

Application: West Buffalo Charter School

Elizabeth Sterns - [REDACTED]
Annual Reports

Summary

ID: 0000000278
Status: Liaison Review
Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Nov 2 2020

[Instructions](#)

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

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

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

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

WEST BUFFALO CHARTER SCHOOL 140600860986

a1. Popular School Name

West Buffalo Charter School

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

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

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 NYS Common Core 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-School learning environment, with small class sizes and a high teacher to student ratio to provide more nurturing, individualized and differentiated student instruction and programming.
KDE 2	A School program built around a systematic approach to student language acquisition that leads to literacy. This approach simultaneously builds strong study skills, self-advocacy, and self-discipline that benefits students in every subject, throughout their education and beyond.
KDE 3	Academic enrichment opportunities to enhance and extend student learning.
KDE 4	Comprehensive and consistent monitoring of student learning progress and quick remediation/intervention supports to raise student achievement to appropriate target levels and demonstrate academic growth over time.
KDE 5	Canisius College faculty share their expertise in

	diverse cultures, community connections, and social services. The college also provides opportunities for undergraduate/graduate students to experience an urban charter School environment.
KDE 6	The Buffalo Hearing and Speech Center provides a team of speech-language pathologists, trained in the Language to Literacy program and methodology, who work with teachers on intervention of literacy skills.
KDE 7	A longer School day provides more time on task for students, helping to increase student learning and achievement over time.
KDE 8	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.
KDE 9	Art, Music, STEAM, and Physical Education classes for all children to ensure a well-rounded, balanced education.
KDE 10	A rigorous curriculum benchmarked to the Common Core Learning Standards and incorporates proven educational methodologies and best practices in education to maximize student learning achievement and success.

Need additional space for variables

Yes

g1. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KDE 11	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.
KDE 12	Comprehensive and ongoing assessment of student academic achievement with multiple assessment measures to document academic performance. These include 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 13	Direct parent participation in School/program development through the WBCS Family Group and monthly meetings.
KDE 14	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.
KDE 15	(No response)
KDE 16	(No response)
KDE 17	(No response)
KDE 18	(No response)
KDE 19	(No response)
KDE 20	(No response)

h. SCHOOL WEB ADDRESS (URL)

www.westbuffalocharter.org

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

500

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

505

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

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6, 7, 8, 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 2020-2021?

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	113 Lafayette Avenue Buffalo, NY 14213	[REDACTED]	Buffalo	K-8	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Andrea Todoro			
Operational Leader	Elizabeth Sterns			
Compliance Contact	Elizabeth Sterns			
Complaint Contact	Andrea Todoro			
DASA Coordinator	Rachel Banas			
Phone Contact for After Hours Emergencies	Andrea Todoro			

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

Private Space

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

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

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

Site 1 Certificate of Occupancy (COO)

[CofO-both sides.pdf](#)

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

Site 1 Fire Inspection Report

[City of Buffalo Fire Report.pdf](#)

Filename: City of Buffalo Fire Report.pdf **Size:** 361.6 kB

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

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

No

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

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

Yes

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.

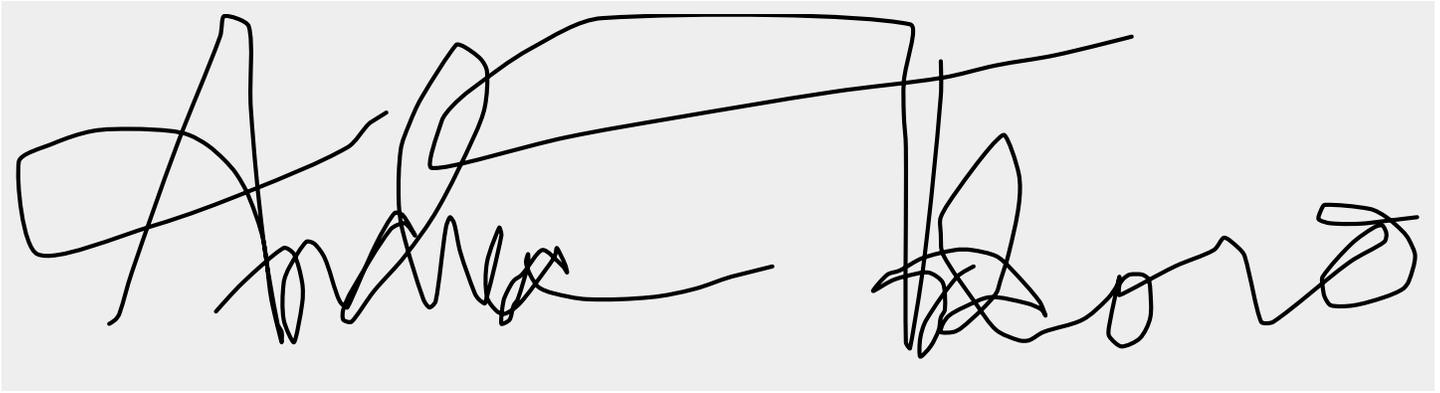
Name	Elizabeth Sterns
Position	Finance & Operations Officer
Phone/Extension	██████████
Email	██

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

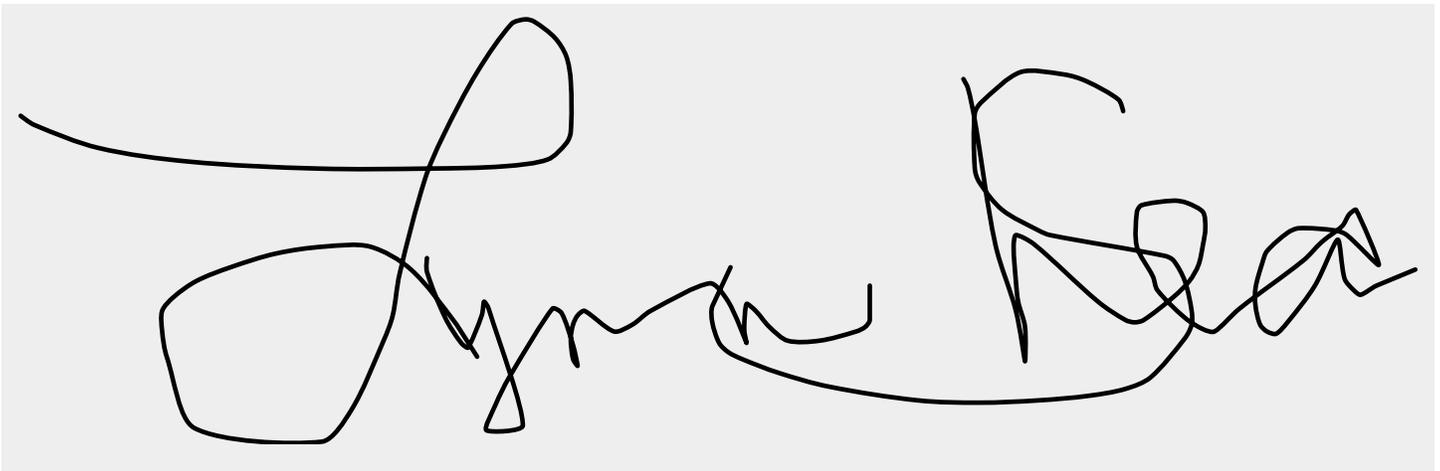
Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is highly stylized and cursive, appearing to read "Andrew K. Jones".

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is highly stylized and cursive, appearing to read "John F. Jones".

Date

Jul 28 2020

Thank you.



Entry 2 NYS School Report Card

Completed Nov 2 2020 Hidden from applicant

[Instructions](#)

SUNY-authorized charter schools only

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

Entry 2 NYS School Report Card Link

WEST BUFFALO CHARTER SCHOOL 140600860986

NEW YORK STATE REPORT CARD

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

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

<https://data.nysed.gov/profile.php?instid=800000067492>

Entry 3 Progress Toward Goals

Completed Nov 2 2020

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

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

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

2019-20 Progress Toward Attainment of Academic Goals

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

Academic Goal 2	o 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	Unable to Assess	
Academic Goal 3	o 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	Unable to Assess	
Academic Goal 4	o West Buffalo Charter School will outscore the district subgroups (LEP, SWD, and ED) by 10% as measured by proficiency level on the NYS ELA and Math Assessments.	NYS ELA and Math Assessments	Unable to Assess	
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	FastBridge assessments	Unable to Assess	

	moved to FastBridge)			
Academic Goal 6	o 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	Unable to Assess	
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

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

2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	o 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	o 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

2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	The West Buffalo Charter School's charter through 2019-20 school year does not contain any specific financial performance goals	N/A		Of note is that while no charter goals were listed, WBCS has operated at a surplus each year since inception and has successfully self-financed two major expansion projects. It is audited each year with no exceptions. The school is financially sound by all measures.
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Instructions

SUNY-Authorized Charter Schools ONLY

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

Entry 7 Disclosure of Financial Interest Form

Completed Nov 2 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

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

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)**
- **SUNY- Authorized Charter Schools: [Trustee Financial Disclosure Form](#)**

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

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

Financial Disclosures

Filename: Financial Disclosures VUcXLHd.pdf Size: 1.3 MB

Entry 8 BOT Membership Table

Completed Nov 2 2020

Instructions

Required of All charter schools

ALL charter schools or education corporations governing

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

Entry 8 BOT Table

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

WEST BUFFALO CHARTER SCHOOL 140600860986

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

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	Michelle Stevens	Chair	Nominating, Board Development, Board Governance	Yes	3	07/01/2019	06/30/2022	10
2	Lynn Shea	Vice Chair	Academic	Yes	2	07/01/2019	06/30/2022	7
3	Peter Heffley	Trustee/Member	HR	Yes	1	07/01/2019	06/30/2021	9
4	Robert Schreck	Trustee/Member	Audit & Finance	Yes	1	04/01/2020	06/30/2023	5 or less
5	James Deuschle	Treasurer	Audit & Finance	Yes	2	05/22/2018	06/30/2021	7
6	Lorrei DiCamillo	Secretary	N/A	Yes	1	07/18/2019	06/30/2021	7
7	Deborah Licata	Trustee/Member	N/A	Yes	1	12/17/2018	06/30/2021	7
8	Dr. Thomas Schenk	Trustee/Member	HR	Yes	1	07/01/2017	06/30/2020	6
9								

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2020	8
b.Total Number of Members Added During 2019-2020	1
c. Total Number of Members who Departed during 2019-2020	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	12

3. Number of Board meetings held during 2019-2020

10

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed Nov 2 2020

[Instructions](#)

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

03

Filename: 03.23.20 Cancelled Meeting due to sch f4f8Yge.pdf **Size:** 14.2 kB

08

Filename: 08.26.19.Minutes.doc.pdf **Size:** 108.4 kB

02

Filename: 02.24.20.Minutes.doc.pdf **Size:** 108.5 kB

04

Filename: 04.27.20.Minutes.doc.pdf **Size:** 110.8 kB

01

Filename: 01.27.20.Minutes.doc.pdf **Size:** 107.9 kB

12

Filename: 12.16.19.Minutes.doc.pdf **Size:** 110.8 kB

06

Filename: 06.22.20.Minutes.doc.pdf **Size:** 101.1 kB

05

Filename: 05.18.20.Minutes.doc.pdf **Size:** 115.4 kB

11

Filename: 11.25.19.Cancelled Meeting No Quorum.pdf **Size:** 14.3 kB

10

Filename: 10.28.19.Minutes.doc.pdf **Size:** 109.1 kB

09

Filename: 09.23.19.Minutes.doc.pdf **Size:** 110.0 kB

Entry 10 Enrollment & Retention

Completed Nov 2 2020

[Instructions for submitting Enrollment and Retention Efforts](#)

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

Entry 10 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

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

WEST BUFFALO CHARTER SCHOOL 140600860986

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	We continue to recruit through current families, local daycare centers, UPK and Pre-school programs and an increased social media campaign (mostly Facebook). Our free and reduced lunch percentages are approximately 90% thus these efforts have been successful.	Since most daycare centers and all UPK and pre-school programs are closed due to COVID, we have increased our online social media marketing efforts. In April 2020 we retained a marketing firm that specializes in social media advertising. We also placed a fillable school application online that can be submitted through our website. We have a strong sibling feeder group and family referral remains our greatest referral source. Thus we anticipate our ED numbers to remain about the same at 86% to

		90%.
English Language Learners/Multilingual Learners	<p>We continue to recruit through current families, local daycare centers, UPK and Pre-school programs and an increased social media campaign (mostly Facebook). Our ENL numbers have always ranged between 25% to 30% thus these efforts have been successful.</p>	<p>We have increased our marketing efforts to include social media marketing due to COVID. We have employed our in-house Burmese family liaison all summer so that she can continue to do community outreach. We have a strong sibling feeder group and family referral remains our greatest referral source. Thus we anticipate our ENL numbers to remain about the same at 25% to 30%.</p>
Students with Disabilities	<p>We expect that the same broad recruitment efforts for ED and ENL students would yield similar results for SWD students. Per our Child Find data, this is true. However many of those families do not ultimately enroll showing that it is not a recruitment issue, those families are learning about us and applying. However, many of those families are also our most transient families and when they move, they take a large percentage of SWD students with them. This year we added two self-contained classrooms which will result in our most disabled students remaining with us and not transferring back to the district.</p>	<p>We are limited in recruiting to area special education pre-schools due to COVID closures. However, we believe our current self-contained programs and current broad recruitment efforts will result in higher special ed. numbers.</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
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 transferring students. Continue to provide wrap-around services that support the whole child.
English Language Learners/Multilingual 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 12 Percent of Uncertified Teachers

Completed Nov 2 2020

Instructions

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

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

Entry 12 Uncertified Teachers

School Name: WEST BUFFALO CHARTER SCHOOL 140600860986

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category A: 5 or 30% whichever is less	3.0

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

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

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

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

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	38

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	41



Thank you.

Entry 13 Organization Chart

Completed Nov 2 2020

[Instructions](#)

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

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

[Org chart](#)

Filename: Org chart.pdf Size: 260.4 kB

Entry 14 School Calendar

Completed Nov 2 2020

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

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

[2019-20 school calendar](#)

Filename: 2019 20 school calendar.pdf Size: 101.9 kB

Entry 15 Links to Critical Documents on School Website

Completed Nov 2 2020

Instructions

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

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

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

Form for Entry 15 Links to Critical Documents on School Website

School Name: **West Buffalo Charter School**

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	http://www.p12.nysed.gov/psc/csdirectory/WestBuffaloCharterSchool/documents/WBCSAR1819redacted.pdf
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	http://www.westbuffalocharter.org/content/2020-2021/Documents/BOT%20announcements1.pdf
2a. Webcast of Board Meetings (per Governor's Executive Order)	http://www.westbuffalocharter.org/board-of-trustees
3. Link to NYS School Report Card	http://www.westbuffalocharter.org/
4. Most Recent Lottery Notice Announcing Lottery	http://www.westbuffalocharter.org/content/2020-2021/Documents/2020%20Revised%20Lottery%20Notice%20COVID-19.pdf
5. Authorizer-Approved DASA Policy	http://www.westbuffalocharter.org/content/documents/Dignity%20for%20All%20Students%20Act.docx
6. District-wide Safety Plan	http://www.westbuffalocharter.org/content/documents/school-policies/District%20Safety%20Plan%2019-20.pdf
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	http://www.westbuffalocharter.org/content/2020-2021/Documents/Student%20Handbook%202020-2021%20with%20appendixes.pdf
7. Authorizer-Approved FOIL Policy	http://www.westbuffalocharter.org/content/documents/Policies%20Forms%202017-18/FOIL.pdf
8. Subject matter list of FOIL records	https://www.dos.ny.gov/about/01.07.19.DOSSubjectMatterList%20(2).pdf
9. Link to School Reopening Plan	https://docs.google.com/document/d/1Yr6vg2uU3txDZbyOVIbg7Iq3P_Yh-GF91twaHXWA1c/edit

Thank you.



Entry 16 COVID 19 Related Information

Completed Nov 2 2020

Instructions

Required of ALL charter schools

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

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

Entry 16 COVID 19 Related Information

School Name: West Buffalo Charter School

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

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

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	507	505	497

Table 2: 2019-2020 Assessments and Grade Participation

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

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 **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 **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 **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?

Yes 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

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

--	--	--	--

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



7/29/2020

Signature

Date

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

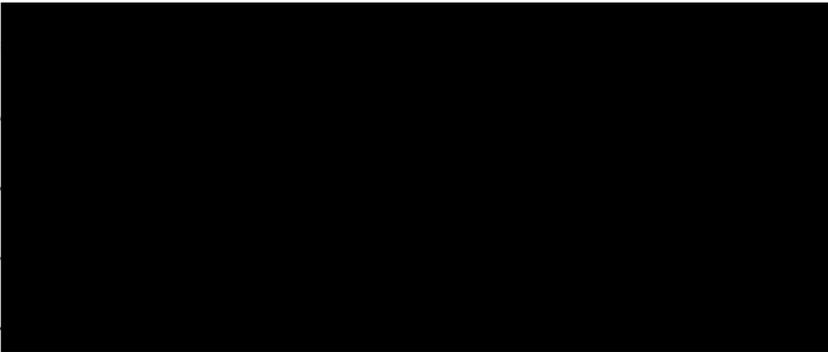
Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____



last revised 06/8/2020

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** **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.

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

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

James Dunscomb

Signature

8/1/20

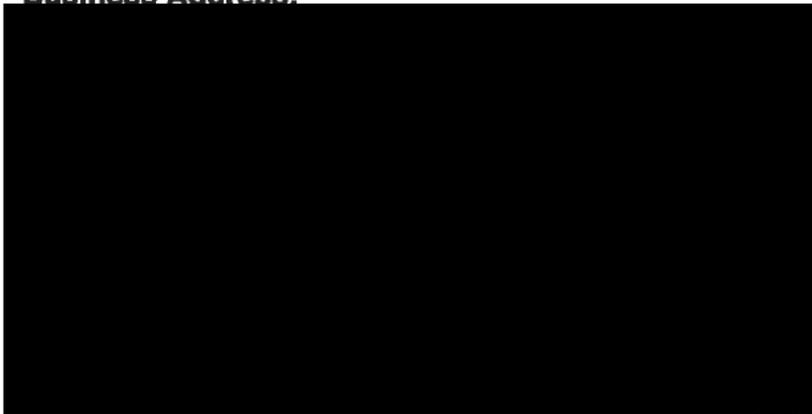
Date

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

Business Telephone:



Business Address:



last revised 06/8/2020

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).

*Trustee -
Vice 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?

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 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
	<i>None</i>		

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		

[Handwritten Signature]

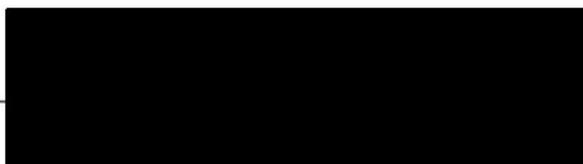
Signature

7/30/20

Date

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

Business Telephone:

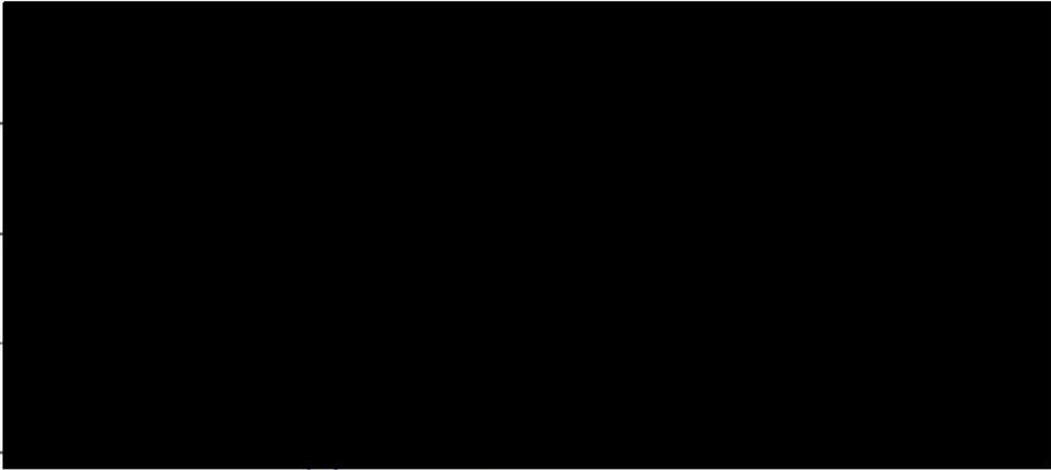


Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____



last revised 06/8/2020

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): West Buffalo Charter School

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

Secretary

Vice Chair

Chair

Board member at large

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.

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

Michelle Stevens

July 31, 2020

Signature

Date

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

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



last revised 06/8/2020

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

Name: *Lynn Chavanne Shea*

**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).

Secretary

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 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
<i>Buffalo Hearing & Speech Center</i>	<i>Contracted Therapy Services</i>	<i>\$100,000</i>	<i>Self-Lynn Shea, Program Director</i>	<i>Buffalo Hearing & Speech Center(BHSC) is written into the Charter for support. I am not directly involved in the contract business for the agency. I remove myself from any voting or decision in regard to the Contract with BHSC.</i>

Lynne Charanne Shea

Signature

Date

8/3/2020

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

Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____



last revised 06/8/2020

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):

West Buffalo Charter School

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

At Large Member, Board

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.

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

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."

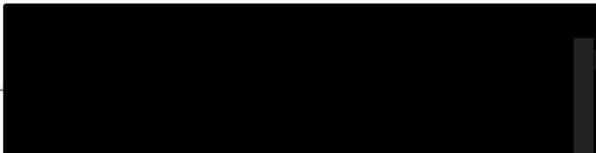
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="font-size: 2em; font-family: cursive;">NONE</p>				

Russ Sched
Signature

8/3/20
Date

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

Business Telephone: _____

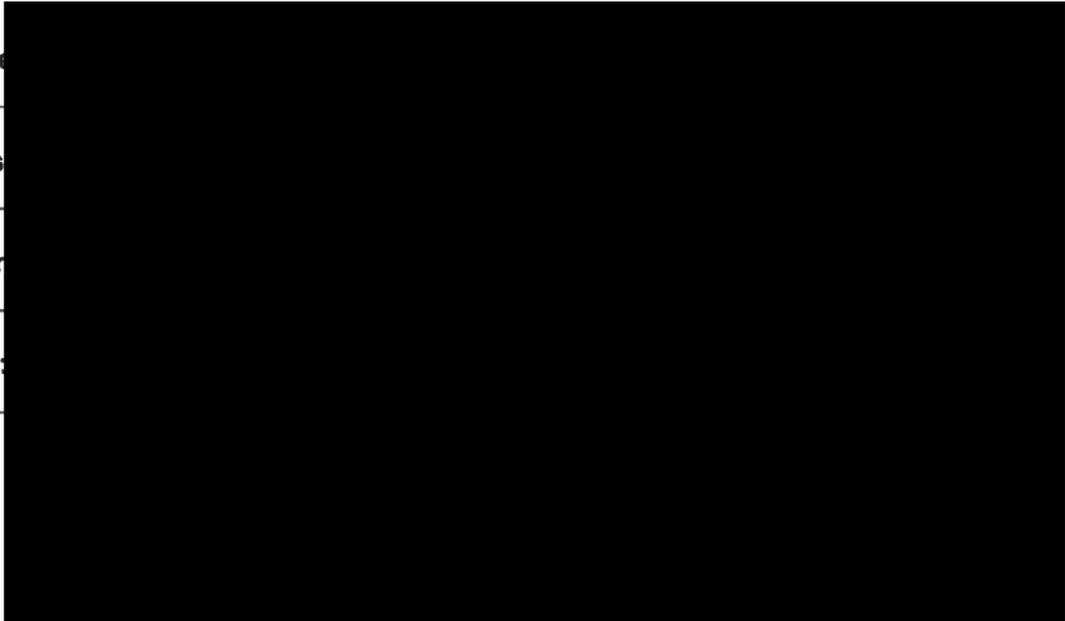


Business Address

E-mail Address

Home Telephone

Home Address



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).

Secretary of Board

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.

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."

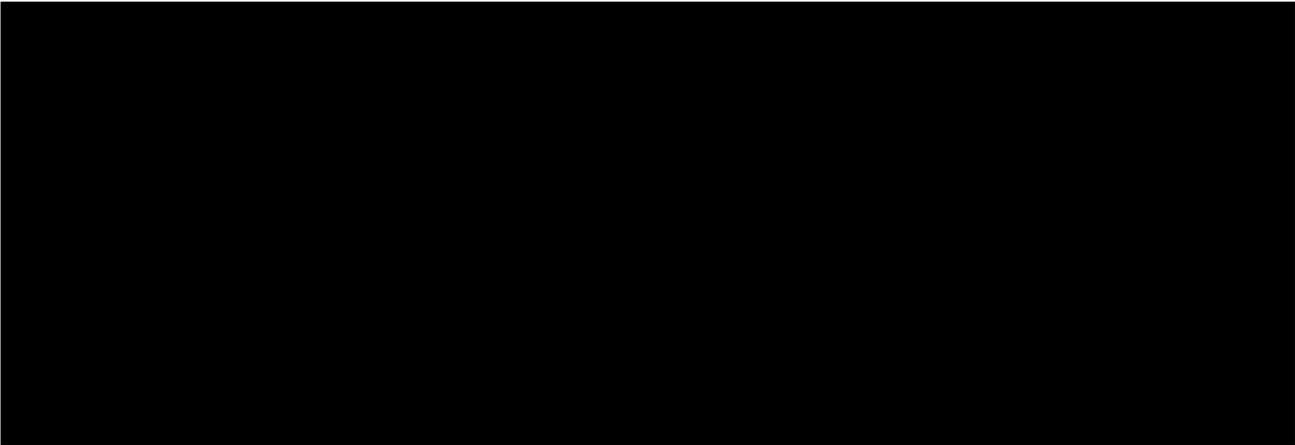
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

Jonni DiLunick
 Signature

8/2/20
 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.





last revised 06/8/2020

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).

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.

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		—	

Elizabeth Senso for Deborah Leach
 Signature _____ Date 08/03/2020

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

Business Telephone:

Business Address

E-mail Address

Home Telephone

Home Address



March
Meeting
Cancelled
Due to
School Closing
Corona Virus



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
AUGUST 26, 2019
2:30 PM
MONTHLY MEETING**

Board Members

Present: Michelle Stevens, Peter Heffley, Lynn Shea, Debbie Licata, Lorrei DiCamillo

Excused: Tom Schenk, James Deuschle

Also Present: Liz Sterns, Andrea Todoro

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, August 19, 2019 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 22nd, 2019 meeting minutes were presented for approval.

Upon motion duly made by Ms. Licata and seconded by Mr. Heffley the July 22nd, 2019 minutes were approved as presented. All in favor.

Non-opposed.

Financial Report

Mrs. Sterns presented the financial reports for the period ending July 31st, 2019 (a copy is attached hereto and made a part hereof).

Upon motion duly made by Mr. Heffley and seconded by Mrs. Shea, the July 31st, 2019 financials were approved as presented. All in favor. Non-opposed.

Upon motion duly made by Ms. Licata and seconded by Mrs. Shea, the Allied Mechanical contract was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mrs. Shea and seconded by Mr. Heffley, the Bison Elevator annual contract was approved as presented. All in favor. Non-opposed.

- Discussion regarding employee health benefits and payroll companies.

School Leader Report

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

- Mrs. Todoro presented information regarding the upcoming visit by SED October 22nd and 23rd. When the exact day and time is determined, Mrs. Todoro will let the BoT know when they will meet with members of the committee.
- Mrs. Todoro discussed the process of writing the charter renewal.
- Discussion pertaining to the recent donation of 4000 books for the newly created Learning Commons in the lower level of the building.

Upon motion duly made by Mrs. Shea and seconded by Mrs. DiCamillo, the Safety Plan 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. DiCamillo and seconded by Mrs. Shea. The meeting was adjourned at 3:38 PM.

Respectfully submitted,
Leslie Bunis Ohl

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



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
FEBRUARY 24TH, 2020
2:30 PM
MONTHLY MEETING**

Board Members

Present: Michelle Stevens, Debbie Licata, Tom Schenk, James Deuschle

Excused: Lorrei DiCamillo, Peter Heffley, Lynn Shea

Also Present: Liz Sterns, Andrea Todoro, Robert Schreck

Quorum Present: Yes

Call to Order

Mrs. Stevens called the meeting to order at 2:37 PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, February 10th, 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.

- Mrs. Stevens welcomed potential new board member Robert Schreck to the meeting who is awaiting SED approval.

Monthly Meeting

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

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

Financial Report

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

- Discussion regarding the Cullen “Good to Great” grant as well as the Critical Friends visit.
- Discussion regarding special education overpayments by BPS.

Upon motion duly made by Mr. Deuschle and seconded by Ms. Licata, the January, 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).

- Discussion regarding the full-term 5 year renewal.
- Discussion regarding computer based testing versus the paper based testing. WBCS will continue with paper testing until mandated to do otherwise.
- Discussion regarding student issue over February break.
- The Board is encouraged to join in the fun for Multi-Cultural Night on Thursday, March 19th from 5:00-6:30 PM.

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by Ms. Licata and seconded by Dr. Schenk. The meeting was adjourned at 3:28 PM.

Respectfully submitted,
Leslie Bunis Ohl

The next WBCS board meeting will take place on Monday, March 23rd, 2020 at 2:30 PM in the WBCS Administrative Conference Room.



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

Board Members

Present via Zoom: Michelle Stevens, Debbie Licata, Tom Schenk, James Deuschle, Lorrei DiCamillo, Lynn Shea

Present via Phone: Peter Heffley, Robert Schreck

Also Present: Liz Sterns, Andrea Todoro

Quorum Present: Yes

Call to Order

Mrs. Stevens called the meeting to order at 2:34PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, April 20th, 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 February 24th, 2020 meeting minutes were presented for approval (March meeting canceled due to school closure).

Upon motion duly made by Mr. Heffley and seconded by Ms. Licata, the February, 2020 minutes 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).

- Discussion regarding plans for potential school reopening if in fact allowed to do so and how to handle re-entry.
- The end of the official school year will remain as scheduled for June 26th, 2020.
- Dr. Schenk weighed in on the current events from a medical professional's perspective.
- Students continue to thrive while learning remotely. The curriculum is progressing.
- Mrs. Sterns will share her findings/analysis of student attendance as it pertains to potential future funding for items such as electronics/devices.
- Mrs. Stevens praised the Administrative team for all they have done and continue to do to assist WBCS students and their families during this unprecedented time.

Financial Report

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

Upon motion duly made by Mr. Deuschle and seconded by Mr. Heffley, the March, 2020 financials were approved as presented. All in favor.

Non-opposed.

- Mrs. Sterns discussed the specifics of the Paycheck Protection Program (PPP).

Upon motion duly made by Mr. Deuschle and seconded by Ms. Licata, a resolution for the application of the Payment Protection Program was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mr. Deuschle and seconded by Mr. Heffley, the purchasing of 100 chromebooks was approved as presented. All in favor.

Non-opposed.

- Discussion regarding the Cullen Foundation “Good to Great” grant.
- Mrs. Stevens suggested in reference to families not having the opportunity to tour the school prior to submitting their 2020-2021 applications or enrolling, that creating a virtual tour of the school would be helpful. Mrs. Todoro and Mrs. Sterns have this in the works.
- Discussion regarding the lottery process and filling seats.
- An update was given specifically pertaining to the two SLE classes in regards to student participation in the remote learning experience.
- Discussion regarding the current budget and the potential for changes even 2-5 years from now.
- The yearly budget will be finalized in May to be approved at June’s meeting.
- APPR’s will begin for each staff member May 1st. Mrs. Sterns will host a “budget 101” to all staff prior to their APPR’s as it pertains to the projected school budget.

Board President Report

- Mrs. Stevens asked for board members to assist her with the Nominating Committee. Dr. Schenk, Mr. Heffley and Mrs. Shea all agreed to serve on the committee. The same members will assist Mrs. Stevens in Mrs. Todoro’s annual review.

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by Mrs. DiCamillo and seconded by Mr. Heffley. The meeting was adjourned at 3:52PM.

Respectfully submitted,
Leslie Bunis Ohl

The next WBCS board meeting will take place on Monday, May 18th, 2020 at 2:30 PM via Zoom meeting.



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
JANUARY 27TH, 2020
2:30 PM
MONTHLY MEETING**

Board Members

Present: Michelle Stevens, Peter Heffley, Lorrei DiCamillo, Lynn Shea,
James Deuschle

Excused: Tom Schenk, Debbie Licata

Also Present: Liz Sterns, Andrea Todoro (via conference call)

Quorum Present: Yes

Call to Order

Mrs. Stevens called the meeting to order at 2:33 PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, January 20th, 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 December 16th, 2019 meeting minutes were presented for approval.

Upon motion duly made by Mr. Heffley and seconded by Mrs. DiCamillo the December, 2019 minutes were approved as presented. All in favor. Non-opposed.

Financial Report

Mrs. Sterns presented the financial reports for the period ending December 31st, 2019 (a copy is attached hereto and made a part hereof).

- Discussion regarding investment strategies.
- Discussed budget to actual balance sheet.

Upon motion duly made by Mr. Deuschle and seconded by Mr. Heffley, the December, 2019 financials were approved as presented. All in favor. Non-opposed.

- The corner lot at Dewitt and Lafayette is under contract. Mrs. Sterns to follow-up.
- Discussion regarding related service costs as they pertain to students living out of district.
- Mr. Heffley presented the resume of Mr. Robert Schreck.

Upon motion duly made by Mr. Deuschle and seconded by Mrs. Shea, the board approved the nomination to the WBCS Board of Trustees of Mr. Robert Schreck. 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).

- Mrs. Todoro presented the SED report corrections for review.
- Discussion regarding recent interviews to fill positions that will be vacated due to several going out on leave and one job abandonment.

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by Mrs. DiCamillo and seconded by Mr. Deuschle. The meeting was adjourned at 3:15 PM.

Respectfully submitted,
Leslie Bunis Ohl

The next WBCS board meeting will take place on Monday, February 24th, 2020 at 2:30 PM in the WBCS Administrative Conference Room.



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
DECEMBER 16, 2019
2:30 PM
MONTHLY MEETING**

Board Members

Present: Michelle Stevens, Peter Heffley, Lorrei DiCamillo, Tom Schenk,
Debbie Licata

Excused: Lynn Shea, James Deuschle

Also Present: Liz Sterns, Andrea Todoro

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, December 9, 2019 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 October 28th, 2019 meeting minutes were presented for approval.

Upon motion duly made by Mr. Heffley and seconded by Dr. Schenk the October 28th, 2019 minutes were approved as presented. All in favor. Non-opposed.

Financial Report

Mrs. Sterns presented the financial reports for the period ending November 30th, 2019 (a copy is attached hereto and made a part hereof).

- A conversation took place regarding the budget to actual financials for the four months ending November 30th, 2019.

Upon motion duly made by Dr. Schenk and seconded by Mr. Heffley, the PCS Plumbing contract was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Ms. Licata and seconded by Dr. Schenk, the custom mats for the gym purchased from Corr Distributors was approved as presented. All in favor. Non-opposed.

- Discussion regarding the district reimbursement formula for special education.

Upon motion duly made by Ms. Licata and seconded by Dr. Schenk, the October/November, 2019 financials were approved as presented. All in favor. Non-opposed.

- Discussion regarding the pending sale of the lot at the corner of Dewitt and Lafayette streets. Should be complete by the end of January.

School Leader Report

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

- The SED formal site visit report has not been shared as of yet. Renewal recommendation anticipated to be on schedule for review by the Board of Regents at their February meeting.
- Discussion regarding the updated APPR form.

- Mrs. Todoro responded to questions regarding PTO usage by staff, compensation and various other items that may ultimately affect an employee's APPR.
- Mrs. Todoro reported on the visit by representatives of the Head Start to WBCS and a reciprocal visit by our Kindergarten team to one of the Head Start locations.
- Board members were furnished with the final numbers regarding the 2019-2020 Parent/Teacher conferences. All impressed with such high percentages.
- Mr. Siddall and Mrs. Lysiak have finished helping 8th grade students navigate through the application process for next year's entrance into high school. Some students have been shadowing at several private schools in anticipation of financial aid.
- Discussion regarding school safety and threat assessment team and events.

Adjournment

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

Respectfully submitted,
Leslie Bunis Ohl

The next WBCS board meeting will take place on Monday, January 27th, 2020 at 2:30 PM in the WBCS Administrative Conference Room.



WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
JUNE 22, 2020
2:30 PM
MONTHLY MEETING

Board Members

Present: Michelle Stevens, Debbie Licata, James Deuschle, Lynn Shea, Bob Schreck, Pete Heffley

Present via Phone: Tom Schenk

Excused: Lorrei DiCamillo

Also Present: Liz Sterns, Andrea Todoro

Quorum Present: Yes

Call to Order

Mrs. Stevens called the meeting to order at 2:33PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, June 15, 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 May 18th, 2020 meeting minutes were presented for approval.

Upon motion duly made by Mr. Heffley and seconded by Ms. Licata, the May, 2020 minutes were approved as presented. All in favor. Non-opposed.

Financial Report

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

- Discussion regarding the updated budget as it pertains to PPP and adjusted debt.

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

- Discussion regarding student enrollment.
- Will share the virtual tour of the school with the Board when available.

Upon motion duly made by Mrs. Shea and seconded by Mr. Heffley, the BPS food service contract was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mr. Deuschle and seconded by Ms. Licata, the changes to the final budget regarding PPP and the Cullen Grant were approved as presented. All in favor. Non-opposed.

- Discussion regarding the potential layoff of the facilities staff until dates are set for re-entry.

School Leader Report

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

- Mrs. Todoro discussed the creation of a school task force made up of various staff members as it applies to school reopening.
- Discussion regarding teaching remotely as it pertains to staffing.

- **Upon motion duly made by Ms. Licata and seconded by Mr. Schreck, the 2020-2021 school calendar was approved as presented. All in favor. Non-opposed.**

Executive Session

The board adjourned into Executive Session to discuss personnel matters at 3:10PM. A motion to adjourn from Executive Session was made by Mrs. Shea and seconded by Dr. Schenk at 3:13 PM.

- Discussed personnel matter.

Upon motion duly made by Ms. Licata and seconded by Mr. Heffley the board voted to accept the following slate of officers 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

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by Ms. Licata and seconded by Mr. Heffley. The meeting was adjourned at 3:35PM.

Respectfully submitted,

Leslie Bunis Ohl

The next WBCS board meeting will take place on Monday, July 27th, 2020 at 2:30.



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
MAY 18, 2020
2:30 PM
MONTHLY MEETING**

Board Members

Present via Zoom: Michelle Stevens, Tom Schenk, James Deuschle,
Lorrei DiCamillo, Lynn Shea

Present via Phone: Peter Heffley

Excused: Debbie Licata, Robert Schreck

Also Present: Liz Sterns, Andrea Todoro

Quorum Present: Yes

Call to Order

Mrs. Stevens called the meeting to order at 2:41PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, May 11th, 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 April 27th, 2020 meeting minutes were presented for approval.

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

Financial Report

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

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

- Mrs. Sterns presented the 2020-2021 Budget for approval.

Upon motion duly made by Mrs. DiCamillo and seconded by Mr. Heffley, the 2020-2021 draft budget was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mrs. Shea and seconded by Mr. Deuschle, the contract with Canisius College Residency Contract was approved as presented. All in favor. Non-opposed (Mrs. DiCamillo abstained).

- Discussion regarding the “unknowns” of the next school year as it applies to how the school will operate and state funding. Constant review will continue as plans unfold.
- Staffing changes will reflect in \$100,000.00 savings.
- Discussion regarding the PPP dollars that came in and how that works.
- APPR’s continue for staff with raises to be limited to 2, 2.5 or 3 percent.
- Corner lot sale still moving along and should close soon.

School Leader Report

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

- June calendar of events for students. Instruction through Friday, June 19th.
- 2020-2021 School Year- conversations with SED. Multiple plans so we are ready for ANYTHING (begin school year remotely and slide in when able; hybrid plan utilizing split sessions; busing concerns).

- YMCA summer camp cancelled at WBCS. WBCS working with the Cullen Foundation and BPS to offer other summer options for families.
- Registration packets are going out. A virtual tour of the building is also being created for those interested in WBCS. In addition summer work packets will be offered to new families along with lawn signs for our newest WBCS students.
- Staff APPR's are taking a bit longer this year as discussion centers on the 19-20 school year and all that has happened. Teachers miss their students. Several have visited their students to deliver snacks, work packets and any other student household needs that the teacher becomes aware of.
- Over 300 applications have been received for the Administrative Assistant position and have been narrowed down to 30. Rachel and Shawn will Zoom meet to narrow the field and Andrea and Liz will conduct the final interview. Hoping to have the new person onboard by mid-June.
- Please join us for the end of year moving up day on June 23rd. This will be a drive-by event in front of the school where staff will be line the sidewalk as families pull up in a parade-style fashion:
 - ★ Kindergarten at 3:30PM
 - ★ 8th grade at 5:30PM

Board President Report

- Scheduling meeting to formulate the 2020-2021 slate of BoT Officers.
- Thanked staff for efforts on all fronts.
- Recognition of excellent student attendance during these unprecedented times.
- Teacher end of year reflections are so heartfelt, positive and moving.

Adjournment

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

Respectfully submitted,
Leslie Bunis Ohl

[The next WBCS board meeting will take place on Monday, June 22nd, 2020 at 2:30PM via Zoom meeting.](#)

November
Meeting
Cancelled
Due to
No Quorum



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
OCTOBER 28TH 2019
2:30 PM
MONTHLY MEETING**

Board Members

Present: Michelle Stevens, Peter Heffley, Lorrei DiCamillo, James Deuschle, Debbie Licata

Excused: Lynn Shea, Tom Schenk

Also Present: Liz Sterns, Andrea Todoro

Quorum Present: Yes

Call to Order

Mrs. Stevens called the meeting to order at 2:43 PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, October 21st, 2019 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 September 23rd, 2019 meeting minutes were presented for approval.

Upon motion duly made by Mrs. DiCamillo and seconded by Mr. Deuschle the September 23rd, 2019 minutes were approved as presented. All in favor. Non-opposed.

Financial Report

Mrs. Sterns presented the financial reports for the period ending September 30th, 2019 (a copy is attached hereto and made a part hereof).

- Mrs. Sterns presented information regarding the recent annual financial audit.

Upon motion duly made by Mr. Deuschle and seconded by Mr. Heffley, the September 30th, 2019 financials were approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mr. Heffley and seconded by Ms. Licata the furniture purchase for the Learning Commons was approved as presented. All in favor. Non-opposed.

- Furniture was purchased for the Learning Commons on the ground floor and arriving in a few weeks.

School Leader Report

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

- Discussion regarding the October 22nd and 23rd visit by representatives of the State Education Department. Mrs. Todoro described the chain of events and the schedule pertaining to their visit.
- The draft of the results of the visit may be available in the next months with our renewal possibly being placed on the February Board of Regents agenda.
- Discussion regarding creating a new APPR form that will reflect specific items that are not on the current form. The Board of Trustees are in agreement that a new comprehensive form would be suitable and approved such.

BoT Chair Report

- Mrs. Stevens remarked on the status of the pending sale of the corner lot.
- A dozen or so selected teachers will be invited to charter school meeting where Jane Bluestein will be speaking on November 8th.

Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by Mr. Heffley and seconded by Ms. Licata. The meeting was adjourned at 3:45 PM.

Respectfully submitted,
Leslie Bunis Ohl

The next WBCS board meeting will take place on Monday, November 25th at 2:30 PM in the WBCS Administrative Conference Room.



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
SEPTEMBER 23 2019
2:30 PM
MONTHLY MEETING**

Board Members

Present: Michelle Stevens, Peter Heffley, Lynn Shea, Tom Schenk, Lorrei DiCamillo

Excused: Debbie Licata, James Deuschle

Also Present: Liz Sterns, Andrea Todoro

Quorum Present: Yes

Call to Order

Mrs. Stevens called the meeting to order at 2:37 PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, September 16th, 2019 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 August 26th, 2019 meeting minutes were presented for approval.

Upon motion duly made by Mrs. Shea and seconded by Mr. Heffley the August 26th, 2019 minutes were approved as presented. All in favor. Non-opposed.

Financial Report

Mrs. Sterns presented the financial reports for the period ending August 31st, 2019 (a copy is attached hereto and made a part hereof).

- Mrs. Sterns is preparing for the annual financial audit which will consist of a two day visit by the auditors. The audit will be submitted to the State by the November 1st deadline.

Upon motion duly made by Dr. Schenk and seconded by Mr. Heffley, the MOU-BestSelf contract was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mr. Heffley and seconded by Mrs. Shea, the Paylocity contract was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Dr. Schenk and seconded by Mr. Heffley, the Work&Well contract was approved as presented. All in favor. Non-opposed.

- Discussion regarding the new Social Worker from BestSelf.

Upon motion duly made by Mrs. Shea and seconded by Mr. Heffley, the August 31st, 2019 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).

- Mrs. Todoro presented an overview of the upcoming school visit with representatives from the NYS Education Dept. that will take place on October

22nd and 23rd. The BoT stakeholder meeting will most likely take place on the 22nd. Date and time of this meeting will be confirmed shortly.

- Discussion regarding the BPS renewal hearing that will take place on September 25th, 2019.
- BoT members to meet on Tuesday, October 15th at 10:30 AM ahead of the October 22nd State visit to go over pertinent items.

Upon motion duly made by Mrs. DiCamillo and seconded by Mr. Heffley, the WBCS by-laws were amended in section 3.1 to read “ twelve meetings per year.” All in favor. Non-opposed.

Upon motion duly made by Dr. Schenk and seconded by Mrs. Shea, the meeting went into Executive Session at 3:13PM. Executive Session exited at 3:34PM.

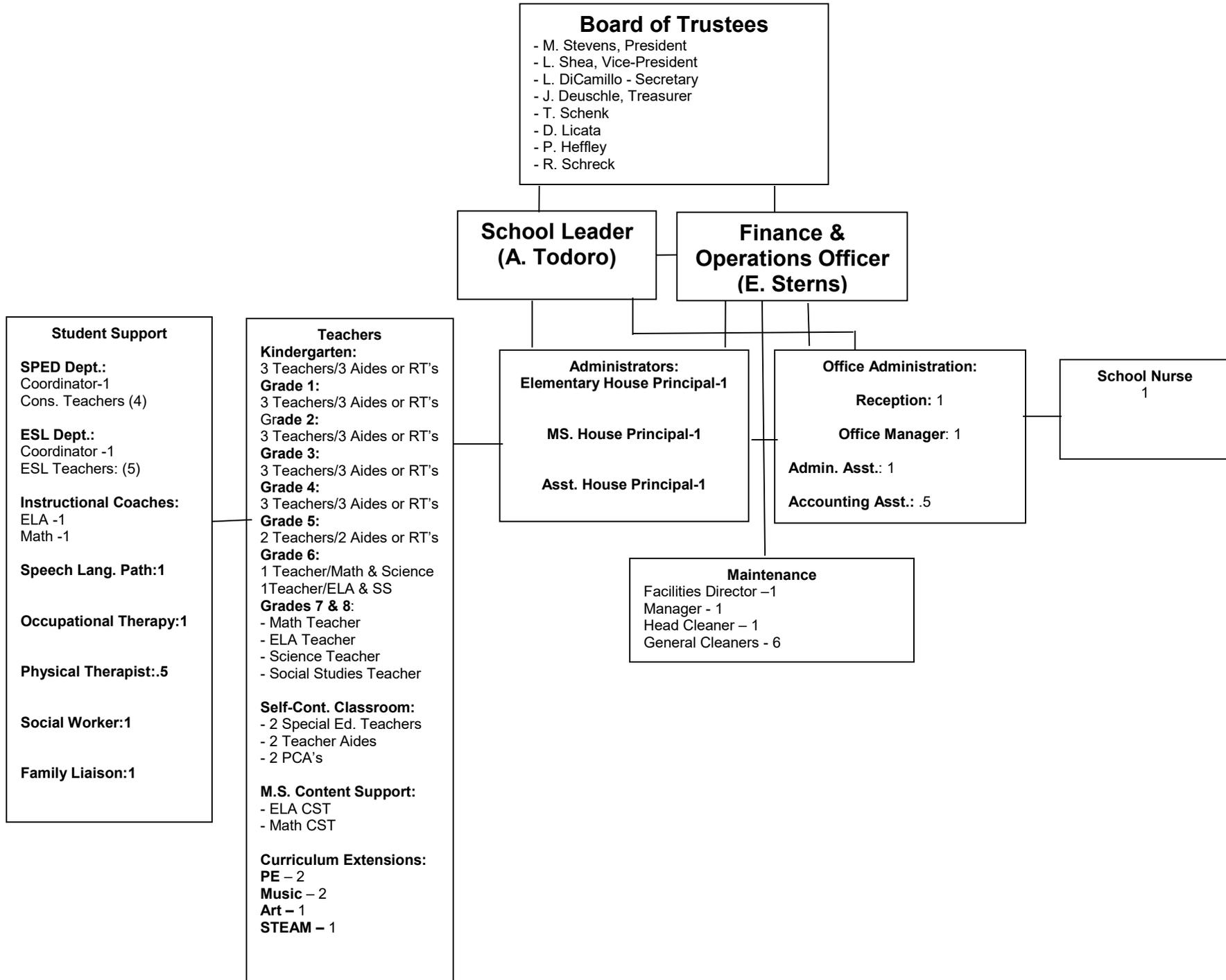
Adjournment

Being that there is no further business to discuss, a motion to dismiss was made by Mr. Heffley and seconded by Dr. Schenk. The meeting was adjourned at 3:35 PM.

Respectfully submitted,
Leslie Bunis Ohl

The next WBCS board meeting will take place on Monday, October 28th at 2:30 PM in the WBCS Administrative Conference Room.

2019 – 2020 Organization Chart West Buffalo Charter School



West Buffalo Charter School | 2019-2020 CALENDAR

29 Professional Development Day
30 School Closed

AUGUST 19

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

S = 0
T = 1

17-21 Mid-Winter Break - **NO SCHOOL**

FEBRUARY 20

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

S = 15
T = 15

2 Labor Day
3 Professional Development Day
4 1st Day of School

SEPTEMBER 19

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					

S = 19
T = 20

25-27 NYS ELA Assessment

MARCH 20

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				

S = 22
T = 22

14 Columbus Day - **NO SCHOOL**

OCTOBER 19

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		

S = 22
T = 22

10-17 Spring Break - **NO SCHOOL**
21-23 NYS Math Assessment

APRIL 20

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		

S = 16
T = 16

5 Parent Teacher Conference Day - **NO SCHOOL**
11 Veterans Day - **NO SCHOOL**
27 Professional Development - **12:30 Dismissal**
28-29 Thanksgiving Break - **NO SCHOOL**

NOVEMBER 19

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

S = 17
T = 18

22 **NO SCHOOL**
25 Memorial Day - **NO SCHOOL**

MAY 20

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						

S = 19
T = 19

23-31 Winter Break - **NO SCHOOL**

DECEMBER '19

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				

S = 15
T = 15

26 Last Day of School - **12:30 Dismissal**

JUNE 20

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				

S = 20
T = 20

1 New Year's Day - **NO SCHOOL**
20 M.L. King Day - **NO SCHOOL**

JANUARY '20

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	

S = 21
T = 21

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**



Department of Fire
195 Court Street
Buffalo, New York 14202

City Of Buffalo
BUREAU OF FIRE PREVENTION
65 Niagara Square, Room 321 City Hall
Buffalo, New York 14202
TEL (716) 851-5707 EXT 752 • FAX (716) 851-4680



Mark A. Morganti, Chief
Bureau of Fire Prevention

- Install Knox box
- Sprinkler System Test Report
- Fire Alarm System Test Report
- Generator Test Report
- Have AES Inspected
- Have Hood / Grease Ducts cleaned
- Have Fire Extinguishers Inspected
- Repair Inoperable Emergency Lights
- Change Deadbolt
- Display / Repair Exit Signs
- Repair inoperable Emergency Exit Doors
- Egress pathway blocked
- Tanks need to be secured
- Propane - move outside / properly secure
- Carbon Monoxide Detector Required
 - 10yr sealed battery unit required
 - No combos/CO detector only
 - No wall plug in units allowed
 - No 9volt or AA/AAA battery units



EM

LT. BRIAN SCANEON

BUREAU OF FIRE PREVENTION
BUFFALO FIRE DEPARTMENT

321 CITY HALL

BUFFALO, NY 14202

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

PUBLIC SCHOOL BUILDING FIRE SAFETY REPORT

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

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

District/School Name														
West Buffalo Charter School														
Facility/Building Name														
Same														
Street Address (NO PO Box Numbers)														
113 Lafayette Avenue														
City/Town/Village										Zip Code				
Buffalo										14213				

INSTRUCTIONS

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

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

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

09	07	18
Month	Day	Year

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

a) Student Instruction	<input checked="" type="checkbox"/>	f) Bus Maintenance w/ or w/out storage	
b) Administration		g) Public Library	
c) Storage		h) Vacant	
d) Maintenance		i) Other (specify)	
e) Bus Storage Only			

2. Is there a fire sprinkler system in this facility? Yes No

If yes, is the sprinkler alarm connected with the building alarm? Yes No

3. Is there a fire hydrant system for facility protection? Yes No

If yes, indicate ownership of the system.

Public Owned School Owned Other _____ (specify)

4. Indicate the ownership of this facility.

Leased _____ Owned Other _____ (specify)

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



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

a) Fire drills were held in accordance with Section 807 of State Education Law and Section F405 of the 2015 International Fire Code and F403.5.4 of the NYS 2016 Uniform Code Supplement. Yes No

b) Average time to evacuate this facility:

03

Minutes

00

Seconds

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

Yes No

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

Yes No

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

Yes No

8. Have there been any fires in this facility since the last annual fire inspection?

Yes No

If yes, indicate:

a) Number of fires

--	--

b) Total number of injuries

--	--

c) Total cost of property damage

\$

--	--	--	--	--	--	--	--	--	--

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

School District West Buffalo Charter School Building Name same
 Facility # _____

Part II-A (to be completed for public schools only - except "Big 4")					Part II-B					Part II-B					Part II-B							
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected				
01A-2					08A-2					120-2					19D-1							
01B-1					08B-2					13A-2					19E-1							
01C-1					08C-2					13B-2					19F-1							
01D-1					08D-2					14A-2					19G-1							
01E-1					08E-2					14B-2					19H-2							
02A-2					09A-2					14C-2					20A-1							
02B-1					09B-2					14D-1					20B-1							
02C-3					09C-1					14E-1					20C-1							
02D-1					09D-1					15A-2					21A-3							
02E-2					09F-2					15B-1					22A-3							
02F-3					09G-2					15C-2					22B-3							
02G-2					10A-2					15D-2					22C-3							
03A-3					10B-2					15E-1					23A-1							
03B-1					10C-1					16A-2					23B-1							
04A-2					10D-1					16B-2					23C-1							
04B-2					11A-2					16C-2					23D-2							
04C-1					11B-1					17A-3					24A-3							
05A-3					11C-2					17B-2					25A-3							
05B-2					11D-2					17C-2					If any additional non-conformances are observed, check item 25A-3 and list the Code section below.							
05C-2					11E-1					17D-2												
06A-1					12A-1					17E-1												
06B-1					12B-3					17F-3												
06C-1					12C-2					17G-1												
06D-2					12D-2					17H-2												
06E-3					12E-1					17I-2												
06F-1					12F-1					17J-1												
06G-1					12G-1					17K-1												
06H-2					12H-1					17L-1												
07A-3					12I-1					18A-2												
07B-2					12J-1					18B-2												
07C-2					12K-1					18C-2												
					12L-1					19A-3												
					12M-1					18D-2												
					12N-1					19B-2												
										19C-1												

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

Initial Inspection:
 Fire Safety Inspector: Name Lt. Brian Scunlon

Date 9/7/18

Registry # [REDACTED] (26E-4)

Final Inspection (if required):
 Fire Safety Inspector: Name _____

Date _____

Registry # _____ (26F-4)

Part III: Public School Certifications

Section III-A. Fire Inspector

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

Name: Brian Scurlon

Telephone #

Title: Lt.

Registry #

(as designated by the NYS Secretary of State)

Section III-B. Building Administrator or Designee

The individual noted below certifies that this building was inspected on 9/7/18 (date) as indicated in Section III-A above.

Name: Elizabeth J Sterns Telephone #

Title: Finance & Operations Officer

Section III-C. School Superintendent

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

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

Name: Elizabeth J Sterns Telephone #

Title: Finance & Operations Officer

Electronic Signature (via NYSED Portal)

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.