

WESTMINSTER COMMUNITY CHARTER SCHOOL
AGENDA FOR BOARD MEETING TO BE HELD ON
WEDNESDAY, SEPTEMBER 24, 2025 AT 5:00PM
Location: Westminster Community Charter School Library

- 1) Call meeting to order
- 2) Review 08-27-25 Minutes
- 3) Public Comment Period
- 4) Principal Report { **Gerchman** } 5:05pm - 5:20pm
- 5) SEL Plan Update { **Wilson and Elledge** } 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 – 048 APPROVAL OF EXPENDITURES OVER \$25,000.
 - 2025 – 049 APPROVAL OF STAFF HIRES.
 - 2025 – 050 APPROVAL OF CONTRACT WITH SCHOOLWORKS.
 - 2025 – 051 APPROVAL OF CONTRACTS WITH SYNERGY.
 - 2025 – 052 ELECTION OF NEW MEMBER TO THE BOARD OF TRUSTEES.
- 10) Other Business If required

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
SEPTEMBER 24, 2025 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Liz Czarnecki
Raquel Schmidt
Candice McFoy
Anna Meegan

- Chair Raquel Schmidt called the meeting to order at 5:02p.m.
- The August 27, 2025, minutes were reviewed and approved.
- **Principal Report** – Principal, Teresa Gerchman provided updates on enrollment, busing, NYS Assessment data and personnel changes.
- **SEL Plan Update** – Assistant Principals Corey Wilson and Chelsea Elledge presented the SEL plan for the 2025-26 school year. Elledge gave an overview of her work experiences and plans for the school year.
- **Operations Update** – Marnie Letzelter shared updates on staff changes.
- **Financial Update** – Pam Fekete reviewed the Balance Sheet and Profit & Loss Statement as of August 31, 2025.
- **Advisory Board Committee Discussion** – Pamela Hokanson provided descriptions of each advisory committee and asked that board members to review.
- **Resolutions** – After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2025 – 048 APPROVAL OF EXPENDITURES OVER \$25,000.

- Buffalo Board of Education \$79,259.58 08/26/25
- New York State Teachers Retirement \$166,065.76 09/17/25

2025 – 049 APPROVAL OF STAFF HIRES. Resolved: That the Board approves the hiring of the following staff in the following positions that have communicated to Westminster Community Charter School that they have accepted the job offer as of the dates listed:

<u>Name</u>	<u>Title</u>	<u>Hire</u>	<u>Reason</u>
Lauren Koons	2 nd Grade SPED	09.02.2025	Replacement
Allison Swatsworth	5 th Grade SPED	09.02.2025	New SPED
Joseph Fabiano	Counselor	09.02.2025	Replacement
Chelsea Elledge	Assistant Principal	09.15.2025	Replacement

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2025 – 050 APPROVAL OF CONTRACT WITH SCHOOLWORKS. Resolved: That the contract with School Works, LLC to provide consulting support for Westminster Community Charter School be approved.

2025 – 051 APPROVAL OF CONTRACTS WITH SYNERGY. Resolved: That the contracts with Synergy to provide Westminster Community Charter School with cloud services and remote monitoring for the period 10.01.2025 – 09.30.2026 be approved.

2025 – 052 ELECTION OF NEW MEMBER TO THE BOARD OF TRUSTEES. Resolved: That Angela C. Thering, Ph.D., an educator at University of Buffalo, be elected as a member of the Board of Trustees.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:58p.m.

Respectfully submitted,

Brittany Owens

Board Secretary