

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
AGENDA FOR BOARD MEETING TO BE HELD ON  
WEDNESDAY, FEBRUARY 25, 2026 AT 5:00PM**  
Location: Westminster Community Charter School Library

- 1) Call meeting to order
- 2) Review 01.30.26 Minutes
- 3) Public Comment Period 5:00pm – 5:05pm
- 4) Principal Report { **Gerchman** } 5:05pm – 5:20pm
- 5) Attendance Update { **Macey** } 5:20pm - 5:35pm
- 6) Operations Update { **Letzelter** } 5:35pm - 5:45pm
- 7) Financial Update { **Owens** } 5:45pm - 5:50pm
- 8) Advisory Board Committee Updates { **All** } 5:50pm – 6:00pm
  - Board Retreat – Next Steps
- 9) Consider the adoption of the following resolutions:  
  - 2026 – 003 APPROVAL OF EXPENDITURES OVER \$25,000
  - 2026 - 004 CONTRACT WITH DOYLE SECURITY
  - 2026 - 005 CONTRACT WITH DOYLE SECURITY
- 10) Other Business If required

At Westminster Community Charter School, we proudly provide students with a rigorous and holistic teaching approach. We cultivate a safe and caring environment so every child can grow to meet their full potential – to find their passions in life and to pursue those passions with joy, skill, and success.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
FEBRUARY 25, 2026 MINUTES**

Trustees in attendance:

Terenda Brown	Liz Czarnecki
Shala Wright	Candice McFoy
Anna Grace Meegan	Raquel Schmidt

Trustees absent:

Angela Thering

- Board Chair Raquel Schmidt brought the meeting to order at 5:00pm.
- The January 30<sup>th</sup>, 2026 meeting minutes were reviewed and approved.
- **Public Comment Period** – None
- **Principal Report** – Principal, Teresa Gerchman provided updates on testing assessments for reading and math. The UB literacy tutoring is having a positive impact on grades K-2 which will be beneficial as the students' progress through school. The admin team is looking into strategies to aid higher grade levels grow, a summary of plans was discussed. Enrollment, disciplinary incidents and upcoming events were discussed.
- **Attendance Initiative Update** – SPED Director, Brian Macey updated the board on special education student i-ready growth rates. He presented an update on school-wide attendance for the year. Factors of absenteeism were discussed, and a committee is working on filling in data gaps as it is not always known what is causing a student's absence from school. Past incentives were discussed as well as ideas for the future.
- **Operations Update** – Marnie Letzelter of the BPN team gave an update on recruitment. Last year's retention rates were used to project student enrollment for the 2026-27 year. Recruitment methods were discussed and outside factors contributing to enrollment challenges. A recruitment committee has been formed.
- **Financial Update** – Brittany Owens reviewed the Balance Sheet and Profit & Loss Statement as of January 31, 2026.
- **Advisory Board Committee Discussion** – Liz Czarnecki gave an update from the Academic committee which met on January 27, 2026 and February 10, 2026. She pointed out that the BPS walkthrough went well.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
FEBRUARY 25, 2026 MINUTES**

- **Resolutions** – After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

**2026 – 003**     **APPROVAL OF EXPENDITURES OVER \$25,000.** Resolved: That the following expenditures over \$25,000 be approved:

- Buffalo Board of Education – Benefits Dept
- M&T Bank
- SchoolWorks, LLC
- Buffalo Board of Education – Benefits Dept

**2026 - 004**     **CONTRACT WITH DOYLE SECURITY.** Resolved: That the contract with Doyle Security to monitor and service the CCTV system for 24 months be approved. The contract will be billed quarterly.

**2026 - 005**     **CONTRACT WITH DOYLE SECURITY.** Resolved: That the contract with Doyle Security to install additional cameras in the parking lot be approved.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 6:15pm.

Respectfully submitted,

*Brittany Owens*

Board Secretary