WESTMINSTER COMMUNITY CHARTER SCHOOL
AGENDA FOR BOARD MEETING TO BE HELD ON
WEDNESDAY, AUGUST 26, 2026 AT 5:00PM
Location: Westminster Community Charter School Library

1) Call meeting to order

2) Review 07.29.26 Minutes

3) Public Comment Period 5:00pm – 5:05pm

4) Admin Team 2026-27 Plans { **Admin Team }** 5:05pm – 5:25pm
   - Elledge – plan for 2026-27
   - Gerchman – State Assessment results and plan for 2026-27

5) Financial Update **{ Ferrino }** 5:25pm - 5:35pm

6) Academic and Accountability Report **{ Hokanson }** 5:35pm - 5:45pm

7) Advisory Board Committee Updates **{ All }** 5:45pm – 5:55pm

8) Consider the adoption of the following resolutions: 5:55pm – 6:00pm

2026 – 040 APPROVAL OF EXPENDITURES OVER $25,000

2026 – 041 CONTRACT WITH HEARTLAND SCHOOL SOLUTIONS

2026 – 042 APPROVAL OF STAFFING RESIGNATIONS

2026 – 043 ENGAGEMENT LETTER WITH LUMSDEN & MCCORMICK

2026 – 044 APPROVAL OF STAFF HIRES

2026 – 045 APPROVAL OF THE CELL PHONE POLICY

2026 – 046 APPROVAL OF THE DISTRICT SAFETY PLAN AND EMERGENCY RESPONSE PROCEDURES

2026 – 047 APPROVAL OF THE WORKPLACE VIOLENCE PREVENTION PROGRAM

2026 – 048 CONTRACT WITH TNTP, INC.

2026 – 049 APPROVAL OF 2026-27 STAFF HANDBOOK

9) 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
AUGUST 26, 2026 MINUTES

Trustees in attendance:
Terenda Brown
Candice McFoy Raquel Schmidt Shala Wright

Trustees absent:
Anna Grace Meegan Liz Czarnecki Angela Thering

- Board Chair Raquel Schmidt brought the meeting to order at 5:04pm.
- The July 29, 2026 meeting minutes were reviewed and approved.
- **Public Comment Period** – None
- **Admin Team Report –** Assistant Principal Chelsea Elledge explained the tiered supports for students that will be in place for the school year with a brief overview of the system itself. Principal, Teresa Gerchman provided updates on the NYS Assessment Results and the action plans being put in place to ensure scores are improved. The Instructional Leadership Team is heading the plans and working to ensure the plans succeed over the upcoming school year.
- **Academic and Accountability Report** – Pamela Hokanson from the BPN office pointed out changes from last month on the report.
- **Financial Update –** Laura Ferrino reviewed the Balance Sheet and Proft & Loss Statement as of June 30, 2026 and July 31, 2026.
- **Advisory Board Committee Discussion** – Cultural Committee chair Terenda Brown gave an overview of their most recent meetings. The minutes were given to 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:

2026 – 040 APPROVAL OF EXPENDITURES OVER $25,000. Resolved: That the following expenditures over $25,000 be approved:

- Buffalo Board of Education Employee Health Insurance July 2026

2026 – 041 CONTRACT WITH HEARTLAND SCHOOL SOLUTIONS. Resolved: That the contract with Heartland School Solutions to provide kitchen management software and menu planning for the 2026-27 school year be approved.

2026 – 042 APPROVAL OF STAFFING RESIGNATIONS. Resolved: That the Board approve the resignations of the following Westminster Community Charter School staff effective the dates listed below:

Name	Title	Hire /Term	Reason
Kelsey Barrett	Teacher	09/27/21 to 08/03/26	Resigned
Corey Wilson	Assistant Principal	09/13/21 to 08/20/26	Resigned

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AUGUST 26, 2026 MINUTES

2026 – 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 2025-26 be approved.

2026 – 044 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:

Name	Title	Hire	Reason
Lara A. MacDonald	SPED Teacher	08/26/26	Additional Need
Melicia Edwards	Assistant Principal	09/01/26	Additional Need
MacKenzie Gurrola	Math Teacher	08/26/26	Replacement

2026 – 045 APPROVAL OF THE CELL PHONE POLICY. Resolved. That the Westminster Community Charter School cell phone policy be approved as updated.

2026 – 046 APPROVAL OF THE DISTRICT SAFETY PLAN AND EMERGENCY RESPONSE PROCEDURES. Resolved: That the Westminster Community Charter School 2026-27 District Safety Plan and Emergency Response Procedures be approved.

2026 – 047 APPROVAL OF THE WORKPLACE VIOLENCE PREVENTION PROGRAM. Resolved: That the Workplace Prevention Program be approved.

2026 – 048 CONTRACT WITH TNTP, INC. Resolved: That the contract with TNTP, Inc. to provide Westminster Community Charter School services with respect to recruitment, selection, training, support and certification of new teachers (the "Teaching Fellows").

2026 – 049 APPROVAL OF 2026-27 STAFF HANDBOOK. Resolved: That the Westminster Community Charter School 2026-27 Staff Handbook be approved.

- **Further Business** – Additional business discussed was having more visibility of the board members at school events to show support.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:37pm.

Respectfully submitted,

Brittany Owens

Board Secretary