

WESTMINSTER COMMUNITY CHARTER SCHOOL
AGENDA FOR BOARD MEETING TO BE HELD ON
WEDNESDAY, JULY 30, 2025 AT 5:00PM
Location: Westminster Community Charter School Library

- 1) Call meeting to order
- 2) Review 06-18-25 Minutes
- 3) Public Comment Period
- 4) Principal Report { **AP Wilson** } 5:05pm - 5:20pm
- 5) Greenspace Update { **Hokanson** } 5:20pm - 5:30pm
- 6) Operations Update { **Letzelter** } 5:30pm - 5:40pm
- 7) Financial Update { **Fekete** } 5:40pm - 5:50pm
- 8) Advisory Board Committee Updates { **All** } 5:50pm - 5:55pm
- 9) Consider the adoption of the following resolutions:
 - 2025 – 026 APPROVAL OF EXPENDITURES OVER \$25,000
 - 2025 – 027 APPROVAL OF THE CELL PHONE POLICY
 - 2025 – 028 APPROVAL OF GOGUARDIAN RENEWAL
 - 2025 – 029 CONTRACT WITH THE READING LEAGUE
 - 2025 – 030 CONTRACT WITH ATTUNED EDUCATION PARTNERS
 - 2025 – 031 CONTRACT WITH KEION PARIS
 - 2025 – 032 CONTRACT FOR STUDENT WORKER SERVICES
 - 2025 – 033 CONTRACT WITH THE BUFFALO HEARING AND SPEECH CENTER
 - 2025 – 034 CONTRACT WITH LATASHA LEEPER
 - 2025 – 035 CONTRACT WITH DM REFRIGERATION
 - 2025 – 036 APPROVAL OF THE WORKPLACE VIOLENCE PREVENTION PROGRAM
 - 2025 – 037 CONTRACT WITH HEARTLAND SCHOOL SOLUTIONS.
 - 2025 – 038 APPROVAL OF 2025-26 STAFFING RESIGNATIONS.
- 10) Other Business If required

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JULY 30, 2025 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Liz Czarnecki
Raquel Schmidt
Shala Wright

- Chair Raquel Schmidt called the meeting to order at 5:00p.m.
- The June 18th, 2025, minutes were reviewed and approved.
- **Public Comment Period** – Teachers emphasized the importance of clear communication, accountability for new processes and ensuring transparency in decision-making.
- **Principal Report** – Acting Principal, Corey Wilson provided updates on enrollment, recruitment efforts, student and staff engagement activities, busing for 2025-26. Summer work will focus on improving attendance and discipline.
- **Greenspace Update** – Pamela Hokanson gave an update on the progress of the greenspace project. The kindergarten area is expected to be ready by the first day of school; the full project remains on plan and budget.
- **Operations Update** – Marnie Letzelter shared updates on staffing, resignations, and safety improvements. A facilities report and professional development review for 2024-25 were presented.
- **Financial Update** – Pam Fekete reviewed the Balance Sheet and Profit & Loss Statement as of June 30, 2025. These are preliminary pending audit completion.
- **Advisory Board Committee Discussion** – There were no updates since the last meeting.
- **Resolutions** – After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2025 – 026 APPROVAL OF EXPENDITURES OVER \$25,000.

- Buffalo Board of Education Benefits Dept. \$75,415.55 05/27/25
- Buffalo Board of Education Benefits Dept. \$75,415.55 06/01/25
- Buffalo Board of Education Benefits Dept. \$79,259.58 07/17/25

2025 – 027 APPROVAL OF THE CELL PHONE POLICY. Resolved. That the Westminster Community Charter School cell phone policy be approved as updated as required by NYS's distraction-free school law.

2025 – 028 APPROVAL OF GOGUARDIAN RENEWAL. Resolved: that the Services Agreement with GoGuardian for the 2025-26 school year be approved. The cost for these services is \$8,706.25.

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2025 – 029 CONTRACT WITH THE READING LEAGUE. Resolved: That the contract with The Reading League to provide professional development for Westminster Community Charter School be approved. All sessions will be held during the 2025-26 school year. The cost for these services is \$13,500.

2025 – 030 CONTRACT WITH ATTUNED EDUCATION PARTNERS. Resolved: That the contract with Attuned Education Partners to provide a classroom observation platform for Westminster Community Charter School be approved. The platform will be for the 2025-26 school year. The cost for these services is \$7,500.

2025 – 031 CONTRACT WITH KEION PARIS. Resolved: That the contract with Keion Paris to serve as a Success Mentor to the students of Westminster Community Charter School during the 2025-26 school year. The contracted cost will be \$23 an hour, not to exceed 6 hours per day unless authorized and pre-approved by the Principal at WCCS.

2025 – 032 CONTRACT FOR STUDENT WORKER SERVICES. Resolved: That two student workers perform various summer work duties from July 15th to August 22nd, 2025 be approved.

2025 – 033 CONTRACT WITH THE BUFFALO HEARING AND SPEECH CENTER. Resolved: That the contract with the Buffalo Hearing and Speech Center (BHSC) to provide speech services (\$74 per hour rate) to students at Westminster Community Charter School for the 2025-2026 school year be approved.

2025 – 034 CONTRACT WITH LATASHA LEEPER. Resolved: That the contract with Latasha Leeper to serve as a Success Mentor to the students of Westminster Community Charter School during the 2025-26 school year. The contracted cost will be \$23 an hour, not to exceed 6 hours per day unless authorized and pre-approved by the Principal at WCCS.

2025 – 035 CONTRACT WITH DM REFRIGERATION. Resolved: That the contract with DM Refrigeration be approved for repair of a section of wall in the kitchen area that was damaged by water from the dishwashing machine. The cost of the repair is \$6,801.95.

2025 – 036 APPROVAL OF THE WORKPLACE VIOLENCE PREVENTION PROGRAM. Resolved: That the Workplace Prevention Program be approved.

2025 – 037 CONTRACT WITH HEARTLAND SCHOOL SOLUTIONS. Resolved: That the contract with Heartland School Solutions to provide kitchen management software and menu planning for the 2025-26 school year be approved. The cost for this program is \$2,015.75.

2025 – 038 APPROVAL OF 2025-26 STAFFING RESIGNATIONS. Resolved: That the Board approve the resignations 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>
Jacob Hyzy	Teacher	03/07/22 to 06/23/25	Resigned
Rebecca Morrish	Academic Coach	08/01/18 to 08/02/25	Resigned
Julie Schaefer	Guidance Counselor	08/30/21 to 08/14/25	Resigned
Natalie Maida	Teacher	08/30/21 to 08/04/25	Resigned

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Further Business – Corey Wilson mentioned that UB with be doing math research with the Kindergarten class similar to how we have a partnership with UB for science research.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 6:03p.m.

Respectfully submitted,

Brittany Owens

Board Secretary