

ENTERPRISE CHARTER SCHOOL

Minutes: Regular Board of Trustees Meeting

August 2, 2012, 8:00 AM. 275 Oak Street, Buffalo, NY 14203

Trustees Present: Leslie Cohan; Kristine Graham, Pamela King; Rachael Martin; Richard Morrisroe; David Stieglitz; and Kristy Witkowski.

Trustees Excused: Mike Helman; Dr. Richard Lee;

Trustee Absent: Brenda McDuffie; Michelle Williams.

Final Candidates Present: Dr. David Cantaffa and Lyle Wallace.

Staff Present: Jill Norton, CEO; Andrew Starr, CIO; Stanley Simmons, Dean of Students; Nancy Krug, Business Manager, Kevin von der Emptem, Chief Custodian; and Justine LeFauve, Secretary.

Also Present: John Taylor, President, Elevate, Atty. Jesse Baldwin

The meeting was called to order at 8:05 AM by Chairman Morrisroe.

A quorum of 6 was established at 8:05 AM.

Public Notice was confirmed.

The minutes of the 7/12/12 Annual Meeting were approved as presented and the minutes of the 7/12/12 regular meeting were approved as amended on a motion by Ms. Graham, second by Mr. Stieglitz, with all in favor and no abstentions.

Academic:

Mr. Starr reviewed Dr. Lyon's report in her absence, noting that she is confident of higher achievement in the 2012-2013 school year. Mr. Starr also reviewed the interview process for new hires. Mr. Starr discussed the 2011-2012 ECS NYS Assessment Comparison Chart and answered questions. Ms. Norton will send a template of disaggregated data.

Dean of Students:

Mr. Simmons reported that a pilot program, Positive Behavioral Interventions and Supports (PBIS), is customized for ECS. It will empower the teachers and change the climate/culture of the school. It is a data heavy program and will take ±2 years to see results. Training will begin on Monday.

Financial:

In Mr. Helman's absence, Mr. Morrisroe reviewed the financial statements. Ms. Norton noted that ECS is in good financial standing with the banks with a BBB rating.

Ms. Norton reported that the Accounting Manual was updated to include the use of the ECS truck by Mr. von der Emptem and herself.

On a motion by Mr. Stieglitz, second by Ms. Witkowski, with all in favor and no abstentions the Financial Statements were accepted as presented.

On a motion by Ms. King, second by Ms. Witkowski, with all in favor and no abstentions, the Cell Phone Policy for Ms. Pineiro, Ms. Norton, Mr. von de Emptem, Ms.

Lyon and Mr. Simmons for 2012-2013 Academic Year was approved.

On a motion by Ms. Witkowski, second by Ms. Cohan, with all in favor and no abstentions, the check signing policy was amended so that only one signature is required on those checks which are of recurring and routine nature and exceed the \$5000 existing limit. Ms. Norton noted that there is \$75,000.00 in an escrow account in case of dissolution.

On a motion by Ms. Witkowski, second by Ms. Graham, with all in favor and no abstentions, the authorization of credit cards for the Operations Manager and the Chief Custodian was approved. It was noted that the Master Business Cards have been changed from HSBC to First Niagara due to the closure of the HSBC branches in the area.

Mr. von der Empten reported that a proposal to repair the roof is still being investigated by the architect.

Legal:

Mr. Baldwin reported that the Board Liaison position is for the purpose of communication. No staff member may serve as Trustee and it is no longer a Board position. The process to select the liaisons is still to be determined but will most likely include qualifications such as years of service and good standing status.

On a motion by Ms. Martin, second by Mr. Stieglitz, with all in favor and no abstentions the Board of Trustees approved the By-Laws.

It was noted that Ms. Graham & Ms. Witkowski may continue to vote and count towards a quorum until the Final Candidates are approved.

On a motion by Mr. Stieglitz, second by Ms. Graham, with all in favor and no abstentions, the following teachers were approved for hiring:

Kelly Staley-Level 2

Lauren Bosius - Level 3

Ian Lewis - Level 3

Michael O'Sullivan - Soc Studies

David Schmidt - Phys Ed

Marisa Adams - Reading

Kathryn Nicosia – Reading

Interviews will continue.

Chairman Morrisroe reviewed the meeting held with Ms. Norton and Mr. Taylor and reported that progress is being made. He announced that Aretha Miller with the Venn Group would conduct an evaluation and make recommendations for the modification of the current program. Ms. Norton recommended that Ms. Miller report directly to the Board of Trustees. The Charter Renewal Application will be submitted to ECS Authorizer, the Buffalo Board of Education and will include the turn around plan. Mr. Taylor stated that NYCSA/Elevate are trying to keep all of our Charter schools.

Mr. Taylor went on to say that Charter Schools have to be better and that Common Core Standards must be met. With the renewal due in two weeks, changes should be implemented now. He noted that ECS has a strong infrastructure but that accountability structures need tweaking. Using a target of 75%-100% in ELA, the turnaround has to be started now.

Ms. Norton stated the focus must be on Board Governance and Academics and she is looking for Aretha Miller with the Venn group to begin immediately. Ms. Miller will do a "paper review" of ECS prior to coming for the 2.5 day evaluation. Ms. Norton also noted that she will be getting Highbar in place to begin work with the Board of Trustees. That initial expenses will be reflected in the RttT budget line Mr. Taylor reiterated the need to install best practices asap. Ms. Norton prefers to have a face-to-face conversation with parents and expects that to happen at Welcome Back Night.

Other groups to assist with a restructuring have been contacted/considered and have been found to be unavailable.

All employees will have to re-apply for their positions.

On a motion by M. Witkowski, second by Ms. Martin, with all in favor and no abstentions, the contract with The Venn Group was approved in the amount of \$13,500.

The Teacher Improvement Plan (TIP) is being updated and should be ready soon.

ECS will be notified in at least 90 prior to the end of the current charter if the renewal has been granted.

Ms. Norton noted that the new hires will be subject to Emergency Conditional Appointments and that the school is fully enrolled.

On a motion by Ms. Graham, second by Ms. King, with all in favor and no abstentions, the meeting was adjourned at 10:20AM.

I, Rachel Martin, Secretary of Enterprise Charter School Board of Trustees, was present at a meeting held 8/2/12. I verify that the foregoing minutes are accurate.



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Rachel Martin, Board of Trustees

Enterprise Charter School, Special Meeting of Board of Trustees  
8/13/12 meeting, 8:00 AM

Members Present: David Cantaffa; Pam King; Dr. Richard Lee; Rachel Martin; Richard Morrisroe; David Stieglitz; and Michelle Williams.

Member Excused: Lyle Wallace

Members Absent: Leslie Cohan; Mike Helman; Brenda McDuffie;.

Also Present: Kristine Graham; Kristy Witkowski.

Staff Present: Dr. Heather Lyon, CAO; Jill Norton, CEO; and Justine LeFauve, Secretary  
The meeting was called to order at 8:12 AM by Chairman Morrisroe.

A quorum of 7 members was established.

Proof of Public Notice was confirmed.

Ms. Norton reported that, in terms of renewal, there really is only one option available to Enterprise Charter School (ECS). That is restructuring.

Ms. Norton and Chairman Morrisroe met with NYSCSA in Albany and spent time illustrating the conditions that exist in Buffalo and in particular at ECS. They pointed out that if ECS closes, the only option for our students would be to go to failing Buffalo Public Schools. SED decisions are based on mandates of Race to the Top funding which requires high levels of performance by our students. They illustrated the efforts that ECS has made towards improved academics and noted that success at ECS is only a matter of timing.

Ms. Norton reported that Section 4 of the Renewal Application outlines the typical turn-around plan and that it will be a complete upheaval of ECS, except for the students. The renewal application goes to Buffalo tomorrow, and they will see that ECS is committed to seeing our students performing at a high level. While it is our only option, it is not a bad one in that additional support & resources will be available. This year the Strategic Plan will focus on monitoring of our work.

Under the restructuring plan, all employees will have to re-apply, to the new Board of Trustees, for their jobs. We are not waiting for renewal to begin, but have already started and have 3 potential candidates for the Board of Trustees. Ms. Aretha Miller, from the Venn Group, will be our watchdog and will also be working with the leadership team. If successful, this process could be a plan that Buffalo Public Schools (BPS) could use for their failing schools.

Chairman Morrisroe feels that their conversations in Albany have helped to clarify the situation here in WNY and is hopeful that Albany will reassess their criteria to determine a Charter school's status and not use just test scores. He also noted that we need to make BPS of what we do and how we do it.

Ms. Norton announced that ECS will request permission to add 20 additional students, at the kindergarten level, in order to accommodate unforeseen additional expenses to cover training, etc. for the turn-around.

At 8:36 AM, on a motion by Ms. King, second by Ms. Martin, with all in favor and no abstentions, the Board of Trustees entered Executive Session to discuss personnel issues. Administrators were excused.

At 9:01 AM, on a motion by Ms. King, second by Ms. Martin, with all in favor and no abstentions, the Board of Trustees came out of executive Session.

Ms. Graham and Ms. Witkowski left the meeting to begin the first day of school for ECS for 2012-2013.

Chairman Morrisroe asked Ms. Norton to have Section 4 clarified to indicate that ALL employees would need to re-apply for their positions.

Dr. Cantaffa had several questions related to Section 4 that were resolved.

On a motion by Ms. Martin, second by Dr. Lee, with all in favor and no abstentions, the Board of Trustees acknowledged that future Trustees to this board require the approval of our authorizer, the Buffalo Board of Education.

On a motion by Dr. Lee, second by Mr. Stieglitz, with all in favor and no abstentions, Dr. Cantaffa and Mr. Wallace were welcomed as the newest members of the Board of Trustees, having received the approval of our authorizer.

On a motion by Ms. King, second by Ms. Martin, with all in favor and no abstentions, the Charter Renewal Application was approved.

In Ms. Witkowski's absence, Chairman Morrisroe reviewed the process that has been recommended to elect 2 Teacher Liaison representatives to the attend Board of Trustee meetings. It includes a required 3 year employment with ECS and a record of good standing. The teachers will vote and the school business manager will count the votes.

On a motion by Ms. King, second by Ms. Martin, with all in favor and no abstentions, the Teacher Liaison selection process was approved.

The minutes of the 7/20/12 Special Meeting were approved as amended on a motion by Mr. Stieglitz, second by Ms. King, with all in favor and no abstentions.

There was brief discussion of prospective new meeting times that would accommodate the Teacher Liaison's teaching schedule. Ms. Norton will put out a doodle to check with Trustees on their preferences.

At 9:26AM, on a motion by Mr. Stieglitz, second by Ms. Martin, with all in favor and no abstentions, the meeting was adjourned.

I, Rachel Martin, Secretary of Enterprise Charter School Board of Trustees, was present at a meeting held 8/13/12. I verify that the foregoing minutes are accurate.



Rachel Martin, Board of Trustees