

Application: Elm Community Charter School

Priscilla Walton - priscilla.walton@elmcharterschool.org
Annual Reports

Summary

ID: 0000000282

Status: Annual Report Submission

Entry 1 School Info and Cover Page

Completed Aug 1 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)

ELM COMMUNITY CHARTER SCHOOL 342500861133

a1. Popular School Name

(No response)

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

CSD #25 - QUEENS

d. DATE OF INITIAL CHARTER

10/2017

e. DATE FIRST OPENED FOR INSTRUCTION

7/2019

h. SCHOOL WEB ADDRESS (URL)

www.elmcharterschool.org

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

207

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

189

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

Check all that apply

Grades Served

K, 1, 2

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

No

FACILITIES INFORMATION

m. FACILITIES

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

No, just one site.

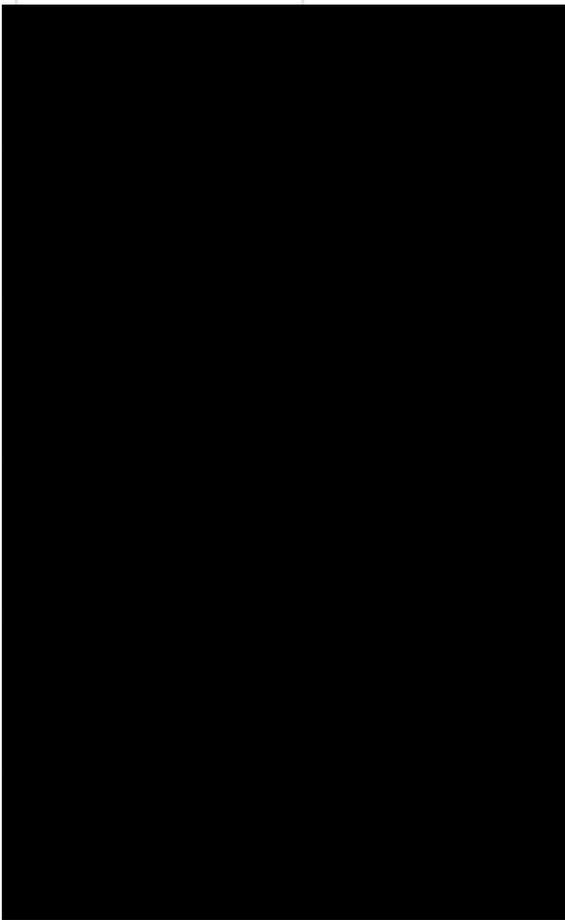
School Site 1 (Primary)

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	149-34 35th Avenue, Flushing, NY 11365	(347) 474-3288	NYC CSD 25	K-2	K-2

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Priscilla Walton			priscilla.walton@elmcharterschool.org
Operational Leader	Catherine Bittar			catherine.bittar@elmcharterschool.org
Compliance Contact	Catherine Bittar			catherine.bittar@elmcharterschool.org
Complaint Contact	Priscilla Walton			priscilla.walton@elmcharterschool.org
DASA Coordinator	Priscilla Walton			priscilla.walton@elmcharterschool.org
Phone Contact for After Hours Emergencies	Catherine Bittar			catherine.bittar@elmcharterschool.org

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)

[TCO Renewal 200809.pdf](#)

Filename: TCO Renewal 200809.pdf **Size:** 34.3 kB

Site 1 Fire Inspection Report

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	Priscilla Walton
Position	Principal
Phone/Extension	646-886-0234
Email	priscilla.walton@elmcharterschool.org

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).**

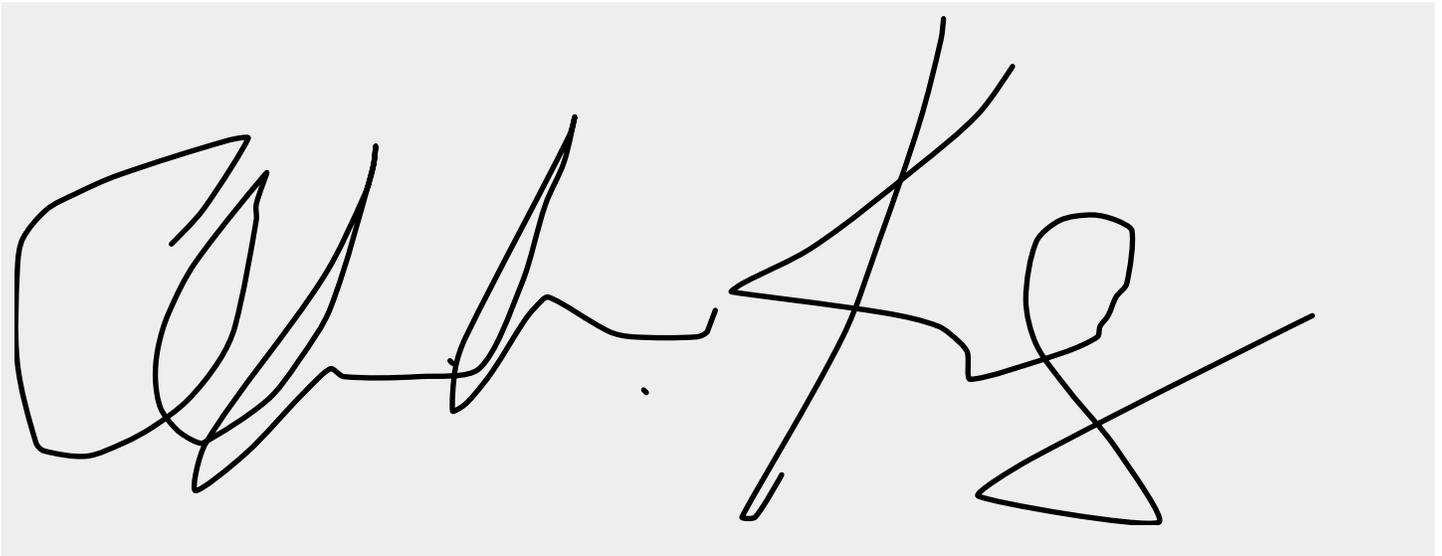
Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Jul 30 2020

Thank you.



Entry 2 NYS School Report Card

Completed Aug 1 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

ELM COMMUNITY CHARTER SCHOOL 342500861133

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/profile.php?instid=800000089576>

Entry 3 Progress Toward Goals

Incomplete

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.

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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	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

Incomplete

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.

Entry 7 Disclosure of Financial Interest Form

Completed Aug 1 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.

[Dorcelly, Michael Financial Disclosure Form](#)

Filename: Dorcelly Michael Financial Disclosure Form.pdf **Size:** 282.8 kB

[Hussain, Zaineb Financial Disclosure Form](#)

Filename: Hussain Zaineb Financial Disclosure Form.pdf **Size:** 1.2 MB

[Jacob, Anupa Financial Disclosure Form](#)

Filename: Jacob Anupa Financial Disclosure Form.pdf **Size:** 267.7 kB

[Kong, Chris Financial Disclosure Form](#)

Filename: Kong Chris Financial Disclosure Form.pdf **Size:** 187.4 kB

[Ng, Melissa Financial Disclosure Form](#)

Filename: Ng Melissa Financial Disclosure Form.pdf **Size:** 266.8 kB

[Zhou, Lawrence Financial Disclosure Form](#)

Filename: Zhou Lawrence Financial Disclosure Form.pdf **Size:** 462.8 kB

[Thomas, Debbie Financial Disclosure Form](#)

Filename: Thomas Debbie Financial Disclosure Form.pdf **Size:** 643.3 kB

[Thomas, Prijo Financial Disclosure Form](#)

Filename: Thomas Prijo Financial Disclosure Form.pdf **Size:** 641.4 kB

[Kim, Chelsea Financial Disclosure Form](#)

Filename: Kim Chelsea Financial Disclosure Form.pdf **Size:** 537.7 kB

[Yun, Grace Financial Disclosure Form](#)

Filename: Yun Grace Financial Disclosure Form.pdf **Size:** 844.3 kB

Entry 8 BOT Membership Table

Completed Aug 1 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.

ELM COMMUNITY CHARTER SCHOOL 342500861133

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	Christopher Kong; [REDACTED]	Chair	Finance	Yes	3	07/01/2020	06/30/2021	12
2	Debbie Thomas, [REDACTED]	Vice	Facilities	Yes	3	07/01/20	06/30/20	12

		Chair				20	21	
3	Anupa Jacob,	Treasurer	Finance	Yes	3	07/01/2020	06/30/2021	11
4	Michael Dorcelly,	Secretary	Academic	Yes	3	07/01/2020	06/30/2021	9
5	Prijo Thomas,	Trustee/Member	Finance	Yes	3	07/01/2020	06/30/2021	11
6	Lawrence Zhou,	Trustee/Member	Facilities	Yes	3	07/01/2020	06/30/2021	5 or less
7	Chelsea Kim,	Trustee/Member	Development	Yes	1	07/01/2020	06/30/2021	7
8	Zaineb Hussain,	Trustee/Member	Academic	Yes	1	07/01/2020	06/30/2021	9
	Grace Yun,							

9	[REDACTED]	Trustee/Member	Academic	Yes	3	07/01/2020	06/30/2021	5 or less
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1a. Are there more than 9 members of the Board of Trustees?

Yes

1b. Current Board Member Information

	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
10	Melissa Ng, [REDACTED]	Trustee/Member	Development	Yes	1	07/01/2020	06/30/2021	8
11								
12								
13								
14								
15								

1c. Are there more than 15 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	10
b.Total Number of Members Added During 2019-2020	2
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	10

3. Number of Board meetings held during 2019-2020

12

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed Aug 1 2020

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.

[027 Board Meeting MINUTES_11](#)

Filename: 027 Board Meeting MINUTES 11.21.19.pdf **Size:** 126.0 kB

[026 Board Meeting MINUTES_10](#)

Filename: 026 Board Meeting MINUTES 10.31.19.pdf **Size:** 151.4 kB

[025 Board Meeting MINUTES_09](#)

Filename: 025 Board Meeting MINUTES 09.26.19.pdf **Size:** 130.6 kB

[023 Board Meeting MINUTES_07](#)

Filename: 023 Board Meeting MINUTES 07.25.19.pdf **Size:** 132.8 kB

[028 Board Meeting MINUTES_12](#)

Filename: 028 Board Meeting MINUTES 12.19.19.pdf **Size:** 124.1 kB

[024 Board Meeting MINUTES_08](#)

Filename: 024 Board Meeting MINUTES 08.29.19.pdf **Size:** 161.7 kB

[029 Board Meeting MINUTES_01](#)

Filename: 029 Board Meeting MINUTES 01.30.2020.pdf **Size:** 121.3 kB

[030 Board Meeting MINUTES_02](#)

Filename: 030 Board Meeting MINUTES 02.27.2020.pdf **Size:** 117.5 kB

[031 Board Meeting MINUTES_03](#)

Filename: 031 Board Meeting MINUTES 03.26.2020.pdf **Size:** 115.8 kB

[033 Board Meeting MINUTES_05](#)

Filename: 033 Board Meeting MINUTES 05.28.2020.pdf **Size:** 124.1 kB

[032 Board Meeting MINUTES_04](#)

Filename: 032 Board Meeting MINUTES 04.30.2020.pdf **Size:** 145.9 kB

[034 Board Meeting MINUTES_06](#)

Filename: 034 Board Meeting MINUTES 06.25.2020.pdf **Size:** 127.0 kB

Entry 10 Enrollment & Retention

Completed Aug 3 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.

ELM COMMUNITY CHARTER SCHOOL 342500861133

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	Elm Community Charter School has always intended to serve a student body representative of the diverse community of Elmhurst (CSD 24), which consists of 71% of families that are economically disadvantaged. Throughout 2019-20, the Operations Team has focused our recruitment efforts in district 24, particularly the neighborhoods of Elmhurst and Corona. All Vanguard mailing, information sessions, and Pre-K partnerships were focused in district 24.	In 2020-21, the School has moved building locations and is now currently located in district 24, the original district our charter was written for! We will continue to focus our Pre-K partnerships in the Elmhurst and Corona neighborhoods.
	The Elmhurst community and its	

<p>English Language Learners/Multilingual Learners</p>	<p>public schools consist of multiethnic and multilingual communities. Public elementary schools within the Elmhurst community report the following home language groups: Spanish, Chinese, Bengali, Urdu, Arabic, Korean, Punjabi, Russian, French, Albanian, Polish, and Haitian. For the last two years, we have continually focused on recruitment in Elmhurst and Corona to ensure we are reaching the English Language Learners population.</p>	<p>In 2020-21, we will continue to focus our recruitment efforts in the Elmhurst and Corona neighborhoods, where 23% of students are English Language Learners.</p>
<p>Students with Disabilities</p>	<p>At Elm, one of our key design elements is Data-Driven Small Group Instruction. This key design element, along with our small school model, has attracted many families who have students with disabilities. During our information sessions, we highlight ways that we support learners from various learning styles.</p>	<p>We will continue to focus our recruitment efforts in the Elmhurst neighborhood, 18% of whose students have disabilities.</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
<p>Economically Disadvantaged</p>	<p>At Elm, 42% of our learners are English Language Learners, 16% are Students with Disabilities, and 79% are Economically Disadvantaged. From School Year 2019 to 2020, we have been able to retain 91% of our students. This retention is lower than we aimed for, but it is also taking into account a greater number of families that moved away due to</p>	<p>At Elm, we focus on creating strong relationships with our families and our community to ensure we are meeting our students' needs. Given the</p>

	<p>the COVID-19 pandemic. Overall, we believe this is due to our frequent communication with families through. monthly Coffee & Conversations meetings, quarterly Town Halls, and frequent conversations between teachers and families.</p>	<p>COVID-19 pandemic, many of our families have moved out-of-state</p>
<p>English Language Learners/Multilingual Learners</p>	<p>At Elm, 42% of our learners are English Language Learners, 16% are Students with Disabilities, and 79% are Economically Disadvantaged. From School Year 2019 to 2020, we have been able to retain 91% of our students. This retention is lower than we aimed for, but it is also taking into account a greater number of families that moved away due to the COVID-19 pandemic. Overall, we believe this is due to our frequent communication with families through. monthly Coffee & Conversations meetings, quarterly Town Halls, and frequent conversations between teachers and families.</p>	<p>At Elm, we focus on creating strong relationships with our families and our community to ensure we are meeting our students' needs. Given the COVID-19 pandemic, many of our families have moved out-of-state</p>
<p>Students with Disabilities</p>	<p>At Elm, 42% of our learners are English Language Learners, 16% are Students with Disabilities, and 79% are Economically Disadvantaged. From School Year 2019 to 2020, we have been able to retain 91% of our students. This retention is lower than we aimed for, but it is also taking into account a greater number of families that moved away due to the COVID-19 pandemic. Overall, we believe this is due to our frequent communication with families through. monthly Coffee & Conversations meetings,</p>	<p>At Elm, we focus on creating strong relationships with our families and our community to ensure we are meeting our students' needs. Given the COVID-19 pandemic, many of our families have moved out-of-state</p>

quarterly Town Halls, and frequent conversations between teachers and families.

Entry 12 Percent of Uncertified Teachers

Completed Aug 3 2020

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: ELM COMMUNITY CHARTER SCHOOL 342500861133

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)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	1
Total Category A: 5 or 30% whichever is less	2.0

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)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category B: not to exceed 5	0.0

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)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category C: not to exceed 5	0.0

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	3

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	14

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	19



Thank you.

Entry 13 Organization Chart

Completed Aug 3 2020

[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 13 - Elm Community Staff 2019-20](#)

Filename: Entry 13 Elm Community Staff 2019 20.pdf Size: 131.8 kB

Entry 14 School Calendar

Completed Aug 3 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.

[TENTATIVE 2020-21 Family Calendar](#)

Filename: TENTATIVE 2020 21 Family Calendar.pdf Size: 148.8 kB

Entry 15 Links to Critical Documents on School Website

Completed Aug 3 2020

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: Elm Community 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)	http://elmcharterschool.org/governance/
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	http://elmcharterschool.org/governance/
2a. Webcast of Board Meetings (per Governor's Executive Order)	http://elmcharterschool.org/governance/
3. Link to NYS School Report Card	https://www.schools.nyc.gov/schools/Q385
4. Most Recent Lottery Notice Announcing Lottery	http://elmcharterschool.org
5. Authorizer-Approved DASA Policy	http://elmcharterschool.org/elm-families/
6. District-wide Safety Plan	http://elmcharterschool.org/elm-families/
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	http://elmcharterschool.org/elm-families/
7. Authorizer-Approved FOIL Policy	http://elmcharterschool.org/elm-families/
8. Subject matter list of FOIL records	http://elmcharterschool.org/elm-families/
9. Link to School Reopening Plan	http://elmcharterschool.org/

Thank you.



Entry 16 COVID 19 Related Information

Completed Aug 3 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: Elm Community 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
	189	177	129

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 Participants

															ting Stud ents
	F&P	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	188
	Writ ing Ass ess me nts	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	180
	Nu mb er Stor ies	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	185
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	



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

1. Name of education corporation: ELM COMMUNITY CHARTER SCHOOL
2. Trustee’s name (print): MICHAEL ELIEL DORCELLY
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): SECRETARY



8. Is Trustee an employee of the education corporation? ___ Yes. **___ 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	NONE	NONE	NONE

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
<i>NONE</i>	<i>NONE</i>	<i>NONE</i>	<i>NONE</i>	<i>NONE</i>

07 / 20 / 2020

Signature

Date



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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: Elm Community Charter School
2. Trustee's name (print): Zameeb Hussain
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): _____
Academic Committee member



8. Is Trustee an employee of the education corporation? ___ Yes. 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	None	None	None
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

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	None	None	None	
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

James Hussan
Signature

7/19/20
Date

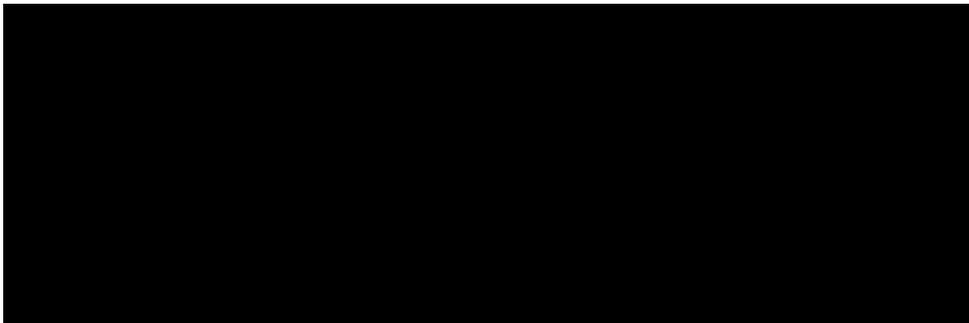


**DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Elm Community Charter School

2. Trustee's name (print): ANUPA JACOB

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



8. Is Trustee an employee of the education corporation? Yes. 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	None	None	None

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	None	None	None	None



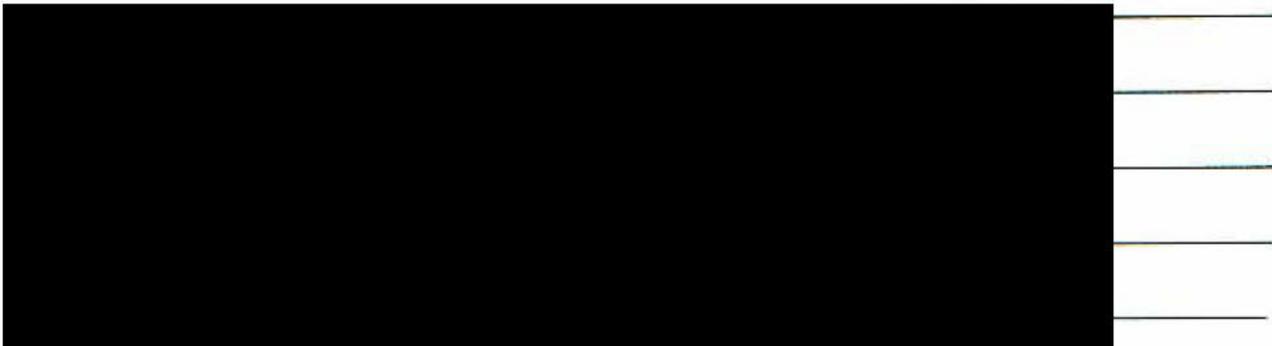
Signature

Date 7/20/2020



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

- 1. Name of education corporation: Elm Community Charter School
- 2. Trustee's name (print): CHRISTOPHER KONG
- 3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): CHAIR



8. Is Trustee an employee of the education corporation? ___ Yes. 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))
<p><i>None</i></p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

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
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="font-size: 2em; font-weight: bold; margin: 0;">NONE</p>				



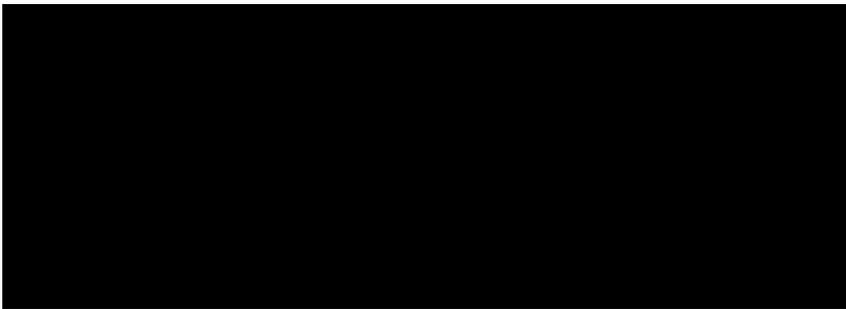
 Signature

7/20/2020

 Date

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

1. Name of education corporation: Elm Community Charter School
2. Trustee’s name (print): Melissa Ng Goldner
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Development



8. Is Trustee an employee of the education corporation? 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	None	None	None
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

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	None	None	None	None

Melissa Ng Goldner

Signature

07/21/20

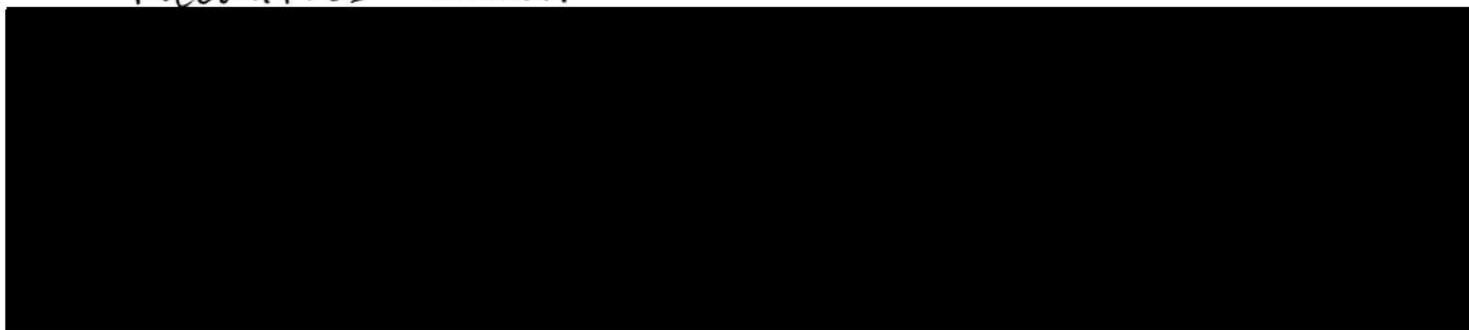
Date



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

- Name of education corporation: Elm Community Charter School
- Trustee's name (print): LAWRENCE ZHON
- Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):
Facilities Chair



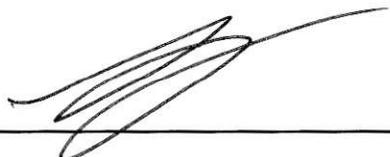
8. Is Trustee an employee of the education corporation? Yes. No. If you checked yes, please provide a description of the position you hold, your salary and your start date.
N/A

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))
<p><u>NONE</u></p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

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
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="font-size: 2em; font-weight: bold;">NONE</p>				



 Signature

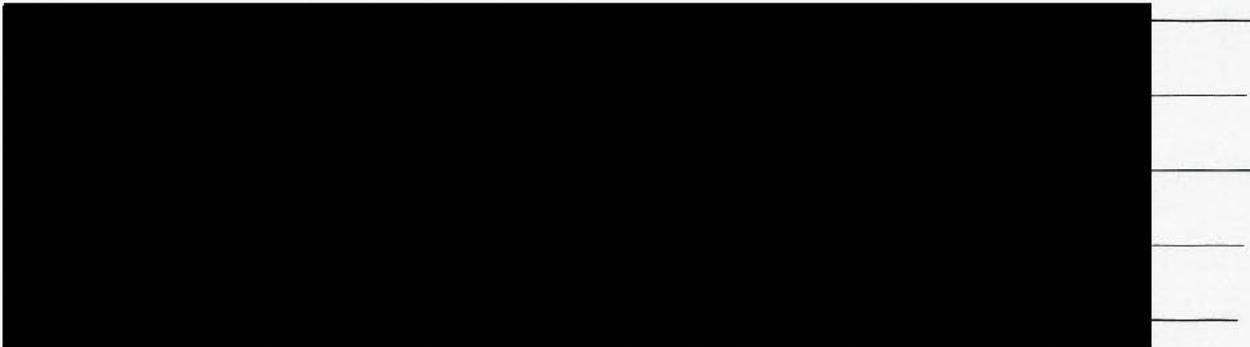
7/20/2020

 Date



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

1. Name of education corporation: Elm Community Charter School
2. Trustee's name (print): Debbie Thomas
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Vice Chair



8. Is Trustee an employee of the education corporation? Yes. 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.

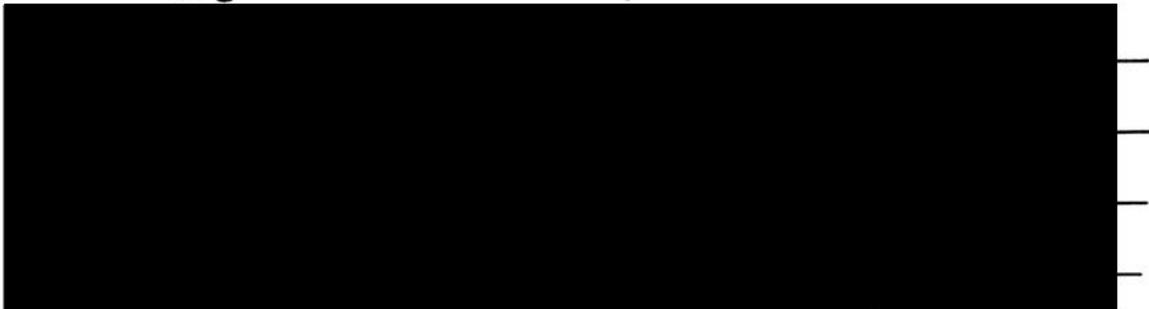
Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
None	N/A	N/A	N/A
<i>Please write "None"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



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

- Name of education corporation: Elm Community Charter School
- Trustee's name (print): Prijo Thomas
- Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): _____
Member of the Finance & Facilities Committees



8. Is Trustee an employee of the education corporation? Yes. 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))
<p>NONE</p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

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
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="font-size: 2em; font-family: cursive;">None</p>				

Signature 

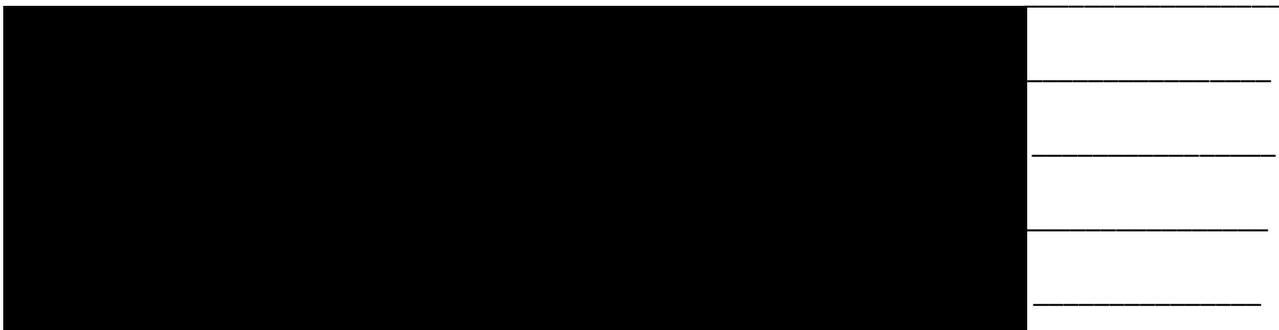
Date 07/21/2020



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DATE RECEIVED: _____

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

1. Name of education corporation: Elm Community Charter School
2. Trustee's name (print): Chelsea Kim
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): _____
 Development Committee member



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	None	None	None
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

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		None		None
<i>Please write “None” if applicable. Do not leave this space blank.</i>				

Chelsea Kim
 Signature

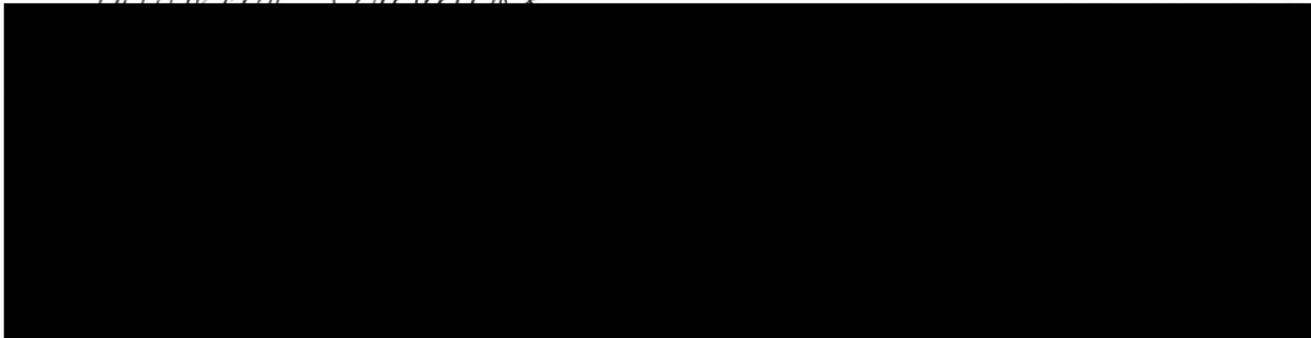
20 Jul 2020
 Date



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

- 1. Name of education corporation: Elm Community Charter School
- 2. Trustee's name (print): Grace Yun
- 3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): _____

Academic Committee

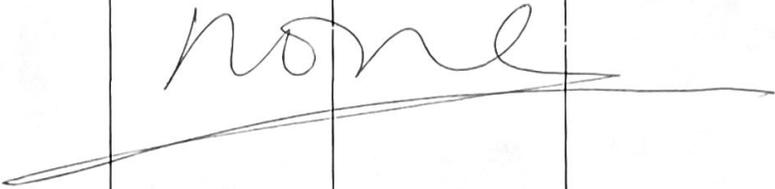


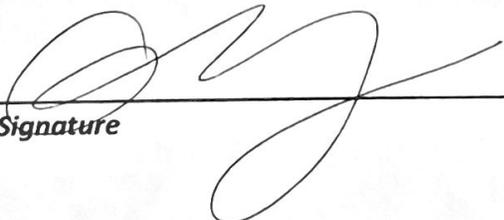
8. Is Trustee an employee of the education corporation? Yes. No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

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))
<i>None</i>			

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
				



 Signature

7/20/2020
 Date

Minutes of Twenty-Seventh Board Meeting

The twenty-seventh board meeting of the directors of Elm Community Charter School was held via Google Meet video conference call on **November 21, 2019 at 8:00 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Lawrence Zhou
Debbie Thomas	Melissa Ng
Zaineb Hussain	Chelsea Kim
Michael Dorcelly	Grace Yun
Anupa Jacob	
Prijo Thomas	
Priscilla Walton*	

The above are all the directors of Elm Community Charter School (ECCS).

*Priscilla Walton, the school’s Founder and Principal, is a non-voting board member.

All persons participating in the video conference call meeting were able to hear each other at the same time. Directors were presented with the same materials via email prior to the start of the meeting.



Meeting notes. Board resolutions are shown in **bold**.

1) APPROVALS

- Approval of Board Meeting 026
 - **Board unanimously approves.**

2) HOUSEKEEPING

- Reminder: On-site school Board Meeting 029 on ECCS site will take place on 01/30/2020.
- Schedule change: Board Meeting 028 will take place on 12/19/2019.

3) GENERAL UPDATES

- *Academics*
 - Year-to-year comparisons continue to show that as students progress through ECCS academic program, they experience notable growth across academic content areas, particularly in mathematics (counting).
 - Data shows additional student supports needed to meet Cycle 1 goals in reading and writing. Leadership team has already begun to make changes for Cycle 2 and anticipate changes for the following school year's Cycle 1.
 - Cycle 2: consideration of new curriculum that better supports teachers in the area of curricular content and pacing; integration of frequent informal assessments in both reading and math that allow for ongoing tracking; focus on professional development for two specific literacy components.
 - Cycle 1 for SY 2020-21: Moving up assessment cycles in order to proactively respond to academic regression over the summer; beginning two literacy components sooner in the year (shared reading and guided reading) in all grade levels.
- *Enrollment*
 - Healthy numbers currently above the projected number of students for this school year.
- *Staff changes*
 - New Associate Teacher: Chris Nicolo
 - New Office Coordinator: Elizabeth Boller
 - New Administrative Assistant: Melissa Garcia
- *Parent Association*
 - An interim committee has been established, with Candice (ECCS parent) serving as Interim President.
 - By-laws and financial policies being drafted and will be tentatively finalized by December 2019 or January 2020.

4) FINANCE UPDATE

- Being above in enrollment numbers has resulted in an increase in available cash funds.
- Revenue greater than allotted budget up to October 2019.
- ECCS received 3rd of 6th per-pupil funding installment in October 2019.
- Additional federal grants expected to be received in November 2019.
- IRS Form 990 submitted on 11/19/2019.

5) FACILITIES



- Continuing to the search for district 24 space. The Facilities Committee aims to make announcement to families regarding long-term space by January 2020.

6) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 09:15 p.m.**

Minutes of Twenty-Sixth Board Meeting

The twenty-sixth board meeting of the directors of Elm Community Charter School was held via Google Meet video conference call on **October 31, 2019 at 8:00 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Lawrence Zhou
Debbie Thomas	
Melissa Ng	
Zaineb Hussain	
Michael Dorcelly	
Anupa Jacob	
Prijo Thomas	
Chelsea Kim	
Grace Yun	
Priscilla Walton*	

The above are all the directors of Elm Community Charter School (ECCS).

*Priscilla Walton, the school’s Founder and Principal, is a non-voting board member.

All persons participating in the video conference call meeting were able to hear each other at the same time. Directors were presented with the same materials via email prior to the start of the meeting.

Meeting notes. Board resolutions are shown in **bold**.

1) APPROVALS

- Approval of Board Meeting 025
 - **Board unanimously approves.**
- Approval to move in-person Board Meeting to January 30, 2020
 - **Board unanimously approves.**

2) GENERAL UPDATES

- *Student learning*
 - Students exploring social-emotional development in alignment with school's core values.
 - Students using creative ways to make and learn words and sentences.
 - Students and staff enjoyed Spirit Week led (for the first time) by the School Culture Committee!
- *Enrollment*
 - Enrollment numbers are healthy, we are currently above the enrollment we conservatively projected, but within the school's model and academic program.
- *Academics*
 - Upon their entry into ECCS, students show continual growth in math, reading, and writing as they progress through its academic program.
 - There are gaps in our data that show need for program adjustment. Leadership team is working with consultants on changes to the curriculum, schedule, and professional development.
 - School leadership and teaching staff will continue to develop proficiency levels of students through professional development opportunities and instructional initiatives.
- *Staff Update*
 - ECCS looking to hire an Associate Teacher.

3) FINANCE UPDATE

- Budgeted amount versus actual expenditures as expected for September 2019.
- ECCS Board must resume task of identify fundraising targets and timelines for additional cashflow. Development committee to take this task on.

4) FACILITIES UPDATE

- ECCS Board to continue to finalize plans for short-term and long-term spaces for years of expansion. There are a few options. Elm's leadership team is weighing the pros and cons for each site and in current conversations.
- The goal is to announce to families with leases signed by January 2020.

5) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 09:31 p.m.**

Minutes of Twenty-Fifth Board Meeting

The twenty-fifth board meeting of the directors of Elm Community Charter School was held via Google Meet video conference call on **September 26, 2019 at 8:00 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Lawrence Zhou
Debbie Thomas	Grace Yun
Melissa Ng	
Zaineb Hussain	
Michael Dorcelly	
Anupa Jacob	
Prijo Thomas	
Chelsea Kim	
Priscilla Walton*	

The above are all the directors of Elm Community Charter School (ECCS).

*Priscilla Walton, the school’s Founder and Principal, is a non-voting board member.

All persons participating in the video conference call meeting were able to hear each other at the same time. Directors were presented with the same materials via email prior to the start of the meeting.



Meeting notes. Board resolutions are shown in **bold**.

1) APPROVALS

- Approval of Board Meeting 023
 - **Board unanimously approves.**
- Approval of Board Meeting 024
 - **Board unanimously approves.**

2) WELCOMING OF NEW BOARD MEMBERS

- Zaineb Hussain, Academic Committee
- Chelsea Kim, Finance Committee

3) FINANCE

- Over budgeted enrollment → positive!
- Finance Committee encouraging ECCS to keep budget expenses aligned with timing of school year
- Fundraising efforts to be reviewed on a monthly basis
- Multi year projections for long-term financial objectives and challenges to be done
- Year to year operating expense analyses to take place

4) GENERAL UPDATES FROM PRINCIPAL (PRISCILLA)

- Elm Learners: students have been exploring hands-on creative topics across all disciplines. Classes deeply focused on building school culture for introduction of school year.
- Enrollment: 94% of students returned.
- ECCS Board will participate in bookbag gift to ECCS staff.
- October 2019 and April 2020 ECCS board meetings to happen on ECCS school site

5) FACILITIES

- ECCS Board continues to look to secure incubation and long-term spaces.

6) BOARD DEVELOPMENT

- Goals and initiative for upcoming development committee to be shared at October 2019 meeting.

7) MOTION TO ADJOURN MEETING

- Meeting adjourned at **10:00 p.m.**

Minutes of Twenty-Third Board Meeting

The twenty-third board meeting of the directors of Elm Community Charter School was held via Google Meet video conference call on **July 25, 2019 at 8:00 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Prijo Thomas	Lawrence Zhou
Michael Dorcelly	Karishma Desai
Chris Kong	Grace Yun
Debbie Thomas	Anupa Jacob
Melissa Ng	
Priscilla Walton*	

The above are all the directors of Elm Community Charter School (ECCS).

*Priscilla Walton, the school’s Founder and Principal, is a non-voting board member.

*Slav Sobkov, representative from edtec, is a non-board member.

*Zaineb Hussein & *Chelsea Kim are potential board members.

All persons participating in the video conference call meeting were able to hear each other at the same time. Directors were presented with the same materials via email prior to the start of the meeting.

Meeting notes. Board resolutions are shown in **bold**.

1) APPROVALS

- Motion to approve Board Meeting 022 minutes.
 - **Board unanimously approves.**
- Motion to approve new Board member: ZAINEB HUSSAIN (TAMBAWALLA)
 - **Board unanimously approves.**
- Motion to approve new Board member: CHELSEA KIM
 - **Board unanimously approves.**

2) FINANCE UPDATES

- ECCS expenditures in line with fiscal-year budget total.
- Motion to approve SY 2018-2019 financial documents
 - **Board unanimously approves.**

3) GENERAL UPDATES

- As of Thurs, 07/25/2019, ECCS is fully enrolled at 197 students for SY 2019-2020
- As of Thurs, 07/25/2019, ECCS has filled all staff vacancies.
- 2 local Elmhurst/Corona high school students will serve as paid interns at ECCS.

4) FACILITIES UPDATES

- Recent inspection passed for current space, completely ready for the start of the school year.
- Options in Corona, Elmhurst, and Woodside still being explored and discussed for incubation and long-term spaces for July 2020 and beyond. Currently in beginning negotiations for all.

5) BOARD DEVELOPMENT UPDATES

- K.Kelsick, potential → ECCS board members will set up a time to converse with her.
- Priority Board member skillset: experienced in large-scale fundraising / financial solicitation.

6) Motion to adjourn meeting.

Meeting adjourned at 09:25 p.m.

Minutes of Twenty-Eighth Board Meeting

The twenty-eighth board meeting of the directors of Elm Community Charter School was held via Google Meet video conference call on **December 19, 2019 at 8:00 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Zaineb Hussain
Debbie Thomas	Michael Dorcelly
Anupa Jacob	Melissa Ng
Prijo Thomas	Grace Yun
Chelsea Kim	Priscilla Walton*
	Lawrence Zhou

The above are all the directors of Elm Community Charter School (ECCS).

*Priscilla Walton, the school’s Founder and Principal, is a non-voting board member.

All persons participating in the video conference call meeting were able to hear each other at the same time. Directors were presented with the same materials via email prior to the start of the meeting.



Meeting notes. Board resolutions are shown in **bold**.

1) APPROVALS

- Approval of Board Meeting 027
 - **Did not achieve a quorum, will vote on approval in January Board Meeting.**

2) HOUSEKEEPING

- Reminder: in-person 029 Board meeting, on Thursday, 01/30/2020, will take place on ECCS site.

3) GENERAL UPDATES

- *Academics*
 - Reading, Writing and Counting 2018-2019 Year to Year Comparison shows progress in most areas in meeting our Cycle 1 Proficiency Goals.
 - Cycle 2 Assessments will begin in the beginning of January, a report will be provided in January or February on updated results and next steps for this year.
- *Enrollment*
 - We are at or above projected enrollment numbers. The majority of students are from District 24.
- Parent Association
 - ECPA By-Laws and Financial Policy drafts have been created. Debbie and Priscilla are working on the final edits of the by-laws. Financial policy to be reviewed by the Finance Committee for approval.

4) FINANCE UPDATE

- For revenue we budgeted conservatively at 184 students and projected enrollment for the rest of the year. Currently, we our enrollment numbers are fluctuating between 185 and 190 students. Large factors for fluctuation include distance particularly for D24 students and bussing issues.
- We are starting to see positive variance in per pupil funding as invoices are now based on actual enrollment, which is higher than budgeted.
- Overall, YTD actual expenses are \$38k less than budgeted.

5) FACILITIES

- Short-term space: Negotiations have started. We are still working out the building compliance details. Details of lease have been carefully monitored by Facilities Committee, will need to bring in Finance Committee in the upcoming weeks.
- Long-term space: Negotiations have started and we received comments from Landlord. Facilities Committee to review with lawyer week of January 6th.
- We are aiming to have both leases signed in January 2020 so we can announce to families.

6) BOARD DEVELOPMENT

- Job description for Board Development Committee has been shared with Spinster Community and Asian Boss Lady Network.
- Fundraising coach to possibly meet with us at January Board meeting.

7) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 08:42 p.m.**

Minutes of Twenty-Fourth Board Meeting

The twenty-fourth board meeting of the directors of Elm Community Charter School was held via Google Meet video conference call on **August 29, 2019 at 8:00 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Lawrence Zhou
Debbie Thomas	Anupa Jacob
Melissa Ng	Prijo Thomas
Zaineb Hussein	Michael Dorcelly
Grace Yun	
Priscilla Walton*	

The above are all the directors of Elm Community Charter School (ECCS).

*Priscilla Walton, the school’s Founder and Principal, is a non-voting board member.

All persons participating in the video conference call meeting were able to hear each other at the same time. Directors were presented with the same materials via email prior to the start of the meeting.

Meeting notes. Board resolutions are shown in **bold**.

1) APPROVALS

- Approval of Board Meeting 023
- No quorum, will approve next meeting.

2) FINANCE UPDATES

- 2019 Financial Audit (Schall & Ashenfarb)
- S&A audit will begin on 9/9/2019
- Unaudited FY 19 financials will be available prior to that time for finance committee to review
- August Financial Update (September)

3) GENERAL UPDATE

- Enrollment Update
 - 3 open lottery seats still to be filled, healthy waitlist
- Student Update
 - Off to a great start for the year, already have learners counting and some Kindergarteners even reading
 - Some shift in demographics, may consider putting weights on lottery in the future.
- Staff Update & Review
 - Excited for our new staff, greater diversity in skill set, background, expertise, and years of experience.
 - 75% of our lead teachers returned, 50% of our creatives returned. Many of our associate teachers have not returned for a myriad of reasons including certification, further studies, and change in career. We hired associate and partner teachers differently this 2019-20 year, with many associate teachers already certified.
 - Our staff grew from 8 instructional staff to 15 instructional staff - almost doubling!
- 2019-20 School Year
 - Teacher Institute took place 8/1 - 8/23 and was successful. Great time for team building and had a stronger focus on school-wide culture, management, academic program, and academic goals
 - Parent Communication has had some issues. We are researching a platform that will establish clear and timely communication with families.
- Parents
 - Some parents have expressed interest in starting a Parent Community Organization.
 - First meeting will be planned for October.

4) FACILITIES UPDATE

- Short-term Facilities



- Current space: LL has agreed to an extension of one year under the third year rate.
- Incubation Space: We are still figuring out whether or not we can fit into the second site.
- Long-term Facilities
 - Civic Builders: D30, will receive floor plans this week
 - Queens Blvd: D24, will receive next steps

5) BOARD DEVELOPMENT

- The search continues for potential board members.
 - Kristy Kelsick
 - Work on a job description to recruit potential board members
- Fundraising Initiatives
 - Consultant: Colleen

6) MOTION TO ADJOURN MEETING **Meeting adjourned at 9:05 P.M.**

Minutes of Twenty-Ninth Board Meeting

The twenty-ninth board meeting of the directors of Elm Community Charter School was held on the school’s premises, 149-34 35th Ave, Flushing, NY 11354, on **January 30, 2020 at 8:00 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED IN-PERSON MEETING	DID NOT ATTEND IN-PERSON MEETING
Chris Kong	Grace Yun
Debbie Thomas (video)	Lawrence Zhou
Anupa Jacob	
Prijo Thomas	
Chelsea Kim	
Zaineb Hussain	
Michael Dorcelly	
Melissa Ng	
Priscilla Walton*	

The above are all the directors of Elm Community Charter School (ECCS).

*Priscilla Walton, the school’s Founder and Principal, is a non-voting board member.

All persons participating in the video conference call meeting were able to hear each other at the same time. Directors were presented with the same materials via email prior to the start of the meeting.



Meeting notes. Board resolutions are shown in **bold**.

1) APPROVALS

- Motion to approve [028 Meeting Minutes](#)
 - Board unanimously approves.
- Motion to approve Parent Association:
 - *By-laws*
 - Board unanimously approves.
 - *Financial policies* (incl. opening up their own bank account)
 - Board unanimously approves.

2) GENERAL UPDATES

- *Academic*
 - From Cycle 1 to Cycle 2, there have been increases across all grade levels in F&P reading proficiency. Leadership/admin to introduce initiatives and professional development for teachers in an effort to reach 80% proficiency goal for all students.
 - From Cycle 1 to Cycle 2, significant increases across all grade levels in math benchmarks.
- *Enrollment*
 - Enrollment continues to meet projections
 - Meeting benchmarks for at-risk student populations
- *Union Petition from teachers*
 - Election: Friday, February 7, 2020
 - After the vote, it will take 1-2 weeks for certification of the union. Contract negotiations to follow that are said to take an average of a year to complete.
 - ECCS has hired lawyers to carry out the legal process.
 - ECCS leadership has spoken to 7-10 leaders and founders who have experienced unionization to best prepare the school for potential change.
 - ECCS Board and Founder discussed ramifications and has taken the stance that the union would not be beneficial to the school's design, model, nor health and longevity.
- *Principal's Maternity Leave*
 - Principal is arranging the maternity leave coverage plan from now until the end of the year.
 - The Assistant Principal and Director of Operations have been receiving training since November around decision making.
 - Likely bringing on 1 of 2 of our current consultants to support leadership team in workload including operation events, teacher development, etc.

4) FINANCE UPDATE

- *December Financials*
 - Budget vs Actuals overall in positive variance.

5) FACILITIES

- ECCS currently in 2 lease negotiations - temporary and long-term - and plan to sign by February. Process is taking longer than expected, but headed in the right direction.
- Anticipation to announce next spaces at upcoming Parent Association sometime in Spring 2020.

6) BOARD DEVELOPMENT

- Melissa Ng and Chelsea Kim brought a fundraising consultant to train board members on a variety of ways to fundraise, particularly for the upcoming facilities projects.



Elm Community Charter School

Board Meeting #29
Thursday, January 30, 2020
8:00 p.m.

- Board began to discuss next steps and will be coming back together in the following meetings to discuss timeline.

7) MOTION TO ADJOURN MEETING

- Meeting adjourned at 10:22 p.m.

Minutes of Thirtieth Board Meeting

The thirtieth board meeting of the directors of Elm Community Charter School was held via Google Meet video conference call on **February 27, 2020 at 8:00 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Lawrence Zhou
Debbie Thomas	Chelsea Kim
Anupa Jacob	
Prijo Thomas	
Michael Dorcelly	
Melissa Ng	
Zaineb Hussain	
Grace Yun	
Priscilla Walton*	

The above are all the directors of Elm Community Charter School (ECCS).

*Priscilla Walton, the school’s Founder and Principal, is a non-voting board member.

All persons participating in the video conference call meeting were able to hear each other at the same time. Directors were presented with the same materials via email prior to the start of the meeting.



Meeting notes. Board resolutions are shown in **bold**.

1) APPROVALS

- Motion to approve minutes for meeting 029.
 - **Board unanimously approves.**

2) ENROLLMENT UPDATES

- To date, ECCS has filled available seats, exceeding conservative projection numbers.
- Over 250 applications for the school year (SY) 2020-2021 thus far.
- As soon as lease is signed, address will be made available on new applications.

3) FINANCE UPDATES

- Positive variance in per pupil funding for this point of SY '19-'20.
- ECCS current actuals vs. projected are on track.

4) FACILITIES UPDATE

- *Incubation space*
 - ECCS finalized lease for incubation space is in the last stage, anticipated to sign in a week.
 - Principal P. Walton will share details about the incubation space with families in March 2020.
 - Motion to approve subleasing of incubation space by Friends of ECCS:
 - **Board unanimously approves.**
- Long-term space
 - ECCS in final stages of negotiation, currently working on details of school building design and final points in lease.
 - Will announce to families the general location during the March parent association meeting.

5) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 09:21 p.m.**

Minutes of Thirty-First Board Meeting

The thirty-first board meeting of the directors of Elm Community Charter School was held via Google Meet video conference call on **March 26, 2020 at 8:00 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Lawrence Zhou
Debbie Thomas	Zaineb Hussain
Anupa Jacob	Michael Dorcelly
Prijo Thomas	Priscilla Walton*
Chelsea Kim	
Melissa Ng	
Grace Yun	

The above are all the directors of Elm Community Charter School (ECCS).

*Priscilla Walton, the school’s Founder and Principal, is a non-voting board member.

*Priscilla Walton, the school’s Founder and Principal, is on parental-leave.

All persons participating in the video conference call meeting were able to hear each other at the same time. Directors were presented with the same materials via email prior to the start of the meeting.

Meeting notes. Board resolutions are shown in **bold**.

1) APPROVALS

- Motion to approve minutes for meeting 030.
 - **Board unanimously approves.**
- Motion to approve subleasing of Long-term lease from FoECCS
 - **Board unanimously approves.**
- Motion to approve P. Walton's salary increase
 - **Board unanimously approves.**

2) ELM UPDATES

- Academic & Enrollment
 - 340 total applications for 2020-2021
 - Our lottery will be hosted remotely on April 2, 2020
- Union negotiations update [EXECUTIVE SESSION]
- Priscilla's Maternity Leave has begun!
 - Timeline March-mid July
 - Ashish Kapadia and Blanca Ruiz will offer leadership support

3) FINANCE UPDATES

- February Financials
 - We budgeted 184 students and projected enrollment for rest of the year is 188 students
 - Positive variance in per pupil funding
 - Cash position will jump in July as the school receives FY21 per pupil funding
 - Edtec to present FY21 budget draft to Finance Committee
- Personnel, leadership pay scale [EXECUTIVE SESSION]
- Review of non-collective bargaining unit pay scale

4) FACILITIES UPDATE

- Short-term space:
 - Signed!
- Long-term space:
 - Working on plans and specs
 - To be announced at the end of the month

5) BOARD DEVELOPMENT

- Team Updates
 - Melissa Ng will be stepping down after June
 - Board Development and Finance Committees to discuss Fundraiser/Grant Writer salary
 - Fundraising job description created

6) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 09:00 p.m.**

Minutes of Thirty-Third Board Meeting

The thirty-third board meeting of the directors of Elm Community Charter School (ECCS) was held via Google Meet video conference call on **May 28, 2020 at 8:00 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Lawrence Zhou
Debbie Thomas	Grace Yun
Chelsea Kim	Priscilla Walton*
Michael Dorcelly	Melissa Ng
Anupa Jacob	
Zaineb Tambawalla	
Prijo Thomas	
Derian De La Torre (edtech)	
Catherine Bittar*	
Kayla Cobb*	

The above are all the directors of Elm Community Charter School (ECCS).

*Priscilla Walton, the school’s Founder and Principal, is a non-voting board member.

*Priscilla Walton, the school’s Founder and Principal, is on parental-leave.

*Kayla Cobb (*Assistant Principal*) & Catherine Bittar (*Director of Operations*) are employees of ECCS, but are not board members.

All persons participating in the video conference call meeting were able to hear each other at the same time. Directors were presented with the same materials via email prior to the start of the meeting.

Meeting notes. Board resolutions are shown in **bold**.

1) APPROVALS

- Motion to approve minutes for meeting 032.
 - **Board unanimously approves.**

2) ACADEMIC UPDATES

- Remote learning continues and will continue through the scheduled last day of school on 6/19.
- Report cards will be distributed before end of school year.
- Teachers are currently doing live virtual assessments in reading, writing, and math to inform families of where their children stand academically at the end of the year.
- We are exploring supplemental summer programming for students below grade level expectation.
- We are exploring the various possibilities for how to begin the next school year, including remote professional development for teachers in August.

3) STAFFING UPDATES

- All new teaching positions for 2020-21 have been filled.
- Currently interviewing for an open ops role
- Continuation letters for current staff will be distributed on 6/29.

4) ENROLLMENT UPDATES

- Over 90% of new seats are filled from the lottery.
- Elm families are required to complete re-enrollment by 6/1.
- Several of current Elm families who will not be returning because they're moving out of NYC or would prefer a school closer to home (in many cases because of COVID).

5) OPERATIONAL UPDATES

- We've sent families a tentative calendar for the upcoming year with our first day listed as 8/31/20
- We are working with the DOE and DOH to determine how School Foods, Transportation, and Nursing will happen in our new facility.
- We are on track to be fully moved out of the Flushing site before the 6/30 end-of-lease date.
- We are very close to signing a lease for our permanent, Elmhurst space.

6) FINANCE UPDATES

- The money from the PPP Loan is expected to be fully forgivable.
- Elm's FY21 Budget will be presented and approved during the June Board Meeting
- We are working to create the Glendale sublease between Elm CCS & Friends Of Elm.

7) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 09:21 p.m.**

Minutes of Thirty-Second Board Meeting

The thirty-second board meeting of the directors of Elm Community Charter School (ECCS) was held via Google Meet video conference call on **April 30, 2020 at 8:00 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Lawrence Zhou
Debbie Thomas	Grace Yun
Chelsea Kim	Priscilla Walton*
Melissa Ng	
Michael Dorcelly	
Anupa Jacob	
Prijo Thomas	
Zaineb Tambawalla	

The above are all the directors of Elm Community Charter School (ECCS).

*Priscilla Walton, the school’s Founder and Principal, is a non-voting board member.

*Priscilla Walton, the school’s Founder and Principal, is on parental-leave.

All persons participating in the video conference call meeting were able to hear each other at the same time. Directors were presented with the same materials via email prior to the start of the meeting.



Meeting notes. Board resolutions are shown in **bold**.

1) APPROVALS

- Motion to approve minutes for meeting 031.
 - **Board unanimously approves.**

2) GENERAL UPDATES

- *COVID-19*
 - **School Closure Update**--On 4/11 we shared with families Mayor de Blassio's announcement that the DOE will remain closed for the remainder of the school year. Elm plans on following the same school closure schedule as the DOE, but is also following Gov. Cuomo's Executive Order extension.
 - Some ECCS families, staff, and families of staff, have shown symptoms of the virus.
 - Students in need of devices for remote learning have either received them already, or will receive them from ECCS. Effort was made possible by NYC Charter Schools Grant to support remote learning.
- *PERSONNEL*
 - **Nurse Stipend**--After working to acquire UFT approval, we are issuing a small stipend to the part-time nurse to conduct calls to families to determine the wellness of our learners
 - **Staff Intent to Return**--Currently all staff members indicated that they wish to return for the next school year. This impacts the number of hires we have to make.
 - **New Hires**--several hires made to accommodate staff needs for upcoming grade expansions in SY 2020-2021.
 - **Hiring to Do**--A few candidates are making the way through the hiring process for the remainder of staff vacancies for SY 2020-21.
- *ENROLLMENT*
 - **New Student Enrollment**--In just 1 month, 52 new families have fully enrolled for next year. That represents 84% of the 62 seats we offered on the 4/2 lottery!!
 - **Current Student Intent to Return**--Current families will be asked to complete their Re-Enrollment for next year in mid-May. We will then open additional seats to backfill any current students who will not be returning next year.

3) ACADEMIC UPDATES

- **Grading**--We have created a grading policy where we have essentially extended Cycle 3 to continue through the remainder of the school year and include the remote learning phase. We will issue a cumulative report card that shows learner proficiencies.
- **Grade Advancement**--Promotion and retention decisions will be based primarily on student performance from August through March 13. Learners will not be retained based on the remote learning phase of the school year.
- **Professional Development** to teachers for remote learning--Virtual Reading Conferences (3/27), Planning Read Alouds (3/31), and Virtual Guided Reading (4/28).



4) FINANCE UPDATES

- NYC Charter Schools grant covered majority of costs for class tablets for remote learning experience.
- Remainder of per-pupil funding installments expected to arrive in full amounts, as planned, for remainder of SY 2019-2020.
- Year-to-date expenses continue to come in. ECCS remains in healthy financial standing.
- Drafts of budget for SY 2020-2021 to be reviewed and discussed at April 2020 and May 2020 board meetings. ECCS Board will vote on approval on or before June 2020 Board meeting.

5) FACILITIES

- Director of Operations will oversee the facilities improvements of the ECCS incubation space and lead the process for transitioning out of the current Flushing space by June 30, 2020.

6) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 08:42 p.m.**

Minutes of Thirty-Fourth Board Meeting

The thirty-fourth board meeting of the directors of Elm Community Charter School (ECCS) was held via Google Meet video conference call on **June 25, 2020 at 8:00 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Lawrence Zhou
Debbie Thomas	Grace Yun
Melissa Ng	Priscilla Walton*
Anupa Jacob	Chelsea Kim
Prijo Thomas	Zaineb Tambawalla
Catherine Bittar*	
Kayla Cobb*	
Michael Dorcelly	

The above are all the directors of Elm Community Charter School (ECCS).

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*Kayla Cobb (*Assistant Principal*) & Catherine Bittar (*Director of Operations*) are employees of ECCS, but are not board members.

All persons participating in the video conference call meeting were able to hear each other at the same time. Directors were presented with the same materials via email prior to the start of the meeting.

Meeting notes. Board resolutions are shown in **bold**.

- I. Approvals
 - **Board Meeting # 33 Minutes approved unanimously**
 - **Tax Return approved unanimously**
 - **EdTec Renewal Contract approved unanimously**
 - **FY21 Budget approved unanimously**

- II. ELM UPDATES
 - A. Assessments
 - Reading Assessments were performed in 3 cycles. We met our goal of 80% proficiency with 2nd graders
 - Writing There was a dip during the remote learning cycle
 - Math Number Stories our learners grew throughout all 3 cycles, including during remote learning.
 - B. Remote summer enrichment program for 5 weeks
 - C. Enrollment Update
 - Strong return rate expected 166/180 families expected to return
 - 90% of our new students are coming from D24, the district we want to serve!
 - D. Personnel Updates [EXECUTIVE SESSION]

- III. FACILITIES:
 - Glendale move is complete
 - Long-term lease is signed!

- IV. FINANCE:
 - Working with EdTec to open a LoC
 - Security Deposit from Flushing site will be used to pay off Civic Charter Lender Loan
 - Working with EdTec to collect info for audit in the second week of July with Schall & Ashenfarb

- V. BOARD DEVELOPMENT
 - A. Part-time vs. Full-time Fundraiser research summary
 - model of contract consultant whose fee is taken from the proceeds generated is not widely used/recommended. What is available in the market is generally Full-Time (FT) or Part-Time (PT) Fundraiser and Grand Writers.
 - On average, a FT fundraiser's salary can cost between \$57-88K.
 - It is recommended that organizations invest in both Fundraiser AND Grant Writer as these are usually two distinct roles. For a PT Fundraiser, you can find people for 16.50/hr and for a Grant Writer, 25-35/hr.



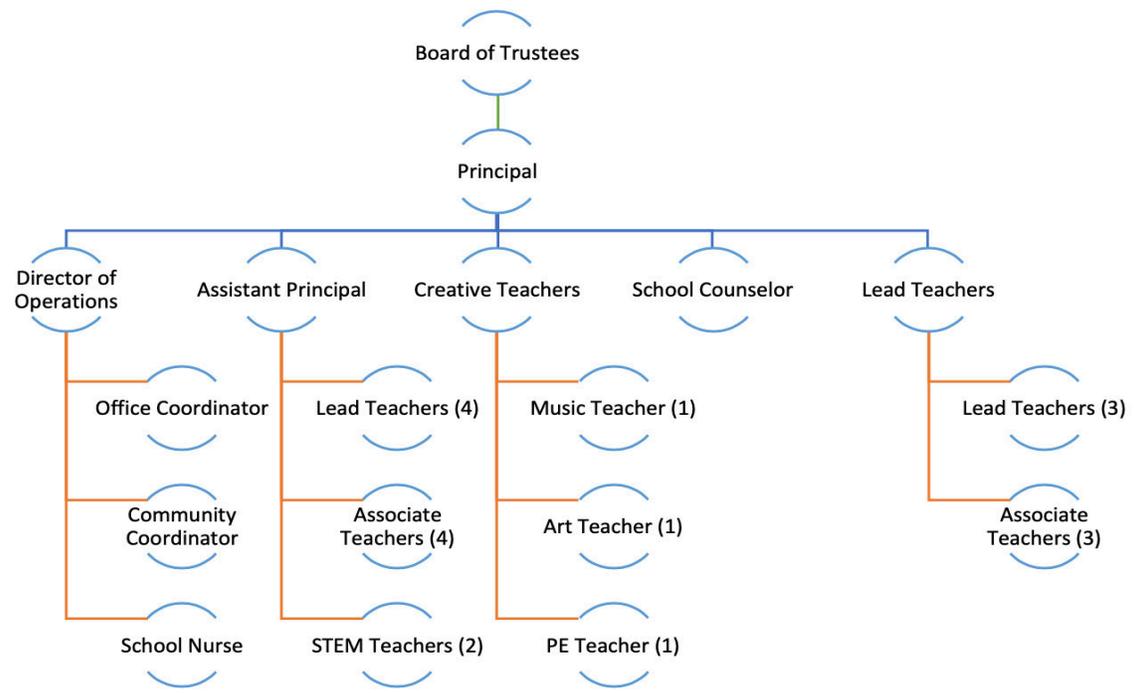
- We need at least 1 FT staff to raise \$500,000. If we want to meet the \$1M threshold, we are looking at an additional FT resource (total of two).
- If we do not have the finances to invest, consider investing in technology that will help streamline the fundraising processes. We can invest in tools that are more affordable like MailChimp all the way to more robust online platforms and Customer Relationship Management (CRM) systems that track and manage donations.

VI. MOTION TO ADJOURN MEETING
Meeting adjourned at 09:30 p.m.

Elm Community Charter School
 Organizational Chart
 2019-20

Category	Position	Reporting Relationships
Instructional	Founder & Principal	Reports to Board of Trustees
Instructional	Assistant Principal	Reports to Principal
Instructional	Kindergarten Lead Teacher 1	Reports to Principal or Assistant Principal
Instructional	Kindergarten Lead Teacher 2	Reports to Principal or Assistant Principal
Instructional	Kindergarten Lead Teacher 3	Reports to Principal or Assistant Principal
Instructional	Kindergarten Associate Teacher 1	Reports to Principal or Assistant Principal
Instructional	Kindergarten Associate Teacher 2	Reports to Principal or Assistant Principal
Instructional	Kindergarten Associate Teacher 3	Reports to Principal or Assistant Principal
Instructional	First Grade Lead Teacher 1	Reports to Principal or Assistant Principal
Instructional	First Grade Lead Teacher 2	Reports to Principal or Assistant Principal
Instructional	First Grade Associate Teacher 1	Reports to Principal or Assistant Principal
Instructional	First Grade Associate Teacher 2	Reports to Principal or Assistant Principal
Instructional	Second Grade Lead Teacher 1	Reports to Principal or Assistant Principal
Instructional	Second Grade Lead Teacher 2	Reports to Principal or Assistant Principal
Instructional	Second Grade Associate Teacher 1	Reports to Principal or Assistant Principal
Instructional	Second Grade Associate Teacher 2	Reports to Principal or Assistant Principal
Instructional	STEM Teacher 1	Reports to Principal or Assistant Principal
Instructional	STEM TEacher 2	Reports to Principal or Assistant Principal
Instructional	Music Teacher	Reports to Principal or Assistant Principal
Instructional	Art Teacher	Reports to Principal or Assistant Principal
Instructional	Physical Education Teacher	Reports to Principal or Assistant Principal
Non-Instructional	Director of Operations	Reports to Principal
Non-Instructional	Office Coordinator	Reports to Director of Operations
Non-Instructional	Community Coordinator	Reports to Director of Operations
Non-Instructional	Nurse	Reports to Director of Operations
Non-Instructional	School Counselor	Reports to Director of Operations

Elm Community Charter School





2020 - 2021 [Tentitive] School Calendar

KEY	
	FIRST AND LAST DAYS OF SCHOOL
	HOLIDAYS (No School)
	INSTRUCTIONAL DAYS
	PROFESSIONAL DEVELOPMENT DAYS (No School)
	SUCCESS CELEBRATIONS
	EARLY DISMISSAL DAYS (12:30PM Dismissal Every Wednesday)

August 2020				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2020				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2020				
M	T	W	TH	F
			1	2
		7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2020				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2020				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2021				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2021				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2021				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2021				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Important Dates	
August 31, 2020	First Day of School!
September 7, 2020	No School: Labor Day
September 8, 2020	First Day of DOE Busing & After School
October 12, 2020	No School: Indigenous Peoples' Day
November 3, 2020	No School: Teacher Professional Development Day Election Day
November 18, 2020	Q1 Success Celebrations
November 11, 2020	No School: Veterans Day
November 25, 2020 - November 27, 2020	No School: Thanksgiving Break
December 24, 2020 - January 1, 2021 <i>(return to school on 1/4/21)</i>	No School: Winter Break
January 18, 2021	No School: Dr. Martin Luther King Jr. Day
January 25, 2021	No School: Teacher Professional Development Day
February 3, 2021	Q2 Success Celebrations
February 15, 2021 - February 19, 2021	No School: Mid Winter Recess
March 29, 2021 - April 2, 2021	No School: Spring Break
April 23, 2021	No School: Teacher Professional Development Day
April 28, 2021	Q3 Success Celebrations
May 31, 2021	No School: Memorial Day
June 16, 2021	Q4 Success Celebration
June 21, 2021	Last Day of School & (Tentative) Moving Up Ceremony

Certificate of Occupancy

CO Number: 420664436T005

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A.	Borough: Queens	Block Number: 05007	Certificate Type: Temporary
	Address: 149-34 35TH AVENUE	Lot Number(s): 19	Effective Date: 05/11/2020
	Building Identification Number (BIN): 4113266	Building Type: Altered	Expiration Date: 08/09/2020
This building is subject to this Building Code: 1968 Code			
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification: 1-C	(1968 Code designation)	
	Building Occupancy Group classification: E	(2014/2008 Code)	
	Multiple Dwelling Law Classification: None		
	No. of stories: 3	Height in feet: 38	No. of dwelling units: 0
C.	Fire Protection Equipment: Fire alarm system, Sprinkler system		
D.	Type and number of open spaces: None associated with this filing.		
E.	This Certificate is issued with the following legal limitations: None		
Outstanding requirements for obtaining Final Certificate of Occupancy:			
There are 9 outstanding requirements. Please refer to BISWeb for further detail.			
Borough Comments: None			



Borough Commissioner



Commissioner

Certificate of Occupancy

CO Number: 420664436T005

Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use

END OF SECTION



Borough Commissioner



Commissioner

END OF DOCUMENT