Application: West Buffalo Charter School

Elizabeth Sterns - esterns@westbuffalocharter.org
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Nov 5 2021

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 2020-2021 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, 2021)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

WEST BUFFALO CHARTER SCHOOL 140600860986

a1. Popular School Name

WBCS

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

BUFFALO CITY SD

d. DATE OF INITIAL CHARTER

3/2010

e. DATE FIRST OPENED FOR INSTRUCTION

8/2013

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

West Buffalo Charter School's mission statement reads as follows: Tomorrow's future leaders are sitting in our classrooms today. With small class sizes, a rigorous curriculum aligned with the Next Generation Learning Standards and high expectations West Buffalo Charter School develops an exceptional foundation of literacy skills for all students in grades K-8. West Buffalo Charter School is a place where diversity is celebrated, individual differences are accepted, and student success is maximized.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1	A small, safe learning community. West Buffalo Charter School provides a small-school learning environment with 500 students when fully expanded. WBCS actively monitors school safety through a school-based safety team, conducts all drills in compliance with NYS regulations, and works diligently to establish a warm, welcoming environment for all.
KDE 2	A high teacher-to-student ratio with small class sizes. Class sizes are capped at 20 students per classroom for Kindergarten-Grade 4 and 25 students per class for Grades 5-8. Each Kindergarten-Grade 5 classroom is staffed with one NYS fully certified Classroom Teacher and one Resident Teacher or Classroom Aide. In Grades 6-8 Classroom Teachers are assigned specific content areas and work alongside Content Support Teachers (CST). There is one CST for ELA and one for Math. These education professionals and the

	high teacher to student ratio allow for more nurturing, individualized and differentiated student instruction, and programming to take place on a daily basis.
KDE 3	An extended school day. A longer school day provides more time on task for students, helping to increase student learning and achievement over time. Due to busing issues caused by the pandemic, WBCS was forced to modify its daily bell times. The school day begins at 7:30 a.m. and now ends at 3:00 p.m.. The total instructional hours remain the same at 7.5 hours. However, this eliminated the need for the before school program which has been offered since the school opened in 2012. We now offer an after school program from 3:00 to 4:30 p.m. which actually extends the school day by more that a half hour over previous years. WBCS provides students with seven (7) hours and thirty (30) minutes of instructional time on a daily basis.
KDE 4	Differentiated and intensive instruction in all academic areas. West Buffalo Charter School conducts comprehensive and consistent monitoring of student learning progress across core content areas in order to provide quick remediation/intervention supports to raise student achievement to appropriate target levels, enhance student understanding and mastery of skills through enrichment activities, and demonstrate academic growth over time through targeted, specific, needs-based instruction. Monitoring includes: writing portfolio assessments, standardized, formative and summative assessments, teacher-developed and program-specific assessments to measure progress toward learning standards, and rubrics to assess performance-based learning activities.
KDE 5	Developing language acquisition, literacy skills, and reading proficiency. West Buffalo Charter School’s academic program is

	built around a systematic approach to student language acquisition that leads to solid literacy development. This approach simultaneously builds strong study skills, self-advocacy, and self-discipline that benefits students in every subject, throughout their school years and beyond.
KDE 6	Building positive, respectful relationships between staff, students, parents, and the community. West Buffalo Charter School prides itself on its warm, welcoming climate and culture. The WBCS environment is one built on mutual respect and establishing win-win relationships between all key stakeholders. Staff, students, parents, and the community at large collaborate regularly to best support WBCS in all areas: academic programming, social-emotional development of students, etc. Ongoing stakeholder collaboration takes place at monthly school-wide events, student outings in the community, through WBCS Family Group meetings, classroom events, etc. West Buffalo Charter School’s success is due in large part to the positive, respectful atmosphere that has been established. WBCS truly functions as ONE school, ONE family.
KDE 7	Integrating Art, Music, Physical Education, and STEAM to educate the whole child. Art, Music, Physical Education, and STEAM classes for all children are provided to ensure a well-rounded balanced education. These classes offer students various opportunities to enhance and extend their learning, apply new skills and strategies, and express themselves in more creative, innovative ways. All students in Kindergarten-Grade 8 attend Art, Music, and STEAM one time per week for 45 minutes and Physical Education two times per week for 45 minutes each class period.
KDE 8	Ongoing professional development focused on innovative teaching techniques and technology integration. Thought-provoking, purposeful professional development is a critical component of West Buffalo Charter School’s success. In

	conjunction with the leadership team, Curriculum Coaches (ELA and Math) work closely with instructional staff to provide numerous opportunities for professional growth. Topics include the gradual release model of instruction, differentiation, rigor, data driven instruction, the win-win classroom, curriculum specific topics, etc. In addition, when deemed necessary, outside professional development opportunities to support WBCS faculty are explored. This may include workshops being held through BOCES, working with vendors, or other professional development experts. WBCS has worked with the likes of Brian Mendler, Dr. Jane Bluestein, and Dr. Cyndi Burnett over the years. In addition, WBCS understands the importance of collaborating and sharing best practices with other local schools. This may include school visits, conference calls, information sharing sessions, etc.
KDE 9	Partnering with Canisius Collegeand other local organizations to support and enhance student learning. Canisius College faculty share their expertise in diverse cultures, community connections, and educational best practices with WBCS. The college also provides opportunities for undergraduate/graduate students to experience an urban charter school environment through classroom observations, student teaching placements, the teacher residency model, etc.
KDE 10	Creating a school committed to excellence in education. WBCS has developed an educational model that is outcome-based to maximize the learning potential of each student. The model also integrates themes of literacy and community which assist in preparing students to succeed beyond the classroom. A rigorous curriculum benchmarked to the NGLS that incorporates proven educational methodologies and best practices in education are in place in order to maximize student learning achievement and success. Innovative learning opportunities, hands-on instructional approaches,

	and personal development skills integrated throughout the curriculum to enable students to become higher order thinkers, problem solvers, and decision makers. West Buffalo Charter School is a school determined to meet the needs of all students and provide an exceptional choice for parents residing in Buffalo and the surrounding community.

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.westbuffalocharter.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)

500

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)

513

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

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

l1. 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 2021-2022?

	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	113 Lafayette Ave.	716-923-1534	Buffalo	K-8	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Andrea Todoro	716-923-1534	[redacted]	atodoro@westbuffalocharter.org
Operational Leader	Elizabeth Sterns	716-923-1534	[redacted]	esterns@westbuffalocharter.org
Compliance Contact	Elizabeth Sterns	716-923-1534	[redacted]	esterns@westbuffalocharter.org
Complaint Contact	Andrea Todoro	716-923-1534	[redacted]	atodoro@westbuffalocharter.org
DASA Coordinator	Rachel Banas	716-923-1534	[redacted]	rbanas@westbuffalocharter.org
Phone Contact for After Hours Emergencies	Andrea Todoro	716-923-1534	[redacted]	atodoro@westbuffalocharter.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, 2021.

Site 1 Certificate of Occupancy (COO)

CofO-both sides.pdf

Filename: CofO-both sides.pdf **Size:** 200.6 kB

Site 1 Fire Inspection Report

Fire Inspection Application.pdf

Filename: Fire Inspection Application.pdf **Size:** 174.1 kB

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Other	Removed Buffalo Hearing and Speech Center "BHSC"as an Institutional Partner and Lynn Shea as Board Trustee (BHSC representative)	July 27, 2021	August 6, 2021
2				
3				
4				
5				

More revisions to add?

No

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

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Elizabeth Sterns
Position	Finance & Operations Officer
Phone/Extension	716-923-1534
Email	esterns@westbuffalocharter.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the NYSED CSO Fingerprint Clearance Oct 2019 Memo. Click YES to agree.

Responses Selected:

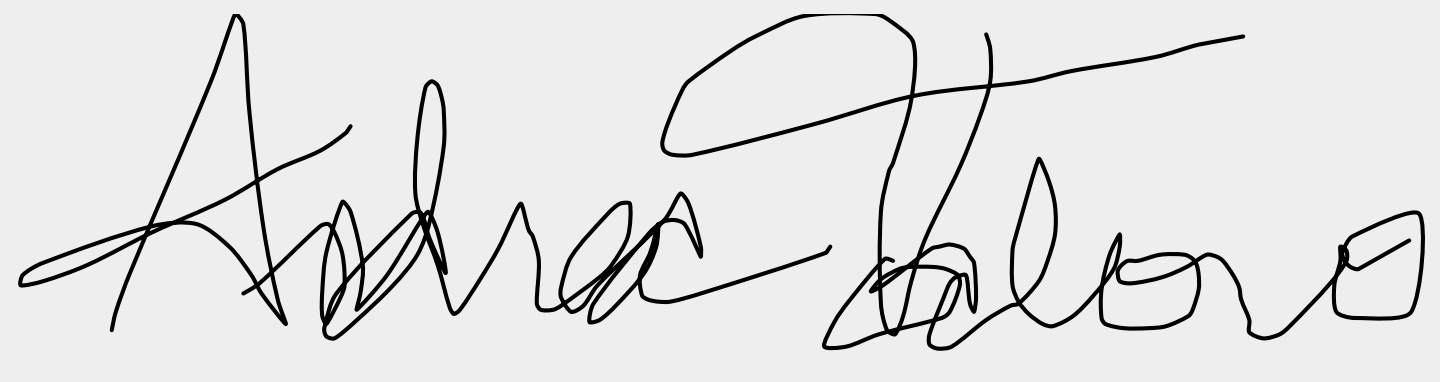
Yes

q. 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. Click YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

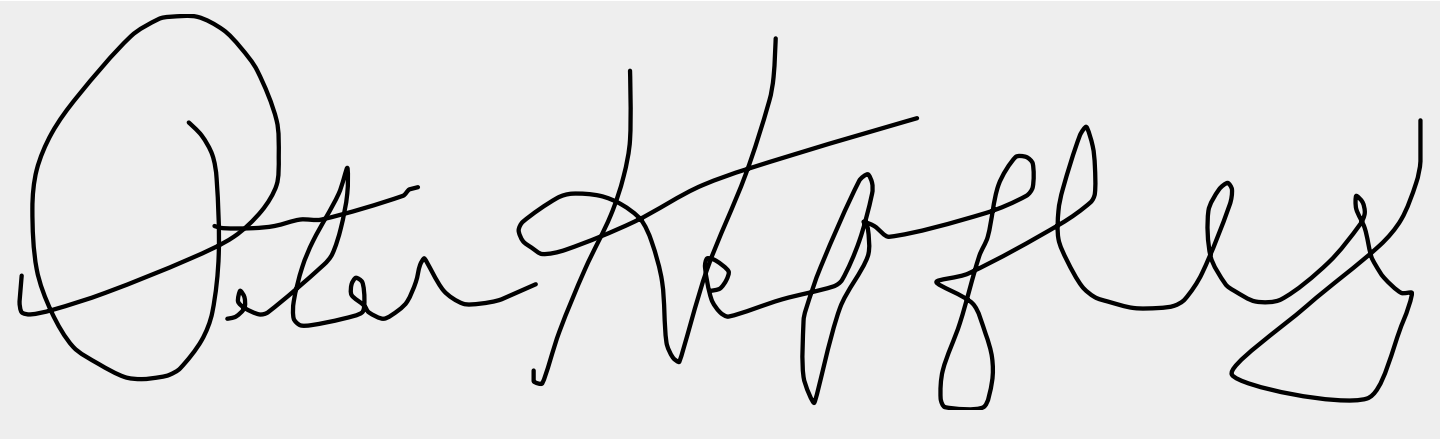
Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Jul 27 2021

Thank you. 

Entry 3 Progress Toward Goals

Completed Nov 5 2021

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 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". **Deadline is November 1, 2021.**

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

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, 2021.

---

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 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".

2020-2021 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	Each year West Buffalo Charter School will decrease the total number of Level 1’s on the NYS ELA and Math Assessments by 10%.	NYS ELA and Math Assessments	Met	
Academic Goal 2	Each year West Buffalo Charter School will decrease the total number of Level 1’s within each sub-group (LEP, SWD, and ED) by 5% on the NYS ELA and Math Assessments.	NYS ELA and Math Assessments	Met	
Academic Goal 3	West Buffalo Charter School will outscore Buffalo Public Schools by 5% as measured by proficiency level on the NYS ELA and Math Assessments.	NYS ELA and Math Assessments	Met	
Academic Goal 4	West Buffalo Charter School will outscore the district subgroups (LEP, SWD, and ED) by 10% as measured by proficiency level on the NYS ELA	NYS ELA and Math Assessments	Met	

	and Math Assessments.			
Academic Goal 5	80% of enrolled students in grades K-4 at or above grade level in the Fall will demonstrate continuous growth on AIMSweb ELA and Math measures in the Spring (since moved to FastBridge)	FastBridge (and NWEA beginning this year)	Met	
Academic Goal 6	80% of enrolled students in grades K-4 below grade level in the Fall will demonstrate continuous growth on AIMSweb ELA and Math measures in the Spring (since moved to FastBridge).	FastBridge assessments (and NWEA beginning this year)	Met	
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2020-2021 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”.

2020-2021 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	Once enrolled at West Buffalo Charter School 85% of students will re-enroll for the following school year as measured by re-enrollment data.	Enrollment data per SMS (student management system)	Met	
Org Goal 2	85% of responding parents will report they are satisfied by WBCS as measured by the annual satisfaction survey.	Annual Parent Survey	Met	
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

6. FINANCIAL GOALS

2020-2021 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	We have no financial goals in our charter however the school demonstrates a very strong financial position.	Annual audited financial statements	Met	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed Oct 29 2021

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021.** SUNY CSI will forward to NYSED CSO.

ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools must upload final, audited financial statements to the Annual Report Portal no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes

only.

20-21 Final Audit and Required Communications

Filename: 20 21 Final Audit and Required Comm 5HpIvd2.pdf **Size:** 860.4 kB

Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Completed Dec 20 2021

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the website at 2020-2021 Charter School Annual Report webpage. Upload the completed file in Excel format. **Due November 1, 2021.**

Education Corporations with more than one school should complete the Excel spreadsheet for the Education Corporation as a whole, not for the individual schools. Please submit the same Excel spreadsheet for each of the schools.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

West Buffalo CS_BEDS-140600860986_2020-21

Filename: West Buffalo CS BEDS 140600860986 2020 21.xlsx **Size:** 75.5 kB

Entry 4c – Additional Financial Documents

Completed Nov 5 2021

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the $750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

---

[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is $100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

4C information

Filename: 4C information.pdf **Size:** 355.4 kB

Entry 4d - Financial Services Contact Information

Completed Nov 5 2021

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Elizabeth Sterns	[redacted]	[redacted]

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Sarah Hopkins, CPA	[redacted]	[redacted]	9

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 – Fiscal Year 2021-2022 Budget

Completed Nov 5 2021

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 Projected Annual Budget template in the portal or from the Annual Report website **by November 1, 2021**.

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable

page number in Section I, C of the application narrative.

Instructions - SUNY authorized charter schools should download the 2021-2022 Budget and Quarterly Report Template on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

final2021-2022arbudget-completed

Filename: final2021 2022arbudget completed.xlsx **Size:** 37.6 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed Nov 5 2021

Required of ALL Charter Schools by August 2

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 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: Disclosure of Financial Interest Form
- SUNY- Authorized Charter Schools: SUNY 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. Note: Docusign is accepted.

Financial Disclosure Forms

Filename: Financial_Disclosure_Forms_C6dzF1K.pdf **Size:** 1.4 MB

Entry 7 BOT Membership Table

Completed Nov 5 2021

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 7 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.

1. 2020-2021 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee 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 2020-2021
1	Michelle Stevens	[redacted]	Trustee/ Member	Development & Governance Cmtes.	Yes	3	07/01/2019	06/30/2022	12
2	James Deuschle	[redacted]	Treasurer	Audit & Finance Sub-Committee: Finance/ Construction/Facilities	Yes	2	07/01/2018	06/30/2021	10
3	Dr. Thomas Schenk	[redacted]	Trustee/ Member	Human Resources Cmte.	Yes	3	07/01/2019	06/30/2022	9

4	Lorrei DiCamillo	[redacted]	Secretary	Academic Excellence Cmte.	Yes	1	07/01/2018	06/30/2021	12
5	Deborah Licata	[redacted]	Trustee/ Member	Development Cmte.	Yes	1	07/01/2018	06/30/2021	9
6	Peter Heffley	[redacted]	Chair	Human Resources Cmte.	Yes	1	07/01/2018	06/30/2021	12
7	Robert Schreck	[redacted]	Vice Chair	Audit & Finance Cmte.	Yes	1	07/01/2020	06/30/2023	11
8	Wayne Robinson	[redacted]	Trustee/ Member	Academic Excellence Cmte.	Yes	1	01/25/2021	06/30/2024	5 or less
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2021	8
b.Total Number of Members Added During 2020-2021	1
c. Total Number of Members who Departed during 2020-2021	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	11

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Nov 5 2021

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 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 2, 2021.

Minutes

Filename: Minutes.pdf **Size:** 1.6 MB

Entry 9 Enrollment & Retention

Completed Nov 5 2021

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), 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 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language 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 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
Economically Disadvantaged	Approximately 90% of our students are classified as ED. During 2020-21, we mainly used social media to recruit due to COVID. Our greatest source however is family referrals which results in this consistent trend.	We will continue to recruit the same way as 20-21. I prior (non-COVID) years, we recruited heavily at the City-wide child care centers, UPK sites, refugee resettlement and adult English classes for newcomer families. However due to the rise in COVID variants, we will likely continue to rely on social media and family referrals.
English Language Learners	Approximately 25% of our students are classified as ELL. During 2020-21, we mainly used social media to recruit due to COVID. Our greatest source however is family referrals which results in this consistent trend. (sibling preference, in-house ENL liaison and our Karen maintenance staff)	We will continue to recruit the same way as 20-21. I prior (non-COVID) years, we recruited heavily at the City-wide child care centers, UPK sites, refugee resettlement and adult English classes for newcomer families. However due to the rise in COVID variants, we will likely continue to rely on social media and family referrals. We have had great success "graduating" students from ELL status which has a tendency to skew our percentages year-over-year. Once "Ever ELL's" are considered, our ELL percentages remain much higher than the district or other area charter schools.
Students with Disabilities		

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	Provide a solid and sound education program that limits transferring students. Continue to provide wrap-around services that support the whole child.	Provide a solid and sound education program that limits the number of transferring students. Continue to provide wrap-around services that support the whole child.
English Language Learners	Provide a solid and sound education program that limits transferring students. Continue to provide wrap-around services that support the whole child. Continue to partner with community organizations that focus on newcomers. Continue to provide faculty and staff that are members of our diverse community that can also provide added language supports.	Provide a solid and sound education program that limits transferring students. Continue to provide wrap-around services that support the whole child. Continue to partner with community organizations that focus on newcomers. Continue to provide faculty and staff that are members of our diverse community that can also provide added language supports.
Students with Disabilities	Provide a solid and sound education program that limits transferring students. Continue to provide wrap-around services that support the whole child. Continue to offer self-contained so that students with needs beyond the typical charter school special education program model will stay at our school and not transfer to the district. Continue to provide high-quality related services such as speech, OT and PT.	Provide a solid and sound education program that limits transferring students. Continue to provide wrap-around services that support the whole child. Continue to offer self-contained so that students with needs beyond the typical charter school special education program model will stay at our school and not transfer to the district. Continue to provide high-quality related services such as speech, OT and PT.

Entry 10 – Teacher and Administrator Attrition

Completed Nov 5 2021

Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System – Employee Clearance

Charter schools must ensure that all prospective employees[1] receive clearance through the NYSED Office of School Personnel Review and Accountability (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, or related/contracted service providers**. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

[1] Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers**. See NYSED memorandum dated October 1, 2019 at http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf or visit the NYSED website at: http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf.

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Completed Nov 5 2021

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.

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.

Entry 11 Uncertified Teachers

School Name:

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, 2021)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1
Total Category A: 5 or 30% whichever is less	4.0

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, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	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, 2021)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category C: not to exceed 5	2.0

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	1

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	23

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	30

Thank you. 

Entry 12 Organization Chart

Completed Nov 5 2021

Instructions

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

Upload the 2020-2021 **Organization Chart.** The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

Org chart-2020-21

Filename: Org chart 2020 21.pdf **Size:** 264.1 kB

Entry 13 School Calendar

Completed Nov 5 2021

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 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

School calendars must meet the minimum instructional requirements as required of other public schools *"… unless the school's charter requires more instructional time than is required under the regulations."*

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.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

2021-2022 calendar

Filename: 2021 2022 calendar.pdf **Size:** 96.9 kB

Entry 14 Links to Critical Documents on School Website

Completed Nov 5 2021

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., 2019-2020 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 14 Links to Critical Documents on School Website

School Name: West Buffalo Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy

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., 2019-20)	http://www.p12.nysed.gov/psc/csdirectory/WestBuffaloCharterSchool/documents/WBCSAR1819redacted.pdf
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://www.westbuffalocharter.org/about-us
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://us02web.zoom.us/rec/share/edSWMIsbxtQAInR4dxB2rmyXjAm_cwjZrmUqBMrMDRo9eU8bahXniRxtAoceeMV5.xC92f6Fp8X7IaSOV?startTime=1611602416000
3. Link to NYS School Report Card	https://data.nysed.gov/profile.php?instid=800000067492
4. Lottery Notice announcing date of lottery	https://www.westbuffalocharter.org/basic-04
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://5ed1ad2e-d02e-4b58-8ab6-dcaf71d42631.filesusr.com/ugd/3317dc_912e63ebdc5944f7b2267a8eeb307909.pdf
6. District-wide Safety Plan	https://5ed1ad2e-d02e-4b58-8ab6-dcaf71d42631.filesusr.com/ugd/3317dc_188d1f6bba8740528575f2e515b8e498.pdf
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://5ed1ad2e-d02e-4b58-8ab6-dcaf71d42631.filesusr.com/ugd/3317dc_2b629b8dc7784af9b959fd81baffb23b.pdf
7. Authorizer-Approved FOIL Policy	https://5ed1ad2e-d02e-4b58-8ab6-dcaf71d42631.filesusr.com/ugd/3317dc_ea23974687dd452685bac584a51a54c0.pdf
8. Subject matter list of FOIL records	https://drive.google.com/file/d/1PqKuo6jDG96Rsbtb8VhZJlya-jd3MJGr/view

Thank you.

Entry 15 Staff Roster

Completed Dec 20 2021

INSTRUCTIONS

Required of Regents-Authorized Charter Schools ONLY

Please click on the MS Excel Staff Roster Template and provide the following information for ANY and ALL instructional and non-instructional employees.

•Full name for any and all employees
•TEACH IDs for any and all employees
•Using the drop down menu, select a role/position (or the best fit) for each employee in the charter school. (Please provide additional information to the Notes Section of the Staff Roster Template as necessary)
•Date of hire and employment start dates
•Number of years each employee has had in their respective professions
•Number of years each employee has had in their current role in the charter school
•Using the drop down menu, select the correct explanation as to why a teacher is teaching outside of their certification area.

AnnualReportBoRStaffRoster_OFGjN9p-with cleaners_West Buffalo

Filename: AnnualReportBoRStaffRoster_OFGjN9_rmD8ZJq.xlsx **Size:** 21.7 kB

West Buffalo Charter School

2020-21 Annual Report – Due Date November 1, 2021

Entry 4C – Additional Financial Documents

"federal Single Audit was not required because the school did not expend federal funds of more than the $750,000 Threshold."

1. Advisory and/or Management letter – Uploaded as part of the required audit uploads
2. Federal Single Audit – a Federal Single Audit was not required because the school did not expend Federal funds in excess of $750,000. Thus this was not required.
3. CSP Agreed-Upon Procedure Report – N/A
4. Evidence of Required Escrow Account for each school – This is required to submit during the audit field work and evidence provided to the auditors.
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations – N/A as no deficiencies were noted

WEST BUFFALO CHARTER SCHOOL

FINANCIAL STATEMENTS

JUNE 30, 2021

WEST BUFFALO CHARTER SCHOOL

Table of Contents

June 30, 2021

Financial Statements

Reporting Required by *Government Auditing Standards*

Lumsden McCormick LLP
CERTIFIED PUBLIC ACCOUNTANTS

Cyclorama Building | 369 Franklin Street | Buffalo, NY 14202
p: 716.856.3300 | f: 716.856.2524 | www.LumsdenCPA.com

INDEPENDENT AUDITORS' REPORT

The Board of Trustees
West Buffalo Charter School

We have audited the accompanying balance sheets of West Buffalo Charter School (the School) as of June 30, 2021 and 2020 and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to a financial audit contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2021 and 2020, and the changes in its net assets and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 21, 2021 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

Lumsden & McCormick, LLP

October 21, 2021

WEST BUFFALO CHARTER SCHOOL

Balance Sheets

June 30,	2021	2020
Assets		
Current assets:		
Cash	$ 1,946,600	$ 1,731,632
Receivables (Note 2)	846,760	553,838
	2,793,360	2,285,470
Property and equipment, net (Note 3)	12,273,425	12,688,358
Other assets	4,745	4,745
	$ 15,071,530	$ 14,978,573
Liabilities and Net Assets		
Current liabilities:		
Current portion of long-term debt (Note 5)	$ 362,679	$ 408,630
Accounts payable and accrued expenses	875,573	893,712
	1,238,252	1,302,342
Long-term debt (Note 5)	7,259,397	8,622,076
Interest rate swap (Note 5)	620,421	1,050,147
Paycheck Protection Program loan (Note 9)	-	750,100
	9,118,070	11,724,665
Net assets:		
Without donor restrictions	5,854,460	3,203,908
With donor restrictions	99,000	50,000
	5,953,460	3,253,908
	$ 15,071,530	$ 14,978,573

See accompanying notes.

Statements of Activities

For the years ended June 30,	2021	2020
Changes in net assets without donor restrictions:		
Support and revenue:		
Enrollment fees:		
Revenue-resident student enrollment	$ 6,820,987	$ 6,793,143
Revenue-students with disabilities	417,438	370,873
Contributions:		
Federal awards	627,103	287,884
State and other awards	115,372	162,909
Paycheck Protection Program (Note 9)	750,100	-
Other income	81,321	90,616
Net assets released from restrictions	50,000	-
Total support and revenue	8,862,321	7,705,425
Expenses:		
Program expenses:		
Regular education	2,614,104	2,752,810
Special education	1,088,730	1,309,572
Other programs	1,559,493	1,641,569
Total program expenses	5,262,327	5,703,951
Supporting services:		
Management and general	1,379,168	1,315,683
Total expenses	6,641,495	7,019,634
Other changes:		
Gain (loss) on interest rate swap	429,726	(624,755)
Change in net assets without donor restrictions	2,650,552	61,036
Changes in net assets with donor restrictions:		
Contributions - state and other awards	99,000	50,000
Net assets released from restrictions	(50,000)	-
Change in net assets with donor restrictions	49,000	50,000
Changes in net assets	2,699,552	111,036
Net assets - beginning	3,253,908	3,142,872
Net assets - ending	$ 5,953,460	$ 3,253,908

See accompanying notes.

WEST BUFFALO CHARTER SCHOOL

Statement of Functional Expenses

For the year ended June 30, 2021

	Number of positions	Regular Education	Special Education	Other Programs	Management and General	Total
Administrative personnel	7.0	$ 32,032	$ 32,032	$ 32,032	$ 544,551	$ 640,647
Instructional personnel	62.0	1,220,321	488,128	732,192	-	2,440,641
Non-instructional personnel	9.0	37,875	15,150	22,725	245,771	321,521
Total salaries	78.0	1,290,228	535,310	786,949	790,322	3,402,809
Salaries		1,290,228	535,310	786,949	790,322	3,402,809
Employee benefits and payroll taxes		361,321	149,910	220,380	221,325	952,936
Retirement		94,926	39,384	57,898	58,147	250,355
Professional fees		-	-	-	146,727	146,727
Contracted services-education		102,765	41,106	61,659	-	205,530
Special education aid charge		-	-	-	-	-
Maintenance and repairs		46,976	18,790	28,185	7,072	101,023
Insurance		21,124	8,449	12,674	3,180	45,427
Utilities		25,258	10,103	15,155	3,802	54,318
Supplies and materials		117,153	46,861	46,861	23,430	234,305
Equipment and furnishings		8,286	3,314	3,314	1,657	16,571
Staff development		25,899	10,359	10,359	5,180	51,797
Recruitment		19,096	7,638	7,638	3,819	38,191
Technology		32,066	32,068	32,068	32,068	128,270
Student services		2,774	1,109	1,664	-	5,547
Office expense		14,425	3,606	3,606	14,425	36,062
Interest		248,492	99,397	149,094	37,407	534,390
		2,410,789	1,007,404	1,437,504	1,348,561	6,204,258
Depreciation		203,315	81,326	121,989	30,607	437,237
Total		$ 2,614,104	$ 1,088,730	$ 1,559,493	$ 1,379,168	$ 6,641,495

See accompanying notes.

WEST BUFFALO CHARTER SCHOOL

Statement of Functional Expenses

For the year ended June 30, 2020

	Number of positions	Regular Education	Special Education	Other Programs	Management and General	Total
Administrative personnel	8.0	$ 32,445	$ 32,445	$ 32,445	$ 551,560	$ 648,895
Instructional personnel	71.0	1,307,748	523,099	784,649	-	2,615,496
Non-instructional personnel	9.0	29,970	11,988	17,982	245,230	305,170
Total salaries	88.0	1,370,163	567,532	835,076	796,790	3,569,561
Salaries		1,370,163	567,532	835,076	796,790	3,569,561
Employee benefits and payroll taxes		319,592	132,377	194,782	185,852	832,603
Retirement		89,262	36,973	54,403	51,909	232,547
Professional fees		-	-	-	113,627	113,627
Contracted services-education		183,483	73,393	110,090	-	366,966
Special education aid charge		-	167,100	-	-	167,100
Maintenance and repairs		44,836	17,934	26,901	6,749	96,420
Insurance		22,791	9,116	13,674	3,430	49,011
Utilities		28,209	11,284	16,925	4,246	60,664
Supplies and materials		98,376	39,350	39,350	19,675	196,751
Equipment and furnishings		12,807	5,123	5,123	2,561	25,614
Staff development		35,719	14,288	14,288	7,144	71,439
Recruitment		20,667	8,267	8,267	4,133	41,334
Technology		30,952	30,954	30,954	30,954	123,814
Student services		7,359	2,943	4,415	-	14,717
Office expense		16,670	4,168	4,168	17,570	42,576
Interest		270,615	108,246	162,368	40,738	581,967
		2,551,501	1,229,048	1,520,784	1,285,378	6,586,711
Depreciation		201,309	80,524	120,785	30,305	432,923
Total		$ 2,752,810	$ 1,309,572	$ 1,641,569	$ 1,315,683	$ 7,019,634

See accompanying notes.

Statements of Cash Flows

For the years ended June 30,	2021	2020
Operating activities:		
Cash received from enrollment fees	$ 7,237,537	$ 6,916,171
Cash received from federal, state and other awards	537,449	292,697
Cash received from other sources	93,313	82,045
Payments to employees for services and benefits	(4,545,696)	(4,443,426)
Payments to vendors and suppliers	(1,097,048)	(1,379,810)
Interest paid	(579,653)	(595,889)
Net operating activities	1,645,902	871,788
Investing activities:		
Property and equipment expenditures	(22,304)	(142,100)
Financing activities:		
Paycheck Protection Program loan	-	750,100
Payments on long-term debt	(1,408,630)	(351,273)
Net financing activities	(1,408,630)	398,827
Net change in cash	214,968	1,128,515
Cash - beginning	1,731,632	603,117
Cash - ending	$ 1,946,600	$ 1,731,632

See accompanying notes.

Notes to Financial Statements

1. Summary of Significant Accounting Policies:

Organization and Purpose:

West Buffalo Charter School (the School) was established in 2010 to operate a charter school in the City of Buffalo, New York (the City) pursuant to its Charter Agreement with the New York State Education Department. The School opened in August 2012 and is chartered through 2024. The School offers classes from kindergarten through grade 8.

The School's goal is to assist each student reach his or her fullest potential through daily instruction which contains a blend of speech, language skills, and intensive literacy instruction. Pursuant to the School's charter, Canisius College is an institutional partner of the School, with a representative serving on the School's Board of Trustees.

Subsequent Events:

Management has evaluated events and transactions for potential recognition or disclosure through October 21, 2021, the date the financial statements were available to be issued.

Cash:

Cash in financial institutions potentially subjects the School to concentrations of credit risk since it may exceed insured limits at various times throughout the year. The School complies with a requirement to hold no less than $100,000 in an escrow account to pay for legal and audit expenses that would be associated with dissolution should it occur.

Property and Equipment:

Property and equipment is stated at cost net of accumulated depreciation. Depreciation is provided using the straight-line method over estimated useful asset lives. Maintenance and repairs are charged to operations as incurred; significant improvements are capitalized.

Revenue Recognition:

Enrollment Fees:

Enrollment fees are received from the public-school district where a student resides. The amount received each year from the resident district is the product of the approved operating expense per pupil and the full time equivalent enrollment of the students in the School residing in that district. The respective districts also reimburse the School for special education service based on approved applicable rates for the services provided. Revenues are recognized over the period the services are provided. The School generally invoices the resident district bimonthly and payment is due in 30 days. Enrollment fees received in advance are deferred and recognized when earned. The School's enrollment fees are received primarily from the Board of Education for the City School District (the District).

In 2019, an audit by the Office of the New York State Comptroller determined the District had provided incorrect special education rates for over a decade. In February 2020, the District informed the School of its intent to charge approximately $167,000 for the overpayment, and the School recognized an expense and liability in the accompanying 2020 financial statements. Approximately $83,500 was settled through June 30, 2020, and the remaining amount of approximately $83,500 was settled in 2021.

Contributions:

Contributions are reported at fair value at the date the pledge or award is received. Contributions are recorded as restricted support if they are received with donor stipulations that limit their use. When a donor restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. Contributions received with donor-imposed restrictions that are met in the same reporting period are shown as support without donor restrictions.

Conditional contributions, primarily government awards, are recognized as revenue when the School meets requirements in compliance with specific agreements. When applicable, amounts received before the required conditions are met are reported as refundable advances on the accompanying balance sheets. These conditional contributions are subject to compliance and financial audits by the funding sources. Management believes no significant adjustments are necessary to recognized amounts.

Net assets with donor restrictions are available to support educational initiatives administered by the School.

Receivables:

Receivables are stated at the amounts management expects to collect from outstanding balances. Balances that are still outstanding after management has used reasonable collection efforts are written off. An allowance for doubtful accounts is considered unnecessary by management because all significant amounts deemed uncollectible are written off each year.

Transportation:

The District provides the School with certain transportation services without cost. The value of these services has not been recorded in these financial statements.

Income Taxes:

The School is a 501(c)(3) corporation exempt from taxation under §501(a) of the Internal Revenue Code.

Use of Estimates:

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

Functional Expense Allocation:

The School's costs of providing its various programs and activities have been summarized on a functional basis in the statements of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited. These costs include salaries and benefits, which are allocated based on estimates of time and effort, and depreciation, utilities, insurance, and repairs and maintenance which are allocated based on square footage and management's estimate of program benefit.

2. Receivables:

	2021	2020
Enrollment fees	$ 298,440	$ 297,552
Contributions	534,334	230,308
Other	13,986	25,978
	$ 846,760	$ 553,838

3. Property and Equipment:

	2021	2020
Land	$ 408,880	$ 408,880
Building and improvements	13,147,737	13,147,737
Furniture and equipment	936,008	913,704
	14,492,625	14,470,321
Less accumulated depreciation	2,219,200	1,781,963
	$ 12,273,425	$ 12,688,358

4. Short-Term Borrowings:

The School has available a $500,000 bank revolving line of credit demand loan for working capital financing with interest payable at LIBOR Advantage Rate plus 2.50%, secured by certain assets. There were no amounts outstanding at June 30, 2021 and 2020.

5. Long-Term Debt:

	2021	2020
Bank loan, monthly principal payments ranging from $32,657 to $52,365, due June 2027 with balloon payment of $5,098,000, secured by essentially all assets. Interest on the loan is fixed at 6.25% based on terms of an interest rate swap agreement.	$ 7,741,871	$ 9,167,614
Less unamortized debt issuance costs	119,795	136,908
	7,622,076	9,030,706
Less current portion	362,679	408,630
	$ 7,259,397	$ 8,622,076

Debt issuance costs are amortized over the term of the related long-term debt and recognized as interest expense. Estimated aggregate maturities of long-term debt and amortization of debt issuance costs subsequent to June 30, 2021 are as follows:

	Principal	Unamortized Debt Issuance Costs	Totals
2022	$ 379,792	$ 17,113	$ 362,679
2023	397,609	17,113	380,496
2024	423,436	17,113	406,323
2025	450,941	17,113	433,828
2026	480,233	17,113	463,120
Thereafter	5,609,860	34,230	5,575,630
	$ 7,741,871	$ 119,795	$ 7,622,076

In August 2021, the School made an additional principal payment of $411,000, which further reduced the balloon payment due in June 2027 that is presented above.

The bank loan includes restrictive covenants relative to debt service coverage and minimum liquidity requirements.

The School entered into an interest rate swap agreement to reduce the risks associated with the variability of future earnings and cash flows caused by movements in debt interest rates. The interest rate swap is recorded at fair value on the accompanying balance sheets (Note 7). The School is exposed to credit loss in the event of nonperformance by the other party to the interest rate swap agreement; however, the School does not anticipate nonperformance by the counterparty.

6. Retirement Plan:

The School participates in the New York State Teachers' Retirement System (TRS) which is a cost-sharing multiple employer public employee retirement system. TRS offers a wide range of plans and benefits which are related to years of service and final average salary, vesting of retirement benefits, death and disability.

TRS is administered by the New York State Teachers' Retirement Board and provides benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York. TRS issues a publicly available financial report that contains financial statements and required supplementary information. The report may be obtained from TRS at www.nystrs.org.

No employee contribution is required for those whose service began prior to July 1976. TRS requires employee contributions of 3% of salary for the first 10 years of service for those employees who joined from July 1976 through December 2009. Participants whose service began on or after January 1, 2010 through March 31, 2012 are required to contribute 3.5% of compensation throughout their active membership in TRS. Participants whose service began on or after April 1, 2012 are required to contribute a percentage ranging from 3% to 6% each year, based on their level of compensation.

Pursuant to Article 11 of Education Law, an actuarially determined contribution rate is established annually by the New York State Teachers' Retirement Board. The rate is 9.53% of the annual covered payroll for the year ended June 30, 2021 and 8.86% for the year ended June 30, 2020. The required contributions for the years ended June 30, 2021 and 2020 were $250,355 and $232,547.

7. Fair Value Measurements:

Liabilities measured at fair value on a recurring basis comprise the following at June 30:

Description	2021	2020
Interest rate swap liability	$ (620,421)	$ (1,050,147)

Fair value was determined as follows as of June 30:

	Based on		
	Quoted Prices in Active Markets	Other Observable Inputs	Unobservable Inputs
2021 Interest rate swap	$ -	$ (620,421)	$ -
2020 Interest rate swap	$ -	$ (1,050,147)	$ -

The fair value of the interest rate swap was obtained from a financial institution based on exit prices for similar arrangements.

8. Financial Assets Available for Operations:

The School obtains financial assets generally through enrollment fees and grants. The financial assets are acquired throughout the year to help meet the School's cash needs for general expenditures. If necessary, the School also has access to a $500,000 bank revolving line of credit demand loan (Note 4).

The School's financial assets available within one year of the balance sheet date to meet cash needs for general expenditures consist of the following at June 30:

	2021	2020
Cash	$ 1,822,100	$ 1,581,632
Receivables	772,260	553,838
	$ 2,594,360	$ 2,135,470

9. Risks and Uncertainties due to COVID-19:

On January 31, 2020, the United States Secretary of Health and Human Services (HHS) declared a public health emergency related to the global spread of coronavirus COVID-19, and a pandemic was declared by the World Health Organization in February 2020. Efforts to fight the widespread disease included limiting or closing many businesses and schools and resulted in a severe disruption of operations for many organizations. Financial markets also experienced significant fluctuations in value.

In March 2020, the School transitioned to remote instruction for the remainder of the 2019-20 school year. During the 2020-21 school year, the School provided a hybrid in-person and remote instruction model in compliance with all government safety mandates. Consequently, enrollment fees and revenue for each of the years ended June 30, 2021 and 2020 were not reduced.

In May 2020, the School received a loan of $750,100 from the Small Business Administration (SBA) under the Paycheck Protection Program of the Coronavirus Aid, Relief and Economic Security (CARES) Act in response to the pandemic. Management believes they have met the requirements and the loan will be forgiven and amounts have been recognized as contributions revenue in the accompanying 2021 statement of activities.

The full extent of the impact of COVID-19 on the School's operational and financial performance will depend on further developments, including the duration and spread of the outbreak, and its impact on schools, including its students and families, employees, financial markets, and vendors, all of which cannot be predicted.

Lumsden McCormick LLP
CERTIFIED PUBLIC ACCOUNTANTS
Cyclorama Building | 369 Franklin Street | Buffalo, NY 14202
p: 716.856.3300 | f: 716.856.2524 | www.LumsdenCPA.com

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

The Board of Trustees
West Buffalo Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of West Buffalo Charter School (the School), which comprise the balance sheet as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 21, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Lumsden & McCormick, LLP

October 21, 2021

Lumsden McCormick LLP
CERTIFIED PUBLIC ACCOUNTANTS
Cyclorama Building | 369 Franklin Street | Buffalo, NY 14202
p: 716.856.3300 | f: 716.856.2524 | www.LumsdenCPA.com

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

October 21, 2021

The Board of Trustees
West Buffalo Charter School

We have audited the financial statements of West Buffalo Charter School (the School) for the year ended June 30, 2021, and have issued our report thereon. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audits. We have communicated such information in our engagement letter to you dated August 12, 2021. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices
Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the School are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal 2021. We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus.

Estimates
Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Collection of receivables
- Accrued expenses
- Depreciable lives and methods

Management's process for determining the above estimates is based on firm concepts and reasonable assumptions of future events. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Footnote Disclosures
The disclosures in the financial statements are neutral, consistent, and clear. Certain disclosures in the financial statements are of particular importance because of their significance to the financial statement users. We evaluated all disclosures in relation to the financial statements as a whole, and determined they are reasonable.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audits.

Adjustments

Professional standards require us to accumulate all known and likely misstatements identified during the audits, other than those that are trivial, and communicate them to the appropriate level of management. Management has agreed to all such adjustments recommended during our audit. The most significant adjustments recorded during the audit were as follows:

- Increase contributions receivable and related contributions by $124,500
- Adjust deferred financing costs and amortization expense by $17,100

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audits.

Management Representations

We have requested and received certain representations from management that are included in the management representation letter dated consistent with the financial statement audit report date.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the School's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the School's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Trustees and management of the School and is not intended to be and should not be used by anyone other than these specified parties.

Lemieux & McCormick, LLP

Lumsden & McCormick LLP
CERTIFIED PUBLIC ACCOUNTANTS

Cyclorama Building | 369 Franklin Street | Buffalo, NY 14202
p: 716.856.3300 | f: 716.856.2524 | www.LumsdenCPA.com

MANAGEMENT LETTER

October 21, 2021

The Board of Trustees and Management
West Buffalo Charter School

In planning and performing our audit of the financial statements of West Buffalo Charter School (the School) as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of the inherent limitations in internal control, including the possibility of management override of controls, misstatements due to errors or fraud may occur and not be detected by such controls. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This information is intended solely for the use of the Board of Trustees and management of the School and is not intended to be and should not be used by anyone other than these specified parties.

Lumsden & McCormick, LLP

New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

2021-2022 Budget & Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing **RED** triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/. Rows may be inserted in the worksheet to accomodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

West Buffalo Charter School

PROJECTED BUDGET FOR 2021-2022								Assumptions
July 1, 2021 to June 30, 2022								DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.								
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue		8,383,159	323,345	-	-	-	8,706,504	
Total Expenses		2,331,704	2,135,568	1,582,842	-	1,597,835	7,647,950	
Net Income		6,051,455	(1,812,223)	(1,582,842)	-	(1,597,835)	1,058,555	
Actual Student Enrollment		533	25				-	
Total Paid Student Enrollment		-	-				-	
		PROGRAM SERVICES			SUPPORT SERVICES			
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
REVENUE								
REVENUES FROM STATE SOURCES								
Per Pupil Revenue	**CY** Per Pupil Rate							
Buffalo	*$13,308.00*	6,627,384	-	-	-	-	6,627,384	
School District 2 (Cheektowaga CSD)	*$11,502.00*	92,016	-	-	-	-	92,016	
School District 3 Kenmore-Tonawanda)	*$10,280.00*	154,200	-	-	-	-	154,200	
School District 4 (Lackawana)	*$13,581.00*	67,905	-	-	-	-	67,905	
School District 5 (Sweet Home)	*$13,672.00*	95,704	-	-	-	-	95,704	
		7,037,209					7,037,209	
Special Education Revenue		-	323,345	-	-	-	323,345	
Grants								
Stimulus		-	-	-	-	-	-	
Other		-	-	-	-	-	-	
Other State Revenue		-	-	-	-	-	-	
TOTAL REVENUE FROM STATE SOURCES		7,037,209	323,345				7,360,554	
REVENUE FROM FEDERAL FUNDING								
IDEA Special Needs		75,000	-	-	-	-	75,000	
Title I		275,826	-	-	-	-	275,826	
Title Funding - Other		71,258	-	-	-	-	71,258	
School Food Service (Free Lunch)		-	-	-	-	-	-	
Grants								
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	-	
Other		100,000	-	-	-	-	100,000	
Other Federal Revenue		763,506	-	-	-	-	763,506	
TOTAL REVENUE FROM FEDERAL SOURCES		1,285,590					1,285,590	
LOCAL and OTHER REVENUE								
Contributions and Donations, Fundraising		11,360	-	-	-	-	11,360	
Erate Reimbursement		-	-	-	-	-	-	
Interest Income, Earnings on Investments,		-	-	-	-	-	-	
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	-	
Food Service (Income from meals)		-	-	-	-	-	-	
Text Book		49,000	-	-	-	-	49,000	
Other Local Revenue		-	-	-	-	-	-	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		60,360					60,360	
TOTAL REVENUE		8,383,159	323,345				8,706,504	
								List exact titles and staff FTE"s (Full time eqiuilivalent)
EXPENSES								
ADMINISTRATIVE STAFF PERSONNEL COSTS	No. of Positions							
Executive Management	1.00	-	-	-	-	-	-	
Instructional Management	2.00	-	-	-	-	-	-	
Deans, Directors & Coordinators	1.00	-	-	-	-	-	-	
CFO / Director of Finance	1.00	-	-	-	-	-	-	
Operation / Business Manager	-	-	-	-	-	-	-	
Administrative Staff	3.00	-	-	-	-	-	-	
TOTAL ADMINISTRATIVE STAFF	8	99,897	99,897	99,896		449,535	749,225	
INSTRUCTIONAL PERSONNEL COSTS								
Teachers - Regular	23.00	855,842	106,980	106,980	-	-	1,069,802	
Teachers - SPED	6.00	-	453,726	-	-	-	453,726	
Substitute Teachers	-	-	-	-	-	-	-	
Teaching Assistants	8.00	240,000	240,000	240,000	-	-	720,000	
Specialty Teachers	14.00	181,500	181,500	181,500	-	-	544,500	
Aides	20.00	157,080	157,080	157,080	-	-	471,240	
Therapists & Counselors	4.00	66,667	66,667	66,667	-	-	200,000	

West Buffalo Charter School

PROJECTED BUDGET FOR 2021-2022

July 1, 2021 to June 30, 2022

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	8,383,159	323,345	-	-	-	8,706,504
Total Expenses	2,331,704	2,135,568	1,582,842	-	1,597,835	7,647,950
Net Income	6,051,455	(1,812,223)	(1,582,842)	-	(1,597,835)	1,058,555
Actual Student Enrollment	533	25				-
Total Paid Student Enrollment	-	-				-

		PROGRAM SERVICES			SUPPORT SERVICES		
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Other		-			-	-	-
TOTAL INSTRUCTIONAL	75	1,501,088	1,205,952	752,227			3,459,268
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	1.00	20,000	20,000	20,000	-	-	60,000
Librarian	-	-	-	-	-	-	-
Custodian	9.00	64,000	64,000	64,000	-	64,000	256,000
Security	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	10	84,000	84,000	84,000		64,000	316,000
SUBTOTAL PERSONNEL SERVICE COSTS	93	1,684,985	1,389,849	936,123		513,535	4,524,493
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		75,500	75,500	75,500	-	75,500	302,000
Fringe / Employee Benefits		126,732	126,732	126,732	-	126,732	506,929
Retirement / Pension		80,723	80,723	80,723	-	80,723	322,890
TOTAL PAYROLL TAXES AND BENEFITS		282,955	282,955	282,955		282,955	1,131,819
TOTAL PERSONNEL SERVICE COSTS		1,967,940	1,672,804	1,219,078		796,490	5,656,312
CONTRACTED SERVICES							
Accounting / Audit		-	-	-	-	20,000	20,000
Legal		-	-	-	-	8,000	8,000
Management Company Fee		-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-	-
Payroll Services		-	-	-	-	35,000	35,000
Special Ed Services		-	99,000	-	-	-	99,000
Titlement Services (i.e. Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		38,750	38,750	38,750	-	38,750	155,000
TOTAL CONTRACTED SERVICES		38,750	137,750	38,750		101,750	317,000
SCHOOL OPERATIONS							
Board Expenses		-	-	-	-	-	-
Classroom / Teaching Supplies & Materials		43,667	43,667	43,667	-	-	131,000
Special Ed Supplies & Materials		-	-	-	-	-	-
Textbooks / Workbooks		16,333	16,333	16,333	-	-	49,000
Supplies & Materials other		-	-	-	-	-	-
Equipment / Furniture		10,500	10,500	10,500	-	10,500	42,000
Telephone		3,750	3,750	3,750	-	3,750	15,000
Technology		10,000	10,000	10,000	-	-	30,000
Student Testing & Assessment		4,000	4,000	4,000	-	-	12,000
Field Trips		-	-	-	-	-	-
Transportation (student)		1,664	1,664	1,664	-	-	4,992
Student Services - other		-	-	-	-	-	-
Office Expense		6,500	6,500	6,500	-	6,500	26,000
Staff Development		27,667	27,667	27,667	-	-	83,000
Staff Recruitment		-	-	-	-	-	-
Student Recruitment / Marketing		-	-	-	-	25,000	25,000
School Meals / Lunch		-	-	-	-	-	-
Travel (Staff)		-	-	-	-	-	-
Fundraising		-	-	-	-	-	-
Other		-	-	-	-	452,912	452,912
TOTAL SCHOOL OPERATIONS		124,081	124,081	124,081		498,662	870,904
FACILITY OPERATION & MAINTENANCE							
Insurance		12,500	12,500	12,500	-	12,500	50,000
Janitorial		10,000	10,000	10,000	-	10,000	40,000
Building and Land Rent / Lease		-	-	-	-	-	-

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

West Buffalo Charter School

PROJECTED BUDGET FOR 2021-2022

July 1, 2021 to June 30, 2022

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	8,383,159	323,345	-	-	-	8,706,504
Total Expenses	2,331,704	2,135,568	1,582,842	-	1,597,835	7,647,950
Net Income	6,051,455	(1,812,223)	(1,582,842)	-	(1,597,835)	1,058,555
Actual Student Enrollment	533	25				-
Total Paid Student Enrollment	-	-				-

	PROGRAM SERVICES			SUPPORT SERVICES			Assumptions
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Repairs & Maintenance	25,000	25,000	25,000	-	25,000	100,000	
Equipment / Furniture	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Utilities	15,925	15,925	15,925	-	15,925	63,698	
TOTAL FACILITY OPERATION & MAINTENANCE	63,425	63,425	63,425		63,425	253,698	
DEPRECIATION & AMORTIZATION	112,509	112,509	112,509	-	112,509	450,036	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	25,000	25,000	25,000	-	25,000	100,000	placed under Cash Flow Adjustment in the renewal application.
TOTAL EXPENSES	2,331,704	2,135,568	1,582,842		1,597,835	7,647,950	
NET INCOME	6,051,455	(1,812,223)	(1,582,842)	-	(1,597,835)	1,058,555	

ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
Buffalo	498	24	522
School District 2 (Cheektowaga CSD)	8		8
School District 3 Kenmore-Tonawanda)	15		15
School District 4 (Lackawana)	5		5
School District 5 (Sweet Home)	7	1	8
TOTAL ENROLLMENT	533	25	558
REVENUE PER PUPIL	15,728	12,934	-
EXPENSES PER PUPIL	4,375	85,423	2,837

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

Name: Peter J. Heffley

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

West Buffalo Charter

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

President

2. Are you an employee of any school operated by the education corporation?
____Yes ✓ No

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

3. Are you related, by blood or marriage, to any person employed by the school? No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

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

____Yes ✓ No

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

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

None

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
			None

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

Organization	Nature of	Approximate	Name of Trustee and/or

NONE

conducting business with the school(s)	business conducted	value of the business conducted	immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Signature 7/27/21 Date

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

[redacted]

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

Name: Robert J. Schreck

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

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

2. Are you an employee of any school operated by the education corporation?
   ____**Yes** X **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?
   NO

   If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

   If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

   NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

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

   ____Yes ___X___No

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

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

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

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

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

Signature 7/29/21 Date

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

[redacted]

[redacted]

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

Name:
James Deuschle

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

---

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

   Treasurer

2. Are you an employee of any school operated by the education corporation?
   ____**Yes** ___X_**No**

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

3. Are you related, by blood or marriage, to any person employed by the school?
   NO
   If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

   If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

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

   ____**Yes** ___X_**No**

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

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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE			

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE				

Jane Dunsler 7/28/21

Signature Date

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

[redacted]

[redacted]

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

Name:

Lorrei DiCamillo

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

West Buffalo Charter School

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

   Trustee, Secretary

2. Are you an employee of any school operated by the education corporation?
   ____**Yes** _X_**No**

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

3. Are you related, by blood or marriage, to any person employed by the school?

   No

   If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No

   If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

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

   ____**Yes** _X_**No**

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

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

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

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

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

Signature: Lorri DiCamillo Date: 7/27/21

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

[redacted]

[redacted]

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

Name:

Michelle Stevens

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

_____

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

   Member at Large, Chair, Vice Chair, Secretary

2. Are you an employee of any school operated by the education corporation? ____**Yes** __X__**No**

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

3. Are you related, by blood or marriage, to any person employed by the school? No

   If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No

   If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

   If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

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

   ____**Yes** __X__**No**

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

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

Date(s)	**Nature of financial interest/transaction**	**Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)**	**Name of person holding interest or engaging in transaction and relationship to you**
None			

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

Organization conducting business with the school(s)	**Nature of business conducted**	**Approximate value of the business conducted**	**Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest**	**Steps taken to avoid conflict of interest**
None				

Michelle Stevens July 27th, 2021

Signature Date

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

[redacted]

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

[redacted]

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

NONE

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

Signature

7/29/2020 7/30/21

Date

Elizabeth J Stern - received w/ Trustee, information confirmed.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

____Yes _X___No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

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

____Yes __X__No

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

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

NONE

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

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

Name: Thomas Schenk

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

---

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

   Board Member

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

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

3. Are you related, by blood or marriage, to any person employed by the school?
   ____Yes _X___No

   If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

   ____Yes _X___No

   If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

[redacted]

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/ or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None				

Signature _____ Date 07-26-2021

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

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

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

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

   ____**Yes** __X__**No**

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

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

Date(s)	**Nature of financial interest/ transaction**	**Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)**	**Name of person holding interest or engaging in transaction and relationship to you**
None			

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

Name:
Wayne Robinson

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

---

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

   – **Trustee, member of Academic Excellence Committee**
   – will begin serving as school's medical director on 7/1/2021 (non-paid position)

2. Are you an employee of any school operated by the education corporation?
   ____**Yes** __x__**No**

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

3. Are you related, by blood or marriage, to any person employed by the school? No

   If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No

   If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

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

Name:

Deborah A. Licata

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

West Buffalo Charter School

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

   Trustee, member of the Development Committee

2. Are you an employee of any school operated by the education corporation?
   ____**Yes** __X__**No**

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

3. Are you related, by blood or marriage, to any person employed by the school?

   If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

   NO

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

   If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

   NO

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

   NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

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

   ____**Yes** X **No**

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

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

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

[redacted]

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

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

Elizabeth J. Stern for Delmah Liatt 7/30/2021
Signature (reviewed w/ Trustee prior to signing) Date

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

[redacted]

WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
JULY 27TH, 2020
2:30 PM
MONTHLY AND ANNUAL MEETING

Board Members

Present: Michelle Stevens, Peter Heffley, Lynn Shea, Debbie Licata, Lorrei DiCamillo, Robert Schreck
Present via Phone: Thomas Schenk
Excused: James Deuschle
Also Present: Liz Sterns, Andrea Todoro, Shawn Siddall, Rachel Banas, Lauren Lysiak
Quorum Present: Yes

Call to Order

Mrs. Stevens called the meeting to order at 2:30 PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, July 20, 2020 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The

Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Annual Meeting

Upon motion duly made by Ms. Licata and seconded by Mr. Heffley, the slate of officers were approved as presented. All in favor. Non-opposed.

The slate of officers presented is:
Lynn Shea- President
Peter Heffley- Vice President
Lorrei DiCamillo- Secretary
James Deuschle- Treasurer
Robert Schreck- Trustee
Michelle Stevens- Trustee
Debbie Licata- Trustee
Thomas Schenk- Trustee

Monthly Meeting

- The June 22, 2020 meeting minutes were presented for approval.

Upon motion duly made by Mrs. Stevens and seconded by Mr. Schreck the June 2020 minutes were approved as presented. All in favor. Non-opposed.

Financial Report

Mrs. Sterns presented the financial reports for the period ending June 30th, 2020 (a copy is attached hereto and made a part hereof.)

- Mrs. Sterns presented information regarding the end of the year budget. (Personnel costs, supplies & material costs and capital expenses. All capital expense projects on hold during the COVID-19 pause period.)

- Mrs. Sterns stated that West Buffalo Charter School was awarded the Cullen Good to Great Grant.
- Mrs. Sterns stated that West Buffalo Charter School will be applying for ESSER funding. (Funding for NYS public schools.)

Upon motion duly made by Mrs. Stevens and seconded by Mr. Heffley the June 30, 2020 financials were approved as presented. All in favor. Non-opposed.

- Discussion regarding Enrollment and Budget for reopening of school. (Also, budget for potential closure to full remote teaching.)

Upon motion duly made by Mrs. Stevens and seconded by Mr. Heffley the Enrollment Policies were approved as presented. All in favor. Non-opposed. Upon motion duly made by Mr. Heffley and seconded by Mrs. Stevens, the Station 28 (3 year) contract was approved as presented. All in favor. Non-opposed.

School Leader Report

Mrs. Todoro presented the School Leader Report (a copy is attached hereto and made a part hereof.)

- Discussion regarding personnel and staffing needs.

Upon motion duly made by Mr. Schreck and seconded by Mrs. Stevens, the Board of Trustees approved the hiring of a Second Grade Teacher, and an Unassigned Teacher. All in favor. Non-opposed.

- West Buffalo Charter School reopening plan: Decisions were made by following the guidance from the NYS Department of Health, the CDC and the State Education Department. Decisions were also made with the health and well-being of staff and students in mind.

- This year's Parent-Student Handbook will include a COVID-19 specific disclaimer. Also, COVID-19 guidelines were added to the attendance policy.

Upon motion duly made by Ms. Licata and seconded by Mrs. Stevens, the Board of Trustees approved the presented Attendance Policy for the 2020-2021 school year. All in favor. Non-opposed.

- Mrs. Todoro explained the creation of the Reopening Task Force, made up of 18 members representing a cross section of key stakeholders.
- Detailed discussion regarding social distancing policies to be implemented once school reopens.
- Mrs. Todoro went over in detail the reopening plan and the options of a hybrid learning model as well as an all remote learning model for all students.
- A letter will be sent to all parents for them to choose which model is best for their child. Children will be grouped into classrooms once the parents decide.

Upon motion duly made by Ms. Licata and seconded by Mr. Heffley, the Board of Trustees approved the West Buffalo Charter School Reopening Plan. All in favor. Non-opposed.

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by Mr. Heffley and seconded by Mrs. Stevens. The meeting was adjourned at 3:37 PM.

Respectfully submitted,
Crystal Matuszak

The next WBCS Board meeting will take place on Monday, August 24th at 2:30 PM in the WBCS Cafeteria.

West Buffalo Charter School
Board of Trustees Meeting
August 24, 2020
2:30 PM
Monthly Meeting

Board Members

Present: Michelle Stevens, Peter Heffley, Debbie Licata, Lorrei DiCamillo, James Deuschle, Robert Schreck
Excused: Dr. Thomas Schenk

Also Present: Liz Sterns, Andrea Todoro
Quorum Present: Yes

Call to Order

Mr Heffley called the meeting to order at 2:39 PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, August 17, 2020 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Monthly Meeting

- The July 27, 2020 meeting minutes were presented for approval.

Upon motion duly made by Mr. Shreck and seconded by Mrs. Stevens the July 27, 2020 minutes were approved as presented. All in favor. Non-opposed.

Financial Report

Mrs. Sterns presented the financial reports for the period ending July 31st, 2020 (a copy is attached hereto and made a part hereof.). Main items discussed in addition to regular financial report presentation included:

- Changes in funding for the 2020-2021 and 2021-2022 school year
- Expenses related to COVID
- Erie County Cares Funding for WBCS

Upon motion duly made by Mr. Deuschle and seconded by M. Shreck, the July 31, 2020 financials were approved as presented. All in favor. Non-opposed.

Upon motion duly made by Ms. Stevens and seconded by Ms. DiCamillo, to accept EL Education contract was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Ms. Licata and seconded by Mr. Deuschle , Plasma All Building Air Purification System purchase was approved as presented. All in favor. Non-opposed.

School Leader Report

Mrs. Todoro presented the School Leader report (a copy is attached hereto and made a part hereof).

- COVID Policies and updates
- Curriculum changes regarded to Language to Literacy
- Buffalo Hearing and Speech Institutional Partnership in the Charter
- 2020-2021 School Year Presentation
- Student numbers in Hybrid vs Remote learning models
- Bussing Update
- Professional Development

Upon motion duly made by Mr. Shreck and seconded by Mrs. DiCamillo, the Safety Plan was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mrs. Stevens and seconded by Mrs. Licata the Policies for Notifying Families, Exclusion from School, and Return to School. All in favor. Non-opposed.

A resolution was made to terminate the partnership with Buffalo Hearing and Speech in Charter was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mrs. Licata and seconded by Mrs. Stevens to nominate Robert Schreck for Vice President.

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by Mrs. Stevens and seconded by Mr. Deuschle. The meeting was adjourned at 3:50 PM.

Respectfully submitted,8
Rachel Banas

The next WBCS Board meeting will take place on Monday, September 28, 2020 at 2:30 PM in the WBCS Administrative Conference Room.

WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
SEPTEMBER 28, 2020
2:30 PM
MONTHLY MEETING

Board Members

Present: Michelle Stevens, Peter Heffley, Debbie Licata, James Deuschle, Robert Schreck, Thomas Schenk, Lorrei DiCamillo
Excused: none

Also Present: Liz Sterns, Andrea Todoro, Lauren Lysiak
Quorum Present: Yes

Call to Order

Mr Heffley called the meeting to order at 2:30 PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, September 21, 2020 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Monthly Meeting

- The August 24, 2020 meeting minutes were presented for approval.

Upon motion duly made by Mr. Schreck and seconded by Mr. Deuschle, the August 24, 2020 minutes were approved as presented. All in favor. Non-opposed.

Financial Report

Mrs. Sterns presented the financial reports for the period ending August 31, 2020 (a copy is attached hereto and made a part hereof.)

- Changes in funding for the 2020-2021 and 2021-2022 school year
- Expenses related to COVID

Upon motion duly made by Mrs. Stevens and seconded by Mrs. DiCamillo, the August 31, 2020 financials were approved as presented. All in favor. Non-opposed.

School Leader Report

Mrs. Todoro presented the School Leader report (a copy is attached hereto and made a part hereof).

- COVID Policies and updates
- Survey results from the parent survey from New York Charter School Office
- Family communication
- New York State report card and reporting cases
- Benchmarks and flex curriculum

- Motion [#1]: *The West Buffalo Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Michelle Batt as a member to its Board of Trustees, with a term expiring on June 2023, pending approval by NYSED. The resolution approving Michelle Batt is adopted upon NYSED's approval.*

Upon motion #1 duly made by Mr. Shreck and seconded by Mrs. DiCamillo, the new position, was approved as presented. All in favor. Non-opposed.

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by Mrs. Licata and seconded by Mrs. DiCamillo. The meeting was adjourned at 3:14 PM.

Respectfully submitted,

Lauren Lysiak

The next WBCS Board meeting will take place on Monday, October 26, 2020 at 2:30 PM in the WBCS Administrative Conference Room.

West Buffalo Charter School
Board of Trustees Meeting
October 26, 2020
2:30 PM
Monthly Meeting

Board Members

Present: Michelle Stevens, Peter Heffley, Debbie Licata, Lorrei DiCamillo, Robert Schreck, Dr. Thomas Schenk
Excused: James Deuschle

Also Present: Liz Sterns, Andrea Todoro, Michele Batt, Shawn Siddall
Quorum Present: Yes

Call to Order

Mr. Heffley called the meeting to order at 2:32 PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Tuesday, October 20, 2020 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Monthly Meeting

- The September 28, 2020 meeting minutes were presented for approval.

Upon motion duly made by Mr. Shreck and seconded by Ms. Licata the September 28th minutes were approved as presented. All in favor. Non-opposed.

Financial Report

Mrs. Sterns presented the financial reports for the period ending September 30, 2020 (a copy is attached hereto and made a part hereof.)

- Favorable to budget in all areas.
- Enrollment is up. Backfilled all students that we have lost.
- Audit finished with no issues (all done remotely). Filed by Nov. 1st.
- Talked about a digital consultant (Sara Qureshi) to track her time to see if we need an in-house position in the future. $35/hr fee.
- Accounting intern was presented to the board for approval.

Upon motion duly made by Ms. Licata and seconded by Dr. Schenk, the consultant (Sara Qureshi) was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mrs. Stevens and seconded by Mr. Shreck, the intern accounting position for Anna Sterns was approved as presented. All in favor. Non-opposed

Upon motion duly made by Ms. Licata and seconded by Mrs. Stevens the financial report was approved as presented. All in favor. Non-opposed

School Leader Report

Mrs. Todoro presented the School Leader report (a copy is attached hereto and made a part hereof).

- COVID policies and updates up to speed still. Zero positive cases so far.
- Return to school policy changed with a doctor's note instead of a negative COVID test.
- WBCS is still not a "yellow" zone. If in the "Yellow Zone" we random test 25% of onsite people.
- WBCS presented at the NYS Charter School Association Conference. Talked about ANET and critical friends visits. Team of WBCS staff also presented in EL National Conference on implementation of EL modules in the classroom.
- Changing assessment tool to NWEA Map Growth assessments. NYS test alignment. Will cost $8,000.
- Mrs. DiCamillo highlighted the Academic Cmte. meeting today. Noted a need for more PD on writing.

- Prioritize K-3 when bringing students back. They have the most deficits based on current data.
- Student attendance from the last month was presented (will be scanned to all).
- Progress reports went out two weeks ago. Report cards go out next week.
- Conferences will be done virtually (3-8 are student-led).
- Shawn Siddall gave an update on the High School process for current 8th graders.

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by Ms. Licata and seconded by Mr. Schreck. The meeting was adjourned at 2:59 PM.

Respectfully Submitted,

The next WBCS Board meeting will take place on Monday, November 23rd at 2:30 PM in the WBCS Administrative Conference Room.

West Buffalo Charter School
Board of Trustees Meeting
November 23, 2020
2:30 PM
Monthly Meeting
(Virtual)

Board Members

Present: Michelle Stevens, Peter Heffley, Lorrei DiCamillo, James Deuschle, Dr. Thomas Schenk, Robert Schreck
Excused: Debbie Licata
Also Present: Liz Sterns, Andrea Todoro, Michele Batt, Rachel Banas
Quorum Present: Yes

Call to Order

Mr. Heffley called the meeting to order at 2:30 PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Tuesday, November 17, 2020 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Monthly Meeting

- The October 26, 2020 meeting minutes were presented for approval.

Upon motion duly made by Mr. Deuschle seconded by Mrs. Stevens the October 26th minutes were approved as presented. All in favor. Non-opposed.

Financial Report

Mrs. Sterns presented the financial reports for the period ending October 31, 2020 (a copy is attached hereto and made a part hereof.)

- Favorable to budget in all areas.
- Ahead in revenue due to over enrollment and unexpected CARES Act funding.
- Acknowledged the gifts from Mr. Heffley and Mr. Deuschle to purchase gym equipment for the staff use on Mezzanine.
- Audit adjustments explanation- all non-cash expenses.

Upon motion duly made by Mr. Deuschle and seconded by Mrs. DiCamillo the financial report was approved as presented. All in favor. Non-opposed

School Leader Report

Mrs. Todoro presented the School Leader report (a copy is attached hereto and made a part hereof).

- COVID-19 Updates:
    - In an Orange Zone
    - Discussion to become a Limited Service Laboratory (LSL) for WBCS to obtain their own license to test on campus. The school nurse would be trained to administer the test and will obtain rapid results for those tested.

Upon motion duly made by Mr. Schreck and seconded by Mrs. DiCamillo for West Buffalo Charter School to seek approval to become a Limited Service Laboratory (LSL) was approved as presented. All in favor. Non-opposed

- Shift to fully remote instruction has been smooth.
- Robust curriculum is being implemented and attendance is strong.
- Digital access has been good and students are able to join online and submit assignments.
- Parent-Teacher Conference day was well attended. Most classrooms had over 90% participation.
- NWEA Assessment training to happen this week for faculty and staff.

Upon motion duly made by Mr. Schreck and seconded by Mrs. Stevens the School Leader Report was approved as presented. All in favor. Non-opposed

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by Mr. Schreck and seconded by Mrs. DiCamillo. The meeting was adjourned at 2:56 PM.

Respectfully Submitted,

Rachel Banas

The next WBCS Board meeting will take place on Monday, December 21st at 2:30 PM in the WBCS Administrative Conference Room.

West Buffalo Charter School
Board of Trustees Meeting
December 21, 2020
2:30 PM
Monthly Meeting
(Virtual)

Board Members

Present: Peter Heffley, James Deuschle, Michelle Stevens, Robert Schreck, Lorrei DiCamillo
Excused: Debbie Licata, Dr. Thomas Schenk
Also Present: Liz Sterns, Andrea Todoro, Lauren Lysiak
Quorum Present: Yes

Call to Order

Mr. Heffley called the meeting to order at 2:39 PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, December 14, 2020 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Monthly Meeting

- The November 23, 2020 meeting minutes were presented for approval.

Upon motion duly made by Mr. Deuschle seconded by Mrs. Stevens the November 23rd minutes were approved as presented. All in favor. Non-opposed.

Financial Report

Mrs. Sterns presented the financial reports for the period ending November 30, 2020 (a copy is attached hereto and made a part hereof.)

- Financials are the same as last month-favorable in budget
- Enrollment is still up
- Discussed backfilling

Upon motion duly made by Mr. Deuschle and seconded by Ms. DiCamillo the financial report was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Ms. DiCamillo and seconded by Mrs. Stevens, to accept the Enroll Buffalo contract was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mrs. Stevens and seconded by Mr. Schreck, to accept donated stock was approved as presented. All in favor. Non-opposed.

School Leader Report

Mrs. Todoro presented the School Leader report (a copy is attached hereto and made a part hereof).

- COVID-19 Updates:
    - Reopening plans
    - The Limited Service Laboratory application has been received, awaiting acceptance

Upon motion duly made by Mrs. Stevens and seconded by Ms. DiCamillo, the School Leader report was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mrs. Stevens and seconded by Mr. Deuschle, to accept the COVID-19 Testing Policy was approved as presented. All in favor. Non-opposed.

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by Mrs. Stevens and seconded by Ms. DiCamillo. The meeting was adjourned at 3:20 PM.

Respectfully Submitted,

Lauren Lysiak

The next WBCS Board meeting will take place on January 25th, 2021 at 2:30 PM in the WBCS Administrative Conference Room.

West Buffalo Charter School
Board of Trustees Meeting
January 25, 2021
2:30 PM
Monthly Meeting
(HYBRID)

Board Members

Present: Peter Heffley, Michelle Stevens, Robert Schreck, James Deuschle, Debbie Licata, Dr. Thomas Schenk, Lorrei DiCamillo
Excused: N/A
Also Present: Liz Sterns, Andrea Todoro, Shawn Siddall
Quorum Present: Yes

Call to Order

Mr. Heffley called the meeting to order at **2:32 PM.** Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on **Thursday, January 14, 2021** to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Monthly Meeting

- The December 21, 2020 meeting minutes were presented for approval.

Upon motion duly made by Michelle Stevens and seconded by Mr. Deuschle, the December 21st minutes were approved as presented. All in favor. Non-opposed.

Financial Report

Mrs. Sterns presented the financial reports for the period ending December 30, 2020 (a copy is attached hereto and made a part hereof.)

Upon motion duly made by Mr. Schenk and seconded by Mr. Schreck, the financial report was approved as presented. All in favor. Non-opposed.

School Leader Report

Mrs. Todoro presented the School Leader report (a copy is attached hereto and made a part hereof).

Upon motion duly made by Mrs. Stevens and seconded by Mr. Schreck, the School Leader report was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mrs. Stevens and seconded by Mr. Schreck, the ENL new hire was approved as presented. All in favor. Non-opposed.

New Business: Pete Heffley presented Wayne Robinson as a potential new BoT member. His resume was shared with the other Board members.

Upon motion duly made by Mrs. Licata and seconded by Mrs. Stevens, the new BoT member was approved as presented. All in favor. Non-opposed.

- **Motion [#1]:** ***The West Buffalo Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Wayne Robinson as a member to its Board of Trustees, with a term expiring on June 2023, pending approval by NYSED. The resolution approving Wayne Robinson adopted upon NYSED's approval.***

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by Mr. Schreck and seconded by Mrs. Stevens. The meeting was adjourned at 3:23 PM.

Respectfully Submitted,

Shawn Siddall

The next WBCS Board meeting will take place on February 22nd, 2021 at 2:30 PM in the WBCS Administrative Conference Room.

WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
FEBRUARY 22, 2021
2:30 PM
MONTHLY MEETING
(HYBRID)

Board Members

Present: Peter Heffley, Michelle Stevens, Robert Schreck, James Deuschle, Debbie Licata, Dr. Thomas Schenk, Lorrei DiCamillo, Wayne Robinson

Excused: None

Also Present: Liz Sterns, Andrea Todoro, Rachel Banas

Quorum Present: Yes

Call to Order

Mr. Heffley called the meeting to order at **2:31 PM.** Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on **February 11, 2021** to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Monthly Meeting

- The January 25, 2021 meeting minutes were presented for approval.

Upon motion duly made by Mrs. Stevens and seconded by Mr. Deuschle, the January 25 minutes were approved as presented. All in favor. Non-opposed.

Financial Report

Mrs. Sterns presented the financial reports for the period ending January 31, 2021 (a copy is attached hereto and made a part hereof.)

Upon motion duly made by Mr. Schenk and seconded by Mr. Deuschle, the financial report was approved as presented. All in favor. Non-opposed.

School Leader Report

Mrs. Todoro presented the School Leader report (a copy is attached hereto and made a part hereof).

Upon motion duly made by Mrs. Stevens and seconded by Ms. DiCamillo, the School Leader report was approved as presented. All in favor. Non-opposed.

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by **Mr. Schreck** and seconded by **Ms. DiCamillo**. The meeting was adjourned at 3:31 PM.

Respectfully Submitted,

Rachel Banas

The next WBCS Board meeting will take place on March 22, 2021 at 2:30 PM in the WBCS Administrative Conference Room.

West Buffalo Charter School
Board of Trustees Meeting
March 22, 2021
2:30 PM
Monthly Meeting
(HYBRID)

Board Members

Present: Peter Heffley, Michelle Stevens, Robert Schreck, James Deuschle, Wayne Robinson, Debbie Licata, Lorrei DiCamillo, Dr. Thomas Schenk
Excused: N/A
Also Present: Liz Sterns, Andrea Todoro, Lauren Lysiak
Quorum Present: Yes

Call to Order

Mr. Heffley called the meeting to order at **2:33PM.** Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on **March 15, 2021** to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Monthly Meeting

- The February 22, 2021 meeting minutes were presented for approval.

Upon motion duly made by Mrs. Stevens and seconded by Mr. Schreck, the February 22nd minutes were approved as presented. All in favor. Non-opposed.

Financial Report

Mrs. Sterns presented the financial reports for the period ending February 31, 2021 (a copy is attached hereto and made a part hereof.)

Upon motion duly made by Mr. Schreck and seconded by Ms. DiCamillo, the financial report was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Ms. Licata and seconded by Ms. Stevens, to pay down debt was approved as presented. All in favor. Non-opposed.

School Leader Report

Mrs. Todoro presented the School Leader report (a copy is attached hereto and made a part hereof).

Upon motion duly made by Mrs. Stevens and seconded Ms. DiCamillo, the Pandemic Plan was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mrs. Stevens and seconded by Ms. Licata, the 2021-2022 School Calendar was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Ms. DiCamillo and seconded by Dr. Schenk, the School Leader report was approved as presented. All in favor. Non-opposed.

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by **Mrs. Stevens** and seconded by **Ms. Licata**. The meeting was adjourned at 3:23 PM.

Respectfully Submitted,

Lauren Lysiak

The next WBCS Board meeting will take place on April 26, 2021 at 2:30 PM in the WBCS Administrative Conference Room.

West Buffalo Charter School
Board of Trustees Meeting
April 26, 2021
2:30 PM
Monthly Meeting
(HYBRID)

Board Members

Present: Peter Heffley, Michelle Stevens, James Deuschle, Wayne Robinson, Debbie Licata, Lorrei DiCamillo, Dr. Thomas Schenk

Excused: Robert Schreck

Also Present: Liz Sterns, Andrea Todoro, Shawn Siddall

Quorum Present: Yes

Call to Order

Mr. Heffley called the meeting to order at **2:32PM.** Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on **April 19th, 2021** to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Monthly Meeting

- The March 22, 2021 meeting minutes were presented for approval.

Upon motion duly made by Mrs. Stevens and seconded by Mr. Deuschle, the March 22nd minutes were approved as presented. All in favor. Non-opposed.

Financial Report

Mrs. Sterns presented the financial reports for the period ending March 31, 2021 (a copy is attached hereto and made a part hereof.)

Upon motion duly made by Mrs. Licata and seconded by Dr. Schenk, the financial report was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mrs. Stevens and seconded by Mrs. Licata, the Occupational Therapy, Physical Therapy, and Speech Services "Tools to Grow" contract was approved as presented. All in favor. Non-opposed.

School Leader Report

Mrs. Todoro presented the School Leader report (a copy is attached hereto and made a part hereof).

Upon motion duly made by Dr. Schenk and seconded by Mrs. Stevens, the School Leader report was approved as presented. All in favor. Non-opposed.

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by **Mrs. Licata** and seconded by **Mrs. Stevens**. The meeting was adjourned at 3:43PM.

Respectfully Submitted,

Shawn Siddall

The next WBCS Board meeting will take place on May 24, 2021 at 2:30 PM in the WBCS Administrative Conference Room.

West Buffalo Charter School
Board of Trustees Meeting
May 24, 2021
2:30 PM
Monthly Meeting
(HYBRID)

Board Members

Present: Peter Heffley, Michelle Stevens, James Deuschle, Wayne Robinson, Lorrei DiCamillo, Dr. Thomas Schenk, Robert Schreck

Excused: Debbie Licata

Also Present: Liz Sterns, Andrea Todoro, Shawn Siddall

Quorum Present: Yes

Call to Order

Mr. Heffley called the meeting to order at **2:30PM.** Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on **May 17, 2021** to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Monthly Meeting

- The April 26, 2021 meeting minutes were presented for approval.

Upon motion duly made by Mrs. Stevens and seconded by Mr. Deuschle, the April 26, 2021 minutes were approved as presented. All in favor. Non-opposed.

Financial Report

Mrs. Sterns presented the financial reports for the period ending April 31, 2021 (a copy is attached hereto and made a part hereof.)

Upon motion duly made by Mr. Deuschle and seconded by Mr. Robinson, the financial report was approved as presented. All in favor. Non-opposed.

School Leader Report

Mrs. Todoro presented the School Leader report (a copy is attached hereto and made a part hereof).

Upon motion duly made by Mr. Schreck and seconded by Mrs. Stevens, the School Leader report was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mrs. Stevens and seconded by Mr. Schreck personnel positions were approved as presented. All in favor. Non-opposed.

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by **Mrs. Stevens** and seconded by **Mr. Deuschle**. The meeting was adjourned at 3:24PM.

Respectfully Submitted,

Rachel Banas

The next WBCS Board meeting will take place on June 30, 2021 at 2:30 PM in the WBCS Administrative Conference Room.

West Buffalo Charter School
Board of Trustees Meeting
June 30, 2021
2:30 PM
Monthly Meeting

Board Members

Present: Peter Heffley, Michelle Stevens, James Deuschle, Wayne Robinson, Lorrei DiCamillo, Robert Schreck, Debbie Licata
Excused: Dr. Thomas Schenk, Elizabeth Sterns
Also Present: Andrea Todoro, Shawn Siddall
Quorum Present: Yes

Call to Order

Mr. Heffley called the meeting to order at **2:30PM.** Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on **June 21, 2021** to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Monthly Meeting

- The May 24, 2021 meeting minutes were presented for approval.

Upon motion duly made by Mr. Schreck and seconded by Mrs DiCamillo, the May 24, 2021 minutes were approved as presented. All in favor. Non-opposed.

Financial Report

Mr. Deuschle presented the financial reports, on behalf of Elizabeth Sterns, for the period ending May 31, 2021 (a copy is attached hereto and made a part hereof.)

Upon motion duly made by Mrs. Stevens and seconded by Mr. Schreck, the financial report was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mrs Stevens and seconded by Mrs. Licata, the operational budget was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mr. Schreck and seconded by Mrs. Licata, the capital budget was approved as presented. All in favor. Non-opposed.

School Leader Report

Mrs. Todoro presented the School Leader report (a copy is attached hereto and made a part hereof).

Upon motion duly made by Mrs. Licata and seconded by Mrs. DiCamillo, the non-material charter revision and resolution regarding changing school bell times was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mrs. Stevens and seconded by Mr. Schreck, the three new positions available for hire were approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mrs. Stevens and seconded by Mr. Deuschle, the School Leader report was approved as presented. All in favor. Non-opposed.

Mr. Peter Heffley announced the Board Members who had a new 3 year term renewal.

Upon motion duly made by Mrs. Licata and seconded by Mrs. Stevens, a new 3 year term for Lori DiCamillo was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mrs. Stevens and seconded by Mrs. DiCamillo, a new 3 year term for Debbie Licata was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mrs. Licata and seconded by Mrs. Stevens, a new 3 year term for James Deuschle approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mrs. Stevens and seconded by Mr. Schreck, a new 3 year term for Peter Heffley was approved as presented. All in favor. Non-opposed.

The Board Meeting went into executive session at 3:20pm.

A motion was made by Mr. Schreck, seconded by Mrs. Licata, and approved as presented regarding personnel as presented in Executive Session. One abstained vote.

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by **Mrs. Stevens** and seconded by **Mr. Deuschle**. The meeting was adjourned at 3:31PM.

Respectfully Submitted,

Shawn Siddall

The next WBCS Board meeting will take place on July 26, 2021 at 2:30 PM in the WBCS Administrative Conference Room.

Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

School Name:	West Buffalo Charter School
Date (Report is due Nov. 1):	November 1, 2021
Primary District of Location (If NYC select NYC DOE):	Buffalo City School District
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Elizabeth J. Sterns
School Fiscal Contact Email:	[redacted]
School Fiscal Contact Phone:	[redacted]
School Audit Firm Name:	Lumsden McCormick, LLP
School Audit Contact Name:	Sarah Hopkins, CPA
School Audit Contact Email:	[redacted]
School Audit Contact Phone:	[redacted]
Audit Period:	2020-21
Prior Year:	2019-20

The following items are required to be included:

1.) The independent auditor's report on financial statements and notes.
2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of $750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	Included
Management Letter Response	Not required, no deficiencies noted
Form 990	Not yet prepared
Federal Single Audit (A-133)	N/A - No grants over the threshold
Corrective Action Plan	N/A - Unqualified Opinion

West Buffalo Charter School
Statement of Financial Position
as of June 30

	2021	2020
CURRENT ASSETS		
Cash and cash equivalents	$ 1,946,600	$ 1,731,632
Grants and contracts receivable	-	-
Accounts receivables	298,440	297,552
Prepaid Expenses	-	-
Contributions and other receivables	534,334	230,308
Other current assets	13,986	25,978
TOTAL CURRENT ASSETS	2,793,360	2,285,470
NON-CURRENT ASSETS		
Property, Building and Equipment, net	$ 12,273,425	$ 12,688,358
Restricted Cash	-	-
Security Deposits	-	-
Other Non-Current Assets	4,745	4,745
TOTAL NON-CURRENT ASSETS	12,278,170	12,693,103
TOTAL ASSETS	**15,071,530**	**14,978,573**
CURRENT LIABILITIES		
Accounts payable and accrued expenses	$ 875,573	$ 893,712
Accrued payroll, payroll taxes and benefits	-	-
Current Portion of Loan Payable	362,679	408,630
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	-	-
Other Current Liabilities	-	-
TOTAL CURRENT LIABILITIES	1,238,252	1,302,342
LONG-TERM LIABILITIES		
Loan Payable; Due in More than One Year	$ 7,259,397	$ 8,622,076
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	620,421	1,800,247
TOTAL LONG-TERM LIABILITIES	7,879,818	10,422,323
TOTAL LIABILITIES	9,118,070	11,724,665
NET ASSETS		
Unrestricted	$ 5,854,460	$ 3,203,908
Temporarily restricted	99,000	50,000
Permanently restricted	-	-
TOTAL NET ASSETS	5,953,460	3,253,908
TOTAL LIABILITIES AND NET ASSETS	**15,071,530**	**14,978,573**

West Buffalo Charter School
Statement of Activities
as of June 30

	2021			2020
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	$ 6,820,987	$ -	$ 6,820,987	$ 6,793,143
State and Local Per Pupil Revenue - SPED	417,438	-	417,438	370,873
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	627,103	-	627,103	287,884
State and City Grants	115,372	-	115,372	162,909
Other Operating Income	881,421	-	881,421	90,616
Food Service/Child Nutrition Program	-	-	-	-
TOTAL OPERATING REVENUE	8,862,321	-	8,862,321	7,705,425
EXPENSES				
Program Services				
Regular Education	$ 2,614,104	$ -	$ 2,614,104	$ 2,752,810
Special Education	1,088,730	-	1,088,730	1,309,572
Other Programs	1,559,493	-	1,559,493	1,641,569
Total Program Services	5,262,327	-	5,262,327	5,703,951
Management and general	1,379,168	-	1,379,168	1,315,683
Fundraising	-	-	-	-
TOTAL EXPENSES	6,641,495	-	6,641,495	7,019,634
SURPLUS / (DEFICIT) FROM OPERATIONS	2,220,826	-	2,220,826	685,791
SUPPORT AND OTHER REVENUE				
Interest and Other Income	$ 429,726	$ -	$ 429,726	$ (624,755)
Contributions and Grants	-	-	-	-
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	429,726	-	429,726	(624,755)
Net Assets Released from Restrictions / Loss on Disposal of Assets	$ 49,000	$ -	$ 49,000	$ 50,000
CHANGE IN NET ASSETS	2,699,552	-	2,699,552	111,036
NET ASSETS - BEGINNING OF YEAR	$ 3,253,908	$ -	$ 3,253,908	$ 3,142,872
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	$ 5,953,460	$ -	$ 5,953,460	$ 3,253,908

West Buffalo Charter School
Statement of Cash Flows
as of June 30

	2021	2020
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	$ -	$ -
Revenues from School Districts	7,237,537	6,916,171
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	-	-
Grants Receivable	-	-
Due from NYS	-	-
Grant revenues	537,449	292,697
Prepaid Expenses	-	-
Accounts Payable	-	-
Accrued Expenses	-	-
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	93,313	82,045
Deferred Revenue	-	-
Interest payments	(579,653)	(595,889)
Payments to employees for services and benefits	(4,545,696)	(4,443,426)
Payments to vendors and suppliers	(1,097,048)	(1,379,810)
NET CASH PROVIDED FROM OPERATING ACTIVITIES	$ 1,645,902	$ 871,788
CASH FLOWS - INVESTING ACTIVITIES	$	$
Purchase of equipment	(22,304)	(142,100)
Other	-	-
NET CASH PROVIDED FROM INVESTING ACTIVITIES	$ (22,304)	$ (142,100)
CASH FLOWS - FINANCING ACTIVITIES	$	$
Principal payments on long-term debt	(1,408,630)	(351,273)
Other	-	750,100
NET CASH PROVIDED FROM FINANCING ACTIVITIES	$ (1,408,630)	$ 398,827
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	$ 214,968	$ 1,128,515
Cash at beginning of year	1,731,632	603,117
CASH AND CASH EQUIVALENTS AT END OF YEAR	$ 1,946,600	$ 1,731,632

West Buffalo Charter School
Statement of Functional Expenses
as of June 30

		2021								2020
		Program Services				Supporting Services				
	No. of Positions	Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total	Total	
Personnel Services Costs		$	$	$	$	$	$	$	$	$
Administrative Staff Personnel	7.00	32,032	32,032	32,032	96,096	-	544,551	544,551	640,647	648,895
Instructional Personnel	62.00	1,220,321	488,128	732,192	2,440,641	-	-	-	2,440,641	2,615,496
Non-Instructional Personnel	9.00	37,875	15,150	22,725	75,750	-	245,771	245,771	321,521	305,170
Total Salaries and Staff	78.00	1,290,228	535,310	786,949	2,612,487	-	790,322	790,322	3,402,809	3,569,561
Fringe Benefits & Payroll Taxes		361,321	149,910	220,380	731,611	-	221,325	221,325	952,936	832,603
Retirement		94,926	39,384	57,898	192,208	-	58,147	58,147	250,355	232,547
Management Company Fees		-	-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	-	-	-	-
Accounting / Audit Services		-	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting Services		102,765	41,106	61,659	205,530	-	146,727	146,727	352,257	647,693
Building and Land Rent / Lease		-	-	-	-	-	-	-	-	-
Repairs & Maintenance		46,976	18,790	28,185	93,951	-	7,072	7,072	101,023	96,420
Insurance		21,124	8,449	12,674	42,247	-	3,180	3,180	45,427	49,011
Utilities		25,258	10,103	15,155	50,516	-	3,802	3,802	54,318	60,664
Supplies / Materials		117,153	46,861	46,861	210,875	-	23,430	23,430	234,305	196,751
Equipment / Furnishings		8,286	3,314	3,314	14,914	-	1,657	1,657	16,571	25,614
Staff Development		25,899	10,359	10,359	46,617	-	5,180	5,180	51,797	71,439
Marketing / Recruitment		19,096	7,638	7,638	34,372	-	3,819	3,819	38,191	41,334
Technology		32,066	32,068	32,068	96,202	-	32,068	32,068	128,270	123,814
Food Service		-	-	-	-	-	-	-	-	-
Student Services		2,774	1,109	1,664	5,547	-	-	-	5,547	14,717
Office Expense		14,425	3,606	3,606	21,637	-	14,425	14,425	36,062	42,576
Depreciation		203,315	81,326	121,989	406,630	-	30,607	30,607	437,237	432,923
OTHER		248,492	99,397	149,094	496,983	-	37,407	37,407	534,390	581,967
Total Expenses		$ 2,614,104	$ 1,088,730	$ 1,559,493	$ 5,262,327	$ -	$ 1,379,168	$ 1,379,168	$ 6,641,495	$ 7,019,634

CITY OF BUFFALO

65 Niagara Sq 321 City Hall Buffalo, NY 14202

Byron W. Brown, Mayor

Bureau of Fire Prevention

Chief	Gerald Nostrant
Contact Person	Fire Prevention Staff
Location	321 City Hall
Phone	716-851-5707
Fax	716-851-4680

REQUESTED FIRE SAFETY INSPECTION APPLICATION

APPLICANT (Business name) West Buffalo Charter School

Address 113 Lafayette Ave. Buffalo, NY 14213
Street city state ZIP

[redacted]

BUILDING(S) AND SQUARE FOOTAGE

NUMBER OF BUILDINGS 1 **TOTAL SQUARE FOOTAGE** 74,139

TOTAL FEES $721.00

$600 flat fee
121
721

{49,999}
24,410
x .005
120.7 ≈ 121

***** MAKE CHECKS PAYABLE TO THE CITY OF BUFFALO*****

CONTACT PERSON

NAME Elizabeth J. Sterns

[redacted] **E-Mail** [redacted]

Applicant signature Elizabeth J Sterns **date** 6/28/21

If you have any questions, please call 851-5707.

The application and payment can be returned in person or mailed to
City of Buffalo – Bureau of Fire Prevention
65 Niagara Sq Room 321
Buffalo, NY 14202

Note that we are awaiting an inspection as of the date of this report submission. The directions state that the report must not be dated prior to July 1, 2021. That one month window from the inspection to this report submission makes fulfilling this requirement difficult. Please accept this as proof that we requested this service and paid for it. We will update once the report is done. [illegible]

West Buffalo Charter School
07/28/2021

4677

Annual Fire Inspection

721.00

PAYMENT RECORD

Citizens Checking

721.00

10415

104151

Rev 2/14

CITY OF BUFFALO

Certificate of Occupancy

Certificate No.: **202032 ****CONDITIONAL****

In accordance with the appropriate laws of the State of New York and/or the Ordinances of the City of Buffalo the structure(s) located at **113 LAFAYETTE** Buffalo, New York, having been inspected and found to conform substantially to applicable laws, ordinances, rules or regulations, said structure(s) is hereby certified for occupancy. This certificate is issued subject to the limitation herein specified and is valid until revoked unless automatically voided by the conditions set forth on the reverse side of this certificate.

Date Issued: **06/19/2018**

James Comerford Jr.

Commissioner of Permit and Inspection Services

No. Units: N/A **No. Stories: 4** **Building Type: 2A FIRE RESISTIVE PROTECTED**

Construction: NON-COMBUSTIBLE **Class: E** **Zoning District: N-2R**

Smoke Detectors: YES **Carbon Monoxide Detectors: YES**

Permit No: GC17-9426831 **Permit Date: 07/14/2017** **Receipt No: AS PER PERMIT**

Inspector: ROBERT KENDALL **Date Inspected: 06/15/2017**

BUILDAGE USAGE: ADDITION TO A SCHOOL ON BARTON STREET SIDE OF THE BUILDING

Story	Use
Basement:	[redacted]
1st Floor:	
2ND Floor:	
3RD Floor:	
4th Floor:	

SEE REVERSE SIDE

THIS CERTIFICATE IS NULL AND VOID IF:

1. This certificate is altered in any manner. There shall be no additions, deletions or unauthorized changes in the occupancy or use of the structure noted on the certificate at the time of issue.

2. Any substantial violation(s) of law or ordinance is found to exist subsequent to issuance of the certificate; i.e., continued compliance is required.

NOTE: Certificate issued for multiple dwellings shall be renewed every three years after the date of issue.

West Buffalo Charter School | 2021-2022 CALENDAR

1-2 Professional Development (Staff)
3-6 Labor Day Holiday
7 First Day of School

T: 20
S: 18

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11 Columbus Day – NO SCHOOL

T: 20
S: 20

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Professional Development Day – NO SCHOOL
2 Parent/Teacher Conferences – NO SCHOOL
11 Veterans Day
24 12:30 Dismissal
25-26 Thanksgiving Break
T: 19
S: 17

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	~~24~~	25	26	27
28	29	30				

23-31 Winter Break – NO SCHOOL

T: 16
S: 16

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17 M.L. King Day – NO SCHOOL

T: 20
S: 20

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 Mid-Winter Break – NO SCHOOL

T: 15
S: 15

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

29-30 NYS ELA Assessments Grades 3-8

T: 23
S: 23

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11-18 Spring Recess – NO SCHOOL
26-27 NYS Math Assessments Grades 3-8

T: 15
S: 15

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

24-26 NYS Science Assessment Grade 8
27 NO SCHOOL
30 Memorial Day -NO SCHOOL

T: 20
S: 20

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	~~24~~	25
26	27	28	29	30		

6 NYS Science Assessment Grade 8
20 Juneteenth (observed) NO SCHOOL
24 Last Day – 12:30 Dismissal

T: 17
S: 17

KEY

- No school for staff and students
- First day of school for students
- **NO School for Students**
- NYS Assessment Day
- Early Dismissal – **12:30 pm**
- Last Day of School for students – **12:30 Dismissal**

T – 185
S – 181

2020 – 2021 Organization Chart
West Buffalo Charter School

Board of Trustees
- M. Stevens, President
- L. Shea, Vice-President
- L. DiCamillo - Secretary
- J. Deuschle, Treasurer
- T. Schenk
- D. Licata
- P. Heffley

School Leader (A. Todoro)

Finance & Operations Officer (E. Sterns)

Student Support

SPED Dept.:
Coordinator (M. Minear)
Cons. Teachers (4)

ESL Dept.:
Coordinator (E. Balone)
ESL Teachers: (5)

Instructional Coaches:
ELA – E. Clifford
Math – E. Malinowski

Speech Lang. Path:
(R. Englund)

Occupational Therapy:
(APOT)

Physical Therapist:
(BHSC)

Social Worker:
(Best Self)

Family Liaison:
(ThiThi Aung)

Teachers
Kindergarten:
3 Teachers/3 Aides or RT's
Grade 1:
3 Teachers/3 Aides or RT's
Grade 2:
3 Teachers/3 Aides or RT's
Grade 3:
3 Teachers/3 Aides or RT's
Grade 4:
3 Teachers/3 Aides or RT's
Grade 5:
2 Teachers/2 Aides or RT's
Grade 6:
1 Teacher/Math & Science
1Teacher/ELA & SS
Grades 7 & 8:
- Math Teacher
- ELA Teacher
- Science Teacher
- Social Studies Teacher

Self-Cont. Classroom:
- 2 Special Ed. Teachers
- 2 Teacher Aides
- 2 PCA's

M.S. Content Support:
- ELA CST
- Math CST

Curriculum Extensions:
PE – J. Johnson & T. Wilson
Music – R. Miller & B. Webster
Art – R. Zoga b
STEAM – C. Kling

Administrators:
Elementary House Principal
(R. Banas)

MS. House Principal
(S. Siddall)

Asst. House Principal
(L. Lysiak)

Office Administration:

Reception: (L. Ohl)

Office Manager: (B. Marks)

Admin. Asst.: (S. Catalano)

Accounting Asst.: (C. Niver)

School Nurse
(S. Carlton)

Nurse Asst.
(TBD)

Maintenance
Facilities Director – B. Witherel
Manager - Law Pweh
Head Cleaner – TawTaw
General Cleaners - 6