

ENTERPRISE CHARTER SCHOOL

Minutes: Regular Board of Trustees Meeting

October 8, 2012, 5:00 PM

275 Oak Street, Buffalo, NY 14203

Trustees Present: Dr. David Cantaffa; Pamela King; Rachael Martin; David Stieglitz; Lyle Wallace and Michelle Williams.

Trustees Excused: Richard Morrisroe, Chairman.

Trustees Absent: Leslie Cohan; and Brenda McDuffie;

Liaison Present: Kristine Graham.

Staff Present: Jill Norton, CEO; Stanley Simmons, Dean of Students; Lisa Yonkosky, Office Manager, Nancy Krug, Operations Manager and Justine LeFauve, Secretary.

Also Present: Lisa Kirisits, Consultant

The meeting was called to order by Ms. King, Vice Chairman, at 5:15PM with a quorum present at 5:15PM.

Public Notice was confirmed.

The minutes of the 8/2/12 & 8/13/12 meetings were approved as presented and the minutes of the 9/10/12 meeting were approved as amended on a motion by Ms. Martin, second by Mr. Stieglitz, with all in favor and no abstentions.

Ms. Norton reported that Mr. Morrisroe, Dr. Cantaffa and Ms. King have been getting really involved with ECS, have met with Aretha Miller and will take on arranging for the necessary Board Training and other Governance Issues. Ms. Norton also reported on the site visit by Buffalo and is expecting a report by mid-October, adding that there are technical errors to be corrected on the Renewal Application. There is a hearing being held Wednesday at 4:30PM in Room 801, City Hall and Ms. Norton encouraged everyone to attend, if possible. Parents are being contacted about attending via several venues. It is expected that the BOE will vote at the end of November (11/28/12), then send it to SED and they have 90 days to present to the Board of Regents. There is not a 90 day requirement for Buffalo's action. (It is not required for the authorizer's review). It was noted that the BOE denied ECS' request to change hours of operation and recommended it be part of the renewal.

Financial Issues:

It was noted that the 2012-2013 budget was approved at the 5/9/12 meeting.

The Financial Reports for 5/31/12, 6/30/12 and 7/31/12 were approved on a motion by Ms. Martin, second by Mr. Stieglitz, with all in favor, including one abstention. The Financial Reports for August & September as well as the year-end report will be presented at the November meeting. Ms. Kirisits noted that some auditor's findings needed clarification, but it will be a clean audit, with no negative findings.

The Audit/Finance Committee reviewed and recommends payment of the two invoices for Kirisits & Associates. July and August invoices include extra time on the year-end audit and preparations for the renewal applications.

The Audit/Finance Committee recommends the payment of \$6075.00 for Advocacy Dues to NY Charter Schools Association.

Approval was asked for a contract with HighBar in the amount of \$7000. It is a Board Training Tool that includes Board Self Evaluation. It is a good value for our transitioning board. It was noted that the HighBar contract did not come to the Board of Trustees via the Audit/Finance /committee.

On a motion by Dr. Cantaffa, second by Ms. Martin, with all in favor the Kirisits invoices, the contract with NYC Schools Association and High Bar were approved.

There was brief discussion of the Accounting Procedures Manual and it was noted that it has not been ECS practice to have Board approval of any changes

Mr. Simmons noted that the data collection on behavior management and school culture continue. He is looking at trends to better communicate with parents. Mr. Stieglitz noted the current interest in behavior and nutrition, adding that it could become a way to modifying behaviors. Dr. Cantaffa asked for a full report, with as much detail as possible on the categories of suspension, formal suspension and expulsion including issues of the context of outside influences like assessments, site visits, etc. Ms. Graham reminded that that the report should be done by race/gender, whether teacher or student and without names.

Ms. Norton recommends the hiring of Sarah Fowler, with the start date of 9/25/12. On a motion by Mr. Stieglitz, second by Ms. Martin, with all in favor and no abstentions, the recommendation to hire Ms. Fowler was approved.

Ms. Norton reported on the right sizing of staff salaries. Ms. Norton recommends a 10% increase for non-instructional staff. It would be budget neutral. On a motion by Mr. Stieglitz second by Dr. Cantaffa, with all in favor and no abstentions, the 10% salary increase for non-instructional staff was approved.

Ms. Norton recommends changing Ms. Yonkosky to a full time position. She will relieve Dr. Lyon of some responsibilities like covering the call in of subs, and will be involved in the hiring process. On a motion by Dr. Cantaffa, second by Ms. Martin, with all in favor and no abstentions, the Board approved Ms. Yonkosky to full-time status.

#### Academic Committee:

Referred to Dr. Lyon's report, noting that it is informational and does not require any action. There was discussion regarding assessment days and Dr. Cantaffa will have a graduate assistant do some research on whether Mondays & Fridays should be used for assessments. Ms. Norton stated that there is a purpose for all of the assessments.

The Strategic Plan was put on hold.

#### HR/Personnel Committee:

Dr. Cantaffa reported that there is still a lot to be discussed regarding the Teacher Improvement Plans (TIP) and how they will be handled, what the timeline is, etc. There

will be a number of resources available and it is yet to be determined how those on a TIP will be supported.

There were no Emergency Conditional Appointments.

ECS is fully enrolled.

Invitations to a Charter School Conference being held by Hodson Russ Attorneys were distributed. It will be on Tuesday, 10/23/12 from 9am –noon.

**New Business:**

On a motion by Dr. Cantaffa, second by Ms. Martin with all in favor and no abstentions, Dr. Richard Lee's letter of resignation was accepted with regret.

It was noted that a letter of resignation has not yet been received from Brenda McDuffie,

On a motion by Dr. Cantaffa, second by Ms. Williams, with all in favor and no abstentions, the meeting was adjourned at 7:00 PM.

I, Rachel Martin, Secretary of Enterprise Charter School Board of Trustees, was present at a meeting held 10/8/12. I verify that the foregoing minutes are accurate.

  
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Rachel Martin, Board of Trustees