and a third-party contractor where the contractor receives personally identifiable information protected by Education Law §2-d (“Supplemental Information”).

2023 – 054 CONTRACT WITH SYNERGY. Resolved: That the contract with Synergy to provide Westminster Community Charter School with network server, desktop, printer, and hardware support from November 1, 2023 to October 31, 2024 be approved. The cost for this contract is \$3,304.25.

2023 – 055 AGREEMENT WITH O’DONNELL & ASSOCIATES. Resolved: That the agreement with O’Donnell & Associates to represent Westminster Community Charter School for lobbying services before the Administrative, Executive, and Legislative branches of government for New York State be approved. They will be compensated \$5,000 monthly for these lobbying services effective November 7, 2023. After the initial 90-day period, this agreement is cancelable by either party upon thirty (30) days written notice.

2023 – 056 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 for Year 1, Phase 1&2: strategy and implementation of a sustainable food service program at Westminster Community Charter School not to exceed \$90,000 plus travel expenses.

2023 – 057 CONTRACT WITH PEARL STREET GRILL & BREWERY. Resolved: That the contract with Pearl Street Grill & Brewery for the 2023 Westminster Community Charter School holiday party be approved. The cost is not to exceed \$4,000.

2023 – 058 CONTRACT WITH DAVIS ULMER. Resolved: That the contract with Davis Ulmer to inspect and test the fire and sprinkler system at Westminster Community Charter School be approved. The cost is \$2,600.

2023 – 059 CONTRACT WITH DANIELLE GREEN. Resolved: That the contract with Danielle Green to provide vocal coach services for the 2023-24 school musical at Westminster Community Charter School be approved. The cost is \$2,000.

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2023 – 060 CONTRACT WITH JAMIEN EUTSEY. Resolved: That the contract with Jamien Eutsey to provide coaching services for the 2023-24 boys’ basketball team at Westminster Community Charter School be approved. The cost is \$1,000.

2023 – 061 CHANGE TO 2023-24 CALENDAR. Resolved: That the following change to the Westminster Community Charter School 2023-24 calendar be approved; professional development day currently scheduled on April 10, 2024 be moved to April 8, 2024. This change is being made to accommodate for the full solar eclipse.

2023 - 062 PARTICIPATION IN MULTI-DISTRICT SOCIAL MEDIA LITIGATION. Resolved: That the resolution for Westminster Community Charter School file and join claims in the Multi-District Litigation pending in the Northern District of California to recoup damages against students and districts inflicted by social media companies facilitated by Hodgson Russ be approved.

Other Business – Pam Hokanson presented the opportunity for Westminster to join a Multi-District Social Media Litigation with the possibility of recouping damages inflicted to students by social media companies. The board unanimously agreed to pursue litigation and a resolution was brought forward for approval.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary