

ENTERPRISE CHARTER SCHOOL
Minutes: Regular Board of Trustees Meeting
April 15th, 2013 5:30 PM 275 Oak Street, Buffalo, NY 14203

Trustees Present: Dr. David Cantaffa; Rachael Martin; Richard Morrisroe, Chairman; David Stieglitz, Lyle Wallace and Orlando Perez (Final Candidate)
Liaisons Present: Kristine Graham and Linda Morgan
Staff Present: Heather Lyon, CAO; Jill Norton, CEO; Stanley Simmons, Dean of Students, Kevin von der Empten, Lisa Yonkosky, Nancy Krug
Visitors Present: R. Timothy O'Neill (WNY Education Services Council)

I. Opening Items

The meeting was called to order by Mr. Richard Morrisroe, Chairman, at 5:40 PM with a quorum of 5 present.

Public Notice was confirmed.

The minutes of the 3/11/2013 meeting of the Board of Trustees were approved on a motion by Dr. Cantaffa, seconded by Ms. Martin, with all in favor and no abstentions.

II. Director's Report: Jill Norton
Renewal Status Report:

Ms. Norton reported she has no new information regarding the renewal other than our renewal is anticipated to be on the agenda for the Board of Regents on Monday April 22nd for a vote on April 23rd. We are unable to confirm this information as we have not had a response to our inquiry to the NY State Education Department (SED). By our clock, the 90 days the state has to vote on our renewal is up by their April meeting so it must appear on the upcoming agenda.

Monthly Update – Jill Norton

Ms. Norton responded that she has no updates at this time. Mr. Morrisroe welcomed our newest Board Member, Orlando Perez, who was recently approved by the Buffalo Board of Education. A motion was made by Mr. Stieglitz and seconded by Mr. Wallace to accept Orlando Perez as an Enterprise Charter School Board of Trustee, with all in favor and no abstentions, the motion was passed.

III. Financial Report: Mr. Wallace

The February 2013 Financials were reviewed by the Finance Committee and Mr. Wallace reported there was nothing material noted, the unfavorable variances are due to timing differences and will be offset in the future. A motion was made by Dr. Cantaffa to approve the January 2013 Financial Report and seconded by Ms. Martin, with all in favor and no abstentions.

The Finance Committee also reviewed bids for the spring / summer seasons for Landscaping for 2013-2015. Three companies responded to the request for proposals and Westwood Landscaping was recommended for the award. They are the lowest bidder, are familiar with our complex as they held our snowplowing service, and their

price remains the same over the three year contract. The other companies have an increase in pricing over the span of the contract. Mr. von der Empten, Chief Custodian, agrees with this decision. On a motion by Mr. Stieglitz, seconded by Ms. Martin, Westwood Landscaping was awarded the contract for the spring / summer landscaping service for 2013-2015 in the amount of \$7,475.00.

IV. Academic Excellence Report: Heather Lyon

Dr. Lyon provided an update for the Tower Grant, PICCS Grant and Race to the Top Grant. We are currently awaiting approval for amendments for the Tower Grant as LCI will not be providing services and we are looking to support other areas. Paula Bevan from PICCS performed walk throughs with Dr. Cantaffa and Dr. Lyon.

A PBIS survey is being completed by the staff to get feedback for the new behavioral system utilized this year.

The New York State assessments will be scored by a third party to avoid conflict of interest issues.

Dr. Lyon announced the awards ceremony for the 3rd quarter report cards will be held on May 6th at 1:30 PM and the Board is welcome to attend. Mr. Simmons is currently working with the Motivation Committee on the awards ceremony.

The Data Team is reviewing school-wide data to show how many students are at grade level and proficient. Readiness and retention meetings will begin to occur, facilitated by Dr. Lyon, Stephanie Brauner, and Ms. Morgan, using the 3rd term report cards.

All unscheduled observations have been completed. On April 23rd, the evaluation process will be shared with the staff.

Dr. Lyon reviewed the reading levels for comparison for the beginning of the year and middle of the year data. Much growth is being seen in grades 1-6 and 57% of the students in Grade 5 are at or above grade level. Dr. Lyon indicated that the majority of students went up 5 reading levels from the beginning of the year to the middle of the year. Dr. Cantaffa stated we should celebrate the work that teachers are doing as we are seeing growth.

Dr. Lyon noted that Rtl block for additional levels of support was instrumental in this progress. The level of monitoring is unprecedented. Dr. Cantaffa noted we are progressing, not regressing and stated the Board must continue to receive and review the data to make appropriate decisions.

Ms. Norton stated this should be tied to a goal and Mr. Stieglitz suggested that this be added to the agenda.

V. Dean of Students: Stanley Simmons

Mr. Simmons provided the suspension data for March noting that holiday breaks tend to

spike suspensions. Formal suspensions are down this year and students continue to struggle with social interactions. We had no weighted incidents for March.

Mr. Simmons reported that Gateway Longview will have a satellite office in our facility beginning April 16th to address the emotional issues of our students and families. In addition, our new Social Worker, Lia Fegley, is starting next week. Ms. Morgan, our School Counselor is also supportive in this area. Dr. Cantaffa expressed that clear goals for the behavioral expectations of students is necessary as it affects learning. Ms. Norton suggested using the Data Dashboard on Highbar but it must first be tied to goals and the mission and vision of our school. We need to continue to monitor data to for areas in need.

VI. Committee Reports:

Academic Committee: Dr. Cantaffa

Dr. Cantaffa expressed gratitude to Dr. Lyon on behalf of the Committee as he had the opportunity to join Dr. Lyon and Paula Bevan from the Danielson Group on a walk about through the school. It was an invaluable experience and the association available through the PICCS grant is wonderful.

Dr. Cantaffa also reported that he is attending the Teacher Recruitment Day (TRD) with Dr. Lyon on April 16th. Dr. Lyon reported the ELA tests are occurring this week, with the Math assessments next week. Dr. Lyon gave kudos to Andrew Starr on ensuring that the scheduling and distribution of tests and testing materials is all set.

Dr. Lyon also reported that the students were challenged to read over the spring break. The winning classroom from grade 5 read in excess of 12,000 minutes. That class now has the opportunity to throw pies at Ms. Norton, Dr. Lyon, Mr. Starr, and Mr. Simmons this Friday at 3:30. The entire school is invited to watch and it will provide a break from testing for the students. In total, the school read for 52,828 minutes.

Dr. Cantaffa reported he attended the Education Leadership Summit with Dr. Lyon and Marisa Adams, a Reading Specialist. He thanked the Board for providing the school staff the opportunity to attend this conference.

Executive Committee –Richard Morrisroe

Mr. Morrisroe formally recognized Ms. Norton's resignation and thanked her for her many years of service and the actual creation of Enterprise Charter School. Dr. Cantaffa thanked her for being welcoming to him as a new board member.

The Organizational Chart was addressed by Mr. Morrisroe for the proposed chart. Mr. Morrisroe and Ms. Norton spoke of the changes to the chart and how they relate to the mandates and needs of the school to ultimately make improvements for our students. Mr. Morrisroe noted the CEO would be responsible for outside funding as we cannot rely on grants. A motion for approval of the Organizational Chart was made by Mr. Wallace, seconded by Dr. Cantaffa, with all in favor and no abstentions.

Mr. Morrisroe discussed two options for a search for CEO candidates. The Board received two proposals and is recommending the proposal from Dr. Vincent Coppola, a former superintendent of 2 school districts and has provided searches for charter schools in the past. It was also noted that he is local and his fee is slightly lower than the other company. On a motion by Mr. Stieglitz, seconded by Mr. Wallace, with all in favor and no abstentions, the contract for the CEO search was awarded to Dr. Vincent Coppola. Mr. Stieglitz recommends we have a special Board meeting so all Board Members may meet Dr. Coppola.

Finance Committee: Lyle Wallace

Mr. Wallace also reported that the draft budget for next year is still in process, noting the challenges due to our frozen funding and the possibility of fundraising efforts. The Finance Committee is meeting on April 17th and the Board will be updated.

HR/Personnel Committee-Richard Morrisroe

Ms. Norton stated that the Social Worker, Lia Fegley, has been hired and is starting April 24th. The Employee Handbook is currently under review and will be presented for committee review at the next HR Committee. SLO's are still in process.

A question arose about the status of the lunch monitors on the Organizational Chart as they are not listed. Ms. Norton explained that we hope to retain their services but they are not currently budgeted.

VII. Other Business:

A motion was made by Mr. Stieglitz, seconded by Dr. Cantaffa, with all in favor and no abstentions to accept and recognize the hiring of Lia Fegley as the Social Worker. There are no emergency conditional appointments at this time.

The enrollment report was reviewed by Ms. Norton noting that we have 4 vacancies for students who left in late March. We do not replace students after April 1st due to the lateness in the year. We have 35 students who have registered for Kindergarten for next year, with 10 additional families who have appointments coming up.

There was no public comment.

VIII. Closing Items

On a motion by Ms. Martin, second by Dr. Cantaffa, with all in favor and no abstentions, the meeting was adjourned at 7:25 PM.

I, Rachel Martin, Secretary of Enterprise Charter School Board of Trustees, was present at a meeting held 4/15/2013. I verify that the foregoing minutes are accurate and that the board has approved them for publication.

Respectfully Submitted,

Rachel Martin, Board of Trustees

ENTERPRISE CHARTER SCHOOL
Minutes: Special Board of Trustees Meeting
April 29th, 2013 4:30 PM 275 Oak Street, Buffalo, NY 14203

Trustees Present: Dr. David Cantaffa; Rachael Martin; Richard Morrisroe, Chairman; David Stieglitz, and Orlando Perez

Liaisons Present: Kristine Graham and Linda Morgan

Staff Present: Heather Lyon, CAO; Jill Norton, CEO; Kevin von der Empten, Chief Custodian; Nancy Krug, Operations Manager and Board Secretary

Visitors Present: Vincent Coppola (WNY Education Services Council)

I. Opening Items

The meeting was called to order by Mr. Richard Morrisroe, Chairman, at 4:37 PM with a quorum of 4 present. Public Notice was confirmed.

II. CEO Search Update

Mr. Vincent Coppola introduced himself and provided references for all present. He explained it is his understanding that Ms. Norton will be leaving Enterprise Charter School on July 1st, 2013 and a replacement search will occur in hopes of having someone in place by the start of our academic year. The process and timetable was reviewed as well items that Mr. Coppola needs to properly perform his search.

Mr. Coppola discussed meeting with focus groups to find out more about our school. Focus groups (comprised of approximately 10 people) will be formed for members of the teaching staff, non-teaching staff, parents, administration, and community partners. A schedule has been generated to meet with each focus group for approximately 45 minutes. Mr. Coppola is interested in the positive aspects of Enterprise, as well as any concerns individuals may have. Two people from each focus group will then be selected to assist in the final interview process.

Mr. Coppola and the members of the Board of Trustees discussed the specifics for qualifications for the CEO position and how and where it should be advertised.

The schedule was reviewed for availability of board members and the process for interviewing final candidates. The Charter Renewal status was also reviewed.

III. Closing Items

On a motion by Ms. Martin, second by Dr. Cantaffa, with all in favor and no abstentions, the meeting was adjourned at 6:24 PM.

I, Rachel Martin, Secretary of Enterprise Charter School Board of Trustees, was present at a meeting held 4/29/2013. I verify that the foregoing minutes are accurate and that the board has approved them for publication.

Respectfully Submitted,
Rachel Martin, Board of Trustees