Application: Buffalo United Charter School

Sarah Ermatinger - sermatinger@nhaschools.com
Annual Reports

Summary

ID: 0000000125
Status: Annual Report Submission
Last submitted: Oct 30 2020 11:56 AM (EDT)

Entry 1 School Info and Cover Page

Completed Jul 31 2020

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

BUFFALO UNITED CHARTER SCHOOL 140600860851

a1. Popular School Name

BUCS

b. CHARTER AUTHORIZER (As of June 30th, 2020)

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

c. DISTRICT / CSD OF LOCATION

BUFFALO CITY SD

d. DATE OF INITIAL CHARTER

9/2002

e. DATE FIRST OPENED FOR INSTRUCTION

9/2003

h. SCHOOL WEB ADDRESS (URL)

https://www.nhaschools.com/schools/Buffalo-United-Charter-School/en

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

912

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

566

k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8

I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

Yes

I2. NAME OF CMO/EMO AND ADDRESS

NAME OF CMO/EMO	National Heritage Academies
PHYSICAL STREET ADDRESS	3850 Broadmoor Ave. Ste.201
CITY	Grand Rapids
STATE	MMII ZIP CODE 49512
ZIP CODE	49512
EMAIL ADDRESS	info@nhaschools.com
CONTACT PERSON NAME	Sarah Ermatinger

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2020-2021?

	No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	325 Manhattan Avenue Buffalo, NY 14214	[redacted]	Buffalo	K-8	N/A

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Teresa Gerchman	[redacted]		
Operational Leader	Nick Sheltrown			
Compliance Contact	Julie Meller			
Complaint Contact	Julie Meller			
DASA Coordinator	Teresa Gerchman			
Phone Contact for After Hours Emergencies	Teresa Gerchman			

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.

Site 1 Certificate of Occupancy (COO)

2004-02-25 Buffalo United CO.pdf

Filename: 2004-02-25 Buffalo United CO.pdf **Size:** 521.8 kB

Site 1 Fire Inspection Report

Buffalo Fire Marshals Report 2019.pdf

Filename: Buffalo Fire Marshals Report 2019.pdf **Size:** 323.1 kB

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).

No

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.

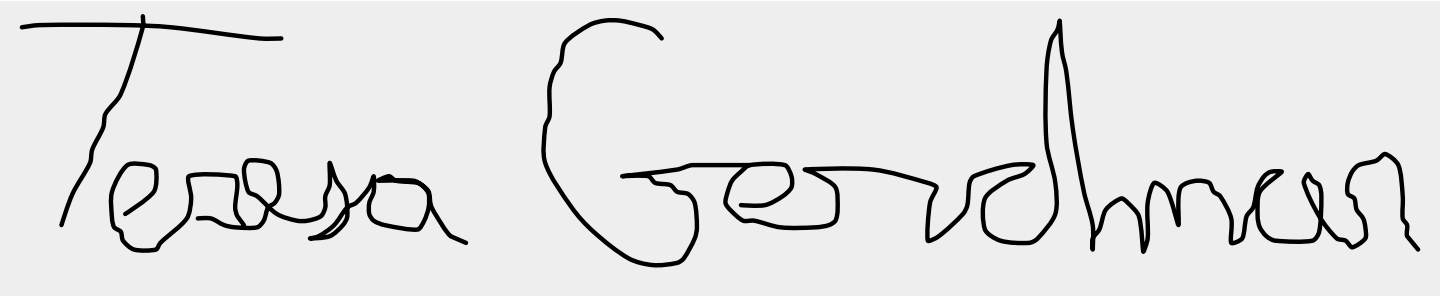
Name	Sarah M Ermatinger
Position	Board Relations Coordinator
Phone/Extension	[redacted]
Email	[redacted]

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check YES if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees

Date

Jul 31 2020

Thank you.

Entry 2 NYS School Report Card

Completed Jul 31 2020

Instructions

SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See https://reportcards.nysed.gov/) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

Entry 2 NYS School Report Card Link

NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See https://reportcards.nysed.gov/).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

https://data.nysed.gov/essa.php?year=2019&instid=800000056182

Entry 3 Progress Toward Goals

Incomplete Hidden from applicant

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2019-20 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

(No response)

2019-2020 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add?

(No response)

2019-2020 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				

4. ORGANIZATION GOALS

For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				

Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

(No response)

6. FINANCIAL GOALS

2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

(No response)

2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

Entry 3 Accountability Plan Progress Reports

Completed Sep 15 2020

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an Accountability Plan Progress Report template. After completing, schools must upload the document into the by September 15, 2020.

2019-20 Accountability Plan Progress Report - BUCS

Filename: 2019 20 Accountability Plan Progress zvO0c2q.docx **Size:** 213.7 kB

Entry 7 Disclosure of Financial Interest Form

Completed Jul 31 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must

complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools:** Disclosure of Financial Interest Form
- **SUNY- Authorized Charter Schools**: Trustee Financial Disclosure Form

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

Buffalo's Complete Financial Interes Forms

Filename: Buffalos Complete Financial Interes Forms.pdf **Size:** 546.8 kB

Entry 8 BOT Membership Table

Completed Jul 31 2020

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 8 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

BUFFALO UNITED CHARTER SCHOOL 140600860851

1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	Andrew Freedman	Chair	Complaint Committee, Personnel Committee, Planning Task Force Committee, Mangagement Contract Review Committee, Education Committee	Yes	3	04/03/2019	06/30/2022	12
2	Kim DeJesus [redacted]	Vice Chair	Complaint Committee, Personnel Committee, Planning Task Force Committee, Scholarship	Yes	3	04/03/2019	06/30/2022	12

			Committee, Education Committee					
3	Robert Lowery [redacted]	Treasurer	Personnel Committee, Education Committee	Yes	2	06/04/2020	06/30/2023	12
4	Michael Ford [redacted]	Secretary	Education Committee	Yes	2	04/08/2019	06/30/2022	12
5	Kathy Wood [redacted]	Trustee/Member	Personnel Committee, Education Committee	Yes	5	04/08/2020	06/30/2023	12
6	Arthur Traver [redacted]	Trustee/Member	Finance Committee, Wrap-Around Services Committee, Education Committee	Yes	5	01/17/2018	06/30/2021	12
			Finance Committee Scholarsh					

7	Ted Purvis [redacted]	Trustee/Member	ip Committee Wrap-Around Services Committee Management Contract Review Committee, Education Committee	Yes	2	01/17/2017	03/04/2020	10
8								
9								

1a. Are there more than 9 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2020	6
b.Total Number of Members Added During 2019-2020	0
c. Total Number of Members who Departed during 2019-2020	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7

3. Number of Board meetings held during 2019-2020

25

4. Number of Board meetings scheduled for 2020-2021

24

Thank you.

Entry 9 Board Meeting Minutes

Completed Jul 31 2020 Hidden from applicant

Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

1

Filename: 1. Buffalo Minutes.pdf **Size:** 5.5 MB

Entry 10 Enrollment & Retention

Completed Jul 31 2020

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

BUFFALO UNITED CHARTER SCHOOL 140600860851

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
	Buffalo United has a full time Admissions Representative who	Buffalo United continues a multi-prong effort for the 2020-21 recruitment season: • Digital marketing on Facebook, Great Schools, Google Adwords • Frequent mailers to interested families with meeting invitations and school information

Economically Disadvantaged	is tasked with building relationships with support organizations to gain familiarity with the services they provide. A comprehensive marketing approach of grassroots activities, traditional advertising, and digital marketing effectively disseminates information throughout the community to all populations. All special needs students (FRL, EL, and SWD) are made aware of our school's programs through open meetings during the year. The school's parent meetings clearly indicate that we offer a free and appropriate education (FAPE) to all our students in the Least Restrictive Environment. Provide assistance with resources such as uniforms to reduce barriers for attendance	• Monthly mailings to parents to share activities and learning tools • Grassroots activities reaching area businesses, daycares, UPK providers, faith-based organizations, and civic groups • Regular opportunities (open house, tours, meetings, activities) for parents to meet school leadership and teachers and see the school • Direct mail to targeted neighborhoods • Meeting with parents in the community • Increased virtual outreach to parents with events such as Facebook Live presentations, virtual principal coffees, activities, and demonstrations shared with parents electronically • Free transportation will be offered through Buffalo Public Schools We will continue initiatives implemented in 2019-20 and additional in-person engagement with the community as guidelines allow.
	Buffalo United employs a full-time Admissions Representative who is fluent in Spanish and provides translation services for Spanish-speaking families. Additional methods used to reach ELL community: • Advertisements and notifications have been placed in the following publications: Periodico Panorama Hispano, Am-Pol Eagle. In these publications	

English Language Learners/Multilingual Learners	we specifically mentioned that the school provides services to students for whom English is their second language. • Fliers were distributed in Polish, Burmese, Spanish, Bengali, Arabic, and English to families throughout the community. Distribution sites included daycare centers, grocery stores, community centers, and churches. These fliers invited families to attend the Enrollment Information Meeting. • Multiple Enrollment Information Meetings were hosted for all parents interested in the school and we provided student applications in a number of languages: Arabic, Bengali, Chinese, English, Haitian Creole, Italian, Korean, Polish, Russian, Spanish, and Urdu. At the enrollment meetings, information regarding the EL Program and its ability to meet the needs of EL students was provided. We provided EL families with strategies to help their children in school, specific English Language Development (ELD) strategies for such parents. • Marketing materials that describe general school information and EL and Special Education programs available in English and Spanish, and other languages as requested. • Participate in cultural festivals, either in person or virtually • An online tour scheduling system is available, and parents are able to request translation services. • Developed effective	For the 2020-21 recruitment season, initial activities will be guided by our ability to interact with parents due to COVID restrictions. As happened in the spring of 2020, many of our in-person activities are curtailed and provided virtually or through the mail. • Work with community partners who serve ELL population to support their changing outreach • Facilitate virtual conferences and meetings with school's special ed staff and leadership • Provide school enrollment information and admissions materials specific to Special Education programs in various languages • Continue to work with local leaders to provide information and accessibility to the school and staff • Free transportation will enable families from other parts of the city to attend the school We will continue initiatives implemented in 2019-20 and additional in-person engagement with the community as guidelines allow.

	relationships with civic organizations and CAOs to provide resources for the families they serve	
Students with Disabilities	We implemented the following: • Enlist the help of current families to reach additional families of students with disabilities by providing planning meeting, materials for them to distribute, and to serve as host for school meetings and during the first days of school • Monthly meeting with school's special education staff to share feedback from incoming parents and address focus group findings • Hold meeting and/or workshops specific to school programs offered to SWD population. • Coordinate recruitment activities with other's that target special populations (ie, provide special education materials in various languages, provide translators at information meetings that discuss services and enrollment on-boarding) • Continue to participate in community events designed to reach special populations • Work with local and community leaders who are also working with organizations to serve special needs families • Advertise on social media such as Facebook that we offer services for special needs families • Continue to research using internet, libraries, and community boards opportunities to reach a broader population	For the 2020-21 recruitment season, initial activities will be guided by our ability to interact with parents due to COVID restrictions. As happened in the spring of 2020, many of our activities will be provided virtually or through the mail. • Work with community partners who serve SWD population to support their changing outreach • Facilitate virtual conferences and meetings with school's special ed staff and leadership • Provide school enrollment information and admissions materials specific to Special Education programs in various languages • Continue to work with local leaders to provide information and accessibility to the school and staff • Free transportation will provide expanded access to the school We will continue the initiatives started in 2019-20 as restrictions allow.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
	We believe several core elements of our school culture function as linchpins of our recruitment and retention strategy for our special needs students. These elements include the high-quality educational program that we provide, the caring culture that we have established, and our many parent involvement initiatives. • Culture and Climate: We have a school climate and culture that focus purposefully on caring for each student as a family cares for its children. We believe our school-wide behavior and classroom management practices –which we refer to as Behave with Care – help attract and retain special needs students. Our Behave with Care program is built on research-based programs for reinforcing positive behaviors, setting clear expectations, and building teacher-student relationships and peer relationships. • Parent Involvement: To ensure that our families feel connected to the school, we have implemented several parent involvement strategies, including: o Newsletters: Regular newsletters from the principal and teachers are distributed to parents. Important information	We believe several core elements of our school culture function as linchpins of our recruitment and retention strategy for our special needs students. These elements include the high-quality educational program that we provide, the caring culture that we have established, and our many parent involvement initiatives. • Culture and Climate: We have a school climate and culture that focus purposefully on caring for each student as a family cares for its children. We believe our school-wide behavior and classroom management practices –which we refer to as Behave with Care – help attract and retain special needs students. Our Behave with Care program is built on research-based programs for reinforcing positive behaviors, setting clear expectations, and building teacher-student relationships and peer relationships. • Parent Involvement: To ensure that our families feel connected to the school, we have implemented several parent involvement strategies, including: o Newsletters: Regular newsletters from the principal and teachers are distributed to parents. Important information

Economically Disadvantaged	regarding school-wide performance, initiatives, and programs is included in the newsletter. o Social media: We have an excellent website, which gives parents quick and easy access to general information on the school as well as specific information about their children. In addition, we make cautious, appropriate use of Facebook and other social media sites to form connections between school leaders and parents. Parents without access to the internet can use the computer and internet available at the school. o Classroom Communication: Teachers frequently send home communications for parents so that they know about everything from weekly schedules to educational goals for students. Teachers also share regular progress reports – via letter, online communication via the school’s AtSchool gradebook system, phone calls, and/or in-person meetings. These communications focus on each student's academic progress and performance. o Conferences: Parent-teacher conferences are conducted twice each year. These conferences ensure that dedicated time is set aside for each parent to engage and interact with classroom teachers and discuss the progress of his or her child. As needed, staff may also conduct home visits. Each year, we conduct a family orientation at the end of the summer so new	regarding school-wide performance, initiatives, and programs is included in the newsletter. o Social media: We have an excellent website, which gives parents quick and easy access to general information on the school as well as specific information about their children. In addition, we make cautious, appropriate use of Facebook and other social media sites to form connections between school leaders and parents. Parents without access to the internet can use the computer and internet available at the school. o Classroom Communication: Teachers frequently send home communications for parents so that they know about everything from weekly schedules to educational goals for students. Teachers also share regular progress reports – via letter, online communication via the school’s AtSchool gradebook system, phone calls, and/or in-person meetings. These communications focus on each student's academic progress and performance. o Conferences: Parent-teacher conferences are conducted twice each year. These conferences ensure that dedicated time is set aside for each parent to engage and interact with classroom teachers and discuss the progress of his or her child. As needed, staff may also conduct home visits. Each year, we conduct a family orientation at the end of the summer so new

	and enrolled families can meet the principal, their child's teacher and classmates, and other school staff. We believe these early contacts help establish and sustain a healthy rapport with parents.	and enrolled families can meet the principal, their child's teacher and classmates, and other school staff. We believe these early contacts help establish and sustain a healthy rapport with parents.
	We believe several core elements of our school culture function as linchpins of our recruitment and retention strategy for our special needs students. These elements include the high-quality educational program that we provide, the caring culture that we have established, and our many parent involvement initiatives. • Culture and Climate: We have a school climate and culture that focus purposefully on caring for each student as a family cares for its children. We believe our school-wide behavior and classroom management practices –which we refer to as Behave with Care – help attract and retain special needs students. Our Behave with Care program is built on research-based programs for reinforcing positive behaviors, setting clear expectations, and building teacher-student relationships and peer relationships. • Parent Involvement: To ensure that our families feel connected to the school, we have implemented several parent involvement strategies, including:	• Advertisements and notifications have been placed in the following publications: Periodico Panorama Hispano, Am-Pol Eagle. In these publications we specifically mentioned that the school provides services to students for whom English is their second language. • Fliers were distributed in Polish, Burmese, Spanish, and English to families throughout the community. Distribution sites included daycare centers, grocery stores, community centers, and churches. These fliers invited families to attend the Enrollment Information Meeting. • Multiple Enrollment Information Meetings were hosted for all parents interested in the school and we provided student applications in a number of languages: Arabic, Bengali, Chinese, English, Haitian Creole, Italian, Korean, Polish, Russian, Spanish, and Urdu. At the enrollment meetings, information regarding the EL Program and its ability to meet the needs of EL students was provided. We provided EL families with strategies to help their children in school, specific English Language Development (ELD)

English Language Learners/Multilingual Learners	o Newsletters: Regular newsletters from the principal and teachers are distributed to parents. Important information regarding school-wide performance, initiatives, and programs is included in the newsletter. o Social media: We have an excellent website, which gives parents quick and easy access to general information on the school as well as specific information about their children. In addition, we make cautious, appropriate use of Facebook and other social media sites to form connections between school leaders and parents. Parents without access to the internet can use the computer and internet available at the school. o Classroom Communication: Teachers frequently send home communications for parents so that they know about everything from weekly schedules to educational goals for students. Teachers also share regular progress reports – via letter, online communication via the school's AtSchool gradebook system, phone calls, and/or in-person meetings. These communications focus on each student's academic progress and performance. o Conferences: Parent-teacher conferences are conducted twice each year. These conferences ensure that dedicated time is set aside for each parent to engage and interact with classroom teachers and discuss the progress of his or her child. As	strategies for such parents. • To ensure the retention of accepted students, and in compliance with federal requirements to identify potential EL students, the school asked these families to complete a "Home Language Questionnaire." Information from this survey ensures that each child for whom English is a second language is provided the services he/she needed to succeed in school. • Marketing materials that describe general school information and EL and Special Education programs available in English and Spanish, and other languages as requested. • Participate in cultural festivals • Buffalo United's staff have participated in professional development to provide staff members with tools that they can implement in the classroom to better meet the needs of their English learners. • Buffalo United's staff participate in ongoing coaching provided by an EL Specialist throughout the academic year. Coaching topics focus on evidence-based teaching methods and best practices for making content accessible to English Learners. • Buffalo United is holding regular open house days weekly to provide all interested families an opportunity to visit the school and learn of the programs available. These are being promoted throughout the Buffalo United community and a link to schedule tours is posted on the

	needed, staff may also conduct home visits. Each year, we conduct a family orientation at the end of the summer so new and enrolled families can meet the principal, their child's teacher and classmates, and other school staff. We believe these early contacts help establish and sustain a healthy rapport with parents.	school’s website. • The Admissions Representative speaks fluent Spanish and is working with cultural centers in the community to develop literature in Spanish and for other languages. • The Admissions Representative position has been increased to a full-time position to expand community outreach and increase participation in events within the community and in the school.
Students with Disabilities	A major key to student retention is effective communication and relationship building with all stakeholders. There are multiple points throughout the year that Buffalo United keeps families informed and solicits feedback in order to improve. The dean of special education schedules individual transfer review meetings to take place within 72 hours of enrollment with the parents of every student that enters the school with an IEP. In this meeting, the dean reviews the program mandates, needs, and implementation plan for services. Parents are encouraged to bring input (questions, concerns, etc.) to this meeting to ensure a strong initial connection is made with these families and that their needs are immediately addressed. This connection continues to be built up throughout the year through additional communication measures such as quarterly IEP progress reports. In addition, parents are also invited at least	A major key to student retention is effective communication and relationship building with all stakeholders. There are multiple points throughout the year that the school keeps families informed and solicits feedback in order to improve. In addition to the initiatives from the 2019-2020 academic school year, we will be including the following outreach to continue to engage our students’ families: • Parent Input Forms in digital formats so that parents can share their thoughts, celebrations, and concerns with the school prior to IEP meetings

	once a year for an IEP review with the full IEP team. They are invited initially with a letter about a month before the meeting and then again are called by the special education teacher between a week and a day before as a reminder. Along with the invitation letter, the special education dean also sends a parent input form to help parents prepare for the review meeting and gather information from home. Following the meetings, parents are provided a post-IEP survey so that the deans can gather data to reflect and make improvements utilizing this feedback.	• Parent Post-IEP Survey Forms in digital format so that parents can provide feedback on special education processes and supports so that we are able to utilize that information to improve practices.

Entry 12 Percent of Uncertified Teachers

Incomplete Hidden from applicant

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Entry 12 Uncertified Teachers

School Name: **BUFFALO UNITED CHARTER SCHOOL 140600860851**

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category A: 5 or 30% whichever is less	0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category B: not to exceed 5	0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category C: not to exceed 5	0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	

Thank you.

Entry 13 Organization Chart

Incomplete Hidden from applicant

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2019-2020 **Organization Chart.** The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

Entry 14 School Calendar

Completed Jul 31 2020

Instructions for submitting School Calendar

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the minimum instructional requirements adopted by the Board of Regents in 2018.

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

Buffalo United 2020-21 FINAL DRAFT Calendar

Filename: Buffalo United 2020 21 FINAL DRAFT Calendar.pdf **Size:** 254.1 kB

Entry 15 Links to Critical Documents on School Website

Incomplete Hidden from applicant

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo);
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 15 Links to Critical Documents on School Website

School Name: Buffalo United Charter School

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	
2a. Webcast of Board Meetings (per Governor's Executive Order)	
3. Link to NYS School Report Card	
4. Most Recent Lottery Notice Announcing Lottery	
5. Authorizer-Approved DASA Policy	
6. District-wide Safety Plan	
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	
7. Authorizer-Approved FOIL Policy	
8. Subject matter list of FOIL records	
9. Link to School Reopening Plan	

Thank you.

Entry 16 COVID 19 Related Information

Completed Jul 31 2020

Instructions

Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are

encouraged to refer to Appendix B of the Remote Monitoring and Oversight Plan Spring 2020 remote for best practices regarding end of year assessments in a remote learning environment.

Entry 16 COVID 19 Related Information

School Name: Buffalo United Charter School

TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	567	478	210

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the Remote Monitoring and Oversight Plan Spring 2020 remote for best practices regarding end of year assessments in a remote learning environment.

	Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participa

														ting Students
	iReady Reading Curriculum Associated	✔	✔	✔	✔	✔	✔	✔	✔	✔	✖	✖	✖	✖	500
	iReady Math Curriculum Associates	✔	✔	✔	✔	✔	✔	✔	✔	✔	✖	✖	✖	✖	506
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	

		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
Tota l														100 6.0

Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Incomplete Hidden from applicant

INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS

Please provide the full name of **ANY and ALL** instructional and non-instructional employees and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the Staff Roster.

SUNY Charter Schools Institute
The State University of New York

FOR INSTITUTE USE ONLY

FILING FOR SCHOOL YEAR: _____

DATE RECEIVED: _____

DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: Buffalo United Charter School

2. Trustee's name (print): Andrew Freedman

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):_President

[redacted]

8. Is Trustee an employee of the education corporation? ____Yes. __X__No. If you checked yes, please provide a description of the position you hold, your salary and your start date.
_____

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None*." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
None *Please write "None" if applicable. Do not leave this space blank.*			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write* **"***None*."

Entity Conducting Business with the Education Corporation	**Nature of Business Conducted**	**Approximate Value of the Business Conducted**	**Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest**	**Steps Taken to Avoid Conflict of Interest**
None *Please write "None" if applicable. Do not leave this space blank.*				

Signature 7-15-2020 ***Date***

Form Revised November 16, 2015

SUNY Charter Schools Institute
The State University of New York

FOR INSTITUTE USE ONLY

FILING FOR SCHOOL YEAR: _____

DATE RECEIVED: _____

DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: Buffalo United Charter School

2. Trustee's name (print): Arthur Traver

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Trustee

[redacted]

8. Is Trustee an employee of the education corporation? ____Yes. _X_No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None*." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NONE			

Please write "None" if applicable. Do not leave this space blank.

10. Identify each individual, business, corporation, union association, firm, partnership, committee

proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write* **"***None*."

Entity Conducting Business with the Education Corporation	**Nature of Business Conducted**	**Approximate Value of the Business Conducted**	**Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest**	**Steps Taken to Avoid Conflict of Interest**
NONE				

Please write "None" if applicable. Do not leave this space blank.

_____ _____***7-29-20***_____

Signature ***Date***

Form Revised November 16, 2015

SUNY Charter Schools Institute
The State University of New York

FOR INSTITUTE USE ONLY

FILING FOR SCHOOL YEAR: _____

DATE RECEIVED: _____

DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: Buffalo United Charter School

2. Trustee's name (print): Kathy Wood

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Trustee

[redacted]

8. Is Trustee an employee of the education corporation? ____Yes. _X_No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None*." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NONE			

Please write "None" if applicable. Do not leave this space blank.

10. Identify each individual, business, corporation, union association, firm, partnership, committee

proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write* **"***None*."

Entity Conducting Business with the Education Corporation	**Nature of Business Conducted**	**Approximate Value of the Business Conducted**	**Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest**	**Steps Taken to Avoid Conflict of Interest**
NONE				

Please write "None" if applicable. Do not leave this space blank.

_____ _____

Signature ***Date***

7-22-2020

Form Revised November 16, 2015

SUNY Charter Schools Institute
The State University of New York

FOR INSTITUTE USE ONLY

FILING FOR SCHOOL YEAR: _____

DATE RECEIVED: _____

DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: Buffalo United Charter School

2. Trustee's name (print): Kim DeJesus

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Vice President

[redacted]

8. Is Trustee an employee of the education corporation? ____Yes. _X_No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None*." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NONE			

Please write "None" if applicable. Do not leave this space blank.

10. Identify each individual, business, corporation, union association, firm, partnership, committee

proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write* **"***None*."

Entity Conducting Business with the Education Corporation	**Nature of Business Conducted**	**Approximate Value of the Business Conducted**	**Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest**	**Steps Taken to Avoid Conflict of Interest**
NONE				

Please write "None" if applicable. Do not leave this space blank.

_____ ___*7-15-20*_____

Signature ***Date***

Form Revised November 16, 2015

SUNY Charter Schools Institute
The State University of New York

FOR INSTITUTE USE ONLY

FILING FOR SCHOOL YEAR: _____

DATE RECEIVED: _____

DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: Buffalo United Charter School

2. Trustee's name (print): Michael Ford

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Secretary

[redacted]

8. Is Trustee an employee of the education corporation? ____Yes. _X_No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None*." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NONE			

Please write "None" if applicable. Do not leave this space blank.

10. Identify each individual, business, corporation, union association, firm, partnership, committee

proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write* **"***None*."

Entity Conducting Business with the Education Corporation	**Nature of Business Conducted**	**Approximate Value of the Business Conducted**	**Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest**	**Steps Taken to Avoid Conflict of Interest**
NONE				

Please write "None" if applicable. Do not leave this space blank.

_____ _*7-15-2020*_____

Signature ***Date***

Form Revised November 16, 2015

FOR INSTITUTE USE ONLY

FILING FOR SCHOOL YEAR: _____

DATE RECEIVED: _____

SUNY Charter Schools Institute
The State University of New York

DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: Buffalo United Charter School

2. Trustee's name (print): Robert Lowery

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Treasurer

[redacted]

8. Is Trustee an employee of the education corporation? ____Yes. _X_No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None*." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NONE			

Please write "None" if applicable. Do not leave this space blank.

10. Identify each individual, business, corporation, union association, firm, partnership, committee

proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write* **"***None*."

Entity Conducting Business with the Education Corporation	**Nature of Business Conducted**	**Approximate Value of the Business Conducted**	**Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest**	**Steps Taken to Avoid Conflict of Interest**
NONE				

Please write "None" if applicable. Do not leave this space blank.

_____ _____

Signature ***Date***

7-15-20

Form Revised November 16, 2015

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

_____

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

_____

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

2. Are you an employee of any school operated by the education corporation? **____Yes ____No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

____Yes ____No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	**Nature of financial interest/transaction**	**Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)**	**Name of person holding interest or engaging in transaction and relationship to you**
Please write "None" if applicable. Do not leave this space blank. None	None	None	None

5. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Please write "None" if applicable. Do not leave this space blank.				

_____ _____ _____

Signature Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

_____

Business Address:

_____

E-mail Address:

_____

Home Telephone:

_____

Home Address:

_____

last revised 08/21/2018

AT BUFFALO UNITED CHARTER SCHOOL
325 MANHATTAN AVENUE, BUFFALO, NY 14214

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President		X	June 30, 2022
Ted Purvis | Treasurer	X		June 30, 2020
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee		X	June 30, 2021
Kathy Wood | Trustee		X	June 30, 2020
Robert Lowery | Trustee	X		June 30, 2020

NON-BOARD MEMBERS ATTENDING:

1. Teresa Gerchman – Principal
2. Judy Willard – Strategic Planning Facilitator
3. Andrew Gayle – NHA (via phone)

1. CALL TO ORDER

Andrew Freedman called the meeting to order at 5:50 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Michael Ford and seconded by Robert Lowery to approve the agenda as amended. The motion was approved unanimously.

Amendments:

- Add Action Item: Approval of the Planning Task Force Stipend
- Add Action Item: Approval of the Personnel Committee Expenses
- Add Action Item: Approval of the Board Retreat Expenses
- Add Action Item: Approval of the Achieve 3000 Improvement Plan

4. APPROVAL OF THE MAY 8, 2019 BOARD MEETING MINUTES

Tabled.

5. APPROVAL OF THE JUNE 5, 2019 BOARD MEETING MINUTES

A motion was made by Robert Lowery and seconded by Michael Ford to approve the June 5, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.

6. PUBLIC COMMENT

None was given.

7. COMMITTEE REPORTS

a. Education Committee Report
Michael Ford presented the Education Committee Report. Using data, the Committee's focus will be to monitor the school's progress in meeting its academic goals. Teresa Gerchman will present key academic data to the Committee for review and analysis. Kathy Wood will report back to the full Board on the Committee's progress. The Board will seek to identify a prospective member, possibly an educator or parent, to provide a different perspective on the school's academics.

b. Personnel Committee Report
Andrew Freedman presented the Personnel Committee Report.

i. Staffing Update
Andrew Freedman presented the Staffing Update.

1. Approval of the Personnel Hires
   A motion was made by Andrew Freedman and seconded by Ted Purvis to approve the Personnel Hires of:

   • Marisa Lafalce as a Teacher in Residence
   • Mackenzie Rockwell as a Teacher in Residence
   • Laci Zywar as a Teacher in Residence
   • Yolanda Baez as a First-Grade Teacher
   • Lindsay Lampert as a Fifth-Grade Teacher
   • Janisha Gerald as a Teacher in Residence

   The motion was approved unanimously.

c. Planning Task Force Committee Report
Judy Willard presented the Planning Task Force Committee Report. The Board will have a Strategic Planning Retreat on August 28, 2019. As part of the retreat, the Board will address the Board member self-evaluation, the evaluation of NHA, principal evaluation, and the next phase of strategic planning.

d. Wrap-Around Services Committee Report
Teresa Gerchman presented the Wrap-Around Services Committee Report. The school's leadership is working with the Boys & Girls Clubs to address the Wrap-Around Services Program for the 2019-2020 school year.

e. Finance Committee Report
Ted Purvis presented the Finance Committee Report. The Committee reviewed the Auditor Planning Communication which contained information regarding the planned scope and timing of the annual financial audit as well as the independent auditor responsibilities. As part of the audit process, Ted Purvis will provide required responses to Plante Moran to address questions regarding fraud and internal controls.

f. Scholarship Committee Report
Andrew Freedman presented the Scholarship Committee Report. As part of the 2018-2019 Graduation Ceremony, the Kim DeJesus Scholarship Awards were presented to the Valedictorian and Salutatorian.

g. Complaints Committee Report
No new information was presented.

h. Management Contract Review Committee Report
Andrew Freedman presented the Management Contract Review Committee Report. The Committee will meet to review and discuss the Services and Lease Agreements with NHA.

8. MANAGEMENT REPORTS

a. Principal Report

Teresa Gerchman presented the Principal Report.

Highlights included:

- During the summer, the school's administrative team has worked to develop an improvement plan for the 2019-2020 school year. The improvement plan will include initiatives such as:
  - iReady – A structured intervention tool to help students meet and focus on growth goals.
  - Achieve 3000 – A focus literacy support for students which includes differentiated and linking reading and writing.
  - Restorative Practices – A formation of a Peace Room.
  - Attendance Committee – A Committee that addresses chronic absenteeism.
- As part of Progress Monitoring, the School will use iReady as a universal screening for literacy and numeracy. Students will take Benchmark Assessments three times per year.
- The Board reviewed information regarding the rate of improvement for students using the Reading Mastery Program (Grades K-2) and the Corrective Reading Program (Grades 3-6) for the 2018-2019 school year.
- The school continues to have events and activities to recruit new students. Staff members canvassed the local neighborhood and invited families to the Painting with the Principal event in July.

i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Proficiency and Growth were reviewed.
2. The Parent Satisfaction Survey Results were reviewed.

b. Board Fund Report

The Board Fund balance was reported.

9. DISCUSSION ITEMS

a. The Auditor Planning Communication was reviewed.
b. The 2018-2019 Board Satisfaction Survey Summary was reviewed.
c. The 2018-2019 Annual Report was discussed. The first portion of the 2018-2019 Annual Report was submitted by the August 1, 2019 deadline. The second portion of the report will be submitted by November 1, 2019.
d. The 2019-2020 Parent and Student Handbook Updates were reviewed. Several updates were made to the Student Grade Placement, acceleration, promotion, or retention section of the 2019-2020 Parent and Student Handbook.

10. ACTION ITEMS

a. Appointment of the Board Legal Counsel
A motion was made by Robert Lowery and seconded by Michael Ford to appoint Barclay Damon as the Board Legal Counsel. The motion was approved unanimously.

b. Approval of the Emergency Response Plan
A motion was made by Robert Lowery and seconded by Michael Ford to approve the Emergency Response Plan as presented. The motion was approved unanimously.

c. Approval of the District-Wide Plan
A motion was made by Robert Lowery and seconded by Michael Ford to approve the District-Wide Plan as submitted. The motion was approved unanimously.

d. Designation of the Chief Emergency Officer
A motion was made by Robert Lowery and seconded by Michael Ford to designate Teresa Gerchman as the Chief Emergency Officer. The motion was approved unanimously

e. Approval of the 2020 Children's Internet Protection Act (CIPA) Form 479
A motion was made by Robert Lowery and seconded by Michael Ford to approve the 2020 Children's Internet Protection Act (CIPA) Form 479 as submitted. The motion was approved unanimously.

f. Approval of the 2020 Letter of Agency for E-rate Funding
A motion was made by Robert Lowery and seconded by Michael Ford to approve the 2020 Letter of Agency for E-rate Funding as submitted. The motion was approved unanimously.

g. Approval of the Revised Admission and Enrollment Policy
A motion was made by Robert Lowery and seconded by Michael Ford to approve the Revised Admission and Enrollment Policy as submitted. The motion was approved unanimously.

h. Ratification of the Revised 2019-2020 Dress Code
A motion was made by Robert Lowery and seconded by Michael Ford to ratify the Revised 2019-2020 Dress Code was submitted. The motion was approved unanimously.

i. Approval of the Fixed Number of Voting Trustees
Tabled.

j. Approval of the Planning Task Force Stipend
A motion was made by Michael Ford and seconded by Robert Lowery to approve the expenditure of Board Funds not to exceed the amount of $8,200.00 for the cost of the Planning Task Force Stipend. The motion was approved unanimously.

k. Approval of the Personnel Committee Expenses
A motion was made by Michael Ford and seconded by Robert Lowery to approve the expenditure of Board Funds not to exceed the amount of $1,000.00 for the cost of the Personnel Committee Expenses. The motion was approved unanimously.

l. Approval of the Board Retreat Expenses
The motion was made by Michael Ford and seconded by Robert Lowery to approve the expenditure of Board Funds not to exceed the amount of $1,000.00 for the cost of the Board Retreat Expenses. The motion was approved unanimously.

m. Approval of the Board Meeting Expenses
A motion was made by Michael Ford and seconded by Robert Lowery to approve the expenditure of Board Funds not to exceed the amount of the $1,000.00 for the cost of the Board Meeting Expenses. The motion was approved unanimously.

n. Approval of the Achieve 3000 Improvement Plan
A motion was made by Michael Ford and seconded by Robert Lowery to approve the expenditure of Board Funds not to exceed the amount of $26,310.00 for the cost of the Achieve 3000 Improvement Plan. The motion was approved unanimously.

11. NEW BUSINESS

Teresa Gerchman discussed the new initiatives involving Hearts for the Homeless and Foster Grandparents.

12. EXTENDED PUBLIC COMMENT

None was given.

13. ADJOURNMENT

The meeting was adjourned at 7:13 p.m.

NEXT MEETING:

Wednesday, August 28, 2019 at 5:00 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT BUFFALO UNITED CHARTER SCHOOL
325 MANHATTAN AVENUE, BUFFALO, NY 14214

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President		X	June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Ted Purvis | Treasurer	X		June 30, 2020
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee	X		June 30, 2021
Kathy Wood | Trustee	X		June 30, 2020
Robert Lowery | Trustee	X		June 30, 2020

NON-BOARD MEMBERS ATTENDING:

1. Teresa Gerchman – Principal
2. Judy Willard – Strategic Planning Facilitator

1. CALL TO ORDER

Kim DeJesus called the meeting to order at 5:13 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Robert Lowery and seconded by Arthur Traver to approve the agenda as submitted. The motion was approved unanimously.

4. PUBLIC COMMENT

None was given.

5. ACTION ITEMS

a. Approval of the Fixed Number of Voting Trustees
A motion was made by Arthur Traver and seconded by Robert Lowery to approve seven as the Fixed Number of Voting Trustees for Buffalo United Charter School. The motion was approved unanimously.

b. Approval of the Revised 2019-2020 Offered Seats Schedule
A motion was made by Robert Lowery and seconded by Ted Purvis to approve the Revised 2019-2020 Offered Seats Schedule as submitted. The motion was approved unanimously.

c. Approval of the Personnel Hire
A motion was made by Kim DeJesus and seconded by Kathy Wood to approve the Personnel Hire of:

• Andrea Cwynar as a Dean

The motion was approved unanimously.

6. BOARD PLANNING RETREAT

a. Evaluation of Principal – Judy Willard reviewed the policy and procedure for the evaluation of the principal. Since Teresa Gerchman started this year, the evaluation will be in the spring semester, starting in April.

Approval of the Proposed Timetable for the Evaluation of the Principal
A motion was made by Kim DeJesus and seconded by Robert Lowery to approve the Proposed Timetable for the Evaluation of Principal in the Spring. The motion was approved unanimously.

b. Process for Developing a New Strategic Plan – Judy Willard distributed information on the five steps it takes to develop a plan for a non-profit organization, and a proposed process and timetable. Judy Willard discussed the Plan for Improvement that Teresa Gerchman developed for the 2019-2020 school year. In addition to intense work on academics, Teresa Gerchman included and explained the following areas in her Plan for Improvement:
- Parent Teacher Connection has been formed to give parents a voice at the school,
- Community Partnerships are needed, and will take a good deal of work to identify and develop, and
- Student Absenteeism must be improved.

After considerable discussion on the urgency this year to raise academics, the Board tabled the discussion on the strategic planning until the September 11, 2019 Board meeting.

c. Board Self Evaluation – The Board is making progress in achieving its strategic goals. New Board members have been added to the Board. A Committee is working with its Board Legal Counsel to help the Board better understand the legal documents. Improvements have been made with new Board member orientation, but still needs improvement. Management reporting has improved somewhat, containing more analysis along with information, but still needs improvement. The Board members would like to attend more events each year and participate in the classrooms. They agree that they are offered opportunities for professional development.

   The greatest strengths of the Board are shared commitment to serve students and helping the school achieve its goals. The Board members believe they have a good working relationship with the school administration and with each other. The Board members come prepared for meetings and believe the meetings to be effective and efficient. They rate communication highly. The Board would like to have a more open relationship with teachers, deans, parents, and the community.

   The biggest disappointment of the Board is that the academic scores have not gone up. During the current school year, the Board is looking to see increased positive scores as the curriculum has been reviewed, adjusted, and new programs have been instituted by Teresa Gerchman to reach charter goals.

d. Evaluation of NHA – The Board will move forward with the NHA evaluation process. Ten questions were selected that the Board will ask NHA. The request will be given to Andrew Gayle at the September 11, 2019 Board meeting with a 30-day turnaround requested. The Board members will complete an individual NHA evaluation and submit it to Judy Willard in September. Judy Willard will aggregate the responses in preparation for a Board evaluation session at a date to be determined.

7. EXTENDED PUBLIC COMMENT

None was given.

8. ADJOURNMENT

A motion was made by Ted Purvis and seconded by Robert Lowery to adjourn the meeting. The meeting was adjourned at 7:47 p.m.

NEXT MEETING:

Wednesday, September 11, 2019 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT BUFFALO UNITED CHARTER SCHOOL
325 MANHATTAN AVENUE, BUFFALO, NY 14214

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Ted Purvis | Treasurer	X		June 30, 2020
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee	X		June 30, 2021
Kathy Wood | Trustee	X		June 30, 2020
Robert Lowery | Trustee		X	June 30, 2020

NON-BOARD MEMBERS ATTENDING:

1. Teresa Gerchman – Principal
2. Judy Willard – Strategic Planning Facilitator
3. Andrew Gayle – NHA (via phone)

1. CALL TO ORDER

Andrew Freedman called the meeting to order at 5:38 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Arthur Traver and seconded by Michael Ford to approve the agenda as submitted. The motion was approved unanimously.

4. APPROVAL OF THE MAY 8, 2019 BOARD MEETING MINUTES

Tabled.

5. APPROVAL OF THE AUGUST 7, 2019 BOARD MEETING MINUTES

Tabled.

6. APPROVAL OF THE AUGUST 28, 2019 BOARD MEETING MINUTES

Tabled.

7. PUBLIC COMMENT

None was given.

8. COMMITTEE REPORTS

a. Education Committee Report
Kathy Wood presented the Education Committee Report. The Committee will meet prior to the October 2019 Board meeting.

b. Personnel Committee Report
Andrew Freedman presented the Personnel Committee Report.

i. Staffing Update
Andrew Freedman presented the Staffing Update.

1. Approval of the Personnel Hires
A motion was made by Kathy Wood and seconded by Andrew Freedman to approve the Personnel Hires of:

- Erin Young as a Kindergarten Teacher
- Nick Gallio as a Sixth-Grade Math Teacher
- Vanessa Boyd as a Fourth-Grade Teacher
- Lauren Mescall as a First-Grade Teacher
- Kaitlyn Ferree as a Teacher in Residence
- Courtney Smith as a Substitute Teacher
- Angel Back as a Special Education Teacher

The motion was approved unanimously.

c. Planning Task Force Committee Report
Judy Willard presented the Planning Task Force Committee Report. The Board members will provide their individual evaluations of NHA to Judy Willard and will discuss plans for the next phase of strategic planning.

d. Wrap-Around Services Committee Report
Arthur Traver presented the Wrap-Around Services Committee Report. Arthur Traver recently spoke with several happy parents of children enrolled in the Wrap-Around Program. Teresa Gerchman said the Boys & Girls Clubs added a second director to the Wrap-Around site at the school. The program is both fully enrolled and staffed. With the Boys & Girls Clubs' use of the gymnasium as part of the Wrap-Around Program, the Board discussed the need for NHA to conduct a space utilization analysis to determine if space is needed to accommodate a more robust athletic program. As part of the analysis the Board would like NHA to speak with the Board's President and Vice President to receive their insights regarding space at the school.

e. Finance Committee Report
Ted Purvis presented the Finance Committee Report. The Board provided an email response to its independent auditor regarding any potential areas of focus and risks of fraud in preparation of the annual financial audit.

f. Scholarship Committee Report
No new information was presented.

g. Complaints Committee Report
No new information was presented.

h. Management Contract Review Committee Report
Andrew Freedman presented the Management Contract Review Committee Report. The Committee will meet prior to the October 2019 Board meeting.

9. MANAGEMENT REPORTS

a. Principal Report
Teresa Gerchman presented the Principal Report.

Highlights included:

- The staff participated in the following trainings:
  - Restorative Practices, presented by the Erie County Restorative Justice Coalition.
  - iReady, presented by Curriculum Associates.
  - Stem Scopes Science, presented by Stem Scopes.
  - Policy and Procedures, presented by Administrative Team.
- There were 17 parents who attended the school's first Parent/Teacher Committee meeting on Tuesday, September 3, 2019. Another 100 parents registered to be a part of the group.
- Teresa Gerchman provided an analysis of the 2018-2019 New York State Assessment results.

i. School Performance Report Dashboard Suite
The School Performance Report Dashboard Suite was presented.
1. Proficiency Counts and Percents – The Board reviewed Proficiency Counts and Percents based on the 2018-2019 New York State assessments.
2. District and State Historical Comparisons – The Board reviewed the District and State Historical Comparisons based on the 2018-2019 New York State assessments.

b. Board Fund Report
The Board Fund balance was reported. An updated Board Fund report will be provided to the Board which reflects the previously approved Achieve 3000 resolution.

10. DISCUSSION ITEMS

a. The Board Housekeeping was discussed. The Board reviewed information regarding Board member meeting attendance, Board meeting preparation, scheduling Board meetings, and Board responsibilities.
b. The Conflict of Interest Disclosure Statement was reviewed and completed.
c. The Fourth Quarter Financial Statements were reviewed.
d. The Review of the State Education Assessment Results was discussed. The Board was disappointed in the school's performance on the 2018-2019 New York State assessments and its inability to meet anticipated proficiency increases. Andrew Freedman indicated that the Charter Schools Institute has requested to meet with the Board.

The Board made the following requests of NHA:

- Analysis of NHA's Previous Action Plan – In May 2018, NHA provided an action plan to the Board to address the school's academic performance. The Board would like NHA to determine if the initiatives in the plan worked and if they did not work what is being done differently. In addition, the Board also asked why NHA was not proactive in its outreach to the Board when it was determined the initiatives were not working. The Board requested a response by September 25, 2019.
- Priority School Designation – Teresa Gerchman shared that the school is an NHA Priority School. The Board asked NHA to clarify the designation and describe the supports the school will receive as a priority school. The Board requested a response by September 25, 2019.
- Board Evaluation of NHA – As part of its evaluation of NHA, the Board drafted several questions for NHA's review and response. The Board requested a response to these questions by September 25, 2019.

- Replenishment of Teachers in Residence – The school was approved for 10 Teachers in Residence. However, due to various teacher transitions, several Teachers in Residence have been used to fill vacancies. The Board would like to know NHA's plan to replace the Teachers in Residence who have been assigned throughout the school. The Board requested a response to these questions by September 25, 2019.
- A meeting with the Board's Education Committee and NHA's Curriculum Specialist – The Board suggested that NHA's Curriculum Specialist meet with its education Committee to provide greater insight into his role at the school.

11. ACTION ITEMS

a. Approval of the 2019-2020 Board Funds Budget
A motion was made by Andrew Freedman and seconded by Kim DeJesus to approve the expenditure of Board Funds not to exceed the amount of $13,500.00 for the cost of the 2019-2020 Board Funds Budget as allocated below. The motion was approved unanimously.

- Athletic/After School Activities $8,000.00
- Academic Incentives $3,000.00
- School Celebrations $2,500.00

b. Approval of the Accountability Plan
Tabled.

c. Approval of the Achieve 3000 Improvement Plan Additional Funds
A motion was made by Kim DeJesus and seconded by Michael Ford to approve the expenditure of Board Funds not to exceed the amount of $290.00 for the cost of the Achieve 3000 Improvement Plan Additional Funds. The motion as approved unanimously.

12. NEW BUSINESS

The Board discussed the need to have signage placed on the school building, so the community is aware of the school's name and purpose. The Board and Teresa Gerchman discussed the importance of establishing partnerships with local organizations and strengthening community outreach to enhance the school's name recognition. The Board requested that NHA provide the school's marketing plan for review.

13. EXTENDED PUBLIC COMMENT

None was given.

14. ADJOURNMENT

The meeting was adjourned at 7:27 p.m.

NEXT MEETING:
Wednesday, October 2, 2019 at 6:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT BUFFALO UNITED CHARTER SCHOOL
325 MANHATTAN AVENUE, BUFFALO, NY 14214

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Ted Purvis | Treasurer		X	June 30, 2020
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee	X		June 30, 2021
Kathy Wood | Trustee		X	June 30, 2020
Robert Lowery | Trustee	X		June 30, 2020

NON-BOARD MEMBERS ATTENDING:

1. Teresa Gerchman – Principal
2. Ron Large – DSQ
3. Judy Willard – Strategic Planning Facilitator
4. Andrew Gayle – NHA

1. CALL TO ORDER

Kim DeJesus called the meeting to order at 6:46 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Arthur Traver and seconded by Andrew Freedman to approve the agenda as submitted. The motion was approved unanimously.

4. APPROVAL OF THE MAY 8, 2019 BOARD MEETING MINUTES

Tabled.

5. APPROVAL OF THE AUGUST 7, 2019 BOARD MEETING MINUTES

Tabled.

6. APPROVAL OF THE AUGUST 28, 2019 BOARD MEETING MINUTES

A motion was made by Arthur Traver and seconded by Robert Lowery to approve the August 28, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.

7. APPROVAL OF THE SEPTEMBER 11, 2019 BOARD MEETING MINUTES

A motion was made by Kim DeJesus and seconded by Arthur Traver to approve the September 11, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.

8. PUBLIC COMMENT

None was given.

9. COMMITTEE REPORTS

a. Education Committee Report
Robert Lowery presented the Education Committee Report. During a recent meeting Teresa Gerchman discussed the school's improvement plan with the Committee. At an upcoming meeting, the Committee will meet with the school's ELA and Math Specialists. The Committee will meet on a quarterly basis.

b. Personnel Committee Report
Kim DeJesus presented the Personnel Committee Report.

i. Staffing Update
Kim DeJesus presented the Staffing Update.

Approval of the Personnel Hires
A motion was made by Kim DeJesus and seconded by Robert Lowery to approve the Personnel Hires of:

- Erica Cope as a Substitute Teacher
- Orion Caster as a Substitute Teacher

The motion was approved unanimously.

Approval of the Personnel Hire
A motion was made by Kim DeJesus and seconded by Robert Lowery to approve the Personnel Hire of:

- Adrienne Sayers as a Spanish Teacher pending the approval of the Personnel Committee.

The motion was approved unanimously.

c. Planning Task Force Committee Report
Judy Willard presented the Planning Task Force Committee Report. The Board members will continue to complete and submit their evaluation of NHA. In addition, the Board will identify a date for an upcoming retreat.

d. Wrap-Around Services Committee Report
Teresa Gerchman presented the Wrap-Around Services Committee Report. The Boys & Girls Clubs of Buffalo was recently awarded a grant and plans to utilize those funds to provide a tutoring program at the school. There are now two directors of the Wrap-Around Services program and they will meet with school leadership on a weekly basis.

e. Finance Committee Report
Andrew Gayle presented the Finance Committee Report. A summary of the Board report was provided.

Approval of the Student Recognition Related to Moral Focus Virtues
A motion was made by Kim DeJesus and seconded by Arthur Traver to approve the expenditure of Board Funds not to exceed the amount of $500.00 for the cost of the Student Recognition Related to Moral Focus Virtues. The motion was approved unanimously.

f. Scholarship Committee Report
No new information was presented.

g. Complaints Committee Report
No new information was presented.

h. Management Contract Review Committee Report
No new information was presented.

10. MANAGEMENT REPORTS

a. Principal Report
Teresa Gerchman presented the Principal Report.

Highlights included:

- There will be a Board Appreciation Breakfast on October 22, 2019.
- A summary of student results based on recent iReady assessments was provided to the Board.
- Restorative Justice Practices have been implemented at the school.
- The school's Parent Group has met, identified a president and vice president, and has begun working on school events.
- Buffalo's Deputy Mayor recently visited and was impressed with the school.
- Middle school students are working at the Buffalo City Mission.

b. Board Fund Report
The Board Fund balance was reported.

11. DISCUSSION ITEMS

None were presented.

12. ACTION ITEMS

a. Approval of the Accountability Plan
Tabled.

b. Approval of the Board Fund Rollover Request
A motion was made by Michael Ford and seconded by Arthur Traver to approve the rollover of Board Funds into the available balance of the Board Fund Account in the amount of $10,230.43 previously approved for the items listed on the Board Fund Rollover Request as submitted. The motion was approved unanimously.

13. NEW BUSINESS

In a recent discussion, staff of the Charter Schools Institute (CSI) informed the Board of the importance of the school demonstrating significant academic improvement as the school approaches charter renewal. The following items were discussed:

- The Board should identify a third party to conduct a program review of the school. CSI will provide a list of options for the Board to consider.
- The Board should consider various options in the selection of its financial auditor.
- The Board should contact other Boards who have partnered with management companies to discuss changes that were made to improve performance as they approached charter renewal. CSI will provide a list of Boards for the Board to consider.
- The school's accountability plan should be more robust in describing how the school will achieve its goals.
- As part of the school's charter renewal, it will be important to provide data showing where eighth grade students have gone to high school and whether they have graduated.

The Board also discussed the following issues:

- A comparison of NHA's benefit system to the New York State Teachers' Retirement System.
- The Board would like to resume discussions regarding the implementation of bussing at the school for the 2020-2021 school year.
- Improved school signage.

14. EXTENDED PUBLIC COMMENT

None was given.

15. ADJOURNMENT

The meeting was adjourned at 8:30 p.m.

NEXT MEETING:
Wednesday, November 6, 2019 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT BUFFALO UNITED CHARTER SCHOOL
325 MANHATTAN AVENUE, BUFFALO, NY 14214

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Ted Purvis | Treasurer	X		June 30, 2020
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee		X	June 30, 2021
Kathy Wood | Trustee	X		June 30, 2020
Robert Lowery | Trustee		X	June 30, 2020

NON-BOARD MEMBERS ATTENDING:

1. April Gapinski – Dean
2. Jaime Peld – Dean
3. Teresa Gerchman – Principal
4. Ron Large – DSQ
5. Roberto Martinez – NHA
6. Rick Hangge – NHA
7. Judy Willard – Strategic Planning Facilitator
8. Nicole Doane – Plante Moran (via phone)
9. Michelle Goss – Plante Moran (via phone)
10. Kirsten Barclay – Bond, Schoeneck & King
11. Andrew Gayle – NHA

1. CALL TO ORDER

Andrew Freedman called the meeting to order at 5:41 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Kathy Wood and seconded by Michael Ford to approve the agenda as submitted. The motion was approved unanimously.

4. APPROVAL OF THE MAY 8, 2019 BOARD MEETING MINUTES

A motion was made by Michael Ford and seconded by Kim DeJesus to approve the May 8, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.

5. APPROVAL OF THE AUGUST 7, 2019 BOARD MEETING MINUTES

Tabled.

6. APPROVAL OF THE OCTOBER 2, 2019 BOARD MEETING MINUTES

Tabled.

7. PUBLIC COMMENT

None was given.

8. COMMITTEE REPORTS

a. Education Committee Report
Michael Ford presented the Education Committee Report. The Committee will meet monthly to talk about student achievement and the academic progress of the school in general. During an upcoming meeting with Teresa Gerchman, the Committee will discuss absenteeism, recent test results, and suspensions.

b. Personnel Committee Report
Andrew Freedman presented the Personnel Committee Report.

i. Staffing Update
Andrew Freedman presented the Staffing Update

1. Approval of the Personnel Hires
   A motion was made by Andrew Freedman and seconded by Kathy Wood to approve the Personnel Hires of:

   - Justine Smith as a Fourth-Grade Teacher
   - Dejan Karlovic as a Middle School Science Teacher
   - Alisha Flowers as a Teacher in Residence
   - John Giamberdino as a Physical Education Teacher
   - Journee Robinson as a Teacher in Residence
   - Jessica Mann as a First-Grade Teacher
   - Collette Punch as a Paraprofessional
   - Raymond Pitts as a Paraprofessional
   - Phyllis Atkinson as a Substitute Teacher
   - Chelesa Sinicki as a Special Education Teacher

c. Planning Task Force Committee Report
Judy Willard presented the Planning Task Force Committee Report. A retreat will be scheduled to discuss the Board's strategic planning goals and preparations for Charter Renewal.

d. Wrap-Around Services Committee Report
Teresa Gerchman presented the Wrap-Around Services Committee Report. The Boys & Girls Clubs of Buffalo is attaining approval to use the second floor of the school's building for wrap-around activities. There is currently a student waiting list for every grade level of the wrap-around services program.

e. Finance Committee Report
Ted Purvis presented the Finance Committee Report. The Finance Committee reviewed the First Quarter Financial Statements.

f. Scholarship Committee Report
No new information was presented.

g. Complaints Committee Report
No new information was presented.

h. Management Contract Review Committee Report
Andrew Freedman presented the Management Contract Review Committee Report. The Committee will consult with Kirsten Barclay as part of the management contract review.

9. MANAGEMENT REPORTS

a. Principal Report
Teresa Gerchman presented the Principal Report.

Highlights included:

- Rick Hangee, NHA's Senior Curriculum Specialist, will be at the school daily and provide teachers with professional development that focuses on reading strategies, vocabulary development, and increasing rigor with writing.
- A Teach Force teacher has begun working at the school. This is a highly experienced teacher who will be teaching math to seventh-grade students.
- As part of National School Safety Week, students wrote thank you cards to individuals in the community that support safety.
- Fuzzy socks were collected by students and donated to Rosewell Park.
- The Parent Teacher Connection is getting more parents active and helping in parent advocacy.

i. 2018-2019 Charter Contract Goals Progress Report
Andrew Gayle presented the 2018-2019 Charter Contract Goals Progress Report.

ii. Special Populations Enrollment and Retention (Re-enrollment) Efforts
Andrew Gayle presented the Special Populations Enrollment and Retention (Re-enrollment) Efforts.

b. Board Fund Report
The Board Fund balance was reported.

10. DISCUSSION ITEMS

a. The 2018-2019 Audit Report was discussed. Members of the Plante Moran audit team provided a summary of the audited financial statements for the school year ending June 30, 2019. For the Financial Statements, an unmodified auditor's report was issued, and no material weaknesses or significant deficiencies that are not considered to be material weaknesses were identified. For Federal Awards concerning internal control over major programs, no material weaknesses or significant deficiencies that are not considered to be material weaknesses were identified.
b. The Annual Board Development and Evaluation was discussed and reviewed. The Board's self-evaluation was completed as part of a previous retreat. The Board's evaluation of NHA is currently being completed by Board members.
c. The First Quarter Financial Statements were discussed. The Board requested a line item comparison of the 2019-2020 initial budget versus the amended budget.

11. ACTION ITEMS

a. Approval of the Accountability Plan
Tabled.

b. Approval of the 2019-2020 Amended Budget
Tabled.

c. Appointment of the Special Counsel to the Board of Trustees
A motion was made by Andrew Freedman and seconded by Michael Ford to appoint Kirsten Barclay of Bond, Schoeneck & King as the Special Counsel to the Board of Trustees at a rate not to exceed the amount of $300.00 per hour for legal services and $250.00 per hour for consulting services. The motion was approved unanimously.

12. NEW BUSINESS

Kirsten Barclay provided a summary of her professional experience. In working with the school Board, Kirsten Barclay will work to support the Board and its work in implementing the Charter School Institute's recommendations in support of Charter Renewal.

13. EXTENDED PUBLIC COMMENT

None was given.

14. EXECTUTIVE SESSION

A motion was made by Ted Purvis and seconded by Kathy Woods to enter executive session in order to discuss a legal matter.

The motion was approved in a roll call vote.

Andrew Freedman voted yes
Kim DeJesus voted yes
Ted Purvis voted yes
Kathy Wood voted yes
Michael Ford voted yes

EXECUTIVE SESSION

A motion was made by Michael Ford and seconded by Kim DeJesus to re-enter open session.

The motion was approved in a roll call vote.

Andrew Freedman voted yes
Kim DeJesus voted yes
Ted Purvis voted yes
Kathy Wood voted yes
Michael Ford voted yes

15. ADJOURNMENT

The meeting was adjourned at 8:34 p.m.

NEXT MEETING:
Wednesday, December 4, 2019 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT BUFFALO UNITED CHARTER SCHOOL
325 MANHATTAN AVENUE, BUFFALO, NY 14214

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Ted Purvis | Treasurer	X		June 30, 2020
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee	X		June 30, 2021
Kathy Wood | Trustee	X		June 30, 2020
Robert Lowery | Trustee	X		June 30, 2020

NON-BOARD MEMBERS ATTENDING:

1. Teresa Gerchman – Principal
2. Rick Hangge – NHA
3. Judy Willard – Strategic Planning Facilitator
4. Kirsten Barclay – Bond, Schoeneck & King
5. Heather Lentine – NHA
6. Andrew Gayle – NHA

1. CALL TO ORDER

Andrew Freedman called the meeting to order at 5:35 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Michael Ford and seconded by Kim DeJesus to approve the agenda as submitted. The motion was approved unanimously.

4. APPROVAL OF THE AUGUST 7, 2019 BOARD MEETING MINUTES

A motion was made by Robert Lowery and seconded by Andrew Freedman to approve the August 7, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.

5. APPROVAL OF THE OCTOBER 2, 2019 BOARD MEETING MINUTES

A motion was made by Kim DeJesus and seconded by Andrew Freedman to approve the October 2, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.

6. APPROVAL OF THE NOVEMBER 6, 2019 BOARD MEETING MINUTES

A motion was made by Kim DeJesus and seconded by Michael Ford to approve the November 6, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.

7. PUBLIC COMMENT

Heather Lentine briefly introduced herself to the Board.

8. COMMITTEE REPORTS

a. Education Committee Report
Kathy Wood presented the Education Committee Report. As part of the Committee's discussion with Teresa Gerchman, recent English Language Arts (ELA) and math assessment results were reviewed. The school's leadership team is examining student suspension and the use of restorative justice. Targeted professional development has been provided to staff and tutoring has been made available to students.

b. Personnel Committee Report
Andrew Freedman presented the Personnel Committee Report.

i. Staffing Update
Andrew Freedman presented the Staffing Update.

Approval of the Personnel Hires
A motion was made by Andrew Freedman and seconded by Kathy Wood to approve the Personnel Hires of:

- Keaira Hudson as a Paraprofessional
- Yomary Baez as a Paraprofessional
- Carrie Borges as a Paraprofessional
- Rima Khan as a Substitute Teacher

The motion was approved unanimously.

c. Planning Task Force Committee Report
Judy Willard presented the Planning Task Force Committee Report. All Board members have submitted their evaluations of NHA to Judy Willard. Further discussion of the evaluations will be included as part of the January 8, 2020 Board meeting.

d. Wrap-Around Services Committee Report
Teresa Gerchman presented the Wrap-Around Services Committee Report. School leadership meets with the Boys & Girls Clubs of Buffalo every week. As part of the program there are now two coordinators and the second floor of the school is being utilized. A new dismissal process is being developed and will be communicated to parents. The program is currently fully enrolled.

e. Finance Committee Report
Ted Purvis presented the Finance Committee Report. NHA will provide additional information regarding questions associated with the annual audit.

f. Scholarship Committee Report
No new information was presented.

g. Complaints Committee Report
No complaints were received.

h. Management Contract Review Committee Report
Andrew Freedman presented the Management Contract Review Committee Report. The Board will meet with Kirsten Barclay on Saturday, December 7, 2019 to discuss several issues as part of a workshop session.

9. MANAGEMENT REPORTS

a. Principal Report
Teresa Gerchman presented the Principal Report.

Highlights included:

- The Board reviewed recent enrollment, attendance, absentee, and suspension data.
- NHA recently administered a survey to Buffalo United Charter School parents and approximately 90% of respondents would be interested in a bussing program if it were offered. The Board indicated they would like to move forward with the implementation of bussing at the school for the 2020-2021 school year.

i. School Performance Report Dashboard Suite
The School Performance Report Dashboard Suite was presented.
1. The Proficiency and Growth results were reviewed by the Board.

b. Board Fund Report
The Board Fund balance was reported.

10. DISCUSSION ITEMS

a. The Fall Employee Engagement Survey Summary was reviewed. The survey is offered to employees in the fall and spring and the survey summary will be provided to the Board during the same timeframes. The Board requested to review any employee comments provided as part of the survey.

11. ACTION ITEMS

a. Approval of the 2019-2020 Amended Budget
Tabled.

b. Approval of the Take a Veteran to Work Day Lunch
A motion was made by Michael Ford and seconded by Ted Purvis to approve the expenditure of Board Funds not to exceed the amount of $500.00 for the cost of the Take a Veteran to Work Day Lunch as submitted. The motion was approved unanimously.

c. Approval of the Fall Festival
A motion was made by Michael Ford and seconded by Ted Purvis to approve the expenditure of Board Funds not to exceed the amount of $1,200.00 for the cost of the Fall Festival as submitted. The motion was approved unanimously.

12. NEW BUSINESS

The Board will meet at 9 a.m. on Saturday, December 7, 2019 with Kirsten Barclay as part of a workshop session.

13. EXTENDED PUBLIC COMMENT

None was given.

14. ADJOURNMENT

The meeting was adjourned at 6:56 p.m.

NEXT MEETING:

Saturday, December 7, 2019 at 9:00 a.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT GUARANTY BUILDING
140 PEARL STREET, SUITE 100, BUFFALO, NY 14202

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Ted Purvis | Treasurer	X		June 30, 2020
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee	X		June 30, 2021
Kathy Wood | Trustee	X		June 30, 2020
Robert Lowery | Trustee	X		June 30, 2020

NON-BOARD MEMBERS ATTENDING:

1. Kirsten Barclay – Bond, Schoeneck & King

1. CALL TO ORDER

Kim DeJesus called the meeting to order at 9:02 a.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Kim DeJesus and seconded by Ted Purvis to approve the agenda as submitted. The motion was approved unanimously.

4. PUBLIC COMMENT

None was given.

5. BOARD WORKSHOP

The Board discussed how it can most effectively support and lead charter renewal, review of the Management Agreement, and set priorities and calendaring for January – June 2020.

Kirsten Barclay shared findings with respect to the way in which different stakeholders are currently poised to support the renewal and identify areas to improve in order to increase probability of successful renewal.

The stake holder groups include: Teachers, Principal, NHA, and the Board. The Board will use these findings to partner with NHA and the Principal to develop a framework and strategy for improvement.

The primary areas for improvement include:

- Curriculum and pedagogy
- Staff moral and high expectations for students
- Communication across the four stakeholder groups
- Finance- budget and audit
- Board oversight

Analysis did not include a parent component, which will need to be addressed.

6. EXECTUTIVE SESSION

A motion was made by Ted Purvis and seconded by Kathy Woods to enter executive session in order to discuss a ~~legal matter~~ NHA management agreement.

The motion was approved in a roll call vote.

Andrew Freedman voted yes
Kim DeJesus voted yes
Ted Purvis voted yes
Kathy Wood voted yes
Michael Ford voted yes
Arthur Traver voted yes
Robert Lowery voted yes

EXECUTIVE SESSION

A motion was made by Michael Ford and seconded by Kim DeJesus to re-enter open session.

The motion was approved in a roll call vote.

Andrew Freedman voted yes
Kim DeJesus voted yes
Ted Purvis voted yes
Kathy Wood voted yes
Michael Ford voted yes
Arthur Traver voted yes
Robert Lowery voted yes

7. EXTENDED PUBLIC COMMENT

None was given.

8. ADJOURNMENT

The meeting was adjourned at 1:05 p.m.

NEXT MEETING:
Thursday, December 19, 2020 at 4:00 p.m.

OFFICER OF THE BOARD

SIGNATURE Andrew J Freedman

AT BUFFALO UNITED CHARTER SCHOOL
325 MANHATTAN AVENUE, BUFFALO, NY 14214

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President		X	June 30, 2022
Ted Purvis | Treasurer		X	June 30, 2020
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee		X	June 30, 2021
Kathy Wood | Trustee	X		June 30, 2020
Robert Lowery | Trustee	X		June 30, 2020

1. CALL TO ORDER

Robert Lowery called the meeting to order at 4:16 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Michael Ford and seconded by Kathy Wood to approve the agenda as submitted. The motion was approved unanimously.

4. PUBLIC COMMENT

None was given.

5. ACTION ITEMS

   a. Approval of the Board Counsel Engagement Agreement
   A motion was made by Andrew Freedman and seconded by Robert Lowery to approve the Board Counsel Engagement Agreement as submitted. The motion was approved unanimously.

6. EXTENDED PUBLIC COMMENT

   None was given.

7. ADJOURNMENT

   The meeting was adjourned at 4:20 p.m.

NEXT MEETING:

Wednesday, January 8, 2020 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT BUFFALO UNITED CHARTER SCHOOL
325 MANHATTAN AVENUE, BUFFALO, NY 14214

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Ted Purvis | Treasurer	X		June 30, 2020
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee	X		June 30, 2021
Kathy Wood | Trustee	X		June 30, 2020
Robert Lowery | Trustee	X		June 30, 2020

NON-BOARD MEMBERS ATTENDING:

1. Kirsten Barclay – Bond, Schoeneck & King
2. Judy Willard – Strategic Planning Facilitator
3. Teresa Gerchman – Principal
4. Jaime Peld – Dean
5. April Gapinski – Dean
6. Rick Hangee – NHA
7. Irwin Kurz – Educational Consultant
8. Beth Mascitti-Miller – Educational Consultant
9. Andrew Gayle – NHA (via phone)

1. CALL TO ORDER

Andrew Freedman called the meeting to order at 6:45 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Kathy Wood and seconded by Robert Lowery to approve the agenda as submitted. The motion was approved unanimously.

4. APPROVAL OF THE DECEMBER 4, 2019 BOARD MEETING MINUTES

A motion was made by Arthur Traver and seconded by Kim DeJesus to approve the December 4, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.

5. APPROVAL OF THE DECEMBER 7, 2019 BOARD MEETING MINUTES

A motion was made by Arthur Traver and seconded by Robert Lowery to approve the December 7, 2019 Board Meeting Minutes as amended. The motion was approved unanimously.

Amendment:

- The Executive Session Agenda Item was revised as follows: A motion was made by Ted Purvis and seconded by Kathy Woods to enter executive session in order to discuss ~~a legal matter~~ NHA management agreement.

6. APPROVAL OF THE DECEMBER 19, 2019 BOARD MEETING MINUTES

A motion was made by Andrew Freedman and seconded by Kathy Wood to approve the December 19, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.

7. PUBLIC COMMENT

None was given.

8. COMMITTEE REPORTS

a. Education Committee Report
Kathy Wood presented the Education Committee Report.

Approval to Change the Educational Committee to a Full Board Educational Committee
A motion was made by Kim DeJesus and seconded by Michael Ford to Change the Educational Committee to a Full Board Educational Committee with Kathy Wood as the Educational Committee Chair. The motion was approved unanimously.

b. Personnel Committee Report
Andrew Freedman presented the Personnel Committee Report.

i. Staffing Update
Andrew Freedman presented the Staffing Update.

Approval of the Personnel Hires
A motion was made by Andrew Freedman and seconded by Kathy Wood to approve the Personnel Hires of:

- Chaniqua Bailey as a Teacher in Residence
- Nicole Ellis as a Teacher in Residence
- Jing Tian Ngiaw as a Music Teacher
- Gerard Frank as a Sixth-Grade Teacher
- Deanna Pardo as a Spanish Teacher – Starting in the 2020-2021 school year

The motion was approved unanimously.

c. Planning Task Force Committee Report
Judy Willard presented the Planning Task Force Committee Report. The Board will meet on January 22, 2020 to discuss its evaluation of NHA

d. Wrap-Around Services Committee Report
Teresa Gerchman presented the Wrap-Around Services Committee Report. The Boys & Girls Clubs will provide additional support during the power hour program. The Board directed NHA to work with the Boys & Girls Clubs to manage the relationship and ensure that the program offerings are robust and compliments the school's curriculum.

e. Finance Committee Report
Ted Purvis presented the Finance Committee Report. The Committee reviewed several responses from NHA in reference to the Board's questions stemming from the recent financial audit. The Board directed NHA to provide a comprehensive view of NHA's Strategic Marketing & Business Development Plan for the school, such as, teacher recruitment, student recruitment, transportation, marketing communications, and media (radio, tv, google ads, etc). The budget associated with these efforts was also requested.

f. Scholarship Committee Report
No new information was presented.

g. Complaints Committee Report
Andrew Freedman presented the Complaints Committee Report. A compliant was received and it is being examined by NHA.

h. Management Contract Review Committee Report
Andrew Freedman presented the Management Contract Review Committee Report. The Board and NHA will work to develop a timeline of when they will meet to review the contract. In discussing the contract, terms should be included in the agreement related to the Next Generation Standards. The Board directed NHA to provide confirmation that it is working to align the school's curriculum to the Next Generation Standards. As part of this alignment, NHA must describe its plan to ensure the curriculum meets the requirements of the school's charter and New York State regulations related to the Next Generation Standards.

9. MANAGEMENT REPORTS

a. Principal Report
Teresa Gerchman presented the Principal Report.

Highlights included:

- Chronic absenteeism and suspension data were reviewed.
- In planning the school calendar for 2020-2021, the school's leadership team will aim for better alignment with the Buffalo Public Schools Calendar.
- Robert Lowery will attend the next Parent Teacher Connection meeting and will invite parents to attend the next Board meeting. By attending Board meetings, parents may learn the process in which to become a Board member.
- The Board directed NHA to present a proposed transportation plan by the February 5, 2020 Board meeting.

i. School Performance Report Dashboard Suite
The School Performance Report Dashboard Suite was presented.
1. The Demographics were reviewed.

b. Board Fund Report
The Board Fund balance was reported.

10. DISCUSSION ITEMS

a. 2020 National Charter Schools Conference – The National Charter Schools Conference will be held Sunday, June 21, 2020 through Wednesday, June 24, 2020. The National Charter Schools Conference is a conference designed for current and aspiring charter school leaders. It is typically attended by charter teachers, leaders, Board members, advocates, education innovators, policymakers, and business leaders. Board members will determine if they will attend the conference.

b. Personal Profile Update Form – The Board will review the Personal Profile Update Forms and update pertinent information such as preferred contact information, if necessary.

c. Board Member Snapshot Form – The Board will review the Board Member Snapshot Forms. The information on the Snapshot Form is useful for NHA staff who may be meeting with the Board or member of the Board for the first time.

d. Proposed 2020-2021 Board Calendar – The Board reviewed the Proposed 2020-2021 Board Meeting Calendar and will discuss the need for July 2020 meeting as part of the February Board Meeting.

e. Board Self-Evaluation and Evaluation of NHA – Board members have completed their individual self-evaluations and have submitted them to the Board's Strategic Planning Facilitator. The Board will meet on January 22, 2020 to discuss and complete its evaluation of NHA.

f. Board Terms and Resignations – Board members were reminded to discuss potential changes to their membership, such as, resigning prior to their term expiration or not seeking reappointment at the end of their current term. This will provide the Board with enough time to identify interested candidates. Prior to the next Board meeting, Board members will inform the Chair if they plan to remain on the Board for the next school year.

11. ACTION ITEMS

a. Approval of the 2019-2020 Amended Budget
Tabled.

b. Approval of the Board Funds for the 2020 National Charter Schools Conference
Tabled.

c. Approval of the Book Study
A motion was made by Michael Ford and seconded by Kathy Wood to approve the expenditure of Board Funds not to exceed the amount of $300.00 for the cost of the Book Study as submitted. The motion was approved unanimously.

12. NEW BUSINESS

The Board will have an instructional workshop on February 1, 2020.

13. EXTENDED PUBLIC COMMENT

None was given.

14. ADJOURNMENT

The meeting was adjourned at 8:27 p.m.

NEXT MEETING:
Wednesday, January 22, 2020 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT BUFFALO UNITED CHARTER SCHOOL
325 MANHATTAN AVENUE, BUFFALO, NY 14214

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Ted Purvis | Treasurer	X		June 30, 2020
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee	X		June 30, 2021
Kathy Wood | Trustee	X		June 30, 2020
Robert Lowery | Trustee	X		June 30, 2020

NON-BOARD MEMBERS ATTENDING:

1. Kirsten Barclay – Bond, Schoeneck & King
2. Judy Willard – Strategic Planning Facilitator
3. Teresa Gerchman – Principal
4. Jaime Peld – Dean
5. April Gapinski – Dean
6. Rick Hangee – NHA
7. Irwin Kurz – Educational Consultant
8. Beth Mascitti-Miller – Educational Consultant
9. Andrew Gayle – NHA (via phone)

1. CALL TO ORDER

Andrew Freedman called the meeting to order at 5:41 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Kim DeJesus and seconded by Michael Ford to approve the agenda as submitted. The motion was approved unanimously.

4. PUBLIC COMMENT

The meeting attendees introduced themselves. Beth Mascitti-Miller has served as principal in urban settings and was the leader of a Blue-Ribbon School in Rochester, New York. Beth Mascitti-Miller has worked on various school turnaround efforts and will assist the school Board as part of the charter renewal process.

5. EDUCATION COMMITTEE MEETING

The Committee met with Kirsten Barclay and Beth Mascitti-Miller to discuss steps to advance committee goals. The school's top academic priorities were identified. In working with NHA and Teresa Gerchman, a dashboard will be developed to assess the school's progress, evaluate NHA, and guide the Board's strategic planning.

The Committee also discussed student growth data, students' "stretch goals", the effectiveness of staff professional development, and contingency plans to replace a Dean who will be on leave. NHA will provide a plan of action to address the Dean who will be on leave.

6. EXTENDED PUBLIC COMMENT

None was given.

7. ADJOURNMENT

The meeting was adjourned at 6:44 p.m.

NEXT MEETING:
Wednesday, January 8, 2020 at 6:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

Buffalo United Charter School
Board Meeting Minutes
Wednesday, January 22, 2020 at 5:30 p.m.

AT BUFFALO UNITED CHARTER SCHOOL
325 MANHATTAN AVENUE, BUFFALO, NY 14214

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Ted Purvis | Treasurer	X		June 30, 2020
Michael Ford | Secretary		X	June 30, 2022
Arthur Traver | Trustee	X		June 30, 2021
Kathy Wood | Trustee		X	June 30, 2020
Robert Lowery | Trustee	X		June 30, 2020

NON-BOARD MEMBERS ATTENDING:

1. Kirsten Barclay – Bond, Schoeneck & King
2. Judy Willard – Strategic Planning Facilitator

1. CALL TO ORDER

Andrew Freedman called the meeting to order at 5:30 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Kim DeJesus and seconded by Robert Lowery to approve the agenda as submitted. The motion was approved unanimously.

4. PUBLIC COMMENT

None was given.

5. EXECUTIVE SESSION TO REVIEW THE EMPLOYMENT, PROMOTION, SUSPENSION, DISMISSAL, OR REMOVAL OF A CORPORATION WITH RESPECT TO THE BOARD'S EVALUATION OF NHA'S PERFORMANCE

A motion was made by Arthur Traver and seconded by Andrew Freedman to enter executive session in order to discuss the employment, promotion, suspension, dismissal or removal of a corporation with respect to the Board's evaluation of NHA's performance.

The motion was approved in a roll call vote.

Andrew Freedman voted yes
Arthur Traver voted yes
Kim DeJesus voted yes
Robert Lowery voted yes
Ted Purvis voted yes

EXECUTIVE SESSION

A motion was made by Kim DeJesus and seconded by Ted Purvis to re-enter open session.

The motion was approved in a roll call vote.

Andrew Freedman voted yes
Arthur Traver voted yes
Kim DeJesus voted yes
Robert Lowery voted yes
Ted Purvis voted yes

6. EXTENDED PUBLIC COMMENT

None was given.

Approval of the Principal Appreciation
A motion was made by Robert Lowery and seconded by Kim DeJesus to approve the expenditure of Board Funds not to exceed the amount of $89.19 for the cost of the Principal Appreciation as submitted. The motion was approved with one abstention.

7. ADJOURNMENT

The meeting was adjourned at 7:30 p.m.

NEXT MEETING:

Saturday, February 1, 2020 at 8:30 a.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT BUFFALO UNITED CHARTER SCHOOL
325 MANHATTAN AVENUE, BUFFALO, NY 14214

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X (via phone)		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Ted Purvis | Treasurer		X	June 30, 2020
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee	X		June 30, 2021
Kathy Wood | Trustee	X		June 30, 2020
Robert Lowery | Trustee	X		June 30, 2020

NON-BOARD MEMBERS ATTENDING:

1. Kirsten Barclay – Bond, Schoeneck & King
2. Teresa Gerchman – Principal
3. Beth Mascitti-Miller – Educational Consultant

1. CALL TO ORDER

Kim DeJesus called the meeting to order at 8:35 a.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Michael Ford and seconded by Arthur Traver to approve the agenda as submitted. The motion was approved unanimously.

4. PUBLIC COMMENT

None was given.

5. BOARD WORKSHOP

a. Accountability Plan
The Board reviewed the Accountability Plan.

b. SUNY Renewal Benchmark 1A
The Board reviewed SUNY Benchmark 1A.

c. Data Dashboard
The Board discussed a proposed Data Dashboard.

d. Student Performance Protocol
The Board discussed the Student Performance Protocol.

6. ADJOURNMENT

The meeting was adjourned at 11:33 a.m.

NEXT MEETING:
Wednesday, February 5, 2020 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT BUFFALO UNITED CHARTER SCHOOL
325 MANHATTAN AVENUE, BUFFALO, NY 14214

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Ted Purvis | Treasurer		X	June 30, 2020
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee	X		June 30, 2021
Kathy Wood | Trustee	X		June 30, 2020
Robert Lowery | Trustee	X		June 30, 2020

NON-BOARD MEMBERS ATTENDING:

1. Kirsten Barclay – Bond, Schoeneck & King
2. Teresa Gerchman – Principal
3. Rick Hangee – NHA
4. Irwin Kurz – Educational Consultant
5. Beth Mascitti-Miller – Educational Consultant
6. Andrew Gayle – NHA

1. CALL TO ORDER

Andrew Freedman called the meeting to order at 6:46 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Robert Lowery and seconded by Kathy Wood to approve the agenda as submitted. The motion was approved unanimously.

4. APPROVAL OF THE JANUARY 8, 2020 EDUCATION COMMITTEE MEETING MINUTES

A motion was made by Michael Ford and seconded by Robert Lowery to approve the January 8, 2020 Education Committee Meeting Minutes as submitted. The motion was approved unanimously.

5. APPROVAL OF THE JANUARY 8, 2020 BOARD MEETING MINUTES

A motion was made by Kim DeJesus and seconded by Michael Ford to approve the January 8, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

6. APPROVAL OF THE JANUARY 22, 2020 BOARD MEETING MINUTES

Tabled.

7. APPROVAL OF THE FEBRUARY 1, 2020 BOARD MEETING MINUTES

Tabled.

8. PUBLIC COMMENT

None was given.

9. COMMITTEE REPORTS

a. Education Committee Report
The Education Committee Report was presented as part of the Education Committee as a whole.

b. Personnel Committee Report
Andrew Freedman presented the Personnel Committee Report.

i. Staffing Update
Andrew Freedman presented the Staffing Update.

Approval of the Personnel Hire
A motion was made by Kim DeJesus and seconded by Andrew Freedman to approve the Personnel Hire of:

- Page Chapman as a Fifth-Grade Teacher

The motion was approved unanimously.

c. Planning Task Force Committee Report
Andrew Freedman presented the Planning Task Force Committee Report. During the January 22, 2020 meeting, the Board completed the Evaluation of NHA. The Evaluation will be shared with NHA.

d. Wrap-Around Services Committee Report
Arthur Traver presented the Wrap-Around Services Committee Report. The Boys & Girls Clubs prepared a report which will be reviewed as part of the March 4, 2020 meeting.

e. Finance Committee Report
Arthur Traver presented the Finance Committee Report. The Committee reviewed the Board Fund Report.

Approval of the Board Funds for PBIS Incentives
A motion was made by Kim DeJesus and seconded by Kathy Wood to approve the expenditure of Board Funds not to exceed the amount of $3,000.00 for the cost of the PBIS Incentives. The motion was approved unanimously.

f. Scholarship Committee Report
No new information was presented.

g. Complaints Committee Report
Andrew Freedman presented the Complaints Committee Report. A complaint was received by the Charter Schools Institute regarding a pest issue at the school. Teresa Gerchman stated that a pest control service visited and addressed the issue.

h. Management Contract Review Committee Report
Andrew Freedman presented the Management Contract Review Committee Report. Kirsten Barclay is assisting the Committee in its review of the Management Contract.

10. MANAGEMENT REPORTS

a. Principal Report
Teresa Gerchman presented the Principal Report.

Highlights included:

- The Deans of each grade group provided information for the development of the Principal's report.
- The Board discussed the school's enrollment decrease and requested information regarding the school's recent history in meeting 85% of its charter enrollment goal.

b. Board Fund Report
The Board Fund balance was reported.

11. DISCUSSION ITEMS

a. The Proposed 2020-2021 Board Calendar was reviewed. The Board proposed to move its meetings to the first Tuesday evening of each month. A calendar reflecting the proposed change will be provided to the Board.
b. The Proposed 2020-2021 Education Committee Calendar was reviewed. The Board proposed to move its meeting to the first Tuesday evening of each month. A calendar reflecting the proposed change will be provided to the Board.
c. The Second Quarter Financial Statements were reviewed.

12. ACTION ITEMS

a. Approval of the Revised 2019-2020 Board Calendar
A motion was made by Kim DeJesus and seconded by Michael Ford to approve the Revised 2019-2020 Board Calendar as submitted. The motion was approved unanimously.

b. Appointment of the 2019-2020 Audit Firm
A motion was made by Andrew Freedman and seconded by Arthur Traver to appoint Plante Moran as the 2019-2020 Audit Firm. The motion was approved unanimously.

c. Approval of the 2019-2020 Amended Budget
Tabled.

d. Approval of the Board Funds for the 2020 National Charter Schools Conference
Removed from agenda.

e. Approval of the 2019-2020 Education Committee Calendar
A motion was made by Michael Ford and seconded by Robert Lowery to approve the 2019-2020 Education Committee Calendar as submitted. The motion was approved unanimously.

f. Acknowledgement of the Resignation of the Board Member
Tabled.

g. Approval of the Resolution to Approve Mediation
A motion was made by Michael Ford and seconded by Kathy Wood to approve the Resolution to Approve Mediation. The motion was approved unanimously.

13. NEW BUSINESS

To fill the pending departure of a Dean who will be on maternity leave, NHA is identifying retired administrators who may be able to fill the role until the Dean's leave is complete. If necessary, NHA will also shift the responsibilities of the school's other Deans to assist teachers and students until the leave is complete.

NHA is working with Buffalo Public Schools to meet all necessary requirements for the implementation of transportation at Buffalo United Charter School for the upcoming school year. The Boys & Girls Clubs Wrap-Around program would be able to accommodate a proposed change in time with the implementation of transportation.

The Wrap-Around Services Committee will meet with NHA staff to explore other options for after school programming. Additional information will also be provided regarding the Principal's approval of purchase orders related to the Wrap-Around Services Program.

The Board will explore the use of tablets for its duties. The Board will also work with NHA to determine if the hardware and software could be purchased and maintained by NHA on behalf of the Board.

14. EXTENDED PUBLIC COMMENT

None was given.

15. ADJOURNMENT

The meeting was adjourned at 8:09 p.m.

NEXT MEETING:
Wednesday, March 4, 2020 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT BUFFALO UNITED CHARTER SCHOOL
325 MANHATTAN AVENUE, BUFFALO, NY 14214

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Ted Purvis | Treasurer		X	June 30, 2020
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee	X		June 30, 2021
Kathy Wood | Trustee	X		June 30, 2020
Robert Lowery | Trustee	X		June 30, 2020

NON-BOARD MEMBERS ATTENDING:

1. Kirsten Barclay – Bond, Schoeneck & King
2. Teresa Gerchman – Principal
3. Rick Hangee – NHA
4. Irwin Kurz – Educational Consultant
5. Beth Mascitti-Miller – Educational Consultant
6. Andrew Gayle – NHA

1. CALL TO ORDER

Kathy Wood called the meeting to order at 5:36 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Robert Lowery and seconded by Andrew Freedman to approve the agenda as submitted. The motion was approved unanimously.

4. PUBLIC COMMENT

None was given.

5. EDUCATION COMMITTEE MEETING

BUCS School Improvement Plan

- Teresa Gerchman provided a review of the School Improvement Plan and discussed the growth and stretch goals of Buffalo United Charter School.

Data Dashboard Template Review

- Kirsten Barclay and Beth Mascitti-Miller provided an overview of the Data Dashboard. The Dashboard will be used to provide the Board with a sense of how the school is performing in relation to several key metrics.

NHA Meeting Discussion

- A recent discussion was held between the Board and NHA regarding Buffalo United Charter School's curriculum. The current curriculum as well as plans to meet the New York State Next Generation Learning Standards were discussed. The Board requested information regarding the research basis for the proposed curriculum as well as whether the curriculum was too proscriptive for teachers. The Board and NHA will discuss whether the curriculum would be better developed centrally or at the school level.

6. EXTENDED PUBLIC COMMENT

None was given.

7. ADJOURNMENT

The meeting was adjourned at 6:44 p.m.

NEXT MEETING:
Wednesday, February 5, 2020 at 6:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT BUFFALO UNITED CHARTER SCHOOL
325 MANHATTAN AVENUE, BUFFALO, NY 14214

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Ted Purvis | Treasurer		X	June 30, 2020
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee	X		June 30, 2021
Kathy Wood | Trustee	X		June 30, 2020
Robert Lowery | Trustee	X		June 30, 2020

NON-BOARD MEMBERS ATTENDING:

1. Kirsten Barclay – Bond, Schoeneck & King
2. Teresa Gerchman – Principal
3. Rick Hangee – NHA
4. Irwin Kurz – Educational Consultant
5. Nick Paradiso – NHA
6. Jeff Allen – Bond, Schoeneck & King
7. Andrew Gayle – NHA

1. CALL TO ORDER

Andrew Freedman called the meeting to order at 6:49 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Kim DeJesus and seconded by Kathy Wood to approve the agenda as submitted. The motion was approved unanimously.

4. APPROVAL OF THE JANUARY 22, 2020 BOARD MEETING MINUTES

A motion was made by Kim DeJesus and seconded by Robert Lowery to approve the January 22, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

5. APPROVAL OF THE FEBRUARY 1, 2020 BOARD MEETING MINUTES

A motion was made by Robert Lowery and seconded by Kim DeJesus to approve the February 1, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

6. APPROVAL OF THE FEBRUARY 5, 2020 BOARD MEETING MINUTES

A motion was made by Kim DeJesus and seconded by Kathy Wood to approve the February 5, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

7. PUBLIC COMMENT

None was given.

8. COMMITTEE REPORTS

a. Personnel Committee Report
Andrew Freedman presented the Personnel Committee Report.

i. Staffing Update
Andrew Freedman presented the Staffing Update.

Approval of the Personnel Hires
A motion was made by Kim DeJesus and seconded by Robert Lowery to approve the Personnel Hires of:

- Michele Nowicki as a Sixth-Grade Teacher
- Amanda D'angio as a Fifth-Grade Teacher
- Rosemary Bradley as a Substitute Dean

The motion was approved unanimously.

b. Planning Task Force Committee Report
No new information was presented.

c. Wrap-Around Services Committee Report
Robert Lowery and Arthur Traver presented the Wrap-Around Services Committee Report. The Committee reviewed a previous Memorandum of Understanding between NHA and the Boys & Girls Clubs of Buffalo and recent invoices as well as conducted an observation of the Wrap-Around program. The Committee will seek to identify whether the terms of the 21st Century Community Learning Centers Grant associated with the Wrap-Around Program are being met and participate in discussions between NHA and the Boys & Girls Clubs of Buffalo regarding the performance of the program.

d. Finance Committee Report
Arthur Traver presented the Finance Committee Report. The Committee reviewed the Board Fund Report.

Approval of the Student T-Shirts for Test Days
A motion was made by Kim DeJesus and seconded by Arthur Traver to approve the expenditure of Board Funds not to exceed the amount of $2,500.00 for the cost of Student T-Shirts for Test Days. The motion was approved unanimously.

e. Scholarship Committee Report
Kim DeJesus presented the Scholarship Committee Report. Kim DeJesus requested that Teresa Gerchman consider other types of student achievements which can be recognized by the Committee.

f. Complaints Committee Report
No new information was presented.

g. Management Contract Review Committee Report
Andrew Freedman presented the Management Contract Review Committee Report. Recent discussions have been held with NHA regarding the school's performance.

9. MANAGEMENT REPORTS

a. Principal Report
Teresa Gerchman presented the Principal Report. Several Board members have agreed to visit the school to read to students as part of the month of March's designation as National Reading Month.

i. 2020-2021 Academic School Improvement Plan Goals
Teresa Gerchman presented the 2020-2021 Academic School Improvement Plan goals.

ii. Wellness Policy Review
Teresa Gerchman presented and discussed the Wellness Policy process, goals and objectives, and feedback gathered.

iii. School Performance Report Dashboard Suite
The School Performance Report Dashboard Suite was presented.
1. Enrollment and Attendance were reviewed.
2. The Interim Assessment Report was reviewed.

b. Board Fund Report
The Board Fund balance was reported.

10. DISCUSSION ITEMS

a. The Form 990 was reviewed. All 501(c)3 tax exempt organizations are required to file a Form 990 on an annual basis. The Form 990 is an informational return.
b. The 2019-2020 Board Satisfaction Survey was discussed. The Board will receive a link to complete NHA's Board Satisfactory Survey. The survey provides Boards with an opportunity to share feedback with NHA regarding areas of strength and improvement.
c. Administrative Professionals Week will be held April 20-24, 2020 and provides an opportunity to celebrate the school's office staff.

Approval of the Administrative Professionals Week
A motion was made by Kim DeJesus and seconded by Kathy Wood to approve the expenditure of Board Funds not to exceed the amount of $500.00 for the cost of the Administrative Professionals Week. The motion was approved unanimously.

d. Teacher Appreciation Week will be held on May 4-8, 2020 and provides an opportunity to celebrate the school's staff members.

Approval of the Teacher Appreciation Week
A motion was made by Kim DeJesus and seconded by Kathy Wood to approve the expenditure of Board Funds not to exceed the amount of $1,000.00 for the cost of the Teacher Appreciation Week. The motion was approved unanimously.

e. The 2020 NHA Board Symposium will be held on Tuesday, October 20, 2020 in Plymouth, MI. The Symposium provides NHA partner Board members with the opportunity to receive professional development that focuses on several different areas of interest.
f. The Board Binders Preference was discussed. The Board would like one Board binder for the 2020-2021 school year.
g. The CSI Site Visit was discussed. The SUNY Charter Schools Institute will conduct a spring evaluation visit to the school on May 4-5, 2020 with a pre-visit call on April 9, 2020.

11. ACTION ITEMS

a. Approval of the 2020-2021 Education Committee Calendar
A motion was made by Kathy Wood and seconded by Michael Ford to approve the 2020-2021 Education Committee Calendar as submitted. The motion was approved unanimously.

b. Approval of the 2020-2021 Board Calendar
A motion was made by Michael Ford and seconded by Robert Lowery to approve the 2020-2021 Board Calendar as submitted. The motion was approved unanimously.

c. Approval of the 2019-2020 Amended Budget
After due consideration and discussion, a motion was made by Andrew Freedman and seconded by Arthur Traver to approve the 2019-2020 Amended Budget as submitted. The motion was approved unanimously.

d. Approval of the 2020-2021 Offered Seats Schedule
A motion was made by Kim DeJesus and seconded by Michael Ford to approve the 2020-2021 Offered Seats Schedule as submitted. The motion was approved unanimously.

e. Acknowledgement of the Resignation of the Board Member
A motion was made by Kathy Wood and seconded by Michael Ford to acknowledge Ted Purvis' Resignation from the Buffalo United Charter School Board of Directors. The motion was approved unanimously.

12. NEW BUSINESS

Approval of the Tablets Purchase
A motion was made by Andrew Freedman and seconded by Kathy Wood to approve the expenditure of Board Funds not to exceed the amount of $4,000.00 for the cost of the Tablets Purchase. The motion was approved unanimously.

The Boys & Girls Clubs of Buffalo will host its annual Inspiring Great Futures Concert on Thursday, April 23, 2020 at 5 p.m. at the Mary Seaton Room at Kleinhan's Music Hall. The Board members and staff will plan on attending.

13. EXTENDED PUBLIC COMMENT

None was given.

14. ADJOURNMENT

The meeting was adjourned at 8:04 p.m.

NEXT MEETING:
Wednesday, April 8, 2020 at 6:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT BUFFALO UNITED CHARTER SCHOOL
325 MANHATTAN AVENUE, BUFFALO, NY 14214

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Ted Purvis | Treasurer		X	June 30, 2020
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee	X		June 30, 2021
Kathy Wood | Trustee	X		June 30, 2020
Robert Lowery | Trustee	X		June 30, 2020

NON-BOARD MEMBERS ATTENDING:

1. Kirsten Barclay – Bond, Schoeneck & King
2. Teresa Gerchman – Principal
3. Rick Hangee – NHA
4. Irwin Kurz – Educational Consultant
5. Nick Paradiso – NHA
6. Jeff Allen – Bond, Schoeneck & King
7. Rosemary Bradley – Substitute Dean
8. Andrew Gayle – NHA

1. CALL TO ORDER

Kathy Wood called the meeting to order at 5:43 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Kim DeJesus and seconded by Andrew Freedman to approve the agenda as submitted. The motion was approved unanimously.

4. APPROVAL OF THE FEBRUARY 5, 2020 EDUCATION COMMITTEE MEETING MINUTES

A motion was made by Andrew Freedman and seconded by Kim DeJesus to approve the February 5, 2020 Education Committee Meeting Minutes as submitted. The motion was approved unanimously.

5. PUBLIC COMMENT

Rosemary Bradley introduced herself to the Board. She is a former Science Teacher, Board of Cooperative Educational Services Assistant Principal, and High School Principal.

6. EDUCATION COMMITTEE MEETING

Principal Gerchman reviewed the Board's Data Dashboard. The review detailed the school's performance in relation to its charter and target goals.

NHA staff is compiling data to complete a Board monitoring document.

The Board will review the Accountability Plan Progress Report as well as an updated version of the document.

Teresa Gerchman described how teachers are differentiating learning and the use of observational feedback to improve teaching practices.

7. EXTENDED PUBLIC COMMENT

Kirsten Barclay will conduct an educational workshop for the Board on March 18, 2020 at 5:30 p.m.

8. ADJOURNMENT

The meeting was adjourned at 6:48 p.m.

NEXT MEETING:

Wednesday, March 4, 2020 at 6:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

ZOOM MEETING: http://tiny.cc/69ikmz
MEETING ID: 361 051 877 PASSWORD: 936929

VIA CONFERENCE CALL
DIAL-IN: 1-646-558-8656 - PARTICIPANT CODE: 361-051-877

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President		X	June 30, 2022
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee	X		June 30, 2021
Kathy Wood | Trustee	X		June 30, 2023
Robert Lowery | Trustee	X		June 30, 2023

NON-BOARD MEMBERS ATTENDING:

1. Kirsten Barclay – Bond, Schoeneck & King
2. Teresa Gerchman – Principal
3. Nick Paradiso – NHA
4. Andrew Gayle – NHA
5. Judy Willard – Educational Consultant

All Board Members and Non-Board Members in attendance participated virtually.

1. CALL TO ORDER

Kathy Wood called the meeting to order at 6:31 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Arthur Traver and seconded by Michael Ford to approve the agenda as submitted. The motion was approved unanimously.

4. APPROVAL OF THE MARCH 4, 2020 BOARD MEETING MINUTES

A motion was made by Arthur Traver and seconded by Robert Lowery to approve the March 4, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

5. PUBLIC COMMENT

Andrew Gayle noted that in Open Meetings Law Requirements a meeting can be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.

6. COMMITTEE REPORTS

a. Personnel Committee Report
Kathy Wood presented the Personnel Committee Report.

i. Staffing Update
Kathy Wood presented the Staffing Update.

Approval of the Personnel Hire
A motion was made by Robert Lowery and seconded by Arthur Traver to approve the Personnel Hire of:

- Dr. Rosemary Bradley as a Dean of School Culture

The motion was approved unanimously.

b. Finance Committee Report
Arthur Traver presented the Finance Committee Report. The Committee reviewed the Board Fund Report.

c. Complaints Committee Report
No new information was presented.

7. MANAGEMENT REPORTS

a. Principal Report

Teresa Gerchman presented the Principal Report.

Highlights included:

- The school staff has been outstanding throughout the COVID-19 pandemic. On March 16, 2020 the staff members completed lesson plans through April 19, 2020.
- Except for 19 families, all families were able to pick up learning materials for students during the COVID-19 school closure.
- Approximately 300 Chromebooks were distributed to families as well as information regarding online access through Spectrum, the internet and cable provider.
- Technical computer assistance was also provided to families who needed additional help.
- Every teacher has a Google Classroom and have been provided with professional development on the use of the platform.
- Teachers are taking attendance everyday based on students who have logged into the virtual classrooms as well as communications with parents/guardians.
- Guidance counselors and social workers are continuing their work with their respective students.
- Teresa Gerchman will provide the Board with an update regarding the school at the end of each week.
- Staff are videotaping themselves while teaching and providing feedback on the work submitted by students. Paraprofessionals and interventionists are also assisting with classes.
- Teresa Gerchman has contacted staff to learn how they and their families are doing personally.
- The school has provided meals to hundreds of students during the school closure.
- Teresa Gerchman stated NHA has assisted in the creation of communication to families, continuation of food services, and security while distributing meals.
- Special education teachers have completed their lesson plans and joined the Google Classrooms of their students.
- Staff members have made significant contact with approximately 88% of the school's student population. The goal of the staff is to have a phone conversation with every parent.
- The use of i-Ready has assisted in student differentiated learning.
- Staff members are concerned about their students during this time.
- Teresa Gerchman will coordinate an effort to deliver meals to staff members.
- The Board will send a communication to staff thanking them for their commitment to the school and students.
- Kirstin Barclay complimented the rigor of the educational continuity plan that the school has developed in response to the school's closure.

b. Board Fund Report
The Board Fund balance was reported.

8. DISCUSSION ITEMS

a. Disclosure of Financial Interest Form – The Disclosure of Financial Interest Form is required to be completed by all Board members as part of the school's Annual Report submission.

9. ACTION ITEMS

a. Reappointment of Kathy Wood to Serve an Additional Board Term of Three Years to Expire in June of 2023
A motion was made by Andrew Freedman and seconded by Robert Lowery to Reappoint Kathy Wood to Serve an Additional Three-year Term on the Buffalo United Charter School Board of Directors to Expire in June of 2023. The motion was approved unanimously.

b. Reappointment of Robert Lowery to Serve an Additional Board Term of Three Years to Expire in June of 2023
A motion was made by Kathy Wood and seconded by Michael Ford to Reappoint Robert Lowery to Serve an Additional Three-year Term on the Buffalo United Charter School Board of Directors to Expire in June of 2023. The motion was approved unanimously.

10. NEW BUSINESS

Approval of the Board Treasurer and Finance Committee Chair
A motion was made by Michael Ford and seconded by Robert Lowery to approve Arthur Traver as Board Treasurer and Chair of the Finance Committee. The motion was approved unanimously.

The Board discussed the implementation of transportation for the upcoming school year and requested that NHA provide a plan stating the hurdles to implementing transportation as well as potential bus routes and times.

Approval of Transportation for the 2020-2021 School Year
A motion was made by Robert Lowery and seconded by Kathy Wood to implement transportation for the 2020-2021 school year. The motion was approved unanimously.

Approval of the Board Resolution Related to COVID-19 and Delegation of Authorities
Whereas, the Governor has declared a health emergency due to the COVID-19 virus; and

Whereas, SUNY Charter Schools Institute has advised Boards of trustees to review their Bylaws in order to ensure effective governance pursuant to the terms thereof; and

Whereas, the Bylaws currently delegate decision-making and signatory responsibilities to the President and, in his/her absence, the Vice President, with no additional successive delegation; and

Whereas the Board of Trustees seeks to ensure that it is able to carry out its legal obligations with respect to decision making and the signing of documents.

A motion was made by Michael Ford and seconded by Kathy Wood to approve a resolution in the event that both the Board President and Vice President are unable, as a result of the COVID-19 virus, to carry out the functions of the President, the Treasurer and, if unable to do so as a result of the COVID-19 virus, the Secretary, shall be vested with the authority to carry out those functions.

It is the Board of Trustees' intention that this Resolution remain in effect until such time as the Governor declares an end to the State of Emergency related to the COVID-19 virus.

The Board will have an Education Committee meeting on April 20, at 5:30 pm and an Educational Workshop on April 25, 2020 at 8:30 am. Both meetings will be held virtually.

11. EXTENDED PUBLIC COMMENT

None was given.

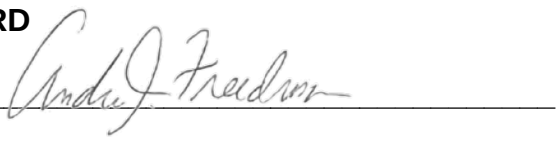
12. ADJOURNMENT

The meeting was adjourned at 7:59 p.m.

NEXT MEETING:

Monday, April 20, 2020 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE 

AT ZOOM MEETING: HTTP://TINY.CC/X2V7MZ MEETING ID: 974-8120-0125 PASSWORD: 3TCAUG

JOIN BY PHONE: 1-646-558-8656 MEETING ID: 974-8120-0125

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee		X	June 30, 2021
Kathy Wood | Trustee	X		June 30, 2023
Robert Lowery | Trustee	X		June 30, 2023

NON-BOARD MEMBERS ATTENDING:

1. Kirsten Barclay – Bond, Schoeneck & King
2. Teresa Gerchman – Principal
3. Irwin Kurz – Educational Consultant
4. Beth Mascitti-Miller – Educational Consultant
5. Andrew Gayle – NHA

All Board Members and Non-Board Members in attendance participated virtually.

1. CALL TO ORDER

Kathy Wood called the meeting to order at 5:35 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Kathy Wood and seconded by Andrew Freedman to approve the agenda as submitted. The motion was approved unanimously.

4. APPROVAL OF THE MARCH 4, 2020 EDUCATION COMMITTEE MEETING MINUTES

Tabled.

5. PUBLIC COMMENT

None was given.

6. EDUCATION COMMITTEE MEETING

a. The Overview of Continuity of Learning Plan and Updates on CSI Expectations was discussed by Teresa Gerchman.

Highlights included:

- Teachers have uploaded weekly lesson plans. Lessons consist of educational videos, interactive discussion boards, workbooks, as well as, paper and pencil packets. Packets were provided to every family. Teachers have assigned specific tasks within the packets for completion.
- Teachers communicate and engage with students and families through Google Classroom. i-Ready is also used as a tool to assess the progress and growth of students.
- In discussions with families, teachers ask how everyone is doing and whether they need any assistance.
- Student participation rates for the school during the closure is similar to other schools statewide.
- Special Education students still have their Individual Education program goals addressed.

b. The Analysis of Curriculum Information that NHA Submitted Following the February 4, 2020 Curriculum Meeting was discussed by Beth Mascitti-Miller.

Highlights included:

- As part of a February 4, 2020 curriculum meetings, NHA representatives met with members of the school Board. During the meetings, NHA discussed what it was doing currently and moving forward regarding the school's curriculum. NHA provided detailed information of what it is doing to meet renewal benchmarks.
- Based on information provided by NHA, Beth Mascitti-Miller and Kirsten Barclay will provide the Board with a monitoring tool to track NHA's support of curriculum work.
- Due to the school closure, Beth Mascitti-Miller was unable to conduct a sit visit to observe the curriculum in practice.
- Further discussions with NHA will provide an understanding if the school's curriculum is research based.
- Areas of improvement include the following:
    - Additional curriculum adjustments should be made for Special Education and English Language Learner students.
    - There should be a clear instructional framework for teaching and learning.
    - Gaps in culturally relevant curriculum should be addressed.

c. The Updated Data Dashboard – science was discussed by Teresa Gerchman.

Highlights included:

- The Board reviewed the most recent science data. Approximately 55% of eighth-graders who have attended the school for two or more years scored at level three or four on the science assessment. During the previous year 38% of students scored at level three or four on the assessment.

d. The Review of the 2018-19 Performance Dossier, and Updates on Emergency Regulations and Renewal Process was discussed by Kirsten Barclay.

Highlights included:

- The Board was provided with a brief description of Benchmark 1A math and ELA data from last year's state assessments which were analyzed by the SUNY Charter Schools Institute.

7. EXTENDED PUBLIC COMMENT

None was given.

8. ADJOURNMENT

The meeting was adjourned at 6:50 p.m.

NEXT MEETING:
Saturday, April 25, 2020 at 8:00 a.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT ZOOM MEETING: HTTP://TINY.CC/FNA8MZ MEETING ID: 983-2341-3472 PASSWORD: 0U90JK

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee		X	June 30, 2021
Kathy Wood | Trustee	X		June 30, 2020
Robert Lowery | Trustee	X		June 30, 2020

NON-BOARD MEMBERS ATTENDING:

1. Kirsten Barclay – Bond, Schoeneck & King
2. Judy Willard – Strategic Planning Facilitator
3. Teresa Gerchman – Principal
4. Rick Hangee – NHA
5. Irwin Kurz – Educational Consultant
6. Beth Mascitti-Miller – Educational Consultant
7. Andrew Gayle – NHA

All Board Members and Non-Board Members in attendance participated virtually.

1. CALL TO ORDER

Andrew Freedman called the meeting to order at 8:41 a.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Robert Lowery and seconded by Kathy Wood to approve the agenda as submitted. The motion was approved unanimously.

4. PUBLIC COMMENT

None was given.

5. BOARD WORKSHOP

a. SUNY Renewal Benchmarks 1B-1F Related to Curriculum and Instruction was discussed.

Highlights included:

- As part of the workshop, the Board reviewed the five quality Renewal Benchmarks used by SUNY Charter Schools Institute to evaluate academic success and how these benchmarks work together to create the instructional cycle.
- The five Benchmarks consist of:
  - 1B – Use of Assessment Data
  - 1C – Curriculum
  - 1D – Pedagogy
  - 1E – Instructional Leadership
  - 1F – At-Risk Students
- The Board discussed the expectations of the school by reviewing student academic work.
- The Board viewed a role-playing session in which a teacher and Principal/Dean discussed classroom trends, curricular tools used in teaching, and several other academic scenarios.

6. EXTENDED PUBLIC COMMENT

None was given.

7. ADJOURNMENT

The meeting was adjourned at 10:38 a.m.

NEXT MEETING:
Wednesday, May 6, 2020 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT GOOGLE MEET: HTTPS://MEET.GOOGLE.COM/QMQ-UFXF-WBP OR PHONE: 1 347-345-2674 PIN: 590 557 068#

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee	X		June 30, 2021
Kathy Wood | Trustee	X		June 30, 2023
Robert Lowery | Trustee	X		June 30, 2023

NON-BOARD MEMBERS ATTENDING:

1. Kirsten Barclay – Bond, Schoeneck & King
2. Judy Willard – Strategic Planning Facilitator
3. Teresa Gerchman – Principal
4. Rick Hangee – NHA
5. Irwin Kurz – Educational Consultant
6. Beth Mascitti-Miller – Educational Consultant
7. Andrew Gayle – NHA

All Board Members and Non-Board Members in attendance participated virtually.

1. CALL TO ORDER

Andrew Freedman called the meeting to order at 6:50 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Kim DeJesus and seconded by Robert Lowery to approve the agenda as submitted. The motion was approved unanimously.

4. APPROVAL OF THE APRIL 8, 2020 BOARD MEETING MINUTES

A motion was made by Kathy Wood and seconded by Robert Lowery to approve the April 8, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

5. APPROVAL OF THE APRIL 25, 2020 BOARD MEETING MINUTES

A motion was made by Kim DeJesus and seconded by Robert Lowery to approve the April 25, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

6. PUBLIC COMMENT

None was given.

7. COMMITTEE REPORTS

a. Personnel Committee Report
Andrew Freedman presented the Personnel Committee Report.

i. Staffing Update
Andrew Freedman presented the Staffing Update.

Approval of the Personnel Hires
A motion was made by Kim DeJesus and seconded by Kathy Wood to approve the Personnel Hires of:

- Jenna Fish as a Teacher in Residence
- Erica Kanaley as a Teacher in Residence
- Gregory Nicolia as a Physical Education Teacher
- Melissa Houghton as a Teacher in Residence

The motion was approved unanimously.

b. Planning Task Force Committee Report
Judy Willard presented the Planning Task Force Committee Report. The Committee has taken a pause as the school and Board prepare for Charter Renewal.

c. Wrap-Around Services Committee Report
Robert Lowery presented the Wrap-Around Services Committee Report. The Committee will continue discussions with NHA regarding the Wrap-Around Services program. The Committee will work to determine how the Wrap-Around Services program can be robust while also impacting the growth of families and students. The Committee and NHA will discuss program expectations with the Boys & Girls Clubs of Buffalo for the upcoming school year and will also review request for proposals of Wrap-Around programs that have been implemented at other NHA-partner schools.

d. Finance Committee Report
Arthur Traver presented the Finance Committee Report. The Board Fund Report was reviewed. The Committee will work with NHA to determine how current economic conditions will impact the school and the charter school sector.

e. Scholarship Committee Report
Kim DeJesus presented the Scholarship Committee Report. Tereasa Gerchman stated the school will provide lawn signs to the school's eighth-grade students to celebrate their advancement to high school. The school is exploring the delivery of diplomas to student homes or having a virtual promotion ceremony.

Approval of the Valedictorian and Salutatorian Awards
A motion was made by Michael Ford and seconded by Robert Lowery to approve the expenditure of Board Funds not to exceed the amount of $3,000.00 for the cost of laptops for the 2019-2020 Kim DeJesus Valedictorian and Salutatorian Scholarship Awards. The motion was approved unanimously.

Approval of the Tablets for Highest Achieving Students
A motion was made by Michael Ford and seconded by Robert Lowery to approve the expenditure of Board Funds not to exceed the amount of $1,500.00 for the cost of the Tablets for the Highest Achieving Students in each grade for ELA and Math. The motion was approved unanimously.

f. Complaints Committee Report
No new information was presented.

g. Management Contract Review Committee Report
Andrew Freedman presented the Management Contract Review Committee Report. NHA and Kirsten Barclay have had discussions regarding the management contract.

8. MANAGEMENT REPORTS

a. Principal Report
Teresa Gerchman presented the Principal Report.

Highlights included:

- Approximately 70% of students are actively engaged in remote learning.
- Parents are contacted to discuss student participation.
- Student grades will be based on student participation during remote learning.
- Based on the policies and procedures outlined in the Parent and Student Handbook, information regarding student retention was shared with the Board.
- The Board requested information on how the school protects student data as part of Education Law § 2-d.

b. Board Fund Report
The Board Fund balance was reported.

9. DISCUSSION ITEMS

a. Dignity for All Students Act (DASA) Update – The Board reviewed DASA which seeks to provide public elementary and secondary students with a supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property or at a school function. Teresa Gerchman has been designated as the DASA Coordinator to address such incidents.
b. Third Quarter Financial Statements – The Board reviewed the Third Quarter Financial Statements for the nine months ending March 31, 2020.

10. ANNUAL MEETING ACTION ITEMS

a. Approval of the Election of Officers
Tabled.

b. Appointment of the Board Legal Counsel
Tabled.

c. Appointment of the AHERA Contact
A motion was made by Kathy Wood and seconded by Robert Lowery to appoint the NHA Director of Construction as the AHERA Contact. The motion was approved unanimously.

d. Appointment of the Title VI, Title IX, and Section 504 Contact
A motion was made by Michael Ford and seconded by Kathy Wood to appoint the School Principal as the Title VI, Title IX, and Section 504 Contact. The motion was approved unanimously.

e. Appointment of the Whistleblower Compliance Officer
A motion was made by Michael Ford and seconded by Kim DeJesus to appoint the School Principal as the Whistleblower Compliance Officer. The motion was approved unanimously.

11. ACTION ITEMS

a. Approval of the 2020-2021 Student Code of Conduct
A motion was made by Robert Lowery and seconded by Kathy Wood to approve the 2020-2021 Student Code of Conduct as presented and to authorize the principal to finalize the Student Code of Conduct with the understanding that any substantial changes shall be presented to the Board for approval. The motion was approved unanimously.

b. Approval of the 2020-2021 Initial Budget Proposal
A motion was made by Arthur Traver and seconded by Andrew Freedman to approve the 2020-2021 Initial Budget Proposal as submitted. The motion was approved unanimously.

12. NEW BUSINESS

Teresa Gerchman discussed recent updates she received regarding the overpayment of funds by Buffalo Public Schools. Schools were advised to submit additional information regarding the request for an intercept by the New York State Education Department. The New York Charter Schools Association requested that schools support the Buffalo Academy of Science Charter School whose charter renewal was denied by the Board of Regents.

Approval of the Eighth-Grade Lawn Signs
A motion was made by Andrew Freedman and seconded by Michael Ford to approve the expenditure of Board Funds not to exceed the amount of $750.00 for the cost of the Eighth-Grade Lawn Signs. The motion was approved unanimously.

13. EXTENDED PUBLIC COMMENT

None was given.

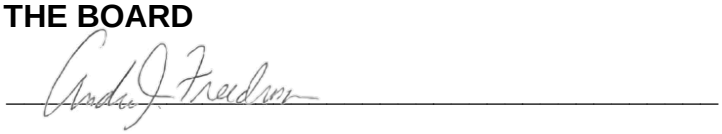
14. ADJOURNMENT

The meeting was adjourned at 7:54 p.m.

NEXT MEETING:

Wednesday, May 20, 2020 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE 

AT GOOGLE MEET: HTTPS://MEET.GOOGLE.COM/QMQ-UFXF-WBP OR PHONE: 1 347-345-2674 PIN: 590 557 068#

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee	X		June 30, 2021
Kathy Wood | Trustee	X		June 30, 2023
Robert Lowery | Trustee	X		June 30, 2023

NON-BOARD MEMBERS ATTENDING:

1. Kirsten Barclay – Bond, Schoeneck & King
2. Judy Willard – Strategic Planning Facilitator
3. Teresa Gerchman – Principal
4. Rick Hangee – NHA
5. Irwin Kurz – Educational Consultant
6. Beth Mascitti-Miller – Educational Consultant
7. Andrew Gayle – NHA

All Board Members and Non-Board Members in attendance participated virtually.

1. CALL TO ORDER

Kathy Wood called the meeting to order at 5:48 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Andrew Freedman and seconded by Michael Ford to approve the agenda as submitted. The motion was approved unanimously.

4. APPROVAL OF THE MARCH 4, 2020 EDUCATION COMMITTEE MEETING MINUTES

A motion was made by Michael Ford and seconded by Kim DeJesus to approve the March 4, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

5. APPROVAL OF THE APRIL 20, 2020 EDUCATION COMMITTEE MEETING MINUTES

A motion was made by Kim DeJesus and seconded by Robert Lowery to approve the April 20, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

6. PUBLIC COMMENT

None was given.

7. EDUCATION COMMITTEE MEETING

a. <u>SUNY CSI Renewal Meeting Debrief</u>
Kirsten Barclay provided a summary of the meeting between the Charter Schools Institute (CSI) and schools seeking a charter renewal in 2021. State assessment data from the 2019-2020 school year will not be utilized as part of the renewal due to the cancellations of state tests. Schools will be asked to provide internal test data and discuss the impact of instructional changes which were implemented throughout the year. The Board's Data Dashboard as well as Data Workgroup developed by NHA will be helpful in describing school performance as part of the renewal submission.

b. <u>Update on the Continuity of Learning Plan</u>
Teresa Gerchman stated the school has continued instructional outreach efforts initiated since the school's closure in March. Teresa Gerchman is utilizing Facebook Live once per week to engage families. Teachers are using Google Meet twice per week for student engagement. The school organized a parade in which staff drove by students' homes. Student participation is approximately 70%. Continued attempts have been made to reach those students who have not been actively engaged in online learning. An online diagnostic will be offered to students at the end of the school year to measure growth.

c. Monitoring Tool – Beth Mascitti-Miller provided an overview of the Board's monitoring tool.
- The monitoring tool provides a view of the instructional cycle and the connection to the charter benchmarks.
- The tool consists of elements, indicators, sources of indicators, evidence of current efforts, evidence of implementation, and overall assessment. These items will help guide the Board's conversation in terms of school performance.
- The spreadsheet used as part of the tool lists the elements CSI is looking for and evidence to demonstrate the initiatives were implemented. This information allows the Board to measure areas of strength and growth which is helpful in governance and oversight.
- The Board discussed the submission of an Accountability Report to CSI due by May 15, 2020. The Board requested to view a draft of the plan before submission.
- NHA and the Board will discuss a schedule for the review of documents submitted as part of the charter renewal application.

8. EXTENDED PUBLIC COMMENT

None was given.

9. ADJOURNMENT

The meeting was adjourned at 6:49 p.m.

NEXT MEETING:
Wednesday, May 6, 2020 at 6:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT ZOOM MEETING: HTTP://TINY.CC/XPHDPZ MEETING ID: 867 1824 3590 PASSWORD: 526298

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee		X	June 30, 2021
Kathy Wood | Trustee	X		June 30, 2023
Robert Lowery | Trustee	X		June 30, 2023

NON-BOARD MEMBERS ATTENDING:

1. Kirstin Barclay –Bond, Schoeneck & King
2. Beth Mascitti-Miller – Educational Consultant

All Board Members and Non-Board Members in attendance participated virtually.

1. CALL TO ORDER

Andrew Freedman called the meeting to order at 5:44 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Kathy Wood and seconded by Kim DeJesus to approve the agenda as submitted. The motion was approved unanimously.

4. PUBLIC COMMENT

None was given.

5. BOARD GOVERNANCE AND OVERSIGHT

The purpose of this workshop is for the Board to study the SUNY Renewal Benchmarks 2C, 2D, and 2E.

The Board reviewed the material in the presentation.

- Andrew Freedman requested that the Board Legal Counsel review the last renewal application submitted by NHA to determine areas where the Board should expect to see different information, including instruction and curriculum.
- The Board brainstormed questions that SUNY may ask at the Board interview relative to the academic benchmarks. These included:
    - What specific steps are teachers taking to make sure they are adequately differentiating instruction? Are the deans and principal modeling this?
    - What is the level of rigor in the classroom, and how does the Board know? How does the Board know if the curriculum is rigorous?
    - What is iReady used for and what does the current data say?
    - What is the school doing to address the needs of at-risk students?
    - What does the enrollment data say about student retention? Why are students leaving and what is being done about it?

The Board then used a tool to examine each Benchmark in detail, including understanding the indicators that SUNY identified as areas of needed improvement. The Board discussed how it has improved in those specific areas, and to identify areas where there is still work to be done.

6. EXTENDED PUBLIC COMMENT

None was given.

7. ADJOURNMENT

The meeting was adjourned at 7:32 p.m.

NEXT MEETING:
Wednesday, June 3, 2020 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT ZOOM MEETING:
HTTPS://US02WEB.ZOOM.US/J/89241948006?PWD=ZWPARS92MMJ2U0KVAHO0B3PJA3QVUT09

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee		X	June 30, 2021
Kathy Wood | Trustee	X		June 30, 2023
Robert Lowery | Trustee	X		June 30, 2023

NON-BOARD MEMBERS ATTENDING:

1. Kirsten Barclay – Bond, Schoeneck & King
2. Teresa Gerchman – Principal
3. Irwin Kurz – Educational Consultant
4. Beth Mascitti-Miller – Educational Consultant
5. Andrew Gayle – NHA
6. Judy Willard – Strategic Planning Facilitator
7. Heather Lentine – NHA

All Board Members and Non-Board Members in attendance participated virtually.

1. CALL TO ORDER

Andrew Freedman called the meeting to order at 6:20 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Kathy Wood and seconded by Robert Lowery to approve the agenda as submitted. The motion was approved unanimously.

4. APPROVAL OF THE MAY 6, 2020 BOARD MEETING MINUTES

A motion was made by Kim DeJesus and seconded by Andrew Freedman to approve the May 6, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

5. PUBLIC COMMENT

None was given.

6. COMMITTEE REPORTS

a. Personnel Committee Report
Andrew Freedman presented the Personnel Committee Report.

i. Staffing Update
Andrew Freedman presented the Staffing Update.

Approval of the Personnel Hires
A motion was made by Kim DeJesus and seconded by Kathy Wood to approve the Personnel Hires of:

- Desmond Curran as a Special Education Teacher
- Heather Hawayek as a Teacher in Residence
- Alicia Baurer as a Physical Education Teacher
- Lisa Barthelme as a Teacher in Residence

The motion was approved unanimously.

b. Planning Task Force Committee Report
No new information was presented.

c. Wrap-Around Services Committee Report
Robert Lowery presented the Wrap-Around Services Committee Report. A summary was provided of ongoing discussions with NHA and the Boys & Girls Clubs of Buffalo regarding the program offerings and costs associated with the Wrap-Around Services program. A proposed meeting will be held with the Committee, NHA, and the Boys & Girls Clubs of Buffalo to discuss the future implementation of the program. In addition, it will be important for any Wrap-Around Services provider who services the school to provide a remote option to engage students.

d. Finance Committee Report
Andrew Gayle presented the Finance Committee Report. The Board Fund Report was reviewed. In addition, the Proposed 2020-2021 Charter School Tuition Rate for Buffalo schools was discussed.

e. Scholarship Committee Report
Kim DeJesus presented the Scholarship Committee Report. Laptops have been purchased as part of the 2019-2020 Kim DeJesus Valedictorian and Salutatorian Scholarship Awards. The scholarship awards will be presented as part of a virtual graduation. Teresa Gerchman has purchased tablets for the highest achieving students in each grade for ELA and math. The school eighth-grade graduates will participate in a drive-thru graduation and will also receive lawn signs as acknowledgment of their promotion.

f. Complaints Committee Report
No new information was presented.

g. Management Contract Review Committee Report
Kirsten Barclay presented the Management Contract Review Committee Report. The Board's next educational workshop will be June 20, 2020. During the workshop, the Board will discuss the evaluation of NHA as well as terms and conditions of a new management agreement.

7. MANAGEMENT REPORTS

a. Principal Report
Teresa Gerchman presented the Principal Report.

Highlights included:

- A summer program will be offered to students in every grade.
- Graduating eighth-grade students will also receive summer enrichment.
- At the conclusion of the summer program, students will receive a grade level expectation document in preparation for the 2020-2021 school year.
- Heather Lentine discussed the Charter Renewal Process including the renewal application, renewal timelines, as well as Board and staff preparation for the renewal visit.

i. Whistleblower Report
Andrew Gayle presented the Whistleblower Report.

b. Board Fund Report
The Board Fund balance was reported.

8. DISCUSSION ITEMS

a. Spring Employee Engagement Survey Summary – The Board reviewed the Spring 2019 Staff Engagement Summary which included questions regarding COVID-19.

9. ACTION ITEMS

a. Approval of the Election of Officers
A motion was made by Kathy Wood and seconded by Michael Ford to approve the officers as listed below. The motion was approved unanimously.

Name	Position
Andrew Freedman	President
Kim DeJesus	Vice President
Robert Lowery	Treasurer
Michael Ford	Secretary

b. Appointment of the Board Legal Counsel
A motion was made by Andrew Freedman and seconded by Michael Ford to appoint Bond, Schoeneck & King as the Board Legal Counsel. The motion was approved unanimously.

c. Authorization of the Board President to Approve the Charter Renewal Application
No action was taken.

d. Approval of the Remote Murder Mystery
A motion was made by Kim DeJesus and seconded by Kathy Wood to approve the expenditure of Board Funds not to exceed the amount of $700.00 for the cost of the Remote Murder Mystery as submitted. The motion was approved unanimously.

10. NEW BUSINESS

The Board will explore adding new Board members with expertise in education and accounting.

Kirstin Barclay provided an overview of a common application for Buffalo Charter Schools. The Board will discuss the application at an upcoming meeting.

11. EXTENDED PUBLIC COMMENT

    None was given.

12. ADJOURNMENT

    The meeting was adjourned at 7:51 p.m.

NEXT MEETING:
Saturday, June 20, 2020 at 8:30 a.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT ZOOM MEETING: HTTP://TINY.CC/R6R3OZ

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President	X		June 30, 2022
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee		X	June 30, 2021
Kathy Wood | Trustee	X		June 30, 2023
Robert Lowery | Trustee	X		June 30, 2023

NON-BOARD MEMBERS ATTENDING:

1. Kirsten Barclay – Bond, Schoeneck & King
2. Teresa Gerchman – Principal
3. Irwin Kurz – Educational Consultant
4. Beth Mascitti-Miller – Educational Consultant
5. Andrew Gayle – NHA

All Board Members and Non-Board Members in attendance participated virtually.

1. CALL TO ORDER

Andrew Freedman called the meeting to order at 5:40 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Kim DeJesus and seconded by Robert Lowery to approve the agenda as submitted. The motion was approved unanimously.

4. APPROVAL OF THE MAY 6, 2020 BOARD MEETING MINUTES

A motion was made by Robert Lowery and seconded by Michael Ford to approve the May 6, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

5. PUBLIC COMMENT

None was given.

6. EDUCATION COMMITTEE MEETING

- Subcommittee for Curriculum Development
    - In recent discussions with NHA, the subcommittee addressed the 2020-2021 instructional curriculum, the framework of the charter renewal application, and plans for the development of the curriculum for Next Generation Learning Standards.
    - The subcommittee will continue discussions with NHA regarding how teachers will receive information related to curriculum development and the professional development associated with the implementation of new curriculum standards.
    - It will be important for the school's staff to provide their feedback as part of the curriculum development process.
- Board Monitoring Tool
    - Weekly meetings have been held to review the monitoring tool, math and ELA Curriculums, the Assessment Plan, and Professional Development Plan.
    - NHA has made strides in updating curricular tools to align with the New York State Learning Standards for 2020-2021 and the Next Generation Learning Standards for 2021-2022.
    - Additional information from NHA will be needed regarding the kindergarten through second grade ELA curriculum, schoolwide writing strategy, overall assessment strategy and evidence of rigor in curriculum.
- Learning Update
    - Students are taking their final diagnostics on i-Ready to measure student growth. More than 50% of students have completed the i-Ready assessments.

7. EXTENDED PUBLIC COMMENT

None was given.

8. ADJOURNMENT

The meeting was adjourned at 6:18 p.m.

NEXT MEETING:
Wednesday, June 3, 2020 at 6:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

AT ZOOM MEETING:
HTTPS://ZOOM.US/J/91587437097?PWD=RXA5ZDJHVTJUBSTZL1VPQSTZSFRODZ09

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Andrew Freedman | President	X		June 30, 2022
Kim DeJesus | Vice President		X	June 30, 2022
Robert Lowery | Treasurer	X		June 30, 2023
Michael Ford | Secretary	X		June 30, 2022
Arthur Traver | Trustee		X	June 30, 2021
Kathy Wood | Trustee	X		June 30, 2023

NON-BOARD MEMBERS ATTENDING:

1. Kirsten Barclay – Bond, Schoeneck & King

All Board Members and Non-Board Members in attendance participated virtually.

1. CALL TO ORDER

Andrew Freedman called the meeting to order at 8:34 a.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Michael Ford and seconded by Kathy Wood to approve the agenda as submitted. The motion was approved unanimously.

4. PUBLIC COMMENT

None was given.

5. REVIEW, DISCUSS AND APPLY SUNY RENEWAL BENCHMARKS 2D-2F

The Board reviewed SUNY Renewal Benchmark's 2D through 2F and discussed areas that are directly linked to the Charter Management Organization.

The Board also discussed the need to add additional members to the Board. Arthur Traver submitted his resignation, effective June 30, 2020 citing health reasons. Thus, the Board now has only five members, the minimum allowed by its Bylaws.

The Board discussed the need for a member with a finance background; and the desire to add a parent member. The Board would like to have new members onboarded prior to the submission of the renewal application.

6. EXECUTIVE SESSION: NHA YEAR-END EVALUATION

A motion was made by Robert Lowery and seconded by Michael Ford to enter executive session in order to discuss the performance of the management company. The motion was approved unanimously.

EXECUTIVE SESSION

A motion was made by Michael Ford and seconded by Kathy Wood to re-enter open session. The motion was approved unanimously.

7. GOALS FOR 2020-2021

Removed from Agenda.

8. EXTENDED PUBLIC COMMENT

None was given.

9. ADJOURNMENT

A motion was made by Kathy Wood and seconded by Robert Lowery to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned at 11:30 a.m.

NEXT MEETING:

Tuesday, July 7, 2020 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

Buffalo United Charter School
2020-21 School Year

July/August

Su	M	T	W	Th	F	Sa	
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	10th -14th New Teacher Summit
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	24th-28th Staff PD
30	31						31st Staff PD

July 13-16 - NHA Leadership Summit
July 17 - New Principal Training
August 10-14 - New Teacher Summit

September

Su	M	T	W	Th	F	Sa	
		1	2	3	4	5	1st-4th Staff PD
6	7	8	9	10	11	12	7th Labor Day; 8th First Day of School
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

October

Su	M	T	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	12th Columbus Day
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

November

Su	M	T	W	Th	F	Sa	
1	2	3	4	5	6	7	2nd PT Conferences; 3rd Regional PD
8	9	10	11	12	13	14	11th Veterans Day
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	26th-27th Thanksgiving Break
29	30						

December

Su	M	T	W	Th	F	Sa	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	24th- Jan 1st Winter Break
27	28	29	30	31			

January

Su	M	T	W	Th	F	Sa	
					1	2	1st New Year's Day
3	4	5	6	7	8	9	4th School Resumes
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	18th MLK Day
24	25	26	27	28	29	30	
31							

February

Su	M	T	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	15th-19th Mid-Winter Recess
21	22	23	24	25	26	27	22nd School Resumes
28							

March

Su	M	T	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	16th-17th Principals Mtg
21	22	23	24	25	26	27	
28	29	30	31				

April

Su	M	T	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	5th-9th Spring Break
11	12	13	14	15	16	17	12th School Resumes
18	19	20	21	22	23	24	20th-27th NYS ELA 3-8
25	26	27	28	29	30		29th PT Conferences

May

Su	M	T	W	Th	F	Sa	
						1	
2	3	4	5	6	7	8	4th-11th NYS Math 3-8
9	10	11	12	13	14	15	13th Regional PD
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						31st Memorial Day

June

Su	M	T	W	Th	F	Sa	
		1	2	3	4	5	
6	7	8	9	10	11	12	7th-8th NYS Science
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	25th Last Day of Schoo
27	28	29	30				28th Last Day for Teachers

July

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DRAFT

Students Do Not Report/ Staff Report All Day
Students Report Half Day/ Staff Report All Day
Students/ Staff Do Not Report

Board Approved:

Last Update: 6/23/2020
183 School Days
7:00am-2:00pm School Hours

1170 Instructional Hours

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of Facilities Planning - Room 1060 Education Building Annex
Albany, New York 12234

PUBLIC SCHOOL BUILDING FIRE SAFETY REPORT

(THIS REPORT IS TO BE SUBMITTED ELECTRONICALLY – DO NOT MAIL THIS REPORT)

All buildings which are owned, operated, or leased by public school districts, Boards of Cooperative Educational Services (BOCES), and nonpublic schools must be inspected annually for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the NYS Uniform Fire Prevention and Building Code, NYS 2016 Uniform Code Supplement, 2015 International Fire Code, and 2015 International Property Maintenance Code.

District/School Name

Buffalo United Charter

Facility/Building Name

National Heritage Academies

Street Address (**NO** PO Box Numbers)

325 Manhattan Ave

City/Town/Village **Zip Code**

Buffalo NY 14214

INSTRUCTIONS

- Read the "*Manual for Fire and Building Safety Inspections in Public Schools*" prior to inspecting the facility and complete a separate report for each facility.
- Part I: General Information. School officials must complete this section annually.
- Part II: This section to be completed by the inspector and non-conformances recorded on page 4, Fire Safety Non-Conformance Reporting Sheet.
- Part II-A Regulations of the Commissioner 155.7: This section must be completed for student occupied buildings only. (Questions 1-7, Nonconformance Reporting Sheet) Do not complete this section for school buildings located in the cities of Buffalo, Syracuse, Rochester, and Yonkers.
- Part II-B Regulations of the Commissioner 155.25: This part to be completed for all buildings with electrically operated partitions. (Question 8, Non-Conformance Reporting Sheet) International Fire Code and Property Maintenance Code. This part to be completed for all buildings. (Questions 9-26, Non-Conformance Reporting Sheet).
- Part III Certifications. To be completed by persons as indicated.
- A copy of this form must be kept on file at the school for three years and must be available for public review.
- Posting of Certificate of Occupancy: Any temporary, qualified, or annual Certificate of Occupancy must be posted in public view in a prominent location within this facility.

Part I: General Information and Fire/Life Safety History (to be completed annually)

The annual fire safety inspection for this building took place on:

0 3	0 7	1 9
Month	Day	year

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	X	f) Bus Maintenance w/ or w/out storage	
b) Administration		g) Public Library	
c) Storage		h) Vacant	
d) Maintenance		i) Other (specify)	
e) Bus Storage Only		[redacted]	

2. Is there a fire sprinkler system in this facility? Yes X No_____

   If yes, is the sprinkler alarm connected with the building alarm? Yes X No_____

3. Is there a fire hydrant system for facility protection? Yes X No_____
   If yes, indicate ownership of the system.

   Public Owned X School Owned_____ Other_____ (specify)

4. Indicate the ownership of this facility.

   Leased_____ Owned X Other_____ (specify)

5. What is the current gross square footage of this facility? (to the nearest whole ten feet) [redacted]

6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

   a) Fire drills were held in accordance with Section 807 of State Education Law and Section F405 of the 2015 International Fire Code and F403.5.4 of the NYS 2016 Uniform Code Supplement. Yes X No_____

   b) Average time to evacuate this facility: 0 3 (Minutes) _ _ (Seconds)

   c) Arson and fire prevention instruction was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instructions in arson, fire prevention, injury prevention, and life safety during each month that school is in session.
   Yes X No_____

d) Employee fire prevention, evacuation, and fire safety training was provided and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes X No____

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified? Yes X No____

8. Have there been any fires in this facility since the last annual fire inspection? Yes____ No X

If yes, indicate:

a) Number of fires | | |

b) Total number of injuries | | |

c) Total cost of property damage $ | | | | | | | | | |

Part II: Public School Fire Safety Non-Conformance Report Sheet

School District _____ Building Name Buffalo United Charter

Facility # _____

Part II-A (to be completed for public schools only – except "Big 4")				Part II-B				Part II-B				Part II-B			
Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected
01A-2				08A-2				12O-2				19D-1			
01B-1				08B-2				13A-2				19E-1			
01C-1				08C-2				13B-2				19F-1			
01D-1				08D-2				14A-2				19G-1			
01E-1				08E-2				14B-2				19H-2			
02A-2				09A-2				14C-2				20A-1			
02B-1				09B-2				14D-1				20B-1			
02C-3				09C-1				14E-1				20C-1			
02D-1				09D-1				15A-2				21A-3			
02E-2				09F-2				15B-1				22A-3			
02F-3				09G-2				15C-2				22B-3			
02G-2				10A-2				15D-2				22C-3			
03A-3				10B-2				15E-1				23A-1			
03B-1				10C-1				16A-2				23B-1			
04A-2				10D-1				16B-2				23C-1			
04B-2				11A-2				16C-2				23D-2			
04C-1				11B-1				17A-3				24A-3			
05A-3				11C-2				17B-2				25A-3			
05B-2				11D-2				17C-2							
05C-2				11E-1				17D-2							
06A-1				12A-1				17E-1							
06B-1				12B-3				17F-3							
06C-1				12C-2				17G-1							
06D-2				12D-2				17H-2							
06E-3				12E-1				17I-2							
06F-1				12F-1				17J-1							
06G-1				12G-1				17K-1							
06H-2				12H-1				17L-1							
07A-3				12I-1				18A-2							
07B-2				12J-1				18B-2							
07C-2				12K-1				18C-2							
				12L-1				19A-3							
				12M-1				18D-2							
				12N-1				19B-2							
								19C-1							

If any additional non-conformances are observed, check item 25A-3 and list the Code section below.

_____

_____

_____

Inspector

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes_____ No_____

All schools complete Section 8 only if the building has electrically-operated folding partitions.

Initial Inspection:

Fire Safety Inspector: Name Lt Dan Woodhull

Date 3/14/19 Registry [redacted] (26E-4)

Final Inspection (if required):

Fire Safety Inspector: Name _____

Date _____ Registry # _____ (26F-4)

Part III: Public School Certifications

Section III-A. Fire Inspector

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: 4 Don Woodhull

Title: LIEUTENANT

Telephone #: [redacted]

Registry # [redacted]

(as designated by the NYS Secretary of State)

Section III-B. Building Administrator or Designee

The individual noted below certifies that this building was inspected on 3-7-19 (date) as indicated in Section III-A above.

Name: Brian Green

Title: Building Manager

Telephone #: ( ) [redacted]

Section III-C. School Superintendent

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Education or Board of Trustees, at the meeting held pursuant to Section 807-a of the State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public scrutiny.

Name: Patty Zika

Title: Interim Principal

Telephone # [redacted]

Electronic Signature **(via NYSED Portal)**

CITY OF BUFFALO

Certificate of Occupancy

CERTIFICATE OF COMPLIANCE

DEPARTMENT OF PERMIT AND INSPECTION SERVICES

Void Void Void Void Void Void Void Void

Certificate No.: [redacted]

Location: 325 Manhattan

Building Permit no.:: [redacted] Permit Date: 4/28/2003

Building Class: [redacted]

Occupancy:

This certifies that the building and/or premises indicated above conforms substantially to the approved plans and specifications heretofore filed in this office and to all requirements of the applicable provisions of the law insofar as the same is covered by the above building permit(s).

Issued pursuant to Section 511-119 of the Ordinances of the City of Buffalo.

Date of Issuance 2/25/2004

By _____
Commissioner of Permit and Inspection Services

SEE REVERSE SIDE