

**WESTMINSTER COMMUNITY CHARTER SCHOOL
AGENDA FOR BOARD MEETING TO BE HELD ON
WEDNESDAY, SEPTEMBER 25, 2024 3:30PM
Location – Westminster Community Charter School**

- 1) Call meeting to order
- 2) Review 08-14-24 Minutes
- 3) Public Comment Period
- 4) PBIS Presentation {**Makowski/Wilson**} 3:35pm-3:45pm
- 5) Principal Report {**Gerchman**} 3:45pm-4:05pm
- 6) Advisory Board Committee Discussion {**All**} 4:05pm-4:20pm
- 7) Financial Update {**Fekete**} 4:20pm-4:35pm
- 8) Consider the adoption of the following resolutions:
 - 2024 - 040 APPROVAL OF EXPENDITURES OVER \$25,000.
 - 2024 – 041 APPROVAL OF 2024-25 PARENT STUDENT HANDBOOK.
 - 2024 – 042 CONTRACT WITH THE NATIONAL CENTER FOR COMMUNITY SCHOOLS.
 - 2024 – 043 CONTRACT WITH CHIAVETTA’S CATERING.
 - 2024 – 044 CONTRACT WITH PEARL STREET GRILL & BREWERY.
 - 2024 – 045 CONTRACT WITH VECTOR SOLUTIONS.
 - 2024 – 046 CONTRACT WITH SYNERGY.
 - 2024 – 047 APPROVAL OF 2024-25 STAFFING TERMINATIONS.
 - 2024 – 048 APPROVAL OF SERVICE AGREEMENT WITH SUSTAINABLE FOOD INSTITUTE OF AMERICA.
 - 2024 – 049 CONTRACT WITH ERIE COUNTY RESTORATIVE JUSTICE COALITION.
 - 2024 – 050 CONTRACT WITH WORK IGNITED.
- 9) New Business **If required**

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
SEPTEMBER 25, 2024 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Liz Czarnecki
Raquel Schmidt
Rosalyn Taylor

- Chair Schmidt called the meeting to order at 3:30p.m.
- The August 14, 2024 minutes were reviewed and approved.
- **Public Comment Period** – Danielle Gorsky spoke on behalf of the BTF teachers welcoming our new Chair, Raquel Schmidt and expressing appreciation to the board for their ongoing support. The teachers are looking forward to being given the opportunity to continue as active members of the Advisory Board committees. Glenae Garlock, a Westminster parent, addressed the board to consider bussing for the school and also expressed interest in a parent being allowed to join the board so the families feel like they have a voice.
- **PBIS Presentation** – Maria Makowski and Corey Wilson presented a Deep Dive into Discipline. During the 2023-24 school year there was an impression that behaviors were “out of control” in the building. After reviewing the EOY data, there was a realization there was a disconnect between the actual data and staff perceptions. During summer professional development candid conversations were had to find common ground to improve the culture and climate in the building. Future expectations are to 1) reduce referrals, 2) reduce suspensions, 3) increase parent engagement and 4) increase positive recognitions.
- **Principal Report** – Teresa Gerchman’s updates included a review of summer professional development, key takeaways leading up to and including the first day of school, current enrollment numbers, 2024-25 organization chart, ELA, Math, and Science data by grade level, NYSESLAT data broken down by grade level, and, Spanish and Regents Algebra stats. Based on prior board feedback, Teresa also presented her monthly board reporting structure for the 2024-25 school year to include her role and report out at Advisory Board committees.
- **Advisory Board Committee Discussion** – Pam Hokanson presented an overview of the current advisory committee structure and proposed new committee structure that would tap into the current board members expertise and desire to serve. The committees would remain the same (Academic, Finance, Governance and Culture) meeting frequency would change, and each committee would focus on strategic priorities and key design elements. Board members will receive a matrix that they will be asked to complete and return. Once the board members select their committees, school staff will be asked to elect a member to join each of the committees.
- **Financial Update** – Pam Fekete reviewed the following financial reports: summary balance sheet as of August 31, 2024 and July 1, 2024 to June 30, 2025 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:

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2024 - 040 APPROVAL OF EXPENDITURES OVER \$25,000.

- Buffalo Board of Education Benefits Dept. \$77,520.86
 - Highmark BC/BS (August 2024)
- NYSTRS \$166,314.92
- Teq Equipment (Smart Boards) \$71,533.02

2024 – 041 APPROVAL OF 2024-25 PARENT STUDENT HANDBOOK. Resolved: That the Westminster Community Charter School 2024-25 Parent Student Handbook be approved.

2024 – 042 CONTRACT WITH THE NATIONAL CENTER FOR COMMUNITY SCHOOLS. Resolved: That the contract with the National Center for Community Schools to provide community schools strategic training at Westminster Community Charter School be approved.

2024 – 043 CONTRACT WITH CHIAVETTA’S CATERING. Resolved: That the contract with Chiavetta’s Catering to cater a chicken dinner fundraiser on October 9, 2024 at Westminster Community Charter School be approved.

2024 – 044 CONTRACT WITH PEARL STREET GRILL & BREWERY. Resolved: That the contract with Pearl Street Grill & Brewery for the 2024 Westminster Community Charter School holiday party be approved.

2024 – 045 CONTRACT WITH VECTOR SOLUTIONS. Resolved: That the contract with Vector Solutions to manage annual compliance training at Westminster Community Charter School be approved.

2024 – 046 CONTRACT WITH SYNERGY. Resolved: That the contract with Synergy to provide Cloud and other network storage, and RMM server maintenance for Westminster Community Charter School covering the period of October 1, 2024 to September 30, 2025 be approved.

2024 – 047 APPROVAL OF 2024-25 STAFFING TERMINATIONS. Resolved: That the Board approve the terminations of the following Westminster Community Charter School staff effective the dates listed below:

<u>Name</u>	<u>Title</u>	<u>Hire /Term</u>	<u>Reason</u>
Mackenzie Rockwell	Spec Ed	01/09/23 to 09/06/24	Resigned

2024 – 048 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 2 implementation and third-party monitoring of a sustainable food service program at Westminster Community Charter School be approved.

2024 – 049 CONTRACT WITH ERIE COUNTY RESTORATIVE JUSTICE COALITION. Resolved: That the contract with Erie County Restorative Justice Coalition, Inc. for the 2024-25 school year for Westminster Community Charter School be approved.

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2024 – 050 CONTRACT WITH WORK IGNITED. Resolved: That the contract with Work Ignited to facilitate a series of team development sessions for the Admin Team throughout the 2024-25 school year for Westminster Community Charter School be approved. The fees for this service will be \$10,000 to include materials.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 4:26 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary