

WESTMINSTER COMMUNITY CHARTER SCHOOL
AGENDA FOR BOARD MEETING TO BE HELD ON
WEDNESDAY, AUGUST 27, 2025 AT 5:00PM
Location: Westminster Community Charter School Library

- 1) Call meeting to order
- 2) Review 07-30-25 Minutes
- 3) Public Comment Period
- 4) Principal Report { **Gerchman** } 5:05pm - 5:20pm
- 5) Attendance and SEL Plan Update { **Macey or Wilson** } 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 – 039 REIMBURSEMENT OF M&T BANK CONTRIBUTIONS FOR SERVICES RENDERED TO WESTMINSTER
 - 2025 – 040 ELECTION OF NEW MEMBER TO THE BOARD OF TRUSTEES
 - 2025 – 041 ELECTION OF NEW MEMBER TO THE BOARD OF TRUSTEE
 - 2025 – 042 CONTRACT WITH THE BUFFALO HEARING AND SPEECH CENTER
 - 2025 – 043 ENGAGEMENT LETTER WITH LUMSDEN & MCCORMICK.
 - 2025 – 044 APPROVAL OF 2025-26 DISTRICT SAFETY PLAN AND EMERGENCY RESPONSE PROCEDURES
 - 2025 – 045 APPROVAL OF 2025-26 PARENT STUDENT HANDBOOK
 - 2025 – 046 APPROVAL OF 2025-26 STAFF HANDBOOK
 - 2025 – 047 APPROVAL OF EXPENDITURES OVER \$25,000.
- 10) Other Business If required

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
AUGUST 27, 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 5:01p.m.
- The July 30th, 2025, minutes were reviewed and approved with one correction to those listed as in attendance.
- **Principal Report** – Principal, Teresa Gerchman provided updates on enrollment, recruitment efforts, busing, projects completed during the summer and goals for the 2025-26 school year.
- **Attendance and SEL Plan Update** – Brain Macey presented the attendance plan for the 2025-26 school year, highlighting actions to be taken in each of the three concern levels: universal prevention, early prevention and intensive intervention.
- **Operations Update** – Marnie Letzelter shared updates on enrollment and the status of building and grounds projects at WCCS.
- **Financial Update** – Pam Fekete reviewed the Balance Sheet and Profit & Loss Statement as of July 31, 2025.
- **Advisory Board Committee Discussion** – Liz Czarnecki gave an update from the Academic committee which met on August 26th, 2025. Minutes will be available in September's board packet.
- **Resolutions** – After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2025 – 039 REIMBURSEMENT OF M&T BANK CONTRIBUTIONS FOR SERVICES RENDERED TO WESTMINSTER.

2025 – 040 ELECTION OF NEW MEMBER TO THE BOARD OF TRUSTEES. Resolved: Officer Anna Meegan, an E-District Buffalo Community Police Officer elected as a member of the Board of Trustees.

2025 – 041 ELECTION OF NEW MEMBER TO THE BOARD OF TRUSTEES. Resolved: Candice McFoy, a WCCS parent representative, be elected as a member of the Board of Trustees

2025 – 042 CONTRACT WITH THE BUFFALO HEARING AND SPEECH CENTER. Resolved: That the contract with the Buffalo Hearing and Speech Center (BHSC) to provide speech services

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2025 – 043 ENGAGEMENT LETTER WITH LUMSDEN & MCCORMICK. Resolved: That the engagement letter with Lumsden & McCormick to provide audit and tax preparation services for the fiscal year 2024-25

2025 – 044 APPROVAL OF 2025-26 DISTRICT SAFETY PLAN AND EMERGENCY RESPONSE PROCEDURES. Resolved: That the Westminster Community Charter School 2025-26 District Safety Plan and Emergency Response Procedures be approved.

2025 – 045 APPROVAL OF 2025-26 PARENT STUDENT HANDBOOK. Resolved: That the Westminster Community Charter School 2025-26 Parent Student Handbook be approved.

2025 – 046 APPROVAL OF 2025-26 STAFF HANDBOOK. Resolved: That the Westminster Community Charter School 2025-26 Staff Handbook be approved.

2025 – 047 APPROVAL OF EXPENDITURES OVER \$25,000.

- Buffalo Board of Education \$46,941.23 08/13/25

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 6:09p.m.

Respectfully submitted,

Brittany Owens

Board Secretary